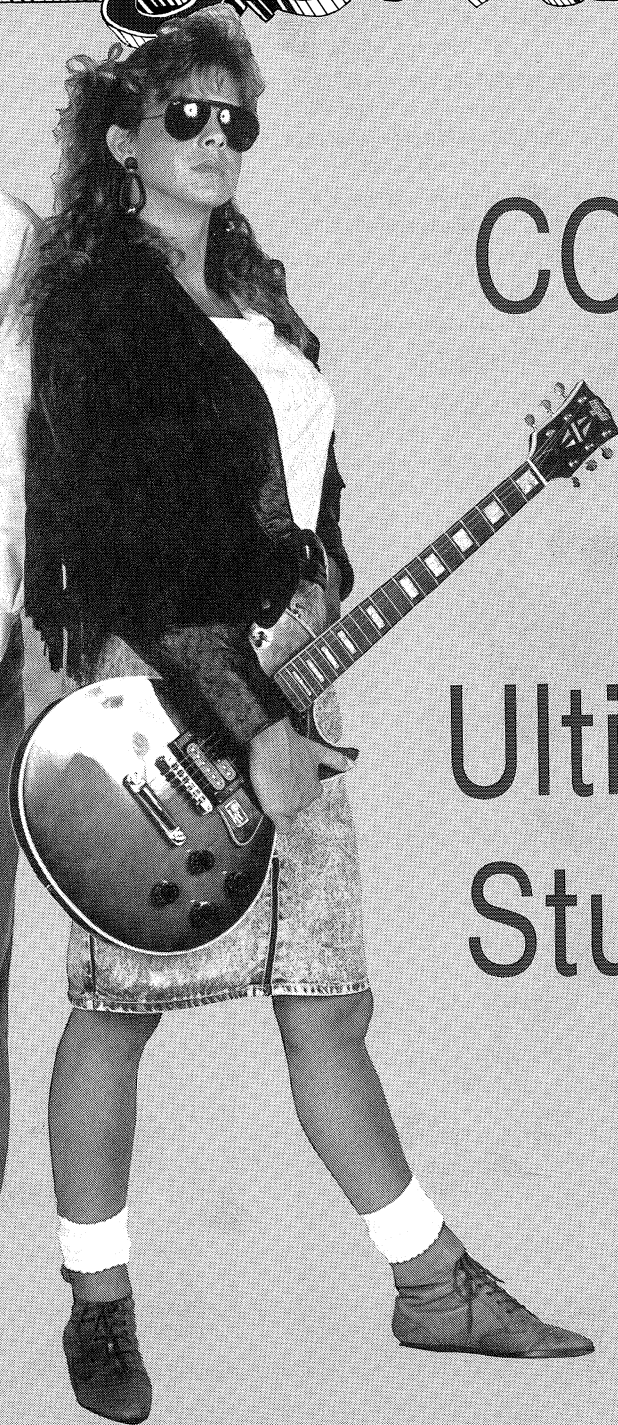


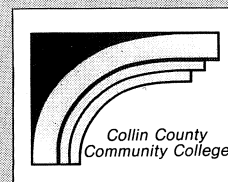
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# Rolling Student



CCCCD

The  
Ultimate  
Student  
Body



# ACADEMIC CALENDAR

## FALL 1989

August 15-23	*Registration, Fall and Mini Semesters	October 21	Last Day to Drop Third Weekend Session with a "W"
August 18	Staff Development Day		
August 25	Staff Development Day	November 1	Last Day to Drop Second 6 Week Mini Session with a "W"
August 28	First Day of Class		
August 28-29	Late Registration	November 11	Last Day to Drop Fourth Weekend Session with a "W"
September 4	Labor Day Holiday—Campuses Closed		
September 9	Last Day to Drop First Weekend Session with a "W"	November 11	Last Day to Drop Regular Semester with a "W"
September 14	Deadline to petition for December 1989 Graduation	November 22	Last Day to Drop Second 8 Week Mini Session with a "W"
September 20	Last Day to Drop First 6 Week Mini Session with a "W"	November 23-26	Thanksgiving Holiday—Campuses Closed
September 27	Last Day to Drop First 8 Week Mini Session with a "W"	December 9	Last Day to Drop Fifth Weekend Session with a "W"
September 30	Last Day to Drop Second Weekend Session with a "W"	December 11-16	Final Exams/Textbook Buyback
		December 16	Last Day of Semester
		December 22-January 1	Campuses Closed for Holidays

## SPRING 1990

January 3-10	*Registration, Spring and Mini Semesters	March 2	Last Day to Drop Third Weekend Session with a "W"
January 5	Staff Development Day		
January 15	First Day of Class	March 19-25	Spring Break—No Classes
January 15-16	Late Registration	March 23-25	Spring Holiday—Campuses Closed
January 27	Last Day to Drop First Weekend Session with a "W"	March 28	Last Day to Drop Second 6 Week Mini Session with a "W"
January 31	Deadline to petition for May 1990 Graduation	April 7	Last Day to Drop Fourth Weekend Session with a "W"
February 7	Last Day to Drop First 6 Week Mini Session with a "W"	April 7	Last Day to Drop Regular Semester with a "W"
February 14	Last Day to Drop First 8 Week Mini Session with a "W"	April 18	Last Day to Drop Second 8 Week Mini Session with a "W"
February 16	TJCTA/Staff Development—No Classes, Campuses Open	April 28	Last Day to Drop Fifth Weekend Session with a "W"
February 17	Last Day to Drop Second Weekend Session with a "W"	May 8-12	Final Exams/Textbook Buyback
		May 12	Last Day of Semester, Commencement Ceremony
		May 28	Memorial Day Holiday—Campuses Closed

## SUMMER 1990

May 30-June 2	Registration, Summer and Fall Semesters	July 7	Last Day to Drop Second Summer Weekend Session with a "W"
June 4	First Day of Class—Summer I and III		
June 4	Late Registration—Summer I and III	July 9	First Day of Class—Summer II
June 8	Classes Meet—all Summer I and M/W	July 9	Late Registration—Summer II
	Summer III—Makeup Day for July 4 Holiday	July 21	Last Day to Drop Summer III Session with a "W"
June 16	Last Day to Drop First Summer Weekend Session with a "W"		
June 28	Last Day to Drop Summer I Session with a "W"	July 28	Last Day to Drop Third Summer Weekend Session with a "W"
July 4	Independence Day Holiday—Campuses Closed	August 2	Last Day to Drop Summer II Session with a "W"
July 5	Final Exams/Textbook Buyback—Summer I	August 8-9	Final Exams/Textbook Buyback—Summer II and III
July 5-6	Registration—Summer II and Fall	August 27	First Day of Class, Fall 1990

\* Registration for Mini Semester II continues until the first class day for those courses. Start and end dates for Mini Semester and Weekend courses vary. Consult the printed class schedule or contact the Enrollment Management Office for specific dates.



# I NTRODUCTION

**H**ere we go again! Welcome to the second non-traditional version of the official CCCC Student Handbook. As should be quite obvious, this publication is a parody of *Rolling Stone* magazine, the music industry tabloid. It follows in the footsteps of the *Student Enquirer*, which served as last year's successful pilot project for designing the college student handbook around a particular theme.

The purpose of a student handbook is to serve students as a resource of college policies, programs, and general information. The intent of *enRolling Student* is to go a step beyond that mission. In addition to being informed, we hope you are also entertained. After all, education does not need to be boring and uneventful. Learning can be fun . . . especially at CCCC.

The concept for this type of handbook originated during the summer of 1987. Janet Ross, Humanities Professor, was seeking ideas for creative lab projects with applicable "real world" value. Dr. Deborah Floyd, Vice President of Student Development, was seeking ways to involve students in creating a handbook that would result in increased readership. Both wanted to promote learning through collaborative efforts among students, instructional faculty, and student development.

Thus, during the 1988 fall term, Introduction to Humanities students accepted the challenge to get involved in their learning by creating and developing various themes for the CCCC Student Handbook. Several designs were submitted and a small task force of students, faculty, and administrators selected *enRolling Student*.

This handbook is our second step from the ordinary. Your reactions and feedback are important, so let us know what you think. Contact the Director of Student Life (SCC: F129) with your comments (good and bad) regarding the *enRolling Student*.

## NOTE

The text you are about to read is not necessarily the opinion of the editors. We are not responsible for what happened during those creative moments when mind and matter connected. If, by chance, we offend—we're sorry.

As you browse through the *enRolling Student*, remember that this is a fun, creative, learning project—a parody. The less-than-truthful text is in **boldface type**, while the "real" story is in regular type. You need to read the "real stuff" because it will help you succeed here at CCCC.

## Acknowledgements

**Editor:** Scott Stevens  
**Creative Editors:** Jonathan Ingram and Lorie VanBuskirk (students)  
Janet Ross (faculty)  
**Photographers:** Mike Newman, Kathy Martin, Harold Simpson and Scott Stevens  
**Design and Layout:** Kat Jahn-Nicklen  
**Typesetting:** We're Your Type  
**Typist:** Carol Jenkins  
**Printer:** Princeton Printing

**Special Thanks:** A special thanks is extended to all the students in Humanities 151, Fall 1988, who submitted ideas for the student handbook, particularly Amy Herring and Paul Kerutis, who originated the *enRolling Student* proposal.

**Cover:** Pictured on the front and back covers are CCCC students Scott Knowles and Holly Tidwell. Photographer: Harold Simpson, CCCC student.

**EXPRESS Ad:** CCCC student models for the EXPRESS advertisement on pages 26-27 are Randy Brevard, Samone Edge, Dawn Edwards, Lisa Murdoch, and Matt Tea. Photographer: Harold Simpson, CCCC student.

### *enRolling Student*

editorial staff: Scott Stevens, Lorie VanBuskirk, Janet Ross, and Jonathan Ingram.



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Collin County Community College District is an equal opportunity institution and does not discriminate on the basis of sex, race, creed, handicap, or national origin in accordance with Federal law.

# Central Campus



# eRS 001

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# QUICK REFERENCE

COLLEGE DEPARTMENT	ROOM (PHONE)
	CC (Phone 548-) SCC (Phone 881-)

<b>PRESIDENT'S OFFICE</b>	<b>A130(6600)</b>
<b>OFFICE OF INSTITUTIONAL ADVANCEMENT</b>	<b>A124(6611)</b>
—Public Information	—CCCCD Foundation, Inc.
—Resource Development	—Institutional Research

<b>STUDENT DEVELOPMENT CENTER</b>	<b>A108(6770) G103(5778)</b>
—Academic Advising	—Graduation
—Add/Drop a Course	—Orientation
—Admissions	—Personal Counseling
—Career Information and Counseling	—Registration
—Class Schedule	—Resumes and Cover Letters
—College Catalogs	—Student Employment-Jobs
—Degree Plans	—Student Records
—Disabled Students	—Transcripts
—Financial Aid and Scholarships	—Transfer Information
—Foreign Students	—Tuition Refunds
—Future Shop	—Veterans' Affairs
—Grade Report	—Withdrawal from Classes

<b>OFFICE OF INSTRUCTION</b>	<b>A302(6800) B207(5800)</b>
------------------------------	------------------------------

<b>ARTS AND HUMANITIES DIVISION</b>	<b>B189(5810)</b>
—Advertising Art	—Journalism
—Art	—Music
—English	—Philosophy
—Foreign Languages	—Photography
—Humanities	—Speech Communication
—International Studies	—Theatre

<b>BUSINESS AND INDUSTRY DIVISION</b>	<b>A206(6830) F135(5831)</b>
—Accounting	—Financial Mgmt.
—Business Administration	—Legal Assisting
—Computer Info. Systems	—Management
—Computer Science	—Mgmt. Development
—Drafting & Design	—Office Administration
—Economics	—Real Estate
—Electronics	—Small Business Mgmt.
—Engineering	—Software Design
—Fashion Marketing Mgmt.	

<b>SCIENCE AND HEALTH DIVISION</b>	<b>A305(6880) K106(5880)</b>
—Agriculture	—Health, PE, & Dance
—Biology	—Horticulture
—Chemistry	—Mathematics
—Emergency Medical Technology	—Nursing
—Fire Science	—Physical Science
—Geology	—Physics

COLLEGE DEPARTMENT	ROOM (PHONE)
	CC (Phone 548-) SCC (Phone 881-)

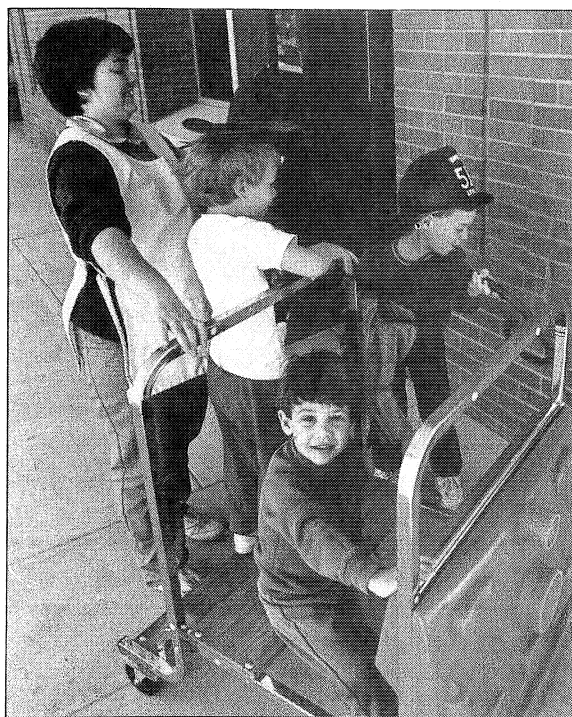
<b>SOCIAL SCIENCES DIVISION</b>	<b>B305(6810)</b>
—Child Development	—Political Science
—Criminal Justice	—Psychology
—Geography	—Sociology
—History	

<b>DEVELOPMENTAL EDUCATION</b>	<b>A108(6898) K104(5720)</b>
—Developmental Math, Writing, and Reading	—Study Skills Seminars
—Project SPARK	—Tutors

<b>MATH LAB</b>	<b>B336(6896) J227(5921)</b>
—Developmental and Credit Math Lab	—Math Tutoring

<b>TESTING CENTER</b>	<b>B342(6849) J233(5922)</b>
—Career Testing	—Instructional Tests
—CLEP and Credit by Exam	—Math, Reading, and Writing Assessment

<b>WRITING CENTER</b>	<b>B117(6898) LRC, Rm.F(5843)</b>
—Developmental and Credit Writing Lab	—Writing Tutoring





**COLLEGE DEPARTMENT****ROOM (PHONE)**

CC SCC  
(Phone 548-) (Phone 881-)

**COMPUTER LAB**

A208(6877) J119(5877)

**LEARNING RESOURCES  
CENTER**

B105(6860) D100(5860)

- Alternative Learning Center
- Bijou Theatres
- Photocopying

- Reading Assistance (ALC)
- Typewriter Usage

**COLLEGE STORE**

A104(6680) G124(5680)

- Check Cashing
- Novelties

- School Supplies
- Textbooks

**ENTERPRISE**

A354(6850) F102(5850)

- Continuing Education
- Conference Center

- Economic Development
- English as a Second Language

**STUDENT ACTIVITIES OFFICE**

B251(6787) F129(5788)

- Assistance in "Getting Involved"
- Bulletin Boards
- Campus Newsletter
- Car-Pooling

- Clubs and Organizations
- Lost and Found
- Students Rights

**COLLEGE DEPARTMENT****ROOM (PHONE)**

CC SCC  
(Phone 548-) (Phone 881-)

**FITNESS CENTER**

B207(6891) A100(5848)

- Intercollegiate Athletics
- Intramurals

- Physical Fitness
- Wellness and Health Programs

**BUSINESS OFFICE**

B209(6620) G136(5634)

- Refunds (Vending Machines  
and Photocopiers)

- Tuition and Fee Payment

**PHYSICAL PLANT**

A116(6690) K016(5690)

- Maintenance

**FOOD SERVICE**

2nd Floor F113(5949)

- Cafeteria
- Catering

- Vending Machines

**STUDENT LOUNGE**

F130

- Big Screen TV

- Student Art Display

**INFORMATION CENTER**

A108(6790) G132(5790)

- General Information and Answers



# Welcome

---

**"C**ollin County Community College is the fastest growing community college in the country and in its brief history has already earned a reputation for quality education. We are at your service to assist you in your educational pursuits; be they working toward an associate degree, learning new skills to make you more readily employable, building on 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 residents of Collin County. We encourage you to take advantage of the multiple opportunities at CCCC—your community college."



*Dr. John H. Anthony, CCCC President*

## History

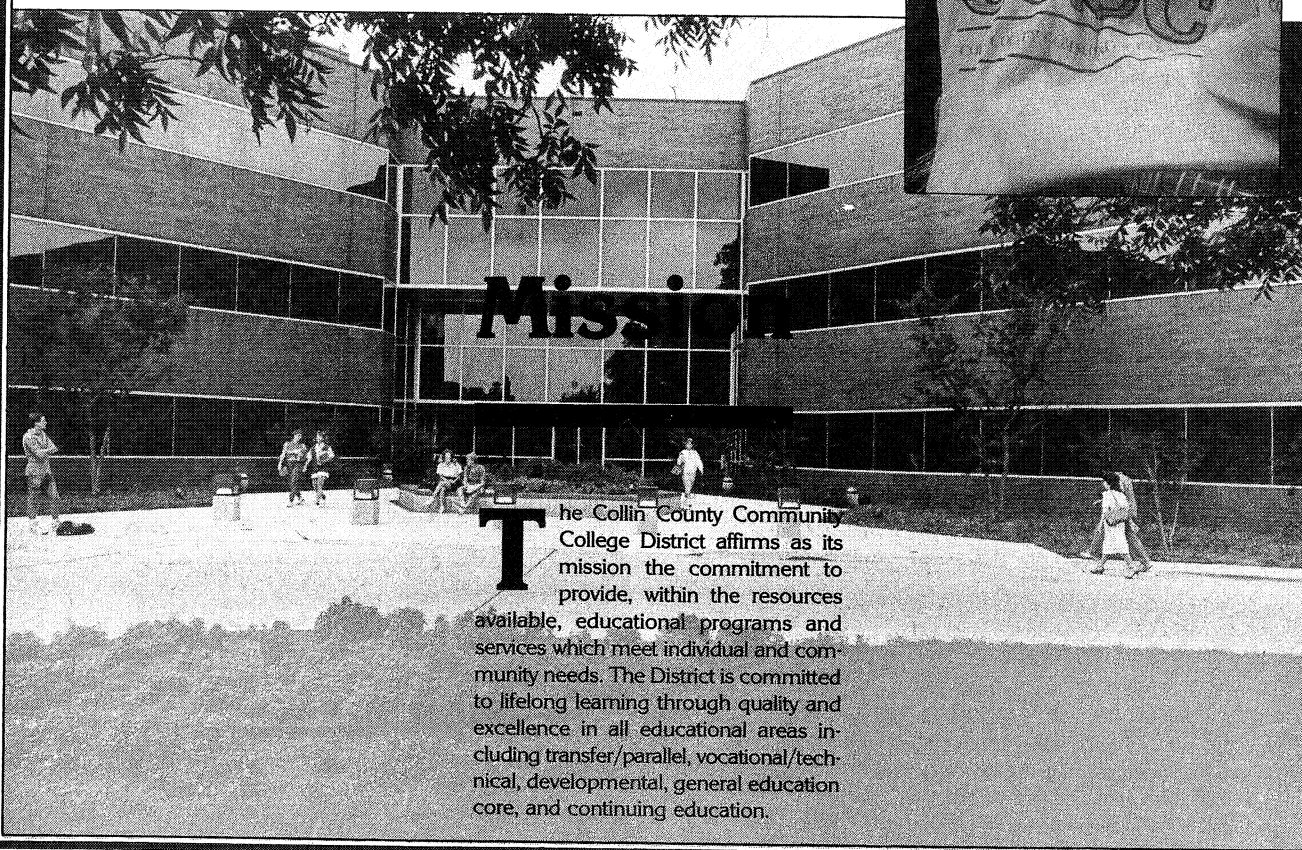
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**T**he Collin County Community College District was authorized on April 6, 1985. The first classes were offered in fall 1985 in high schools throughout the county.

The Central 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, CCCC's second campus opened its doors. The Spring Creek Campus, located at the junction of Spring Creek Parkway and Jupiter Road in east Plano, is a 380,000 square foot facility housing a physical education complex, conference center, theatre, Learning Resources Center, and food service area, in addition to classroom, laboratory, and office space.

Day and evening classes are offered at both the Spring Creek and Central Campuses, and the District encourages the use of its facilities and services by community residents who are not currently enrolled in classes. The District also continues to offer a number of courses at selected locations throughout the county.



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



# STUDENT DEVELOPMENT

The Student Development Division is here to help you become a successful student. Whether you are a new student or a returning student, we're 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?**

Academic advisors are available

through academic divisions and 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 are involved in academic advising. 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.

Any student who plans to enroll in English 151 must take the English assessment. Students who plan to enroll in Math 150, 151, 181, 183, 010, 020, or 030 are required to take the math assessment. Placement in the appropriate class(es) is mandated.

**Are advisors available in the evening?**

Yes. When classes are in session, generalist advisors are available in the Student Development Center 5-8 pm at

the Spring Creek Campus (G103) on Monday through Thursday and Central Campus (A108) on Wednesday. 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 (Central Campus) or 881-5778 (Spring Creek Campus).

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

To learn your skill level in reading, writing or mathematics, you may go to the Testing Center (CC: B342, SCC: J233). After assessment in these areas, you may enroll in the appropriate Developmental Education course. The 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 Mathe-

## IMPORTANT NEWS ABOUT TASP!

Read this if you have not earned at least three hours of college-level credit prior to September 1, 1989!

### What is TASP?

Texas Academic Skills Program (TASP) 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.

### How does TASP effect me?

TASP does not effect your admission to CCCCD. It does effect how many credit hours you can take and it may effect whether or not you can enroll in certain courses. If you have not taken the TASP test or our free local assessment in reading, writing, and math, you may only take 9 hours of college-level courses.

If you have taken our local assessment, you may enroll in 15 hours of credit before being required to take the TASP test.

### Where is the TASP test offered?

Both campuses of CCCCD are test sites for TASP. There is a \$24 registration fee and registration deadlines to meet. Contact the Admissions Office (CC: A108, SCC: G103) or Testing Center (CC: B342, SCC: J233) for registration bulletins.

### What happens if I do not pass TASP?

You will be required to take remedial courses in whatever subject areas are not satisfactorily completed. You will not be allowed to continue past 60 credit hours until all portions of TASP have been passed. Developmental Education courses at CCCCD are designed to assist you in acquiring the necessary skills to pass TASP.

### What is my TASP status?

If you are a new student at CCCCD, you will be assigned a TASP status at the time of admissions. Be sure to contact the Admissions Office, Testing Center, or your academic advisor if you are unclear about how TASP effects you. Don't wait until early registration to find out your TASP status.

## Student Development

matics (010, 020 and 030), two levels of Developmental Writing (040 and 041), and four levels of Developmental Reading (040, 041, 042 and 043). Your assessment scores will determine the appropriate level for you.



In addition to the courses, please go to 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're here or what they want to do. The

"Future Shop" can help you to discover your interests, identify your strengths, and assist you in developing a career plan. The following are available in the "Future Shop" (CC: A108, SCC: G103):

- Career and Interest Assessment (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
- Peer advisement assistance

***Where can I get help writing a resume?***

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

- Resume and cover letter assistance
- Workshops and seminars on resume writing, interviewing, etc.
- Video cassettes with step-by-step guidance as well as handouts with sample resume formats
- Interview coaching (personal and

video) to give you the confidence that you need in presenting your qualifications to employers.

***Will my courses transfer to a senior institution?***

Yes, CCCCDC courses will transfer to senior institutions in-state and out-of-state. Each senior institution determines which courses are required for a particular degree and therefore decides which transferable courses can and cannot be used to satisfy a degree requirement. A Transfer Lab in the "Future Shop" staffed with peer and professional advisors is open to help you ensure that your course work transfers to the senior institution of your choice. Specific questions about transfer courses should be directed to the Coordinator of Articulation.

***Does the College have an orientation program that I could attend?***

Yes, CCCCDC offers orientation sessions at the beginning of the Fall, Spring, and Summer Semesters designed to provide helpful information to ensure your success as a student, as well as answer

# BUN'S -N- TOESES

## Against the Wall

*"Bold and expressive—this masterpiece will lift you by the seat of your pants. One of the year's most striking records!"*

—Seymour Butz

Available soon on Quad-C compact discs, records and cassettes.

### BUN'S & TOESES

Lead Vocals: Ben Dover  
Bass: M.T. Roll  
Guitar: Ian Grone Tonale  
Drums: B. Gear



## Student Development

any questions. The orientation sessions offer new students an opportunity to familiarize themselves with a general overview of the College's available programs and services as well as take guided tours of the campuses. Orientation has proven to be effective in easing the transition to CCCCD for both traditional and non-traditional students.

### ***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 courses in writing, reading, and mathematics are scheduled each semester. In addition to the classroom instruction, students may go to the Writing Centers and Math Labs for additional assistance. Through Project SPARK, students may receive tutoring in other subjects as well. Appointments may be made by calling 548-6638 (Central Campus) or 881-5720 (Spring Creek Campus).

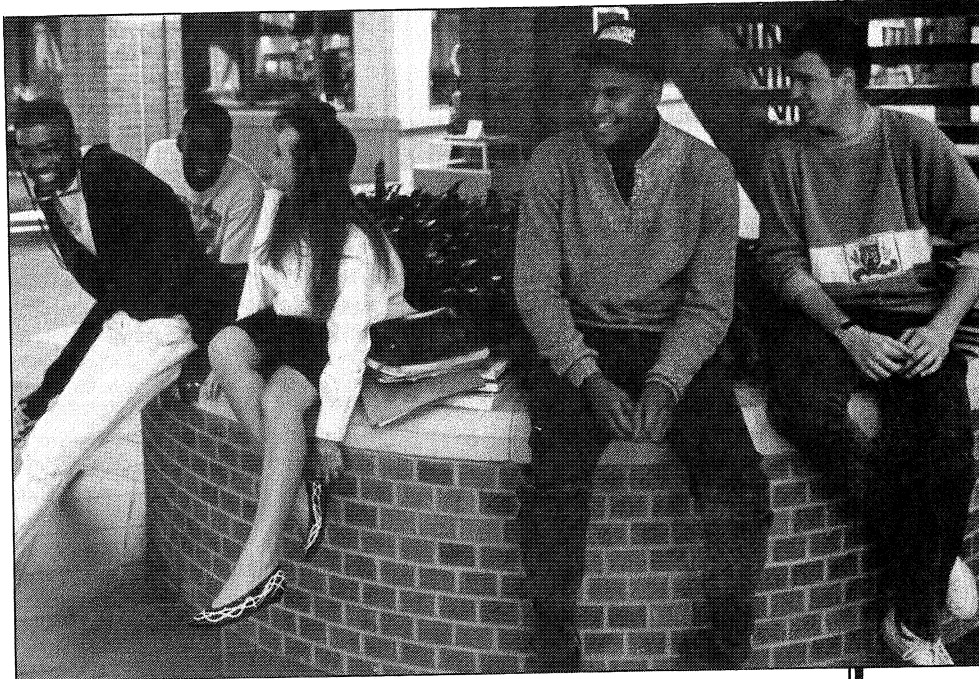
Students are encouraged to visit the Math Labs (CC: B336, SCC: J227), Writing Centers (CC: B118, SCC: LRC), and Reading Labs (CC: B118, SCC: D155) for free assistance.

Free study skills seminars on Note-taking, How to Study, Test Taking, Spelling, Test Anxiety Reduction, Grammar, and Reading Techniques are offered each semester. These two-hour sessions are free and open to any student. No appointment is necessary. Schedules are available at the information centers of 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 is available with 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 that 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.

- The 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 occupation.

You are also encouraged to talk with a faculty advisor in your field of interest. A list of faculty advisors is available in the Student Development Center.

### ***Are student employment and job placement assistance available?***

We can help you get the job that you want through these "Future Shop" services:

- On-campus employment listings include student assistant and college work-study positions.
- Off-campus positions are developed through the Job Location and Development Program (JLD). These positions include general office, bank tellers, computer assistants, child care, accounting clerks, food service, and internships.
- A computerized job referral service will provide a quick match between students and employers.

- Job placement assistance is available for graduates.

Also available to students is cooperative education, which provides on-the-job experience while completing academic requirements. Contact the Director of Cooperative Work Experience (CC: B256) 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 that provides in-depth information on colleges is available, as well as a separate program outlining the financial aid opportunities at area colleges and universities. CCCCD also hosts an annual College Day/Night program that provides you the opportunity to visit with representatives from colleges and universities from across the state and selected colleges from out-of-state.

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

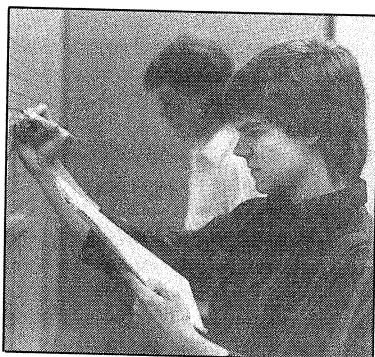
The "Next Step" program provides you with information on various schools, assists you with your transfer concerns,

## Student Development

and prepares you to make a smooth transition. The program also offers tours to many of the colleges and universities in the North Texas area, transfer guides from senior institutions, course equivalencies, resource material, transfer of credit and catalog library. For information, see the Coordinator of Articulation/Transfer Programs (CC: A108, SCC: G103).

### **Are there any special classes in Human Development?**

Human Development 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?**

All faculty and staff are concerned about your well-being and are willing to help as much as possible. You can request assignment to an academic advisor who will assist you in the area of academics. 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 in the Student Activities Office (CC: B251, SCC: F129) in which to submit your comments. If you are unsure to whom you should direct your comments, the Director of Student Life will assist you.

# FINANCIAL AID

### **What is financial aid?**

Financial aid is monetary assistance to help cover the cost of a college education. Financial aid is intended to supplement the family and student contribution. It includes grants and scholarships, low interest loans, and part-time employment through the college work-study program.

### **How is my financial aid determined?**

The amount of aid you receive is generally 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. Need is determined at CCCCD by the College Scholarship Service (CSS) or the American College Testing Program (ACT).

### **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 sort of financial aid. To receive financial aid you must:

- Be enrolled in at least six credit hours
- Demonstrate need
- Maintain satisfactory progress
- Meet eligibility requirements.

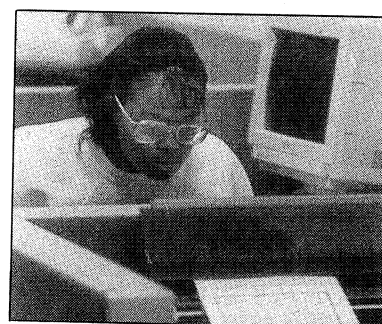
### **How do I apply for financial aid?**

You must submit a College Scholarship Service (CSS) form or an American College Testing (ACT) form and any other applications as specified by the Office of Financial Aid. The financial aid form is available from the Office of Financial Aid (CC: A111, SCC: G103) or your high school guidance counselor.

Your financial aid form is analyzed by CSS or ACT to determine your financial need. The information is then sent to the institutions you request. The institution puts together your financial aid package. No two packages will be the same—awards are based on an individual's needs and the institution's aid resources.

### **Am I a dependent or an independent student?**

Before you apply for need-based financial aid, you must establish your status as a dependent or independent student. If you are dependent, your financial need will be calculated on the basis of you and your parents' financial



resources. If you are independent, only your (and/or your spouse's) financial resources will be considered. Your status in this regard 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' 1988 federal tax return, or
- b. in 1987 or 1988 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* - The largest federal aid

## Financial Aid

program, Pell Grants are given directly to the student. Awards range from \$200 to \$2,200 per year based on need and federal funding.

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

**Texas Public Educational Grant (TPEG)** - A state financial aid program to assist students attending state-supported colleges. Students must show financial need and be making satisfactory progress toward their educational goals. The amount of grant may vary depending on 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)** - A state program with eligibility being determined by the college based upon the financial need of the applicant and the availability of funds. Applicants must be Texas residents. Awards start at \$50 and increase based on financial need.

### Scholarships:

Scholarships at CCCCD are generally 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. Information is available in the Financial Aid Office (CC: A111, SCC: G103).

### Loans:

**Guaranteed Student Loan (GSL)** - A

students pay for their educational expenses. Students can borrow up to \$2,625 per academic year, \$17,250 cumulative borrowing for undergraduates. Eligibility is based on need. Repayment is at eight percent interest and begins six months (your grace period) after graduating or dropping to less than half-time status. You have ten years to repay. The minimum monthly installment is \$50.

**Parent Loan for Undergraduate Students (PLUS)** - Low-interest loans made to parents of full-time or half-time dependent undergraduate students. Parents can borrow up to \$4,000 per academic year, \$15,000 cumulative loan limit. A Guaranteed Student Loan Needs Test is not required. Repayment at 12 percent interest begins 60 days after receipt of the loan. The minimum monthly installment is \$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)** - A federally-supported program offering students an opportunity to earn financial aid through work. Students are required to work either on campus or off campus. If you work on campus, you will be placed in one of the various offices on the CCCCD Central Campus or Spring Creek Campus. If you work off campus, your job will usually involve work that is in the public interest, and your employer will usually be a private or public non-profit organization or a local, state, or federal agency. You will be paid regular student assistant wages and work approximately 20 hours per week. You are responsible for applying your earnings

Study, they are still eligible to work on or off campus in a variety of positions. The Coordinator of Career Planning and Placement can assist students with finding suitable employment.

### 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. Applications and information on these tuition waivers may be obtained in the Financial Aid Office.

### Veterans' Educational Benefits:

Collin County Community College District is fully approved for training of veterans under the provision 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 begins. Paperwork should be filed six weeks prior to registration if possible. This gives the VA Regional Office time to process the papers and to communicate with the veteran prior to registration.

### Emergency Student Loan:

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

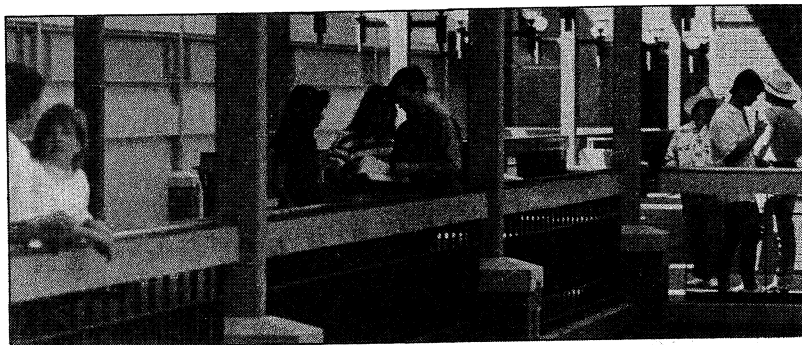
### Other Forms of Assistance:

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 may be available through government agencies or outside scholarships. For information, contact 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.



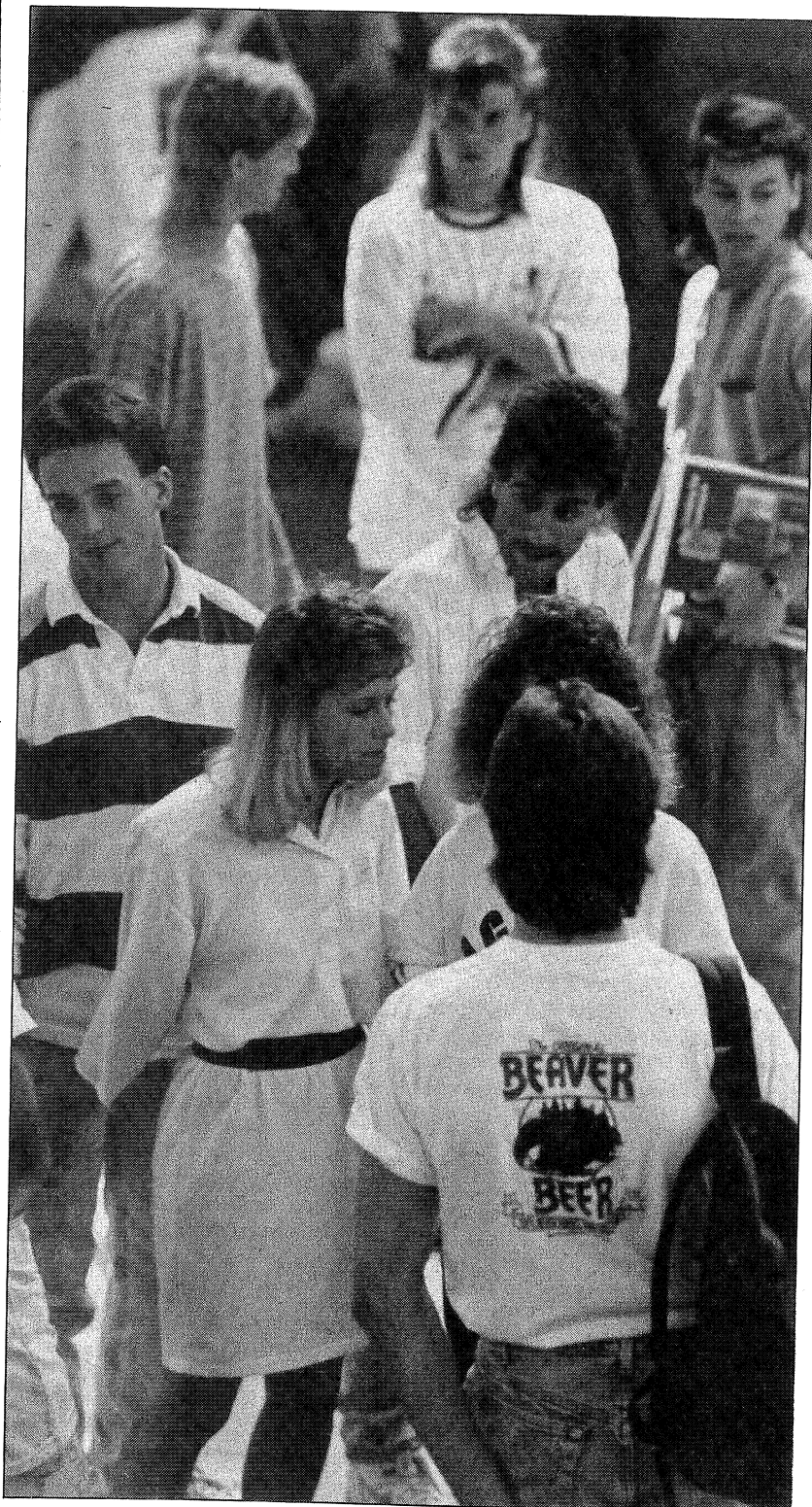
low-interest loan made to students by a lender such as a bank, credit union, or savings and loan association, to help

to your college expenses.

**Other Student Employment** - Even if students do not qualify for College Work-



# S TUDENT 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. All students, therefore, are encouraged to participate in co- and extra-curricular activities that will foster social, cultural, and educational growth.

The student activities department offers traditional campus events like entertainers, dances, trips to professional sporting events, and picnics. Additionally and in conjunction with CCCCCD's laboratory component, many student activities integrate in-class material with events outside the traditional classroom environment. Guest speakers, art exhibits, displays, and field trips to interesting places throughout Texas are all part of student activities.

Involvement in student activities can be a fun and valuable experience—find out for yourself.

## District Task Forces

An ideal opportunity for students to become involved in college life is by serving on one of many district-wide task forces. The task forces, comprised of administrators, faculty, staff, and students, exist to develop programs, recommend policies, and serve special needs of the district.

For an application and to learn more about the task forces listed below, contact the Student Activities Office (CC: B251, SCC: F129).

- Academic Progress Council
- Advising
- Calendar
- Connections
- Grade Appeals
- Honors Program
- Human Relations
- Institutional Effectiveness
- International Studies
- Marketing and Student Recruitment
- Registration Advisory Group
- Scholarship
- Special Events
- Strategic Planning
- Student Activities
- T.A.S.P.
- Telecommunications
- Writing-Across-the-Curriculum

A variety of student clubs currently exist or are in the process of being

## Student Activities

formed. These organizations offer additional opportunities for your involvement. If you are interested in any of these clubs or would like to form a new one, please contact the Director of Student Life.

**Ambassadors** - a select group of students who promote a positive image of CCCCD through student recruitment, special events, and public relations.

**Baptist Student Union** - serves as a resource to college students for fellowship, counseling, Bible study, and fun.

**Collin Nursing Student Association** - serves to promote nursing education and further interest in the health care profession through various activities.

**Disabled Students' Club** - serves the special needs of disabled students and works to increase the public's awareness and acceptance of disabilities.

**Dramatic Persuasion (Theatre Club)** - provides an opportunity to participate in a wide variety of theatrical productions.

**Fire Science Club** - plans events and raises funds to promote education in the fire science field.

**Gamer's League** - is a group of students that gathers to play strategic and board games.

**Phi Chi Beta (Science Club)** - a student organization dedicated to the promotion of scientific knowledge and social awareness of scientific issues.

**Phi Rho Pi (Speech Communication Club)** - provides opportunities for students to participate in a variety of speaking events (e.g. readers' theatre, speech competitions, debates, judging speech programs).

**Phi Theta Kappa** - is the national junior college honor fraternity that recognizes scholastic achievement and promotes social awareness, fellowship, and individual growth.

**Rediscovery (-39+)** - geared toward the non-traditional age student, this organization serves as a support group and plans various activities.

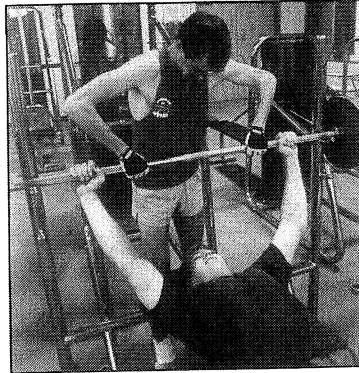
**Rodeo Club** - promotes the sport of rodeo, as well as goodwill, school spirit,

and community involvement.

**Student Activity Council** - plans a variety of activities for the College such as speakers, entertainers, field trips, exhibits, and more.

## INVOLVEMENT IN INSTITUTIONAL GOVERNANCE

Students are encouraged to become involved with institutional governance



by expressing their ideas and opinions regarding District policies and activities.

The President, Vice-Presidents, and other administrators of the District are interested in the reactions, opinions, and ideas of all students. Students are encouraged to join District task forces to express their ideas and opinions, and to submit articles for the "Student Update."

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.

The Director of Student Life will assist interested students in becoming involved in institutional governance and District programs.

## INTRAMURALS

The intramural sports program is an integral part of the total physical education program. Sports activities offered in the Fall and Spring Semesters for students and staff include volleyball, basketball, flag football, softball, racquetball, tennis, weightlifting, soccer, golf, and bowling.

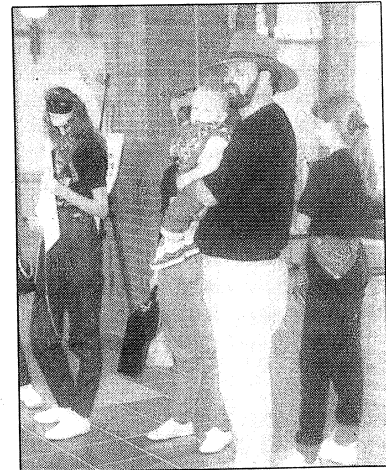
Some of the events are designed to be played for several weeks, while others are single-day events. All of the sports include tournament play for cham-

pionship T-shirts and bragging rights. For more information, contact the Director of Intramurals (881-5848).

## FITNESS CENTER

A major emphasis of the Health, Physical Education, and Dance Department at CCCCD is to encourage lifetime fitness. Students may use the fitness center at either the Central or Spring Creek Campus during the times posted. The Central Campus fitness center consists of locker room facilities, universal weight machines, rowing machines, treadmill, bicycles, and aerobic dance area. The Spring Creek fitness center consists of the main gymnasium with rubber running track, weight training room with Universal Super Circuit, single station weight machines, free weights, treadmills, stairmaster, rowing machines, bicycle ergometers, dance studio, four racquetball courts, locker room facilities with sauna, six lighted tennis courts, outdoor running trail, and playing fields.

CCCCD also has a human performance lab where fitness assessments are administered to students, faculty, staff, and community members. Contact the Wellness Director to set up your individual wellness program.



Collin County residents who are not enrolled in the District will have the opportunity to take advantage of these facilities at night and on the weekends with a membership card. Contact the Fitness Center at both campuses (CC: B207, SCC: A103) for further information and hours of operation.

## ATHLETICS

The District offers intercollegiate ath-

## Student Activities

letics in men's basketball, women's volleyball, and men's and women's tennis. Starting in the fall of 1990, CCCCD will offer men's baseball and men's golf. College teams are affiliated with the National Junior College Athletic Association (NJCAA) and participate in regional events which lead to possible national competition. To participate in intercollegiate athletic programs at CCCCD, students must be enrolled full time (12 semester hours) and maintain a 2.0 GPA each semester.

## MUSIC

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

### Choral

Jazz Choir (audition only)  
Concert Choir  
Madrigals  
Collin County Community Choir  
Plano Civic Chorus

### Band

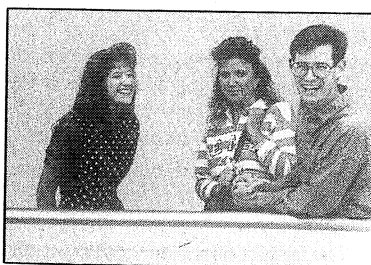
Wind Ensemble  
Jazz Lab Band  
Plano Community Band  
Flute Choir  
Guitar Ensemble

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.

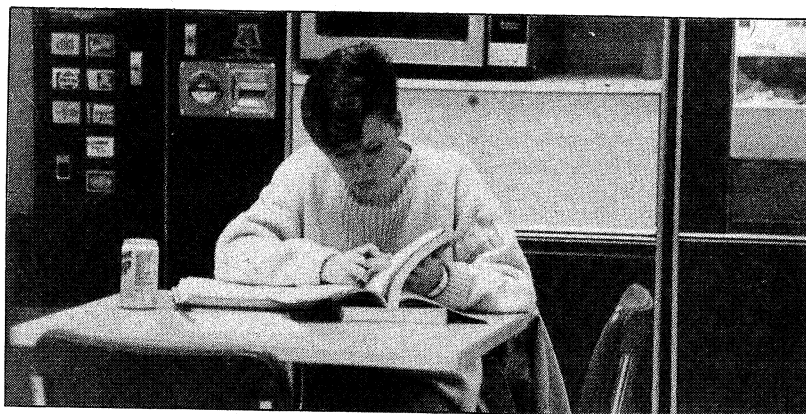
The music department at CCCCD offers a full curriculum of music study including Music Theory, Music Literature, Choral and Instrumental Ensembles, and private lessons. For additional information, contact the Music Department (SCC: B183).

## SPEECH AND THEATRE PROGRAMS

The 365-seat John Anthony Theatre, located at the Spring Creek Campus,



# RESTAURANT REVIEW



## Vend-O-Land Cafeteria

Food	**
Service	*
Atmosphere	***

**L**ocated just west of Central Expressway on Highway 380 in beautiful McKinney, Texas, the VEND-O-LAND CAFETERIA is the place to go if you like the noisy, college crowd. The second floor room is large, well lit, and affords you a pleasing tree top view of the grounds. I sat waiting for service for ten minutes before I realized that I had to wait on myself!

Armed with a bag full of change, I headed for the vending machines. For an appetizer, I chose hot, buttered pop corn, which I microwaved myself. The kernels were nicely puffed, but it had a bit too much salt for my liking and the butter tasted more like palm oil than real butter. Next I ordered (oops—I mean retrieved) the main course. After much thought, I decided on the Dinty Moore beef stew - a

hearty stew of white potatoes, small evenly diced carrots, perfectly round little peas and just a hint of onions, all fairly swimming in a generous portion of glutinous gray gravy. The meat was a little on the skimpy side and of unknown origin.

To accompany the stew I selected a tossed salad, but was sorely disappointed after opening the plastic package. The lettuce was a little on the limp side, and the tomatoes were not as firm as they could have been. I wasn't quite sure, but I thought I saw something green move in the salad. What the heck, I'm not a vegetarian.

For my dessert, I opted to try the red delicious apple, and it proved to be a wise choice. It had just enough wax coating on it to make it glide smoothly down my throat. My advice on the drinks is to skip them—the machines are iffy at best.

Despite the shortcomings, this spot remains a popular place to gather, whether it be to meet friends or just to register for an upcoming class.

Monday-Friday 8 am to 10 pm, \$

****	— Excellent
***	— Good
**	— Average
*	— Poor

\$	— under \$10
\$\$	— \$10-25
\$\$\$	— OVER \$25



## Student Activities

boasts state-of-the-art technology and enhances theatrical presentations at all levels. The theatre also contains a fully equipped scene shop and an orchestra pit that can be raised for use as additional staging.

Students are also encouraged to join the CCCCDD forensic or competitive speaking program. The program entails developing expertise in dramatic, humorous, and/or informative speaking, and

cies 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 Office of Public Information, is responsible for publication of the handbook.

### Quad-C Chronicle

The *Quad-C Chronicle* is a campus

may form a student club/organization by following the procedure below.

#### • Procedure

1. Obtain a Student Organization Registration Form from the Director of Student Life.
2. Select two faculty/staff members willing to serve as sponsors to the student organization. One of the sponsors must be designated as



traveling to competitions throughout the state and country to meet and compete with other students with the same expertise. Additionally, the program features an annual fund-raising auction, in which you, the students, are the auctioneers.

For more information, contact Dr. Shelley Lane (SCC: B108).

## STUDENT PUBLICATIONS

### Student Update

The "Student Update" is a newsletter published periodically during the year by the Student Activities Office. It is filled with valuable information for students on upcoming activities, registration for classes, employment opportunities, and more! One issue each Fall and Spring Semester is mailed to all CCCCDD students, while other issues are available for students to pick up at various locations on both campuses.

### Student Handbook

CCCCDD annually publishes a student handbook which describes District poli-

newspaper published as a laboratory project of the journalism classes at CCCCDD. It is intended to teach students the mechanics of newspaper writing and publishing. The *Quad-C Chronicle* is typically published bimonthly and is distributed on both the Spring Creek and Central Campuses.

### Forces

*Forces* is a nationally-distributed journal featuring essays, poems, short stories, and artwork by CCCCDD students and faculty. The journal is published twice a year by the Honors Program literature class with deadlines for submission of works being November 1 for the fall issue and April 1 for the spring issue. Sales of the journal help cover publication expenses.

### FORMING A STUDENT ORGANIZATION

Student organizations represent CCCCDD and must abide by the rules and regulations of the District as outlined in the student handbook. Any group of six or more currently-enrolled CCCCDD students

the primary sponsor.

3. Meet to decide operational matters of the organization, elect officers, and write a constitution.
4. Complete the Student Organization Registration Form and submit it to the Director of Student Life for approval.

#### • Rights and Responsibilities

Certain rights and responsibilities are granted to student organizations that are registered with the Student Activities Office.

Registered student organizations may:

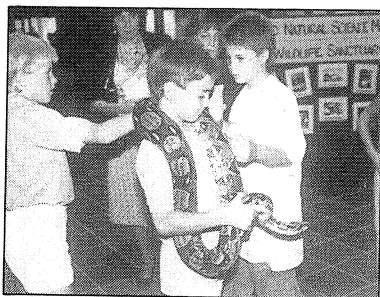
- identify themselves with the District.
- use the facilities and resources of the District.
- publicly meet or assemble.
- raise funds.
- request funding for worthwhile programs from the Student Activities Office.

Registered student organizations must:

- abide by all rules and regulations of the District.
- file an "Organization Registration Form" within three weeks of the

## Student Activities

- beginning of each Fall Semester in the Student Activities Office.
- file a constitution or document describing the structure and operation of the organization with the Student Activities Office each Fall Semester and whenever the document is revised.
- open membership to all currently enrolled CCCC students. CCCC will not allow membership discrimination on the basis of sex, age, race, color, handicap, or religion.
- maintain all organization funds with the District Business Office. All monetary transactions must be initiated with the Director of Student Life.



- have two faculty or staff sponsors.
- have officers maintain at least a 2.0 GPA.

### Activity Approval Procedure

Activities which are planned by students or student organizations must receive administrative approval prior to the implementation of the event. Administrative approval is gained through the following procedure:

1. Students should meet with the Director of Student Life to discuss the planned activity and receive programming assistance.
2. A Student Activity Form must then be completed and submitted to the Director of Student Life for approval three weeks prior to the activity. The form and supporting attachments (if necessary) require a detailed description of the activity and the signatures of sponsors and other necessary persons. The form will be reviewed for completeness and compliance with District policies and guidelines. Upon approval from

the Director of Student Life, the form will be forwarded to the Dean of Students for approval.

3. Final approval will rest with the Dean of Students who will review the activity form. Upon approval, copies of the activity form will be forwarded to the originator and the Director of Student Life.

This approval procedure is not necessary for students or approved student organizations to hold meetings. Meeting space should be reserved as described below.

### Scheduling Space

Rooms and facilities on both campuses must be reserved prior to holding meetings or activities. It is recommended that students reserve space for an activity before submitting a Student Activity Form. Contact the Director of Student Life for further information regarding the process for reserving District rooms and facilities.

### Sponsors

All approved student activities require attendance of at least one faculty or staff sponsor. Events with 50 or more participants require at least two sponsors. The Dean of Students or her designee may require more than two sponsors, depending on the type of activity and expected attendance. Signatures of sponsors on the Student Activity Form indicate their intent to attend the event and serve as official sponsors.

Unless otherwise indicated, sponsors must be in attendance throughout the entire event. Sponsors are responsible for overseeing the event, assisting in maintaining order, and dealing with emergencies. A sponsor may be asked to perform other duties as necessary. For additional information about the role of a sponsor, contact the Director of Student Life.

### Security

If the Dean of Students or her designee deems it necessary for police or security personnel to be present at an event, the organization will be required to employ such persons before the event will be approved. Salary for the security personnel is handled through the student organization account. In general, at most events where large crowds are expected,

or where it would be to the benefit of all, security personnel will be required. For guidance and direction regarding security personnel, contact the Director of Student Life.

### Publicity

Students should not begin promoting or advertising an event until it has received final administrative approval. It is recommended that students plan events early in order to publicize them in a timely fashion. Students are not to directly contact the media outside the District. The Office of Public Information will assist with news releases and community promotion. For information, contact the Director of Student Life.

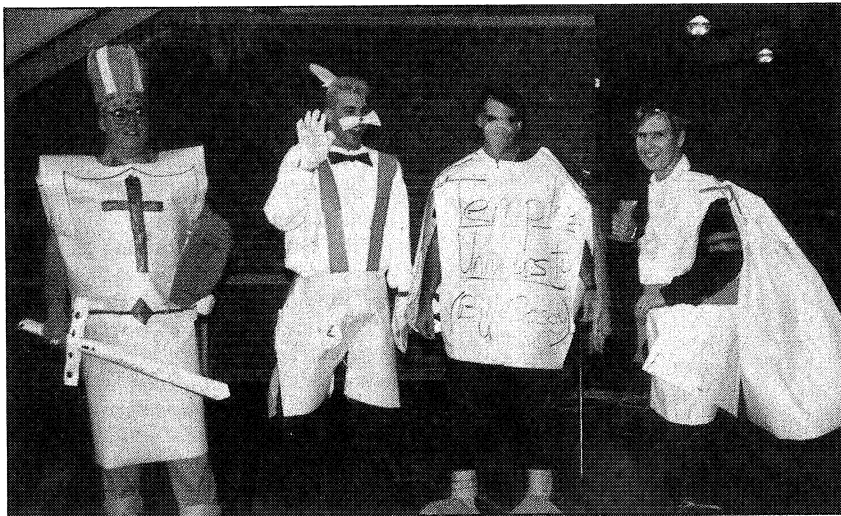
## POSTING PROCEDURES AND GUIDELINES

The Student Activities Office serves as an approval center for all materials to be posted on either campus. Anyone desiring to post materials on campus shall adhere to the following procedures:

1. Receive an approval stamp dated by the Student Activities Office.
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 that certain guidelines be followed.

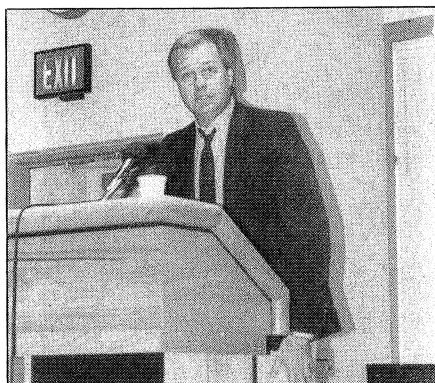
1. All materials pertaining to an event to be held on or off campus sponsored by a student organization must be approved. The event must receive approval by the Student Activities Office.
2. Materials may be posted only on bulletin boards. Under special circumstances, the Director of Student Life will designate other areas for posting.
3. All community information and "for sale" notices are limited to designated bulletin boards.



**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 pm and Fridays at 7:30 pm on channel 35 of Plano Telecable. Videotapes of each show are available in the Learning Resources Center.

**Check Cashing**—With proper identification, students may cash checks of \$10 in the College Store with or without a purchase. Out-of-state checks cannot be accepted.

**College Store**—The CCCC book store, known as the College Store, is an auxiliary enterprise of Collin County Community College District with all its assets and policies under administrative control. Textbooks are selected by



# RANDOM NOTES

## MISCELLANEOUS COLLEGE INFORMATION

the faculty and ordered through the bookstore. Book prices are established by the publishers and change at their discretion. Used books, sold at 75 percent of the new price, are purchased wherever available. Mastercard and Visa Bank Cards, as well as checks and cash, are accepted as payment.

### • Textbook Refunds

Students who change courses or select the wrong books may return the books for a refund under the following conditions:

1. Books are returnable during the first ten class days of the Fall and Spring Semesters, and the first five class days of the Summer Semesters.
2. Students must have the cash register receipt for a refund. ALWAYS KEEP YOUR RECEIPT.
3. Students should not write in new books until they are certain they have the correct ones. New books that are written in will not receive a full refund.
4. Books in shrink wrap (plastic or vinyl packaging) must be returned in the original package. 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 by registration week. For various reasons, there may be shortages: out-of-print, out-of-stock by the publisher, unexpected large enrollment, late placement of orders by the faculty, missing shipments, and human error. Every attempt is made to minimize these problems.

### • Book Buyback

Books are bought back at the end of each semester during the days of final exams. The faculty decides whether or not each textbook will be used again. If an instructor has informed the bookstore that he/she will require a particular book for the upcoming se-

mester, 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, excessive marking, water damage, etc.



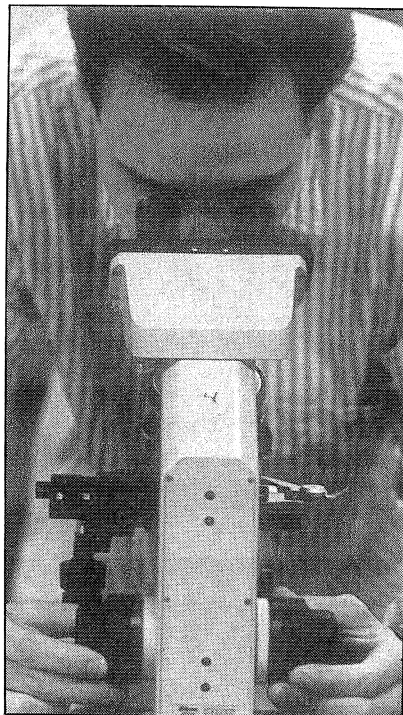
Unless an instructor tells the bookstore he/she will use that title again, the bookstore must assume that it will not be used. Books that fall into this category can be bought from students only at used book wholesale prices. Old editions have no value and cannot be resold even to the wholesalers. Some



courses here at CCCCD are not taught every semester. Students may want to sell their books when that course is offered again, if the instructor requires the same books.

**Dart Bus Service**—Dart provides daily bus service to the Spring Creek Campus. The Student Activities Office (SCC: F129) has information, bus routes, and schedules.

**Disabled Students**—Both campuses are accessible to disabled individuals. Special facilities such as elevators, restrooms, and parking are provided to make college life more convenient. If further assistance or information is needed, please see an advisor in the Student Development Center. Students with learning disabilities who need assistance should contact Project SPARK at 548-6827 or 881-5790, ext. 6827.



**Emergency Closing of the College**—The President or his designee shall have the authority to discontinue instructional sessions because of extreme weather or other emergency conditions. If classes have been cancelled, local radio and television stations

offers courses, programs, and conferences geared to professional development. Course materials is adapted to the needs of each particular group of participants. Courses may be started at any time there is sufficient enrollment and are continued as long as necessary to meet participant needs.

The **Office of Continuing Education** distributes a brochure each semester with approximately 150 courses. Most courses are aimed at 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 of courses aimed at 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 a "quick-start" training of employees of new and expanding business and industry 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 of-

## RANDOM NOTES

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

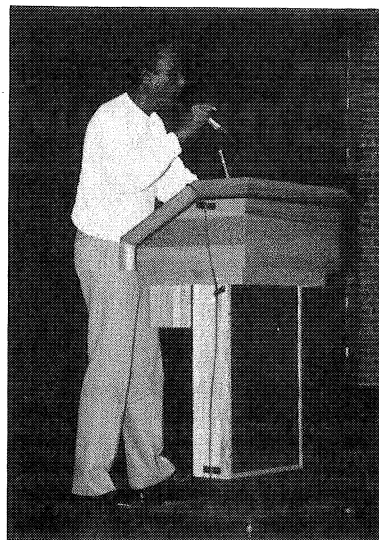
On the Central Campus, first aid kits are available at the switchboard, Physical Plant (A116), Student Activities Office (B251), and Social Science Office (B305). On the Spring Creek Campus, first aid kits are available at the Information Center (central atrium), Student Activities Office (F129), Fitness 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.

will make the announcement. A decision will usually be made by 3 pm to cancel evening classes and by 6 am 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, the Small Business Development Center, and Employment Resource Center.

A vital part of "Enterprise" is a flexible continuing education program which



fice include the Small Business Development Center and the Employment Resource Center.

For more information on how "Enterprise" can be your connection to "life-long learning," please call us at the Central Campus in McKinney, 548-6850 or the Spring Creek Campus in Plano, 881-5851.



**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 any staff member. At Central Campus, a constant ringing of the emergency alarm bell signifies that everyone must evacuate the building. At Spring Creek Campus, emergency messages will be transmitted verbally via the public address system. In such 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 that 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, and features two dining areas: "The Courtyard" and "On the Square." Hours of operation

# RANDOM NOTES

are posted at the cafeteria entrance.

On the Central Campus, the Second Floor Lounge is equipped with several vending machines. In addition, during the regular school year, various restaurants periodically set up shop and sell lunch to students and staff. Most off-campus sites have vending machines or a snack bar available to students.

**"Hitch-a-Ride"**—The "Hitch-a-Ride" program is a car-pool service for CCCC students. If you need a ride to your classes or can offer a ride to someone living in your residential area, please contact the Student Activities Office (SCC: F129).

**Library/Learning Resources Center**—The Library/Learning Resources Center is located on the first floor of the Central Campus in McKinney and is a two-story facility facing the atrium at the entrance to 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 these materials.

**Hours:** The Library/Learning Resources Center is scheduled to be open during the following hours for the 1989-90 term:

**Central Campus**

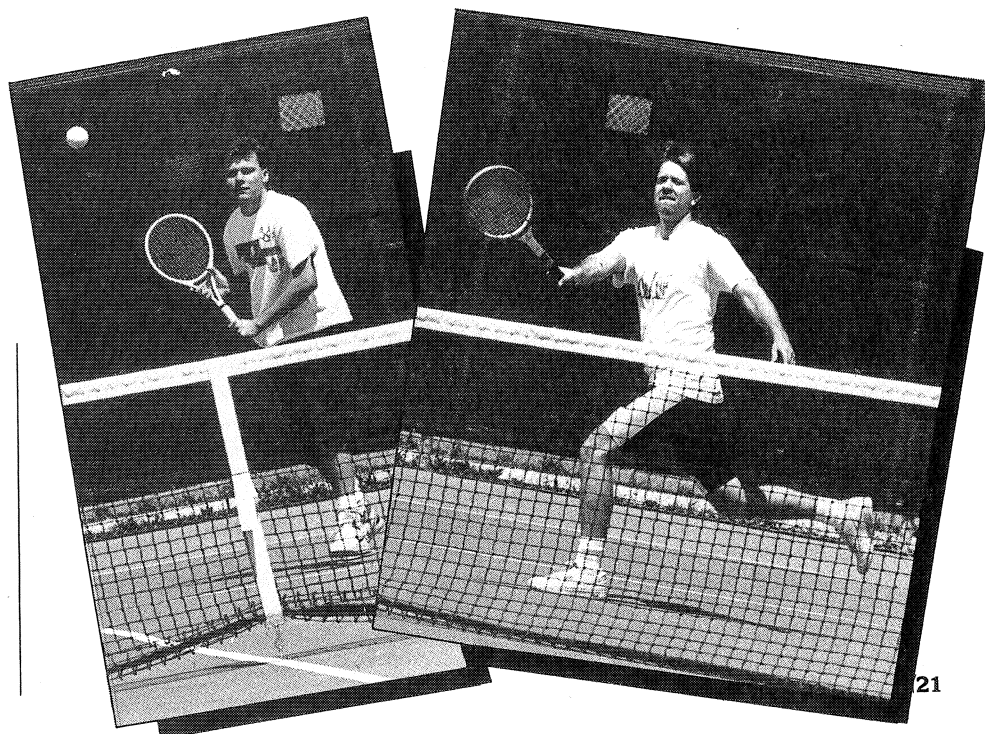
Monday-Thursday	7:45 am-9:30 pm
Friday	7:45 am-5 pm
Saturday	8 am-noon
Sunday	closed

**Spring Creek Campus**

Monday-Thursday	7:45 am-10 pm
Friday	7:45 am-5 pm
Saturday	9 am-4 pm
Sunday	1 pm-5 pm

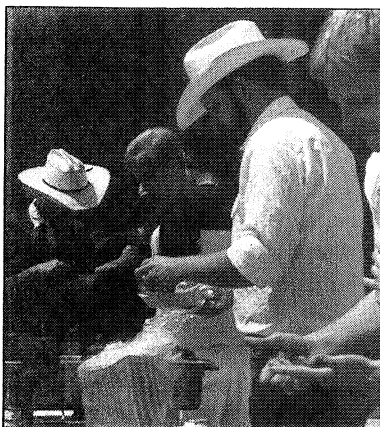
Special hours during break periods will be announced in advance. All hours are subject to change.

The libraries at both campuses are available for use by students. The total collection of 66,000 volumes is reflected in the computer catalog at both campuses and shows the location of the books by campus. 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.



**Loan Period:** Books may be checked out for three weeks. Books may be returned at either the Central or Spring Creek Campus and must be returned by the due date stamped on the slip in the inside front cover of the book.

**Photocopying:** A coin operated photocopy machine is available for student use in the LRC of both campuses. The cost is ten cents per page copied.



ing elements of the Developmental Education program are available in the lab.

**LRC Handbooks:** There is an LRC Handbook available to students to assist them in learning how to use the library.

also make the over one million volumes available to you on inter-library loan by way of an overnight courier service.

**Texasville Room:** A lounge area available to students for informal discussions and other learning experiences.

**Microcomputer Laboratory:** A sophisticated and networked micro-computer laboratory available to students for course related learning activities.

## RANDOM NOTES

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

**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 are available through the ALC and are broadcast on KERA (channel 13). They are also taught in a lab environment and are available for individual review. Writing and read-

### Special Features of the LRC at Spring Creek—

**Bijou I and II:** Two learning theatres are available to students to view feature films and educational videotapes in a non-classroom setting. These theatres are available on a scheduled basis with a weekly program guide available.

**Individual Viewing Booths:** These are located throughout the library and are available to students to view videotapes on an individualized basis.

**AHE Catalog on Compact Discs:** A computer terminal is available which shows the holdings of five Association of Higher Education libraries: Baylor University, Dallas County Community College District, Dallas Public Library, University of North Texas, and the University of Texas at Arlington. These compact discs not only give you the catalog of these five libraries, but they

**Lockers**—At Spring Creek Campus, lockers are available in several locations of the building for daily student use. These lockers are designed for DAILY USE ONLY at a cost of \$.25 per use. Contents left overnight are subject to removal. Students with disabilities or special needs should contact the Student Activities Office (SCC: F129) about extended use of lockers.

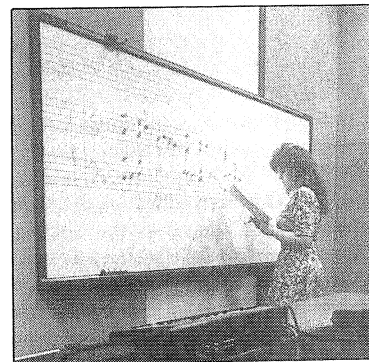




**Lost and Found**—Lost and found service is located in the Student Activities Office of each campus (CC:B251, SCC: F129). For your convenience, a list of the items found is posted on the campus bulletin boards. Lost and found items will be held until the end of each semester, at which time the items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

wide no smoking policy. Smoking or use of tobacco products is not permitted anywhere indoors on either the Central or Spring Creek Campuses. 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 of



the Central Campus and throughout the mall at the Spring Creek Campus. Please refrain from using office telephones for personal calls since they are for office use only.

## RANDOM NOTES

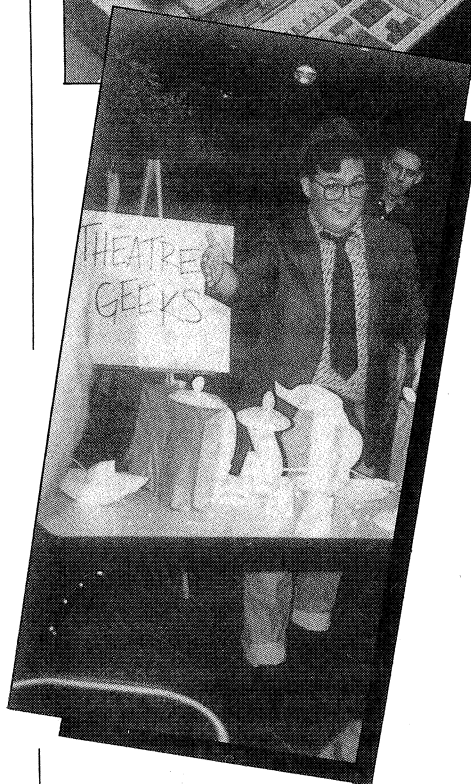
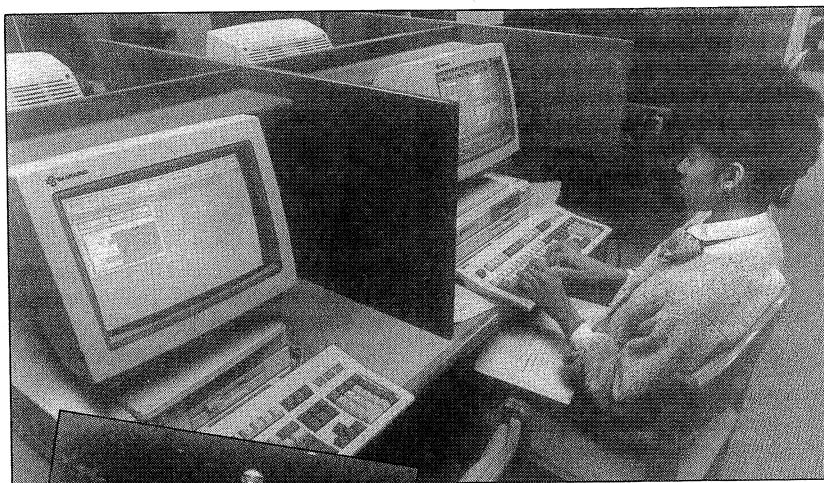
**Parking**—Parking on both campuses is provided at no charge to students. Students should adhere to parking regulations as follows:

1. All CCCCD students must obtain a parking sticker. Stickers are available during registration and may also be obtained from the Physical Plant Office (A116) at Central Campus and the Bursars Office (G136) 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.

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

**Photocopying**—Coin-operated photocopy machines are available for students' use in the Learning Resources Center on both campuses and outside room B209 at Central Campus.

**Smoking/Tobacco Policy**—For the safety and comfort of students and staff, CCCCD has adopted a District-



**Testing Center**—A Testing Center is located on both campuses. The Central Campus location is in room B342, the Spring Creek location is in room J233. The testing center is available for Career, CLEP and Credit by Exam testing, instructional testing, and assessment testing for course placement.

The Testing Centers are scheduled to be open during the hours below for the 1989-90 academic year. The last test will be given out one hour before closing.

Monday - Thursday	8 am - 9 pm
Friday	8 am - 3 pm
Saturday	8 am - noon

**Vending Machine Refunds**—The Business Office (CC: B209, SCC: G136) handles refunds of money lost in the vending machines. Refund procedures at off-campus locations may vary.

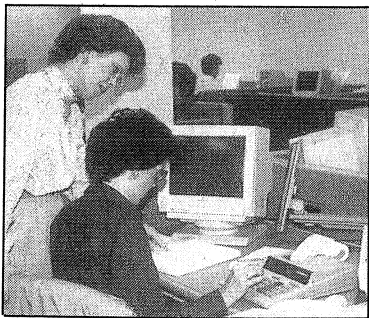
# ACADEMIC POLICIES AND PROCEDURES

## 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 CCCCC to senior colleges and universities.

## Adding or Dropping Courses

Any change in a student's schedule of classes is accomplished by completing an Add/Drop Form obtained from the Enrollment Management Office. Courses may be added prior to the fourth class hour. Students may drop a class with a grade of a "W" through the end of the fourth week in a short sum-



mer term. (See "Withdrawal From College" for exact procedures.)

A student who discontinues class attendance and does not officially drop the course will likely receive a failing grade for the 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 suspension from another institution should consult the CCCCC Catalog for specific admission requirements. International students should contact the Admissions Office concerning eligibility.

## Audit

Registration for audit of a course will

be permitted 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. Tuition and fees for an audit are included in the tuition and fees schedule. Since state reimbursement is not received for audits, a special audit fee is assessed in addition to tuition.

Students who are auditing classes will not receive grades or credit for the course, but the transcript will indicate that the course was audited. Students who are auditing classes will not be required to take tests; however, participation in regular class activities is expected. Enrolled students may not change to audit status following the certification date for that course.

## Class Attendance

Many important factors work together to influence 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 professors. A student should ascertain each professor's attendance policy on 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 District policy. Information concerning requirements for attendance, satisfactory progress, certification of benefits, and all other questions affecting veteran students may be obtained from the Director of Financial Aid/Veterans' Affairs (CC: 6760, SCC: 5760). It is the veteran student's responsibility to determine and conform to District policies affecting veterans.

In accordance with Section 51.911 of the Texas Education Code, CCCCC 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 are 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 Director of Enrollment Management.

## Grade Point Average

At the completion of each term, the District will determine the student's term



## Academic Policies and Procedures

and cumulative grade point averages and record them in a grade report which is sent to the student. A grade point average can be computed easily by using grade points (A=4, B=3, C=2, D=1, F=0) to determine total credit points; and then dividing total credit points by the number of credit hours attempted. A cumulative GPA of 2.0 is required for the granting of any degree or certificate. Students attending CCCCD who receive Veterans' Educational Benefits or other types of financial aid are subject to any academic progress or attendance requirements stipulated by the granting agency and District policy in order to continue to receive aid or benefits.

### How to Figure a GPA

#### Grading System

Grades are assigned at the completion of each term as an indication of the District's assessment of the student's performance.

##### A Excellent

4 grade points per semester hour

##### B Above Average

3 grade points per semester hour

##### C Average

2 grade points per semester hour

##### D Below Average

1 grade point per semester hour

##### F Failure

0 grade points per semester hour

##### P Pass

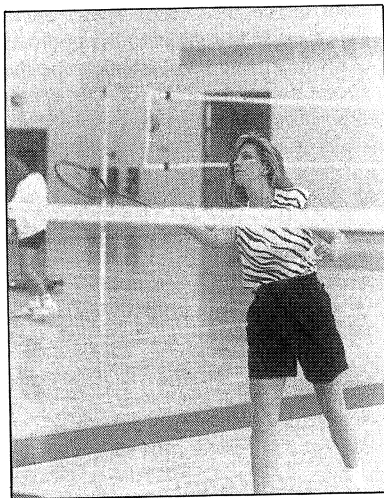
0 grade points per semester hour; is not computed in grade point average (GPA) but is computed in cumulative hours.

##### W Withdrawal

0 grade points per semester hour; neither computed toward cumulative grade point average (GPA) nor cumulative hours.

##### I Incomplete

0 grade points per semester hour; not computed toward cumulative grade point average (GPA) until it is replaced with a performance grade. See Incomplete 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 semester hour; is not computed toward cumulative grade point average (GPA) until it is replaced with a performance grade.

If a student is receiving financial aid or is receiving 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.

#### Au Audit

0 grade points per semester hour; is computed neither toward cumulative grade point nor cumulative hours.

#### Cr Credit

0 grade points per semester hour; is not computed in grade point average (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; is neither computed in cumulative grade point average nor cumulative hours.

#### Graduation

Students who plan to graduate from CCCCD should obtain a degree plan from an advisor located in the Student Development Division.

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.

A student who completes specific course requirements for a degree or certificate with a minimum cumulative grade point average in the degree plan of a 2.0 is a candidate for graduation. To graduate, students must complete a minimum of 18 credit hours at CCCCD. 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 any 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:

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



## Academic Policies and Procedures

### Incomplete Contracts

At the close 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 permanent record.

### 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. Please note that a fee for test administration and transcript recording will be assessed. Without special permission, not more than 18 hours of non-traditional college credit may be counted toward a degree.

ment 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 Coordinator of Testing and Assessment.

### Official Degree Plans/Evaluation of Transfer Credit

Specific degree plans may be obtained from your academic advisor or the Student Development Center staff. Students who transfer to CCCCD 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 CCCCD.
2. An official transcript from all institutions of higher education attended by the student must be on file at CCCCD.
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 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 CCCCD transcript only after the completion of six semester hours in residence.
6. Official evaluations are conducted by the Degree Plan Specialist reporting to the Director of Admissions and Student Recruitment. Final approval is made by the Division Dean.
7. Grades of "D" are accepted from other institutions. Grades of "F" and "Incompletes" do not transfer.
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 CCCCD from other institutions,

there is an 18 credit hour residency requirement to earn an associate degree from CCCCD.

### Registration Procedures

The District requires that prior to being officially enrolled in courses, a student must complete the necessary registration procedures and pay the required tuition and fees. Until this process is complete, a student is not considered officially enrolled. To aid students with the process of registration, the District has developed several registration alternatives:

#### • Priority Registration

Through priority registration, students may elect to enroll in advance for the subsequent term. This process allows the student to meet with an academic advisor, select courses, and establish a course schedule. To be eligible for priority registration, the student must have completed necessary pre-enrollment tests, met with his/her advisor, and had his/her 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

Students who wish to register late for courses must do so prior to the fourth class hour.

#### • Telephone Registration

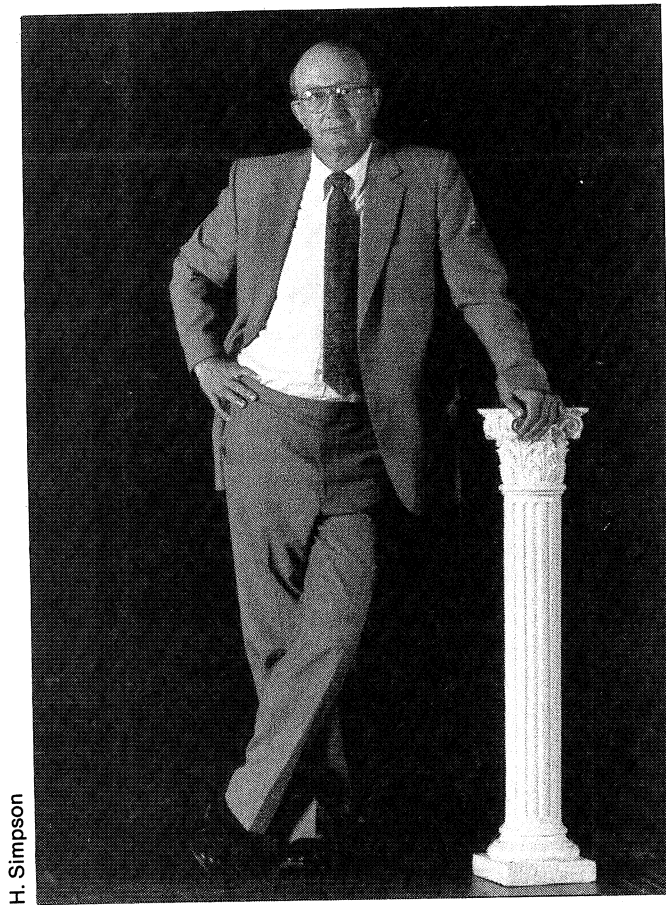
During the 1989-90 academic year, telephone registration will become available for non-credit students and certain credit students. Credit students who have been admitted and who are eligible for priority registration will be able to utilize the new telephone registration system. For information, contact the Enrollment Management Office.

### 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



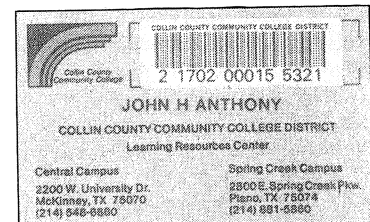
College Level Examination Program (CLEP) and tests prepared by College instructors (credit by exam) are available to CCCCD students. The District also recognizes the Advanced Place-



H. Simpson

Dr. John Anthony, President of CCCCCD  
Member since 1985

*Membership  
Has Its Privileges*



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## Academic Policies and Procedures

applied toward degree or program requirements. Grades of all courses taken will be recorded on the transcript. Veterans should consult the Director of Financial Aid/Veterans' Affairs before repeating any course.

### 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 meeting the above standards are considered to be in good standing academically. Students whose academic progress is below these standards at the conclusion of any term are not considered to be maintaining satisfactory academic progress. Students completing ten hours but not meeting 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. Such a program may include restrictions on the number of credit hours attempted, supplemental assistance, and/or other developmental requirements.

Students unable to meet the above minimum academic standards at the end of the term of academic course work following the imposition of probationary status 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.

Veterans who make unsatisfactory academic progress will be reported to the Veterans' Administration at the end of their second consecutive semester 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, this will be reported to a VA Regional Office within 30 days of issuance of the non-punitive grade and benefits will be reduced accordingly.

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 Director of Enrollment Management.

Students may, with special permission of the appropriate academic admin-

istrator, enroll for more than 18 credit hours during a regular term and seven hours in a summer session. Normally permission will 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 in addition to being enrolled in college courses should carefully assess their time commitments before registering for classes. The chart below shows a suggested course load according to the number of hours employed per week.

### Transcripts

Requests for official transcripts must be made in writing to the Director of Enrollment Management. An unofficial transcript/grade report will be mailed to students at the end of each term.

### Withdrawal from District

Students may withdraw from all District classes at any time prior to the posted drop date as stated in the academic calendar. Withdrawal from the District must be *student initiated* and the withdrawal form must be signed by the student and faculty advisor or Student Development advisor. Students may also withdraw from the District by submitting in writing a request for such action. 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 post-marked 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.

## Suggested Course Load

Showing Course Load vs. Hours Employed

Hours Employed	30 - 40	20 - 30	15 - 20	10 - 15	0 - 10
Semester hours per regular term	6 hrs. or less	9 hrs. or less	12 hrs or less	15 hrs or less	18 hrs. or less
Semester hours per Summer term	3 hrs or less	6 hrs. or less		9 hrs. or less	

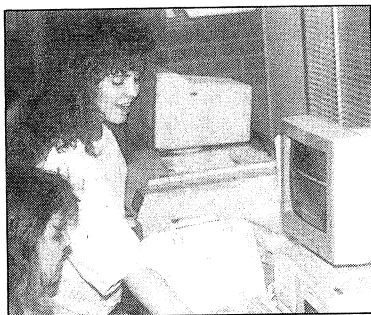


# EXPERIENTIAL LEARNING

CCCCD is committed to a competency-based curriculum which emphasizes experiential learning. Many of the 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 by students. These facilities include Science Labs, a Word Processing Lab and Model Office, a Language Lab, and the Alternative Learning Center. Other labs include:

## Math Lab

To enable students to receive assistance in mathematics, a fully staffed math lab is provided for students enrolled in developmental and college mathematics courses. In addition to professional and peer tutoring, students have an opportunity to utilize slide tapes, videos, and computerized programs to reinforce classroom lectures. Lab hours for drop-in assistance vary each semester and a published schedule is made available at the beginning of each term.



## Writing Lab

CCCCD is committed to writing across-the-curriculum and encourages students to utilize the services available in the writing center. The writing center provides assistance to students with writing assignments in any discipline and offers supplemental preparation for English 151's Writing Competency Exam (WCE) and English 040 and 041's Developmental Writing Exam (DWE). The schedule of hours is made available each semester and no appointment is necessary.



## Interdisciplinary Lab

The Interdisciplinary Lab is a place where students come together to creatively learn. A goal of this lab is to demonstrate the connectedness of academic subject areas.

## Social Science Lab

The Social Science Lab provides students with the opportunity to conduct research in any of the social sciences. This includes practical applications of theoretical principals from course work, as well as original projects to promote the use of methods of inquiry in the respective social sciences.

The laboratory is equipped with computers, audio-visual equipment, biofeedback equipment, and other state-of-the-art equipment. The facility includes an observation booth that connects the two laboratory research rooms.

## Computer Lab

The Instructional Computer Labs provide general assistance in the use of microcomputers for the completion of lab assignments. The labs operate on a drop-in basis and provide an atmosphere for nontraditional learning experiences in all areas of instruction.

Software is available for word processing, electronic spreadsheet, data-

base applications, text editing, graphic arts, 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.

## Career Lab — "Future Shop"

The purpose of the Career Lab is to help students make career decisions which meet their individual needs and desires. In the lab, students have the opportunity to explore various careers, learn interviewing and resume-writing skills, and get job placement assistance.

Resources available in the lab include numerous interest and aptitude inventories, occupational and career guidance publications, and a computerized job referral system. Career Awareness Week, offered each year through the Career Lab, gives students the opportunity to gain information from area employers.

## Advising Center

Academic advising is an integral component of each student's success at CCCCCD. The Advising Center offers assistance in deciding a field of study, selecting courses, understanding academic requirements, establishing a





# FRIENDS

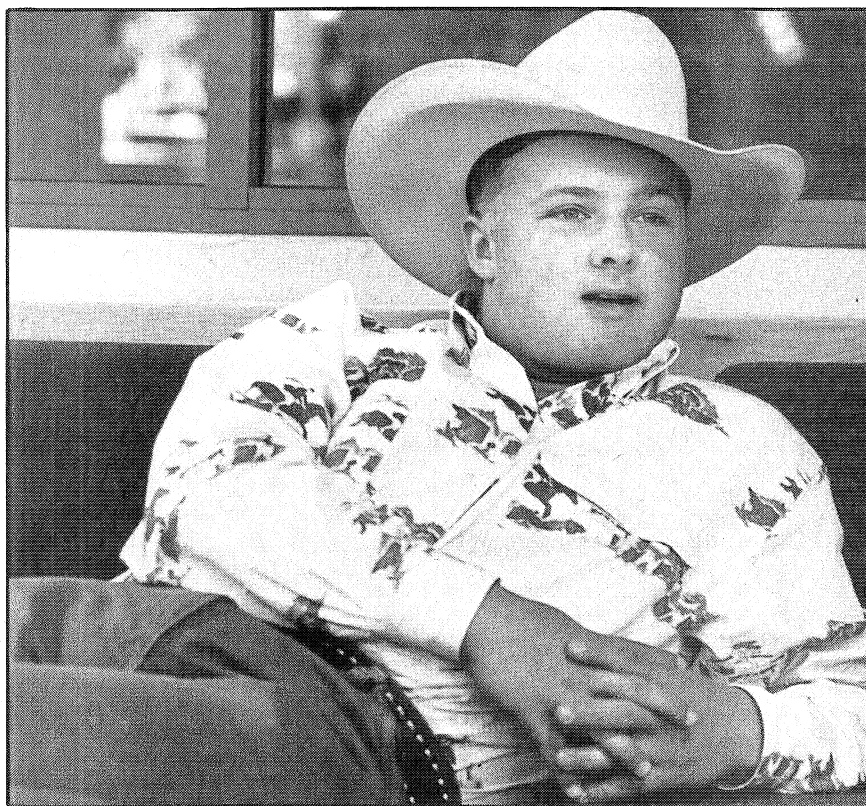


## Hit Singles

*"Thirty Yards to the Outhouse"*

*"Stalled on the Railroad Tracks"*

(duet with Betty Dont)



## THE 12 GREATEST HITS OF WILLY MAKIT

---

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### Experiential Learning

degree plan, and more. If you would like to be assigned to a specific advisor, please contact the Director of Academic Advising (CC: A108, SCC: G103).

### Transfer Lab

A variety of resources such as catalogs and computer programs are available in the Transfer Lab (CC: A108, SCC: G103) to assist students in their search for and articulation to four-year colleges and universities.

### Cooperative Work Experience

Cooperative Education is an integrated on-campus work experience for students in both career-oriented and transfer disciplines. With a wide variety of career areas from which to choose, students are able to gain insight into practical aspects while observing and participating in the daily operation of an organization. Students have the chance to assess their interest in and aptitude for their chosen career.

To be eligible for the Cooperative Work Experience Program at CCCC, students must be working toward a degree or certificate, have a minimum grade point average of 2.5, and be concurrently enrolled in another CCCC credit course. Upon enrolling, students work with the program director to establish individual goals and to select a sponsoring firm. Working a minimum of 20 hours per week for one semester, students earn three credit hours which can be applied toward a degree. Students may enroll in a second internship if desired. CCCC is committed to providing professional growth through experience-based education.



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for the  
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(absolutely  
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**Math Lab**  
CC: B336, SCC: J227

**Writing Center**  
CC: B117, SCC: LRC

**Social Sciences Lab**  
SCC: D155

**Study Skills  
Seminars**  
CC: A111, SCC: K104

**Computer Lab**  
CC: A208, SCC: J119

**Future Shop Lab**  
CC: A111, SCC: G103

**Transfer Lab**  
CC: A111, SCC: G103

**Cooperative Work  
Experience**  
CC: B256

**CCCCD  
EXPERIENTIAL  
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**FREE!**  
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OFFER**

Watch for Other labs and seminars

### **YOUR LEARNING STARTS HERE**

YES, please accept my membership in the CCCC  
Experiential Learning Club. Give me all the labs I can  
handle and teach me everything you can in as many  
innovative ways as possible. Do not bill me at all for  
these services. Make the schedules as flexible as  
possible to meet my needs and satisfy my whims.

Mr. \_\_\_\_\_  
Mrs. \_\_\_\_\_  
Ms. First Name Initial Last Name

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Membership is open to all citizens.

# STUDENT CODE OF CONDUCT

## Student Code

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.

## Scholastic Dishonesty

The District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

## 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.

## Alcoholic Beverages

The District forbids the drinking or possession of alcoholic beverages on campus. In addition, smoking and tobacco products are prohibited in all District buildings. Violations will result in disciplinary action.

## Other Offenses

The District may initiate disciplinary proceedings against a student who:

- a) forges, alters, or misuses District documents or records;
- b) intentionally disrupts the orderly process of the District or interferes with the lawful rights of others;
- c) conducts him/herself in a manner which significantly

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 of a member of the District or 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, such as, 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) illegally possesses, uses, sells, or purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus;
- l) repeatedly violates District policies, procedures, or guidelines and/or repeats less serious breaches of conduct;
- m) possesses firearms or other lethal weapons while on campus without specific permission.

## STUDENT RIGHTS AND RESPONSIBILITIES

### 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 of 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. Application forms to reserve space and for the approval of activities are available through the appropriate District office.

### 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 activities must be pre-registered and approved by the Director of Student Life, and the Dean of Students or her designee.

### Freedom from Sexual Harassment

It is the policy of CCCCD that no member of the college community may sexually harass another. All members of the faculty, staff, or student body will be subject to disciplinary action for violation of District policy. For more information regarding the sexual harassment policy, contact the Vice-President of Student Development or the Personnel Office.

### Release of Information

In compliance with the Family 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 is defined as:

1. Student name
2. Student address
3. Telephone listing
4. Dates of attendance
5. Most recent previous educational institution attended
6. Other information including major field of study and degrees and awards received.

A student may request that all or any part of the directory information be withheld from the public by making written request to the Director of Enrollment Management Office during the first 12

days of a Fall or Spring semester or during the first four days of a Summer session. 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 or inquiries concerning an academic record will be released without consent of the student specifying the information to be released.

### \*Restricted Access to Records

The following persons, agencies, and organizations may have restricted access to student records without prior written consent of the student:

- a) school officials and instructors with a legitimate educational interest;
- b) representatives of state, federal, and local government when auditing and evaluating federal or state educational programs;
- c) financial aid officers to process a financial aid application or forms;
- d) governmental officials to which information is to be reported under state law;
- e) accrediting organizations for accrediting purposes;
- f) appropriate persons in case of emergency, if such information is necessary to protect the health or safety of the student or others;
- g) 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 organization. Information will be destroyed when no longer needed for the purposes for which it is conducted.

## STUDENT DISCIPLINE DUE PROCESS CODE

### Chapter 1-100 General Provisions

## Student Code

### Sec. 101:

#### Purpose and Application

- A) A student of the District neither loses the rights nor escapes 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 also punished by the 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 jurisdiction for disciplinary purposes 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.

### Sec. 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.

**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 a person designated by them.

**Board**—Board of Trustees of the Collin County Community College District.

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

**President**—President of the Collin County Community College District.

**Vice-President**—Vice-President of Student Development, Vice-President of Instruction, Vice-President of Administration, or Vice-

President of Institutional Advancement.

**Dean**—Dean of Arts and Humanities, Dean of Social Sciences, Dean of Business and Industry, Dean of Science and Health, Dean of Continuing Education and Economic Development, Dean of Learning Resources Center, Dean of Students, Dean of Developmental Education, or his/her representative(s).

**Director**—Admissions, Financial Aid, Enrollment Management, Student Life, his/her delegate(s) or representative(s).

**Student**—A person enrolled in the District.

**Violation**—An act or action which can result in a disciplinary action including expulsion or suspension from the District or in the denial of a degree, diploma, or certificate.

### Chapter 2-200

#### Initiation of

#### Disciplinary Proceedings

### Sec. 201:

#### Initial Response

- A) Students have the right to legal counsel at any time in disciplinary proceedings.
- B) Upon an alleged violation of rules, regulations, District procedures, state, local, 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.
    - 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) The authorized District official may take immediate interim disciplinary action by suspending the student from classes or from campus, or otherwise alter the status of a student. This action would be taken by the authorized District official when in the opinion of such person(s) the District would be best served by such action.
- D) No person or persons 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.

### Sec. 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 in the Enrollment Management Office. The student is responsible for keeping the Enrollment Management Office apprised of his/her current home address.
  - 3) A personal or telephone conversation between the student and the 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.

### Sec. 203:

#### Administrative Disposition of a Violation

- A) The ADO may administratively dispose of any violation that he/she determines is a major or minor violation, if:
- 1) in the judgment of the ADO it is in the best interest of the District and the student concerned; and
  - 2) the student concerned consents in writing to the administrative disposition.
- B) During a conference with the student concerned, the ADO

shall advise the student of his/her rights as detailed in this document.

- C) If a student refuses administrative disposition by the ADO, the student is entitled to a hearing under administrative disposition.
- D) If a student accepts the ADO's administrative disposition, he/she shall 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 ADO, and his/her waiver of the right to appeal. This statement must be signed no later than the third class day following the ADO'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 ADO's administrative disposition, the student, by not signing the statement or requesting a hearing, in effect accepts the disposition of the ADO.
- F) The ADO shall prepare an accurate written summary of each administrative disposition and forward a copy to the student, to the Vice-President of Student Development, and to the ADO, and other appropriate administrators and District officials.

### Sec. 204:

#### Immediate Suspension

- A) The designated administrator may temporarily suspend, that is 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) ignoring 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) a violation of the student code of conduct which the admin-



## Student Code

- istrator considers a major violation.
- B) The student will be summoned within two class days of the action of temporary suspension.
- C) If the suspended student receives a favorable administrative disposition or favorable hearing, the student shall be permitted to make up class work required for satisfactory completion of a course begun prior to the beginning of the disciplinary process.

### Chapter 3-300 The Hearing

#### Sec. 301:

##### Discipline Committee

- A) When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the Discipline Committee. The request for a hearing must be made by the student in writing on or before the third class day following the administrative disposition (Sec. 203 or 204). The Discipline Committee shall be comprised of not less than three District employees and two current full-time District students. The committee membership shall be appointed by the President who shall designate one member as chair. All members of the committee 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 Committee and shall present evidence to support any allegations of violations. The Designated Dean/Director may be assisted by legal counsel when such assistance would be in the best interest of the student or the District.

#### Sec. 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 date not less than three class days nor more than fifteen class days after the date of the letter. The notice shall:
- 1) specify the charges;
  - 2) direct the student to appear at a date, time, and place specified;
  - 3) advise the student of his/her rights to:
    - a) a private hearing;
    - b) appear alone, with an

# RESTAURANT REVIEW

## Spring Creek Cafe

Food	**
Service	*
Atmosphere	***

**H**aving recently become a seasoned veteran of cafeteria dining, I decided to pay the SPRING CREEK CAFE a visit.

As I entered the cafeteria, I noticed that it has two sections to choose from, the "Grill" and the "Servery." I chose the "Servery," which turned out to be a fancy name for a food bar. They had such deli delights as B-B-Q, baked stuffed potatoes, lasagne, soup, and salad. My baked potato was nicely firm and baked to perfection; however, the bacon bits that I topped it with appeared to be welded together. I wasn't quite sure, but I thought I might have chipped a tooth on one of them. As was the case during my visit to the Central Campus Cafeteria, the lettuce in my salad was a little limp (deja vu?), but the choice of fresh toppings was broad enough to disguise that flaw.

My companion, who chose to dine from the Grill, didn't fare as well. Service proved to be slow - they had abandoned the number system and just called out your order. The only trouble was, you didn't know if it was your cheeseburger or someone else's. Rather than risk getting someone else's lunch, he opted for the self-serve pizza. He said he didn't know what made him take it, but thought he might have been hypnotized by its constant rotation around and around and around in the warming cabinet. Having spent most of its life rotating under a heat lamp, the sauce was fairly well dried out. This was appar-



ently a contributing factor to the entire wedge of topping sliding off the crust and draping over my companion's chin as he took his first bite.

We both served ourselves from the large array of refreshing drinks. They were cold. For dessert we enjoyed a couple of fresh-baked, chunky, chewy chocolate chip cookies—a *must* for anyone with a weakness for sweets.

The diner may choose to sit in either the "Court Yard," which overlooks the parking lot, or "On the Square," which affords a view of students lounging around the atrium. My advice—find the nearest clean table (not always an easy feat) and have a seat. And listen closely for your order to be yelled out!

P.S. Rumor has it that this cafe is going under new management soon! Watch our next issue for an updated review.

Spring Creek Cafe, \$

****	— Excellent
***	— Good
**	— Average
*	— Poor

\$	— under \$10
\$\$	— \$10-25
\$\$\$	— OVER \$25

## **Student Code**

- advisor, or with legal counsel, (advisors or legal counsel may not speak on behalf of students);
- c) have parents or legal counsel present at the hearing;
  - d) know the identity of each witness who will testify against him/her;
  - e) summon witnesses, require production of evidence on behalf of the District, and argue in his/her own behalf;
  - f) have a stenographer present at the hearing to make a stenographic transcript of the hearing, at the student's expense. The student is not permitted to record the hearing by electronic means; and
  - g) appeal to the President and CCCCD Board of Trustees.
- 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 Committee 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 subsection (A) are inappropriate.
- D) The District will 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.

### **Sec. 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 staff, legal counsel, and other persons as designated by the

President. The hearing ordinarily shall be open to the public to the extent space is available. Hearings may be closed upon a request of the student or parent or guardian or upon  $\frac{2}{3}$  affirmative vote of the committee if the penalty is possible suspension or expulsion of a student unless an open meeting is requested by a student or parent or guardian.

- B) The Discipline Committee 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) 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) Committee deliberates on evidence in closed session. Committee votes on the issue of whether or not there has been a violation of Board policy, District regulation, code, or administrative rule.
  - 7) If the Committee finds the student has violated the rules, code, or policy, the Committee will determine appropriate penalty in consultation with the Designated Dean/Director.
  - 8) The Committee chair, or the Designated Dean/Director acting in behalf of the Committee, informs the student, in person, of the decision and penalty, if any.
  - 9) Committee shall state in writing each finding and the penalty determined. Each committee member concurring in the finding and penalty shall sign the statement. Minority reports may be filed. The Committee may include in the statement its reasons for the finding and penalty.

### **Sec. 304: Evidence**

- A) Legal rules of evidence do not apply to hearings before the Discipline Committee. The Committee may admit evidence that possesses reasonable value to the intent of the Committee. The Committee

shall recognize privileged communications between a student and a member of the professional staff of the Student Development Division or the Designated Dean/Director where such communications were made and understood by the staff to be confidential. Committee members may freely question witnesses in the course of the hearing.

- B) The Committee 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**

#### **Sec. 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.

#### **Sec. 402: Appeal of Discipline Committee Disposition**

- A) If a Student Discipline Committee hearing has been held and the student wishes to appeal the decision or disciplinary penalty imposed, the student may appeal the decision to the Vice-President of Student Development. This appeal must be made in writing on or before the third class day following the hearing or administrative disposition. If a student does not file a written appeal with the Vice-President following the Discipline Committee hearing, it is assumed that the student accepts the decision of the Committee 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 for-

mat and structure of the appeal meeting.

4) Within three class days following the 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 shall be certified and no additional evidence shall be heard unless requested by the Vice-President. When considering the credibility of witnesses the Vice-President shall give weight to the findings of fact of the Discipline Committee but the Vice-President shall not be bound.

#### **Sec. 403: Appeal of Vice-President's Disposition**

- A) A student is entitled to 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 the date of decision of student's appeal.

1) Within ten class days of receipt of the student's appeal, the President will notify the student of a date, time, and place for a meeting to hear the student's appeal.

2) The President shall follow due process procedures as specified in this code in hearing the student's appeal and shall notify the student within five class days following the meeting of his/her decision.

- B) The record from the discipline hearing shall be certified and no additional evidence shall be heard unless requested by the President. When considering the credibility of witnesses the President shall give weight to the findings of fact of the Discipline Committee but the President shall not be bound.

#### **Sec. 404: Appeal of President's Disposition**

- A) The student is entitled to appeal in writing to the Board of Trustees if the student has exhausted all previous appellate processes. The written request shall be filed with the President's Secretary no later than the third class day fol-

## Student Code

lowing the notification of the decision of the President. The date for the disposition of the matter by the Board shall be determined by the Board Secretary and the Chairperson of the Board. Following a hearing with the Board, the student will be notified in writing of the Board's decision.

- B) The record from the discipline hearing shall be certified and no additional evidence shall be heard unless requested by the Board. When considering the credibility of witnesses, the Board shall give weight to the findings of fact of the Discipline Committee but the Board shall not be bound.

### Sec. 405: Appeal of the Board's Disposition

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

### Sec. 406: Favorable Hearing

If the student receives a favorable hearing, he/she shall be permitted to make up class work required for satisfactory completion of a course or courses begun prior to the beginning of the disciplinary process.

## Chapter 5-500 Disciplinary Penalties

### Sec. 501: Authorized Disciplinary Penalties

- A) The following penalties for a violation of a Board rule, 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 students violating the same statute or rule receive similar penalties. A record of previous violations may contribute to the determination of penalties.
- 1) Admonition
  - 2) Warning probation
  - 3) Referral
  - 4) Educational project assignment
  - 5) Disciplinary probation
  - 6) Withholding of transcript or degree

- 7) Bar against readmission
  - 8) Restitution
  - 9) Suspension of rights or privileges
  - 10) Suspension of eligibility for official athletic and non-athletic extra-curricular activities
  - 11) Denial of degree
  - 12) Suspension
  - 13) Expulsion (must be approved by 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 personal 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 student may be recommended to seek specialized assistance if it seems required, i.e. minister, physician, parents, counselor, psychiatrist, etc.
  - 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, i.e. leadership seminar, alcohol seminar, human development class, etc.
  - 5) **Disciplinary probation**—a penalty and status that indicates that further violations may result in suspension from the District. Disciplinary probation may be imposed for any length of time up to one calendar year.
  - 6) **Withholding of trans-**

**cript 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 readmission**—a penalty whereby a student may not be allowed to re-enter the District if forced to withdraw for disciplinary reasons or failure to meet financial obligations to the District. This penalty may be imposed for any period of time not to exceed one year.

- 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 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 one calendar year.

- 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 class 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 ex-

ceed two calendar years.

- 13) **Expulsion**—a penalty status which permanently bars a student from enrollment in the District. The student may not enroll in any District program or activity 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 of Board rules, District regulations, codes, or administrative rules. For minor violations, the other ten penalties or supplementary actions above will serve as guidelines for punishment.

### Note:

**Academic Grievances**—any student having a grievance because of a grade received or with any other academic or classroom-related problem should first consult with his/her professor. If the grievance is not resolved, the student should contact his/her division Dean to appeal. All academic grievances generally follow a step-by-step appeal process that could include the professor, the division Dean, and the faculty/student Academic Progress Committee with the Vice-President of Instruction as the final arbiter. The written procedure for this appeal process is available from the Vice-President of Instruction.

Texas House Resolution 2253 and Senate Resolution 645 (passed 1987) request all Texas colleges and universities to clearly inform students that no illegal drugs will be allowed on campus, and students who are found guilty of this violation will be penalized. Illegally possessing drugs is a violation of the CCCCD Student Code of Conduct (Other Offenses-K). CCCCD students who are found guilty of this offense will be subject to one or a combination of penalties described in Chapter 5-500 of the Student Discipline and Due Process Code. For additional information, contact the Vice-President of Student Development.

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



# RECORD REVIEW



Pictured on the cover of their latest album, "License to Rule," are members of THE ADMINISTRATORS: John Anthony, lead guitar; Steve Ellis, keyboards; Jack Gray, drums; Deborah Floyd, lead vocals; and Walter Pike, bass.

## Administrators Get Tough

\*\*\*\*\*  
**LICENSE TO RULE**  
*The Administrators*  
 Quad C Records

**A**fter three years of floating in the musical abyss in virtual anonymity, The Administrators burst through the curtain of has-beens with their second album, "License to Rule." This masterpiece of hard-driving rhythm and powerful lyrics is chapter two in the musical novel about the creation and survival of a community college.

"Open Door," the group's debut LP released in 1986, set the stage for the novel by describing the development of a college and its fulfillment of the needs of its students. Their original songs, "College is Your Ticket," "You Need It, We Teach It," and "High School Dropout" communicated a clear desire to serve their constituency and almost a plea to attract students. The hit song "Yes!" mimicked the lyrics "Yeah, yeah, yeah" made famous by the Beatles; but expectedly, The Administrators grammatically corrected the line to "Yes, yes, yes." "Open Door" has sold over two million copies, establishing a following of fans from 17 to 60 years old.

The long-awaited follow-up album, "License to Rule," demonstrates the growth and experience the group has gained. Guitarist and leader of The Administrators, Dr. John Anthony, explained, "The maturity of our group is obvious in our second album. The sincerity in our music is still present, but the pleas have given way to policies."

Dr. A's explanation is most evident in the guitar-laden song, "Don't You Dare," whose lyrics reveal the fateful consequences of a student caught smoking in the building. Other songs destined to be hits included, "Yesterday Was the Drop Date," "No More Excuses," and "The Labs Are Here To Stay."

Though certainly a break from their melodious debut album, "License to Rule" projects a get-tough image that is stern, yet appealing, to listeners. The Administrators appear to have hit the formula for success.

It has been rumored that bass player, Walter Pike, may make this his last tour with The Administrators since he has been invited to do a special world-wide solo tour. The Quad C "Future Shop" lab is credited with helping him secure this exciting job opportunity!

While his fans hope he will return to keep this group together, they will definitely appreciate this "sample" record produced exclusively for *enRolling Student* readers. Highlighting music from the group's 1986 debut "Open Door" and their new album "License to Rule," this enclosed record will surely become a collectors item. So, readers . . . after listening to this exciting record, seek out these stars for their autographs and save your copy—this group and this record are destined to be collectors items!

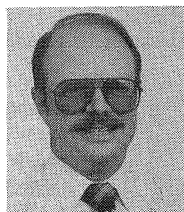
### RECORD RATINGS

*****	CLASSIC
****	EXCELLENT
***	GOOD
**	FAIR
*	POOR

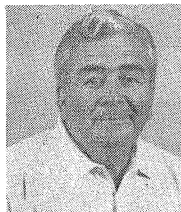
## Directory of Full-Time Staff



**Jessie Abbott-White**  
Programmer



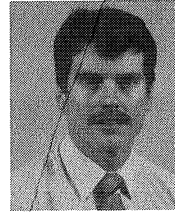
**Glen Adams**  
Professor, Computer  
Aided Design/Engineering



**Miguel Alarcon**  
Physical Plant Worker



**Toni P. Allen**  
Director, Admissions  
and Student Recruitment



**Brian Allison**  
Professor, Music



**John H. Anthony**  
President



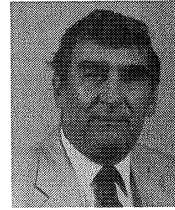
**Karen Arnold**  
Periodicals Assistant



**Juanita Austin**  
Dean, Developmental  
Education



**Jo Dane Autry**  
Professor, Computer  
Information Systems



**Edward Baca**  
Director, Employment  
Resource Center



**Arlene Bakner**  
Instructional  
Associate, Math



**Patricia Banta**  
Professor, Real  
Estate



**Catherine Barck**  
Instructional  
Associate, ALC



**Susan Bates**  
Administrative Assistant,  
Arts and Humanities



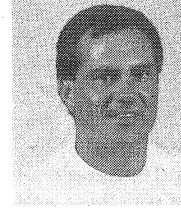
**Larry A. Beck**  
Professor, Business  
Administration



**Mike Bell**  
Professor, Biology



**Bridget A. Bennett**  
Accounting Clerk,  
Bookstore



**Martin Q. Berryman**  
Professor,  
HPED/Tennis Coach



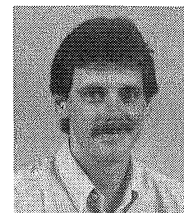
**Carol J. Black**  
Secretary, Project  
SPARK



**Jennifer Black**  
Professor,  
Developmental Writing



**Carole Boatright**  
Secretary, Business  
and Industry



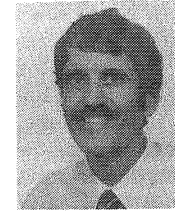
**Brian Boring**  
Telecommunications  
Specialist



**Nancy Brown**  
Secretary, Social  
Sciences



**Peggy Brown**  
Professor,  
English/Humanities



**Michael Broyles**  
Professor, Physics

## Directory of Full-Time Staff



**Peggy Burch**  
Financial Aid/VA  
Specialist



**Wendy Burton**  
Administrative  
Assistant, Enterprise



**Kobi Campbell**  
Academic Advising  
Clerk



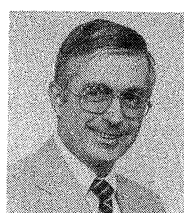
**Stephen M. Carroll**  
Computer Operations  
Specialist



**Donna Cartmill**  
Payroll/Cashier  
Clerk



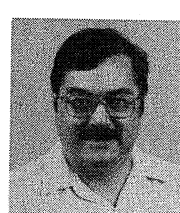
**Sherill Cobb**  
Professor, English



**Mikel Cohick**  
Professor, Economics



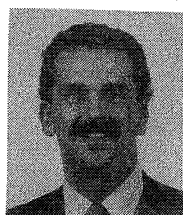
**Billie K. Collins**  
Coordinator, Articulation  
and Transfer Programs



**Larry Collins**  
Professor, History



**Betty Connatser**  
Registration Specialist



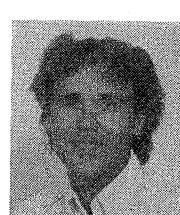
**Lewis J. Conner**  
Director, Enrollment  
Management/Registrar



**Barbara D. Corner**  
Secretary, Physical  
Plant—SCC



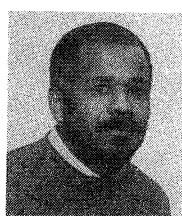
**Vickie L. Coughlin**  
Secretary,  
Financial Aid



**Matthew Coulter**  
Professor, History



**Michael Crawford**  
Professor, Music



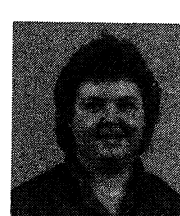
**Omri Crewe**  
Instructional Associate,  
Developmental Math



**Rebecca C. Crowell**  
Admissions Specialist



**Billie Cunningham**  
Professor, Accounting



**Dulane Daughtry**  
Articulation Clerk



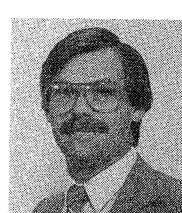
**Patricia DeGeeter**  
Professor, Office  
Administration



**Glenda M. DeLeon**  
Executive Secretary  
Student Development



**Mary L. Diekman**  
Clerk, Developmental  
Math



**William H. Dillingham**  
Director, Computer  
Services



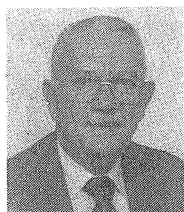
**Vickie J. Dobbs**  
Records Clerk,  
Enrollment Management



**Cheryl A. Doine**  
Student Development  
Advisor



## Directory of Full-Time Staff



**Richard Ducote**  
Dean, Library/Learning  
Resources Center



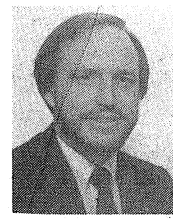
**Cynthia Duffer**  
Accounting Clerk  
Bookstore



**Helen E. Dupont**  
Human Resources  
Specialist



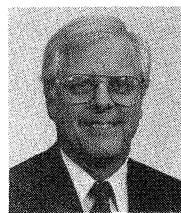
**Patricia Dysart**  
Secretary, Business  
and Industry



**Jeff Edwards**  
Professor, Economics



**Melanie Edwards**  
Assistant Manager  
Bookstore-SCC



**Steve E. Ellis**  
Vice President,  
Instruction



**Barbara Eubanks**  
Director, Cooperative  
Work Experience



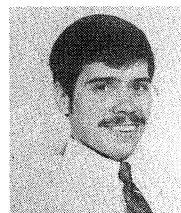
**Marie D. Evans**  
Accounts Payable  
Clerk



**Sandra Everett**  
Clerk Typist,  
Purchasing



**Martha M. Ewing**  
Professor, Psychology



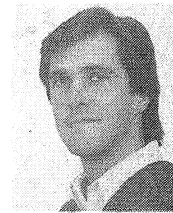
**Kent Farr**  
Programmer/Analyst



**Susan B. Farrar**  
Network Coordinator



**Mary C. Fields**  
Professor, Chemistry



**Jimmy Fitz-Gerald**  
Student Development  
Advisor



**Gladys Flores**  
Records Clerk



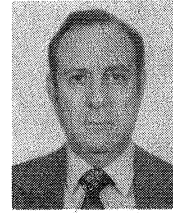
**Deborah L. Floyd**  
Vice President,  
Student Development



**Happy Forgey**  
Receptionist/Switchboard-SCC



**Susan Forshaw-Evans**  
Professor, HPED/  
Volleyball Coach



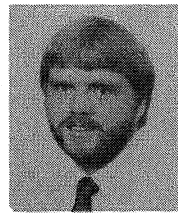
**Roy Fuller**  
Director, Small  
Business Development  
Center



**Sue Furnas**  
Administrative Assistant,  
Business/Industry



**Dawn Garcia**  
Circulation Assistant,  
LRC



**Allan Garrison**  
Systems Manager/  
Programmer



**David Garrison**  
Professor,  
Political Science



**Susie Gnader**  
Secretary, Learning  
Resources Center

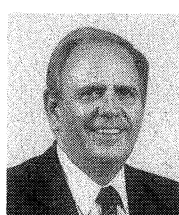
## Directory of Full-Time Staff



**Judy Godwin**  
Professor,  
Developmental Math



**Jack Gray**  
Vice President,  
Institutional  
Advancement



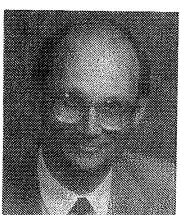
**Max Grubb**  
Job Developer,  
Employment  
Resource Center



**Ralph G. Hall**  
Business Manager



**Dinah G. Hampton**  
Clerk Typist,  
Instruction



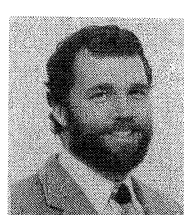
**Donald H. Hancock**  
Associate Dean,  
Enterprise



**Stephanie Hanson**  
Secretary,  
Developmental  
Education



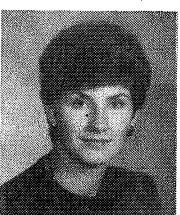
**Vicki B. Harris**  
Buyer



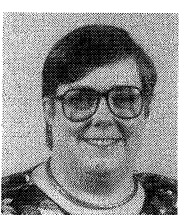
**John Hart**  
Assistant, Vice  
President of  
Instruction



**Karen Hayden**  
Professor,  
Developmental  
Writing



**Joyce M. Helens**  
Executive Dean,  
Enterprise



**Jean Helgeson**  
Professor, Biology



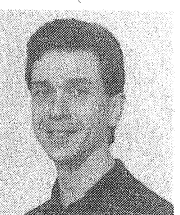
**Denise M. Hennicke**  
Professor, Math



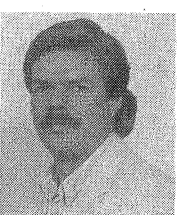
**Karlyne S. Hendricks**  
Secretary, Plant  
Operations-CC



**Betty L. Hill**  
Accounts Payable  
Supervisor



**David Hobbs**  
Coordinator,  
Technical Services



**Gary Hodge**  
Professor,  
Sociology



**Cathy M. Holt**  
Professor, Art



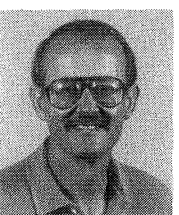
**Sharon Hosack**  
Professor, Math



**Tony H. Howard**  
Professor, English



**Cindy K. Howry**  
Professor, Computer Science  
and Software Development



**Peter Huey**  
Professor, Accounting



**Paula Hutson**  
Secretary, Admissions

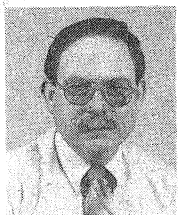


**Brian Jackson**  
Professor,  
Developmental Math

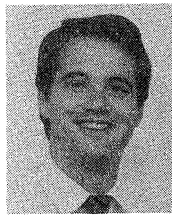


**Ron Jackson**  
Assistant Director,  
Plant Operations

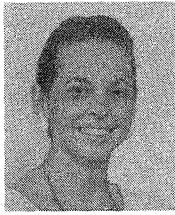
## Directory of Full-Time Staff



**Bill James**  
Computer Operator



**Joe Jaynes**  
Professor, History



**Carol L. Jenkins**  
Clerk, Student  
Activities



**Norma Johnson**  
Student Development  
Advisor



**Yvonne Johnson**  
Professor, History



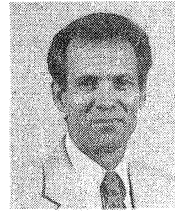
**Frankie Joiner**  
Secretary, Admissions



**Eva Jones**  
Assistant Manager,  
Bookstore-CC



**Susan Jones**  
Records Clerk,  
Enrollment Management



**U. Lynn Jones**  
Professor,  
Political Science



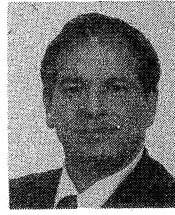
**Sheryl S. Kappus**  
Dean, Science and  
Health Division



**Marlene Y. Keahey**  
Secretary, Small  
Business Development  
Center



**Kathy Kerby**  
Student Development  
Clerk



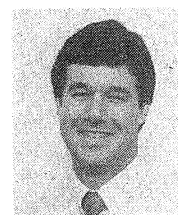
**Ron Kern**  
Professor,  
Computer Science



**Roberta Kess**  
Coordinator,  
Resource Development



**Jackie Klutts**  
Secretary,  
Instruction



**Russell Kunz**  
Professor,  
Management Development



**Jean LaFollett**  
Secretary,  
Personnel



**Judy J. LaGrone**  
Executive Assistant  
to the President



**Shelley D. Lane**  
Professor, Speech  
Communication



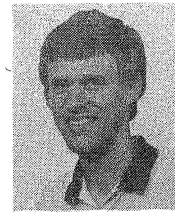
**Susan Lay**  
Job Shop Resource/  
Employment Resource  
Center



**Charlotte A. LeForge**  
Information Center Clerk/  
Receptionist—SCC



**Peter Leitner**  
Supervisor, Audio/  
Visual Services



**Vance Logan**  
Audio/Visual  
Assistant, LRC



**Stacey Long**  
Testing Center  
Clerk



**Donna G. Lyall**  
Information Center  
Clerk/Receptionist-CC



## Directory of Full-Time Staff



**Sandra Marton**  
Cataloging  
Assistant



**Debra S. Mast**  
Clerk, HPED  
Department



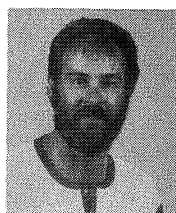
**Judy Matlock**  
Instructional  
Associate, Math



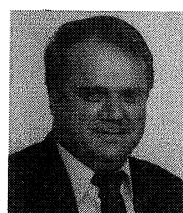
**Patrick McAuliff**  
Professor,  
Fire Science



**Shirley A. McBride**  
Professor,  
Developmental Writing



**Richard A. McFadden**  
Physical Plant Worker—CC



**Tony McRae**  
Associate Dean,  
Business and Industry



**Brenda K. McNease**  
Secretary, Enterprise



**Patricia G. McTee**  
Accounting Clerk,  
Bookstore-CC



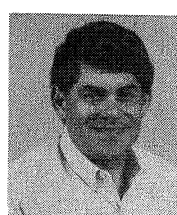
**Stephanie Meinhardt**  
Coordinator,  
Assessment/Testing  
Programs



**Elaine Meyers**  
Accounting Clerk,  
Bookstore-CC



**Deborah Millen**  
Clerk Typist,  
Enterprise



**Loren W. Miller**  
Professor,  
Political Science



**Carelyn L. Mitchell**  
Secretary,  
Enrollment Management



**Kay Mizell**  
Professor, English



**Barbara A. Money**  
Coordinator, Career  
Planning and Placement



**Cecil Moody**  
Physical Plant  
Worker-CC



**Jackie Moore**  
Secretary,  
Science and Health



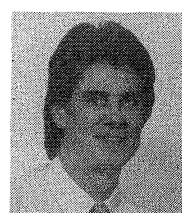
**Lin Moore**  
Professor,  
Child Development



**John Mullin**  
Reference Librarian



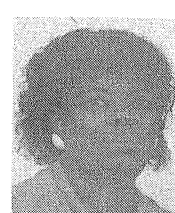
**Audrey Newsome**  
Counselor/Advisor,  
Project SPARK



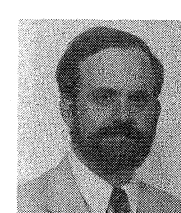
**Michael Nicar**  
Professor, Biology



**Walter Nilsen**  
Director, Facilities  
Planning/Construction



**Barbara Oakry**  
Mail Clerk

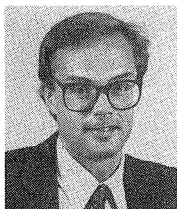


**Gordon O'Neal**  
Professor, English

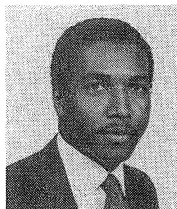
## Directory of Full-Time Staff



**Lillie M. Palmer**  
Dean, Business and  
Industry Division



**Rex A. Parcels**  
Associate Dean,  
Science and Health,  
Dir. of Athletics



**Percy Parrish**  
Director,  
Financial Aid



**Leslie J. Paul**  
Professor,  
Accounting



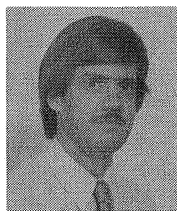
**Gerald H. Perkus**  
Director,  
Institutional Research



**Rebecca Philen**  
Bursar



**Walter L. Pike**  
Vice President,  
Administration



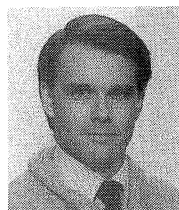
**Alan Pippin**  
Reference  
Librarian



**Annette Powell**  
Secretary,  
Student Development



**Eugene Powell**  
Director,  
Plant Operations



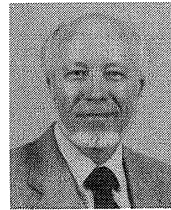
**Steven E. Prouty**  
Coordinator, Alternative  
Learning Center



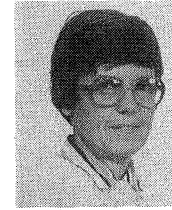
**Mary S. Rabaut**  
Dean of Students



**Diana Ramsower**  
Professor,  
Office Administration



**Rex Reece**  
Coordinator,  
Art Lab



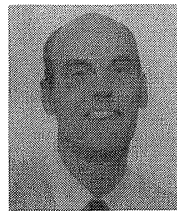
**Nancy Reeves**  
Instructional  
Associate, Alternative  
Learning Center



**Judy P. Richardson**  
Degree Plan Specialist



**Wayne E. Robertson**  
Accounting Manager



**J. Tom Rodgers**  
Professor, Math



**Cindy C. Rogers**  
Associate Director,  
Child Development



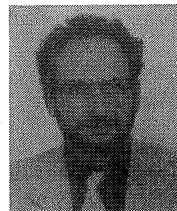
**Dee P. Roessler**  
Professor,  
Criminal Justice  
and Legal Assistant



**Karen Rose**  
Program Developer,  
Enterprise



**Janet Ross-Schrivner**  
Professor,  
Humanities



**Wayne L. Rush**  
Manager, Plant  
Operations



**Kimberly K. Russell**  
Director, Human  
Resources



**Shirley Rutz**  
Clerk Typist,  
Computer Services

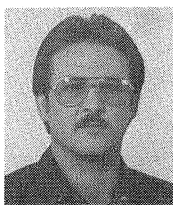
## Directory of Full-Time Staff



**Marjorie A. Salisbury**  
Secretary,  
Arts and Humanities



**Clintona M. Sands**  
Circulation  
Assistant, LRC



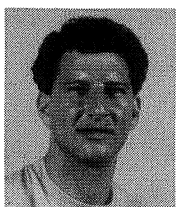
**Richard Scalf**  
Building Services  
Supervisor



**Marilyn L. Schmittou**  
Secretary,  
Dean of Students Office



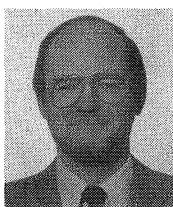
**Sue Siebman**  
Bookstore  
Manager-SCC



**James A. Sigona**  
Instructional  
Associate, HPED/  
Basketball Coach



**Janet L. Simmons**  
Data Entry Clerk,  
Business Office



**Mitchell E. Smith**  
Dean, Arts  
and Humanities  
Division



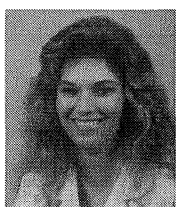
**Jean Sobotka**  
Cataloging  
Assistant, LRC



**Donna Stoutley**  
Payroll/Cashier  
Supervisor



**Susan J. Strom**  
Telecourse Associate,  
Alternative Learning Center



**Suzanne Templin**  
Accounting Clerk



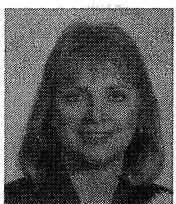
**Rhonda Thomas**  
Records Clerk



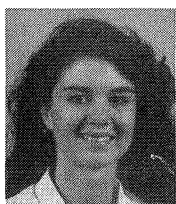
**Linda Thompson**  
Professor,  
Office Administration



**Alicia T. Tibbals**  
Reference Librarian



**Martha F. Tolleson**  
Professor, English



**Beverly Triana-Tremain**  
Instructional  
Associate, HPED/  
Wellness Coordinator



**Diane Trimble**  
Professor,  
Developmental Math



**June Van Cleef**  
Professor, Photography



**Margo Vargas**  
Job Shop Resource  
Room Specialist



**Michael A. Voy**  
Professor,  
Business Administration



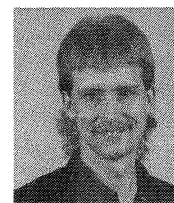
**Regina M. Waterson**  
Clerk, Career  
Planning and Placement



**Deborah White**  
Professor,  
Sociology/Psychology



**Judith White**  
Clerk, Enterprise

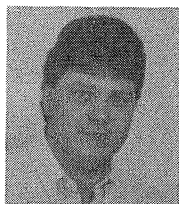


**Robert White**  
Operation  
Technician/Maintenance



## Directory of Full-Time Staff

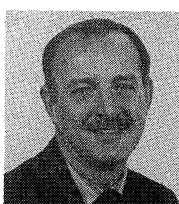
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**Lane Williams**  
Audio/Visual  
Assistant, LRC



**Deanna F. Wilson**  
Executive Secretary,  
Instruction



**Larry Winburn**  
Offset Press  
Operator



**Judith Windle**  
Secretary, Science  
and Health



**Betty R. Wolfe**  
Administrative  
Assistant, Science  
and Health



**Carol A. Worsnop**  
Periodicals  
Assistant, LRC



**Emily Wright**  
Registration Clerk

## Not Pictured

---

**Steven Afendis**  
Science Lab Assistant

**Sharon M. Altland**  
Coordinator of JLD

**Mary Anne Andrade**  
Professor, English

**William Ardis**  
Professor, Math

**John Boyd**  
Physical Plant  
Worker

**Johnnie Bradford**  
Child Development  
Teacher

**Michael Brantley**  
Operator/Maintenance  
Technician

**Bobby Broyles**  
Building Services  
Helper

**Gloria Cockerell**  
Professor, Marketing

**Linda Conry**  
Professor,  
Developmental Writing

**Judy A. Deburger**  
Secretary, Future  
Shop

**Greg Dennis**  
Professor, HPED/  
Baseball Coach

**Craig Erickson**  
Technical Director,  
Theatre

**Manuel Garcia**  
Groundskeeper

**Richard Gibson**  
Stock Clerk,  
Bookstore-SCC

**James Gorman**  
Stock Clerk

**Chris Grooms**  
Professor, English

**Yvonne Haggard**  
Secretary, Employment  
Resource Center

**Robert Hall**  
Professor, Theatre

**John K. Hamilton**  
Operator/Maintenance  
Technician

**John Huston**  
Professor, Biology

**Stephanie M. Ingram**  
Career Advising  
Associate, Future Shop

**Sanford G. Ivy**  
Maintenance  
Technician/Craftsman

**Washington James**  
Professor, Computer  
Information Systems

**Joan Jenkins**  
Professor, History

**Wilma Kelly**  
Executive Secretary,  
Administration

**Johnet J. Kemper**  
Program Developer,  
Enterprise

**Joan Kennedy**  
Professor, English

**Barbara Lusk**  
Professor,  
Psychology

**Teddie R. McFerrin**  
Professor, English

## Not Pictured

**Michael McGar**  
Professor,  
Advertising Art

**Joyce Miller**  
Professor, English

**Rodger Minatra**  
Professor, Electronics

**Ramona Powers**  
Receptionist/  
Switchboard-SCC

**Douglas Proffer**  
Professor, Math

**Jerry D. Rich**  
Operator/  
Maintenance  
Technician

**Edelin Rubino**  
Professor,  
Developmental Reading

**Harriet Schwartz**  
Dean, Social  
Science

**Cheri M. Scott**  
Physical Plant  
Worker-CC

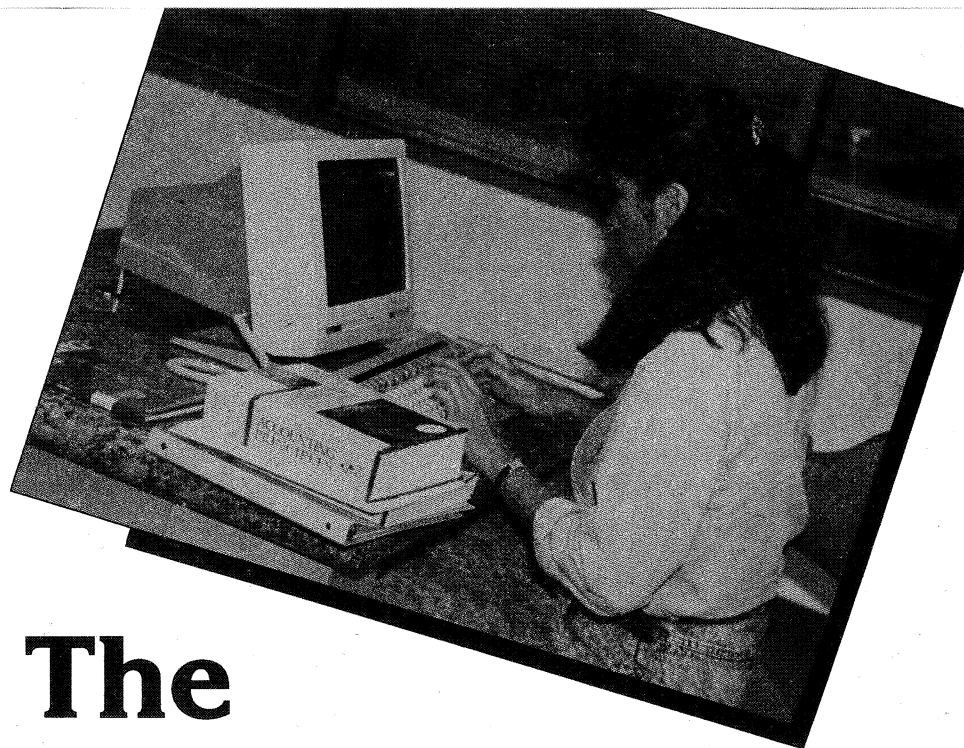
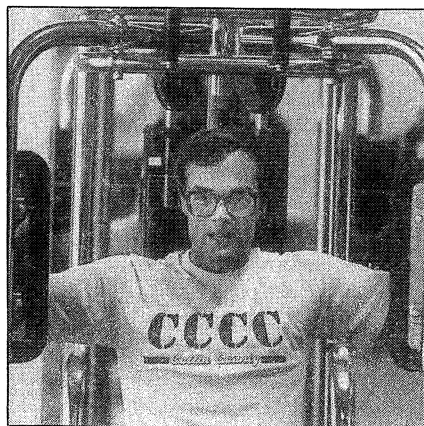
**Janet S. Seabolt**  
Physical Plant  
Worker-CC

**Judy Tedford**  
Professor,  
Computer Science

**Melinda Weaver**  
Advising Specialist/  
Counselor

**Jill Whitson**  
Professor, HPED/  
Dance Coordinator

**Brenda Wilkins**  
Professor, Speech  
Communications



# The Latest In Telecourses

## IN OUR OWN IMAGE

Into narcissism? Then this is the telecourse for you! Students spend 30-35 hours looking at their image in mirrors, fountains, rearview mirrors, or anything shiny. Extra credit is given if you see your image in a cloud.

## ENGLISH COMPOSITION

Basically, you know, the consensus of opinion is that this is a real good telecourse, you know, and you can really learn a lot from it if you really try it, you know. You see what I'm saying?

## AMERICAN ADVENTURE

This unpopular telecourse focuses on the adventures of Franco Amer-

ican, foreign exchange student from France. Follow Franco from France to the U.S. Take part in finding Franco's fantasy female. Figure out Franco's favorite foods. Finally, wonder why you get an "F" in this course.

## PRINCIPALS OF ACCOUNTING

In this course, you learn all about the principals who teach accounting at CCCCC. Each week special emphasis is placed on their life styles, eating habits, backgrounds, and hobbies. Learn why Billie Cunningham, Leslie Paul, and others aspire to teach college when they could be making millions on Wall Street.

## Glossary of Terms

**ADVANCED PLACEMENT**—Credit that may be earned through standardized tests offered through the high schools. (See page 25.)

**ADVISOR**—A member of the District staff who will assist you with information about CCCCD and various academic programs. (See page 9.)

**ADD**—To enroll in another course after your original registration. (See page 24.)

**ASSESSMENT**—A method to determine your preparation for college level course work. (See page 9.)

**AUDIT**—To take a credit course without receiving a grade or credit. (See page 24.)

**BLUE BOOK**—Paper used for essay tests available in the College Bookstore.

**CLEP**—College Level Examination Program is a series of standardized tests for college credit. (See page 26.)

**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 in CCCCD and a senior institution.

**CORE**—Refers to a common set of courses required for a degree.

**COREQUISITE**—Refers to two courses that can 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. (See page 26.)

**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. (See page 24.)

**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 the tuition.

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

**FULL-TIME**—To be enrolled in 12 or more credit hours during the fall and spring or six or more hours in the summer.

**GPA/GRADE POINT AVERAGE**—A calculation made each semester that summarizes grades and credit hours. (See page 24.)

**GRADE POINTS**—The value given to each letter grade to calculate the GPA. (See page 25.)

**GRADE REPORT**—A report mailed

to each student containing courses and grades for a particular semester. (See page 25.)

**LABS**—A teaching component which occurs both in and outside the classroom that enhances the learning experience.

**MAJOR**—Your subject area of specialization.

**ORIENTATION**—A session held to acquaint you with the District.

**PART-TIME**—To be enrolled in less than 12 credit hours in the fall and spring or less than six hours in the summer.

**PREREQUISITE**—Refers to a course which must be taken before you can enroll in a subsequent course.

**PROBATION**—A way to warn a student that his/her grades are below a certain standard. Probation may also be for disciplinary reasons. (See page 38.)

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

**SESSION**—Courses that are offered with start and end times that vary from the "regular" semester. Typically a session is shorter than a regular semester.

**SOPHOMORE**—The classification used for students who have earned 30 credit hours or more.

**SUSPENSION**—Dismissing a student whose grades have fallen below a certain standard. Suspension may also be for disciplinary reasons. (See page 38.)

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

**TRANSCRIPT**—The official record of all course work at a particular institution. (See page 26.)

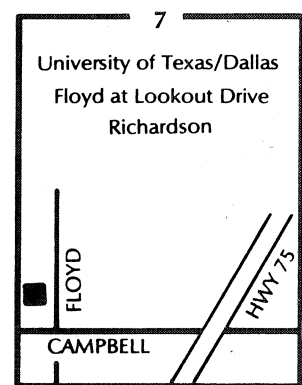
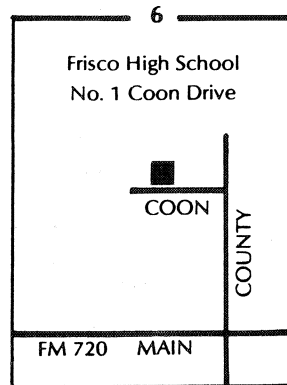
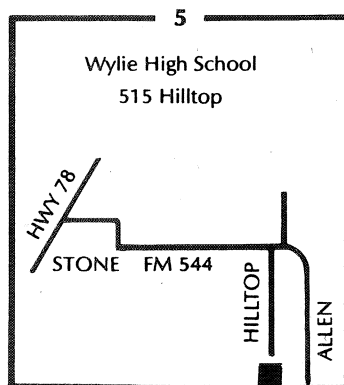
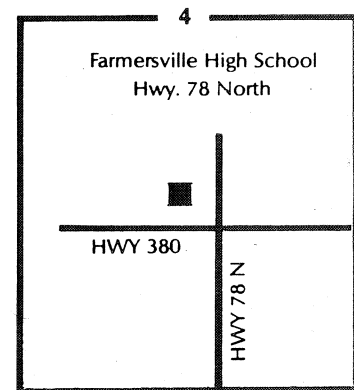
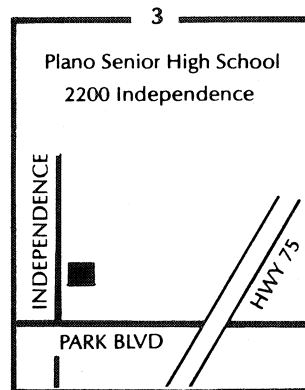
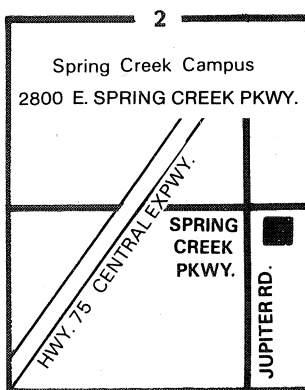
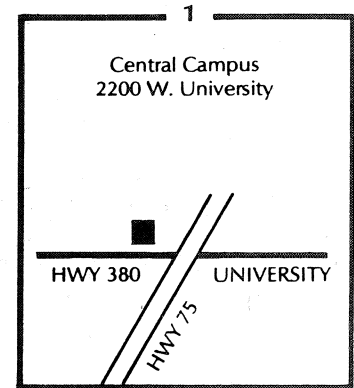
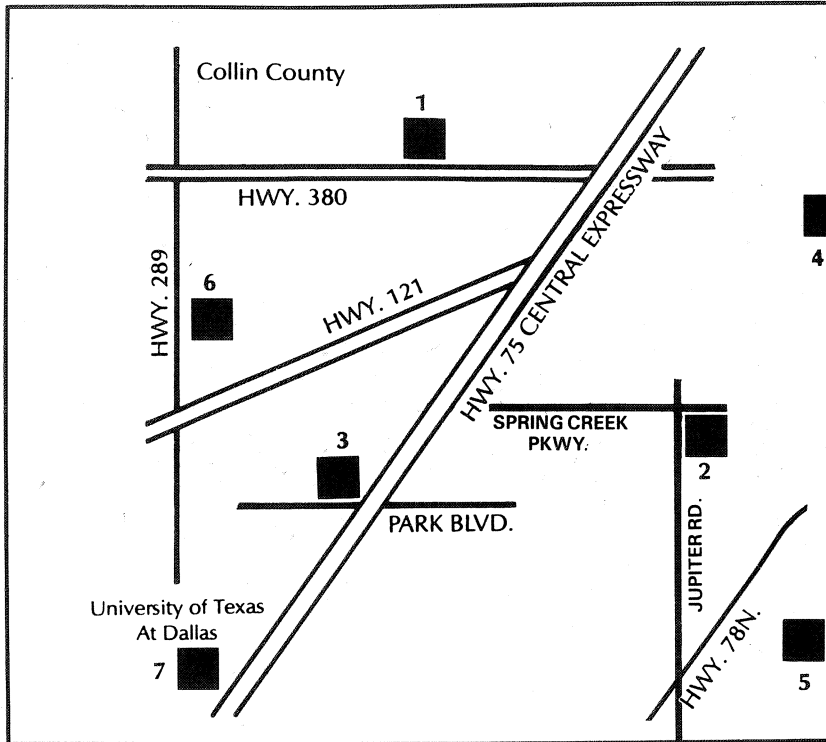
**TRANSFER COURSES**—Courses that should transfer to other colleges or universities. (See page 10.)

**WITHDRAWAL**—To withdraw from all courses enrolled in for a particular semester. (See page 30.)

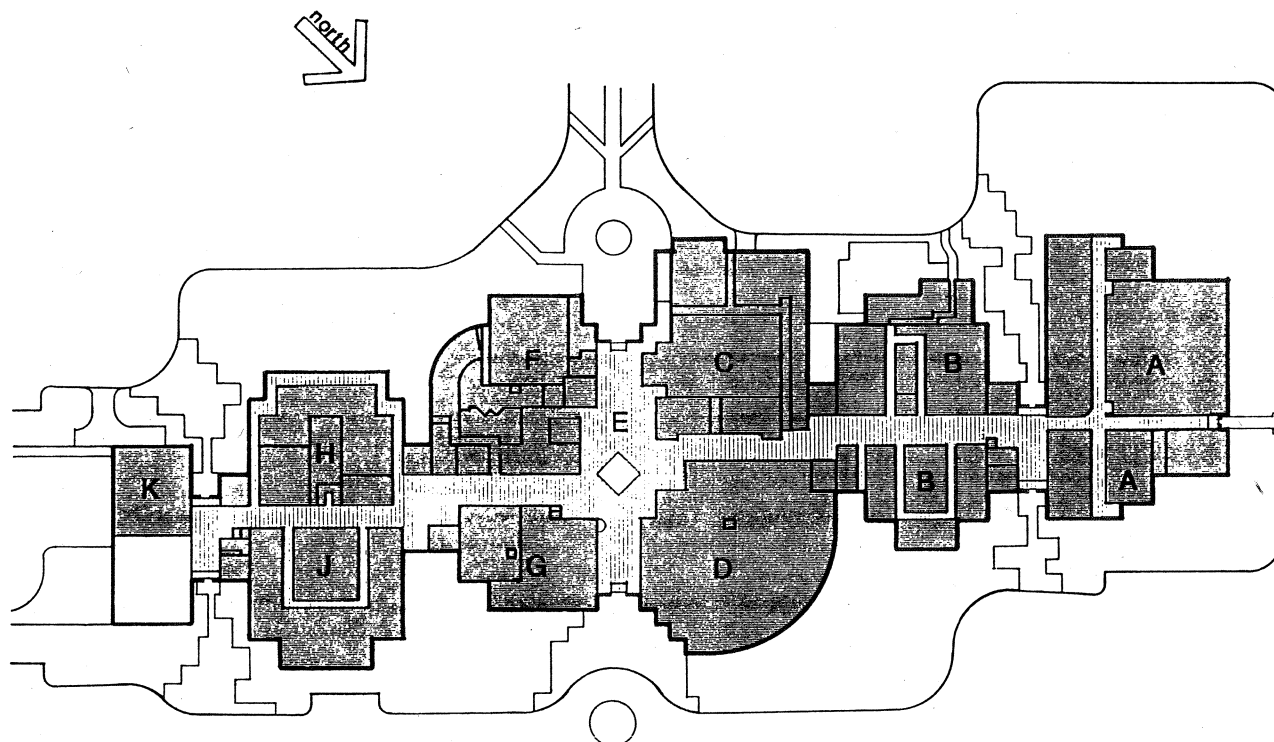




# Campus Locations



## —Spring Creek Campus—



### SPRING CREEK CAMPUS

The Spring Creek Campus is a two-story, all-enclosed facility divided into modules. Room numbers in the 100's are on the first floor and 200's on the second floor.

#### MODULE A

- \* **Physical Education Complex** consisting of a gymnasium with jogging track, locker rooms with two saunas, training area with whirlpool, fitness room with weight training equipment, dance studio, and four racquetball courts with observation area. Tennis courts are located near PE complex;
- \* **Classrooms and offices**

#### MODULE B

- \* **Childcare facilities** with playground, classrooms with observation areas, and kitchen;
- \* **Art facilities** with four classrooms and outdoor work area;
- \* **Music area** with four rehearsal halls, six individual practice rooms, sound studio, and control room;
- \* **Arts and Humanities Division Office**

52 \* **Classrooms** including regular and

conference classrooms, and a "McDonald" classroom with fixed tiered seating.

#### MODULE C

- \* **Theatre** with seating for 360, "Black Box" theatre, dressing rooms, costume shop, and scene shop;
- \* **Lecture halls**

#### MODULE D

- \* **Learning Resources Center** with approximately 66,000 titles, production area, technical services area, projection booths and viewing room, two "Bijou" theatres, and two social science labs;
- \* **Classrooms** including one "McDonald" classroom with fixed tiered seating.

#### MODULE E

- \* **Mall**

#### MODULE F

- \* **Conference Center** with seating for 500;
- \* **Dining areas:** "The Courtyard" and "On The Square;"
- \* **Business and Industry Division Office**

- \* **Student Activities Office**
- \* **Student Lounge** with big screen TV

#### MODULE G

- \* **Student Development Center** with areas for registration, advising, assessment, and career planning;
- \* **College Store**

#### MODULE H

- \* **Science Laboratories**
- \* **Science and Health Division Office**
- \* **Photography Lab/Darkroom**
- \* **Classrooms**

#### MODULE J

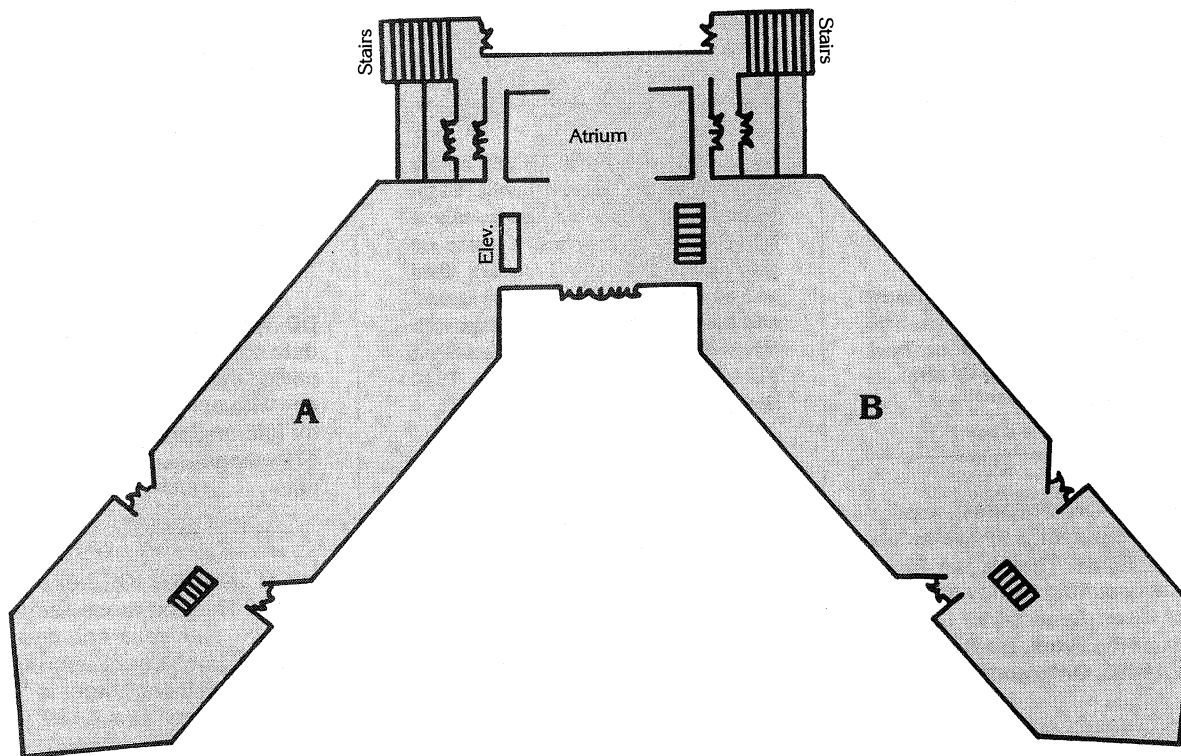
- \* **Testing Center and Math Lab**
- \* **Typing Lab**
- \* **Word Processing Lab**
- \* **Computer Lab**
- \* **Simulated "Model Office"** with state-of-the-art equipment, totally automated individual work stations, and a receptionist area.
- \* **Classrooms**

#### MODULE K

- \* To be used for future expansion

# Central Campus

4N



## CENTRAL CAMPUS

The Central Campus is divided into an "A" wing and a "B" wing. Room numbers in the 100's are on the first floor, 200's on the second floor, and 300's on the third floor.

### FIRST FLOOR "A" WING

Bookstore (A104)  
 President's Office (A130)  
 Institutional Advancement (A124)  
 Receptionist/Switchboard  
 Physical Plant (A116)  
 Board Room (A117)  
 Student Development (A111)  
 — Admissions Office  
 — Enrollment Management/  
     Financial Aid  
 — Advisors  
 — "Future Shop" Career Lab

### FIRST FLOOR "B" WING

Learning Resources Center  
 Alternative Learning Center (B118)  
 Writing Center (B118)  
 Audio/Visual Area (B103)  
 Employment Resources Center (B107)

### SECOND FLOOR "A" WING

Business & Industry Div. (A206)  
 Computer Lab (A213)  
 Typing Lab (A211)  
 Engineering Lab (A225)  
 Electronics Lab (A224)  
 General Classrooms

### SECOND FLOOR "B" WING

Student Lounge with vending  
 food service  
 Student Activities Office (B251)  
 Fitness Center (B207) with men's and

women's locker rooms  
 Co-op Education (B255)  
 Personnel (B216)  
 Cashier (B220)  
 Business Office (B209)

### THIRD FLOOR "A" WING

Instruction Office (A302)  
 Science and Health Div. (A305)  
 Continuing Education (A354)  
 Nursing Lab (A309)  
 Chemistry Lab (A316)  
 Biology Lab (A325 & A326)  
 General Classrooms

### THIRD FLOOR "B" WING

Social Sciences Division (B305)  
 Art Lab (B319)  
 SPARK Program (B331)  
 General Classrooms



# Classified Ads

**OKLAHOMA SUMMER EMPLOYMENT** We pay you to be a tourist in our state. \$8,000-\$12,000+ for two months of acting like a tourist. No experience necessary. Send \$4.95 for detailed comic book today. OK Services, Box 741, Oklahoma City, OK 62001.

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## *Collector's Items* **ELVIS ORIGINAL**

Cheeseburger wrapper Elvis threw from limo window in Arkansas. Still has ketchup stain, \$500 or best offer. T.S. Jones, Box 3 Rte. 1, Elmo, AK 66027.

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**JOHN LENNON ORIGINAL** replica glasses! Found in a chest in his mother's home. They're the **REAL** thing - almost. Your friends will never be the wiser. Send \$4.95 to: Eyeglasses of the Stars, PO Box 9060, NY, NY 10095. Order your pair today!

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**Authentic Concert T-shirts:** Black, good condition, slightly used, few burn holes. All have that famous stale-smoke concert smell. Send \$17.50 to T-shirts Unlimited, 716 S. Elm, Los Angeles, CA 90069.

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**PREPPIE PARTNERS.** Bored with the same old college friends? Try our special student service. We will match you with a partner of your own honesty and integrity. SMU students need not apply. Call Preppie Partners at 1-800-IM-A-PREP.

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**WORK OVERSEAS!** Travel to exotic places, experience various cultures, meet foreigners who despise Americans, eat foods that give you indigestion. Every college student's dream! Contact the U.S. Foreign Services Bureau, PO Box 666, Washington, D.C. 10044.

**SPEEDO SPANISH.** Amaze your teachers and friends! Learn Spanish in one day! Guaranteed or nothing back. Write to: Spanish Made Easy, PO Box 112, El Paso, TX 78711.

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Break-Dancing by mail. NEVER before available to the general public. Step-by-step instructions on how to take a fall, spin like a top, and balance on your nose. Full-color brochure filled with photos. Even a klutz can be shakin' and breakin' in a matter of days with this book. Money back guarantee! Send \$12.95 to Dancing Unlimited, 7940 Broken Toe Dr., Rhythm, OH 57002.

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**TOP ARTISTS - TOP RECORDS** at half the cost of record store prices. Only \$5.98 plus \$1.00 for shipping and handling. Choose from over 10,000 records. **NOTE:** Albums recorded on 1 side only (whatta ya expect for half-price?). Write: Pirate Record Co., Los Angeles, CA 91100.

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**HIGH SCHOOL and COLLEGE DIPLOMAS** at reduced rates. Looks and feels like the real thing. No one will know - not even your parents. You can spend the money set aside for college on more important things such as gas for your sports car, famous label clothes, replacement T Tops and hub caps. Call 1-800-DIPLOMA.

---

**100 WAYS TO MAKE MONEY.** Send \$10.00 and SASE for details to: Lotta Bucks, P.O. Box 8008, Moneybags, VA 24502. No refunds.

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**QUAYLE IN '92** bumperstickers, buttons, T-shirts, placards, posters, lollipops, bicycle flags, fatigues, etc. . . . Start supporting the 1992 Republican Presidential Nominee NOW - he needs it! Send for a 42-page catalog today. QUAYLE '92, 6000 Pennsylvania Ave., Washington, D.C. 10469.

**MAIL ORDER CREDIT CARDS.** Trouble with your credit rating? We'll arrange for you to receive any number of credit cards. Of course your identity will change with each one. Send \$19.95 and self-addressed, stamped envelope for application to: Charge M & Cheat M, 909 E. 40th St., New York, NY 00105.

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**DO YOU FORGET NAMES** or test data easily? Increase your memory power by spending just minutes a day with our patented device. Send for information to "Memory Power," 470 . . . no . . . 744 . . . no, uh, . . . um . . .

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**HIGH INSURANCE** keeping you broke? Reduce those rates drastically - sell your car and walk! "How to" book sent upon receipt of \$25. Mail money order to "Cheatum and Weep," Box 443A, Cincinnati, OH 51032.

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## **STOP SWEAT FOR 8 WEEKS** **DRI-O-MATIC**

Alleviate those embarrassing wet spots wherever they occur. DRI-O-MATIC pads are adhesive backed, flesh-toned, and able to mold to any shape. No one will even know you're wearing them. \$99.95 for package of 4.

The Sweat Stopper  
700 Urasucker Ave.  
Smeltersville, TN 54101

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**INJURED ON THE JOB?** We can help you collect undeserved money. Call 1-800-555-9821, ask for "Slick".

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## **WE BUY TEXTBOOKS**

Top dollar paid for used textbooks. Don't settle for measly pennies for your books. Higher price paid if you received an "A" in the course. Write to: BOOKS, P.O. Box 505, Reedmore, OK 49036

## Top Ten Classes

1. Developmental Rapping
2. History of the Cola Wars
3. Survey of Saturday Morning Cartoons
4. High Cal/High Cholesterol Cooking
5. Bargain Shopping 101
6. Microwave Programming
7. Intro to VCR Operations
8. Painting by Numbers
9. Pig Latin
10. Underwater Basketweaving

## CD's (Crash Diets)

1. VENTRILOQUIST DIET  
Someone else eats for you.
2. HUNGER STRIKE  
Best for dedicated protesters.
3. HUMMINGBIRD DIET  
Eat all the hummingbirds you can catch.
4. I.V. DIET  
Requires hospitalization.
5. ETHIOPIAN DIET  
Better known as starvation.
6. JUNK FOOD DIET  
Popular among college crowd.
7. SEA FOOD DIET  
Whenever you see food, eat it.

## College Albums

1. SPAYED CATS  
I've Lost That Lovin' Feline
2. PETER ETCETERA  
On and On
3. FEW KIDS ON THE BLOCK  
Hit and Run
4. DEAF LEOPARD  
Love Bites
5. UB HORNY  
Too Much Wine

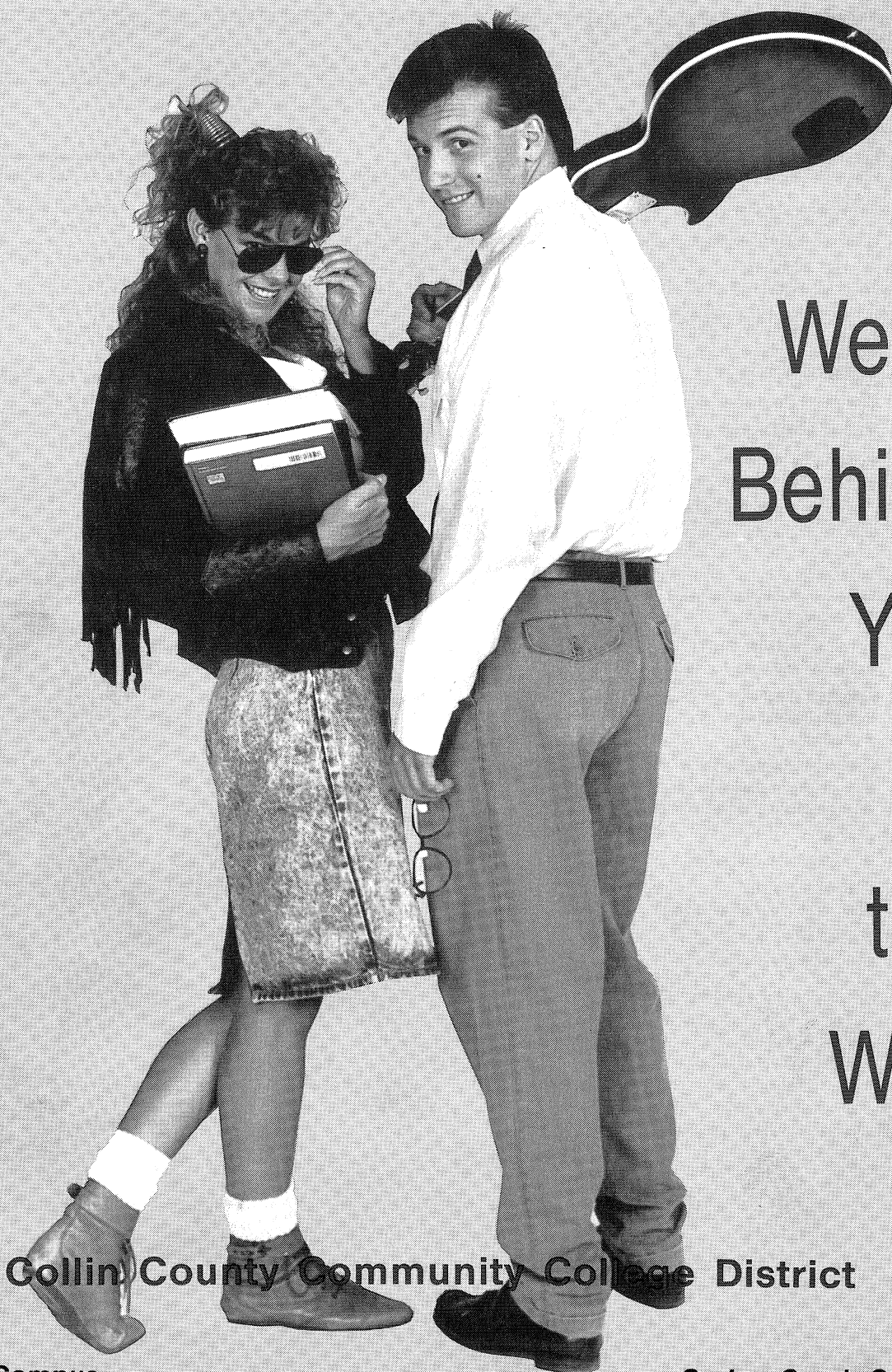


## Excuses for Missing Class

1. I mistook my laxatives for my vitamins.
2. Highland's Superstore was having a sale.
3. A hot air balloon landed on my car.
4. I was collecting change out of the fountain for my lunch money.
5. I had an overdose of laughing gas at the dentist.
6. My contact lenses inflated—while I was wearing them.
7. I was taken prisoner by aliens.
8. I had a sneezing attack and passed out.
9. I broke a fingernail.
10. I was caught in traffic on Central Expressway.







We're  
Behind  
You  
All  
the  
Way

**Collin County Community College District**

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

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