

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

STUDENT HANDBOOK

2003-2004

name:

address:

phone:

e-mail:

campus:

www.ccccd.edu

"the address for excellence"

2003-2004 STUDENT HANDBOOK
 COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

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CAMPUS LEGEND

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- Central Park Campus, McKinney, TX - **CPC**
- Courtyard Center for Professional and
Economic Development, Plano, TX - **CYC**
- Preston Ridge Campus, Frisco, TX - **PRC**
- Spring Creek Campus, Plano, TX - **SCC**

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1.1 Academic Advising

Academic advising is a continual process and an integral component of each student’s success at CCCC. Any student interested in talking with an advisor should contact the Academic Advising Department located within the Student Development Center. New students are given the opportunity to be advised through the Academic Advising Department prior to their first registration at CCCC.

Students are also strongly encouraged to meet with an academic advisor each semester to evaluate their academic progress. Academic advisors and their phone numbers are listed by Instructional Division in the CCCC catalog. Academic advising at each campus offers:

- Advising for Athletes
- Advising for Students on Academic Action Program (SOAAP)
- An Information Source Regarding Registration, Dropping a Class, Appealing a Grade, etc.
- Assistance in Establishing a Degree Plan
- Assistance in Selecting a Field of Study
- Assistance with Registration and Adjustment to College
- Facts about Classes and Programs
- Preparation for Telephone and Weblne Registration
- Procedures for Dropping a Class, Appealing Grades, Registration, etc.
- Transfer Information on Four-year Institutions (Transfer Lab)
- Unofficial Transcript Evaluation

1.2 Academic and Personal Enhancement (ACPE) Courses

- Career Planning
- College Success
- Study Skills

1.3 ACCESS (Accommodations at Collin County for Equal Support Services)

Specialized services and accommodations are available for students with a documented disability. Only documentation from a licensed professional (psychologist, diagnostician, or physician) is acceptable. The report must be current; on official letterhead; include the name and title of the person completing the report, their telephone number, address, and signature; the specific diagnosis; and the projected duration of the condition. Students seeking accommodations should contact the ACCESS Office at least one month before services are needed. Services are available for students at all campus locations.

All campuses are accessible to individuals with disabilities. Sign language interpreters, adaptive equipment, and personal advising are provided to make college life more convenient.

The Special Needs Center, located within the LRC (Learning Resources Center) at the Central Park, Preston Ridge, and Spring Creek campuses, is equipped with large print readers, scanners, and a voice synthesized speech program in addition to other assistive technologies. For information on these and related services, contact the ACCESS Office.

1.4 THE ARTS gallery

The mission of THE ARTS gallery is to serve as a center for aesthetic exploration through the creative processes of fine arts faculty and students, professional artists, and arts organizations. By presenting quality, interdisciplinary art exhibitions and events, THE ARTS gallery enhances an understanding of the arts within the college and the community and enriches individual lives.

Hours of Operation:	
Monday - Thursday	9am - 8pm
Friday	9am - 5pm
Saturday	10am - 2pm

1.5 Athletics

The mission of the Athletic Department is to assist student athletes in improving the quality of their lives by providing the knowledge and skills necessary to attain a lifetime of social, mental, and physical fitness. Athletics is an integral part of the Physical Education Department's mission to promote healthy lifestyles.

The Athletic Department consists of men's basketball and tennis and women's basketball and tennis. These teams are affiliated with the National Junior College Athletic Association (NJCAA). For more information, contact the Athletic Department at 972.881.5888 or go to www.ccccd.edu/athletics.

1.6 Career Services & Co-op Work Experience

Career Guidance

- Annual Career Week
- Career Counseling
- Career and Learning Style Assessments and Interpretation
- Career Library/Printed Resources
- Computerized Career Guidance Programs
- Workshops and Seminars for Professional Growth and Job Search

Job Information/Career Work Experience

- Co-op Jobs in Major with Academic Course Credit
- Interview Coaching
- Job Search Assistance for Graduates
- Off-campus Employment Database
- On-campus Employment Listings
- On-line Resumé Program
- Resumé and Cover Letter Assistance

1.7 CCCC@Allen

- Academic Advising
- Admissions and Registration Services
- Alternative Teacher Certification Training Center
- Credit, Continuing Education, and Workforce Development Courses

1.8 Center for Advanced Studies in Mathematics and Natural Sciences (CASMNS)

CCCCD has established a preferred curriculum for students preparing to enter professions that require an extensive background in mathematics and natural sciences. Based at the Spring Creek Campus, the center includes courses in biology, chemistry, physics, and mathematics for students in pre-professional majors. Upon successful completion of 18 or more credit hours from the designated courses, students will receive special recognition by the college and a notation will be included on their official CCCC transcript. For further information, contact the Mathematics and Natural Sciences Division.

1.9 Child Development Lab Schools

CCCCD provides Child Development Lab Schools at the Spring Creek and Central Park campuses. Both locations serve as laboratory sites for child development, early childhood education, academic courses in the social sciences, and service-learning.

Students, faculty, staff, and community members may enroll their children in either lab school as space permits. The children's program is designed to promote physical, social, emotional, and cognitive development in a nurturing and supportive environment. Daily activities are based upon individual children's needs and interests.

For more information or a fee schedule, contact the CPC lab school at 972.548.6852 or the SCC lab school at 972.881.5945.

1.10 College Newspaper (Caleidoscope)

The *Caleidoscope* is a comprehensive publication created by the Public Relations Department. *Caleidoscope* contains articles related to student accomplishments and interests, faculty and staff innovations, and news. *Caleidoscope* is available at all campuses. Students are encouraged to submit articles. For further information, contact the Public Relations Department.

1.11 College Place Apartments (Housing)

Campus housing is available for all enrolled CCCCD students. Housing is provided at College Place Apartments on the Spring Creek Campus. College Place Apartments is owned by the Collin County Community College District Foundation and managed by Century Campus Housing Management, L.P.

For information on availability, types of apartments, and lease rates, contact the College Place Apartments Community Office at www.campushousing.com/ccccd or 972.509.0247. Housing packets are also available at the Information Desks at CPC, CYC, PRC, and SCC.

1.12 Concurrent Admissions

The Concurrent Admission Agreements allow qualified CCCCD students the opportunity to complete freshman and sophomore year requirements for Southern Methodist University, the University of North Texas, or the University of Texas at Dallas while enrolled at CCCCD. Concurrent admission lowers college costs by allowing concurrent students to complete the requirements for their first two years of the bachelor's degree while paying CCCCD tuition rates.

Students participating in any concurrent admissions program will be rewarded for pursuing an academically rigorous program of study. They will be eligible to apply for various university, departmental, and transfer scholarships. Concurrent students are eligible for consideration for the SMU University Honors Program. CCCCD Honors Institute student's courses are also accepted into the UTD Honors Program.

Concurrent students are extended many SMU, UNT, and UTD student privileges including: individual academic advising, library services, special lecture events, and discounted tickets for performance and sporting events.

For further information on concurrent admissions, please call 972.881.5710.

1.13 Counseling Services

- Personal Counseling
- Issues Including Relationships, Anxiety, Stress Management, and Other Personal Matters
- Crisis Intervention
- Group Counseling
- NETWORKS Program (support for students in technical careers)
- PROMISE Program (support for students in transition including: homemakers; single parents; and mature adults returning to college)
- Drug Education and Resource Library
- No Charge to Enrolled Students
- Office Hours on All Campuses
- Evening Hours Available by Appointment

1.14 Emerging Scholars

Future leadership in mathematics, science, and the humanities is the heart of the Emerging Scholars program at CCCCD. Each year, professors identify students who excel and show outstanding scholarship potential in the fields of mathematics, natural science, and English/foreign languages for recognition as Emerging Scholars.

The achievements of students who are acknowledged as Emerging Scholars serve as benchmarks for success among their peers, elevating them to leadership status. Thus, Emerging Scholars assume service roles, assisting their peers as tutors in math, science, writing, and language labs.

CCCCD Emerging Scholars have gone on to become solid examples of academic excellence. Over the past few years, 18 Emerging Scholars have received Redman Scholarships, the most prestigious scholarships available at the University of Texas at Dallas. In addition, several have advanced to medical school.

1.15 Fitness Centers

Students may use the Fitness Center at CPC, PRC, or SCC during the times posted. Students are encouraged to attend all wellness activities, which are listed at each campus. For further information and hours of operation, contact the Fitness Center (CPC: 972.548.6891; PRC: 972.377.1752; SCC: 972.881.5848).

Central Park Campus: Fitness Center consists of locker room facilities, a weight training room, a dance studio, and three racquetball courts.

Preston Ridge Campus: Fitness Center consists of a gymnasium, a dance studio, a weight training room, a natatorium, an indoor archery/golf range, and locker room facilities.

Spring Creek Campus: Fitness Center consists of the main gymnasium with a rubber running track, a weight training room, a dance studio, four racquetball courts, locker room facilities, 12 lighted tennis courts, and use of the Oak Point Recreation Center Natatorium (M-F, 8am-4pm).

1.16 Honors Institute

The Honors Institute at CCCC is designed to provide a challenging learning experience for students with advanced academic skills. In small classes (maximum 18 students) advanced and highly motivated students engage in discussion, research, and creative projects geared to their special abilities and commitment to learning. In an honors class of thoughtful and communicative participants, interaction among students is fundamental. Among other benefits to students are an honors course designation on the transcript and possible qualification for honors scholarships. Students may graduate with an honors degree if they take a total of four honors courses in two areas of study. Students must have a 3.5 GPA to be eligible for enrollment in honors courses. Inquiries should be directed to the Chair of the Honors Council at 972.881.5803 or the Academic Advising Center at 972.881.5778.

1.17 Learning Communities

Learning Communities, in collaboration with Service-Learning, received national recognition when these programs were jointly awarded the 2001 Bellwether Award. Recognized by the Fund for the Improvement of Post-Secondary Education (FIPSE) and the Pew Charitable Trust, CCCC's Learning Communities program emphasizes education in a synergistic environment, where learning is reciprocal. The program forms a single course by blending two disciplines with a common theme or central question. Students are then taught by the professors representing the areas of study and meet in a block of time equivalent to that of both classes, participating in class discussions and group projects. The extended time spent together and participating in collaborative activities forms a community-like atmosphere among students.

This sense of community is the impetus that leads students to civic action. Students in Learning Communities exhibit commitment and interest in civic engagement, applying concepts in the world around them by completing projects that benefit the community.

1.18 LRC (Learning Resources Center)

ALC (Alternative Learning Center)/Computer Center

- Computer Assistance
- Course Lab Assignments
- Internet Access
- Science Place (SCC)
- Student Computer Access

Library

- Checkout Books, Videos, Software, Music CDs, DVDs, and Books on Tape
- Electronic Databases
- Inter-library Loan
- Internet Access
- Library Orientation and Instruction
- Print and Electronic Periodicals
- Photocopy Machine
- Reference Librarians
- Study Rooms

Media Services

- Audio/Visual Equipment
- Distance Learning
 - Instructional Cable Television
 - Internet Courses
 - Video Checkout Courses
- Media Technicians
- Student Media Workshops

1.19 Math Labs

The staff of the Math Labs assist CCCC students enrolled in developmental math, college-level math, and courses in the natural sciences that have math-based assignments. The staff includes faculty, instructional associates, and student tutors. Students may use videos, graphing calculators, and computers to complete homework assignments. Hours for drop-in assistance vary and are posted at each campus.

1.20 Mentor Program

The Mentor Program matches students with a faculty or staff mentor. Applications are available from the Coordinator of Programs for New Students. Mentors and students meet twice a month over the course of a semester. This is a great networking opportunity for students. For

additional information, please contact the Office of Recruitment and Programs for New Students.

1.21 New Student Orientation

All first-time students at CCCCD should attend New Student Orientation. Students will learn about campus resources, interpreting the catalog and schedule, choosing a major, campus safety, and other survival skills leading to success in college.

New Student Orientation is a one-day orientation program designed for students who have graduated from high school within the past three years.

New Student Orientation for Non-Traditional Students is an orientation program that targets students returning to college after an extended break and adult students starting college for the first time. These orientations are more intense than the day sessions and they are held in the evening. For additional information including dates and reservations, please call 972.377.1750, email orientation@cccd.edu, or visit our website at www.cccd.edu/student-services/students.html.

1.22 Scholarships, CCCCD Foundation

Academic and financial need scholarships for CCCCD students are awarded through the CCCCD Foundation. Numerous scholarships are available to new and continuing students at CCCCD. These scholarships are designed to encourage and assist students in pursuing academic excellence at the college. Students may be eligible for scholarships for several reasons, including service, civic engagement, academic merit, and financial need. All students are actively encouraged to apply for CCCCD Foundation scholarship awards.

The deadline for application is June 1, 2004 for the 2004-2005 academic year. CCCCD Foundation scholarship information is available in the Foundation Office (CPC: B216), the Financial Aid Office (CPC: A111; PRC: F141; SCC: G119), and on the Scholarship Bulletin Boards at each campus. For further information, contact 972.881.5611, or visit the website at <http://foundation.cccd.org/>.

1.23 Service-Learning

Service-Learning integrates community service with academic instruction, focusing on critical, reflective thinking, problem-solving, social and personal development, and civic responsibility. Some benefits associated with participation in the CCCCD Service-Learning Program are:

- Enriched Learning through Application of Classroom Knowledge
- College Resume Enhancement
- Development of Critical Thinking Skills
- Improved Self-Esteem
- Increased Scholarship Opportunities
- Job Contacts
- Making a Difference in Your Community
- Leadership Development Opportunities

The CCCCD Service-Learning Program is the recipient of the Campus Compact National Center for Community Colleges 2000 Collaboration Award, the nation's highest honor for service-learning programs in community colleges. In collaboration with the Learning Communities Program, the Service-Learning Program also received the 2001 National Bellwether Award. This award presented by the National Council of Instructional Administrators and the Institute of Higher Education, recognizes leading edge, outstanding, and innovative programs at community colleges. National Campus Compact recognized the CCCCD Service-Learning program in 2002 as a model of exemplary civic engagement practices. The following represents a brief listing of service-learning projects undertaken at CCCCD:

- AGDT students designing web pages for area non-profit agencies/organizations
- Biology students working in the Texas A&M Extension research labs
- History students working at the Heard Museum
- Math students tutoring at area elementary, middle, and high schools
- Psychology students assisting physically challenged children to play baseball or ride a horse
- Sociology students assisting families in Collin County's homeless shelter

1.24 SGA (Student Government Association)

SGA (Student Government Association) is the representative organization of the student body at CCCCD. The mission statement of SGA is "The Voice that Makes the Difference." Students are encouraged to share their voices and make a difference through involvement in campus governance, programming, volunteer, and leadership opportunities. Membership is open to any currently enrolled student, and there are no membership dues. For further information, contact SGA by email at sga@cccd.edu or through their website at <http://sga.cccd.edu/>.

1.25 SOAAP (Students on Academic Action Program)

SOAAP (Students on Academic Action Program) is administered by the Advising Department to assist students who have been placed on academic warning, probation, suspension, or dismissal. The goal of the program is to help students develop an individualized plan for success in order to maintain a 2.0 cumulative grade point average. To help determine one's academic status, students should refer to the Academic Standards Section of the CCCCD catalog.

1.26 Student Employment

Students can obtain valuable work experience through On and Off Campus Employment or Cooperative Work Experience (CWE).

On Campus: Campus departments hire student workers to perform a variety of job functions. Students are eligible to work a maximum of 20 hours per week and are paid \$6.22 per hour. Students are classified as Student Assistants or Federal Work-Study. Federal Work-Study students must apply and qualify for financial aid. Federal Work-Study students may be eligible to participate in the America Reads or America Counts programs (tutoring grades K-3 in area elementary schools), which pays \$7.50 per hour.

Off Campus: A web based listing of current job openings ranging from entry-level to professional, full-time to part-time is available on computers at each career center office. Student Employment is restricted to currently enrolled students and alumni. Employers, with approval from the Coordinator of Job Location/Development are allowed to visit campuses to recruit students and post job flyers.

Jobview: Jobview is an internet kiosk featuring jobs from the employment section of the Dallas Morning News. Located in the atrium at SCC, users can apply for jobs online. Jobview is available to students and community during campus hours.

Cooperative Work Experience: Co-op is an academic course for transfer and technical students, resulting in two to six credit hours in a degree or certificate program. Requirements to enroll include: currently enrolled with one semester completed; declared major in a degree or certificate; GPA of 2.5 or better; up to nine credit hours in the major field; eligible to work in the U.S. or on F1 Visa. Required program elements include: document required work hours; prepare/execute five skill-based goals on the job; attend 16 class hours of professional development seminars; submit a 3-5 page reflection paper at the end of the term. Check with any Career Service & Co-op Center at CPC, PRC, and SCC for information sessions or group presentation.

For Student Employment information, please contact the Career Center Office at the following campuses: CPC, 972.548.6747; PRC, 972.377.1781; SCC, 972.881.5781.

1.27 Student IDs

All credit students at CCCCD are required to have a Student ID Card to use services provided by college offices and labs including the CCCCD Bookstore, Career Services, Computer Labs, Enrollment Management, Fitness Center, LRC, Math Lab, Student Life, and the Testing Center. ID cards are made by Student Life. Student ID office hours are as follows:

CAMPUS	RM NUMBER	DAYS	TIMES
Central Park Campus	D109	Monday, Tuesday, Thursday Wednesday Friday	9am - 4:30pm 9am - 7pm 9am - 11:30am
Preston Ridge Campus	A185	Monday, Wednesday, Thursday Tuesday Friday	9am - 4:30pm 9am - 7pm 9am - 11:30am
Spring Creek Campus	F130	Monday - Thursday Friday	9am - 7pm 9am - 3pm

First-time students are assessed a student ID fee with their tuition. Once the student has registered and paid for their courses, the ID card will be issued in accordance with the dates posted in the "Getting Started" section of the CCCCD *Schedule of Classes*. Students must present valid picture ID before a Student ID card will be issued. The ID card will be valid district-wide throughout the student's enrollment at the college. Student ID cards will be automatically reactivated each semester after the student enrolls in courses and pays the corresponding tuition and fees.

For a fee, a replacement ID card will be reissued for students whose card has been lost, stolen or damaged, who have had a name change, or who would prefer a new photo. Only currently enrolled students with valid picture ID may request a replacement ID card. Contact Student Life for more information.

1.28 Student Leadership Academy (SLA)

POTENTIAL – "The possibility, capability, and capacity for growth" captures the spirit of the Student Leadership Academy (SLA). The academy is a nine-month course (SPCH 2333) designed to promote leadership practices that foster teamwork and integrity in personal and professional development through scholarship and service.

The academy will consist of 10 meetings over two semesters. Class meetings will rotate between the Courtyard Center and the Central Park, Preston Ridge, and Spring Creek campuses. The SLA will meet one Friday afternoon each month and one Saturday morning.

Topics to be studied include: Communication/Leadership Styles, Leading Through Diversity, Visioning and Strategic Planning, Relationship Building and Group Dynamics, Wellness and Stress Management, and Problem Solving and Decision-making. In addition, students will develop cumulative portfolios, deliver presentations, and work in teams. Guest speakers from business, industry, and academia will share their leadership experiences and the qualities they seek in potential leaders.

Students that have at least a 2.5 GPA, six completed credit hours, and a desire to work hard and explore their leadership potential are invited to fill out an application. A commitment to complete the nine-month academic year SLA program is required. For more information, contact the Assistant Director of Student Life at SCC: F129, 972.881.5787.

1.29 Student Life

- Banner Reservations
- Campus Posting
- Civic and Social Events
- Cyber Café (PRC)
- Educational Programs
- Entertainment and Cultural Programs
- Field Trips
- First Aid
- Guest Speakers
- Leadership Training
- Lost and Found (CPC, PRC, and SCC)
- Officer Training
- Student IDs
- Student Leadership Academy (SLA)
- Student Lounge (CPC and PRC)
- Student Organizations
- Student Organization Work Room (PRC and SCC)
- Volunteer Opportunities

1.30 Student Organizations

CCCCD has opportunities for campus and community involvement through Recognized Student Organizations (RSOs). The purpose of these organizations varies from honor societies to political, religious, service, and social groups.

Currently enrolled students may form student organizations by following the procedures outlined in the current *Student Organizations Procedures Manual (SOPM)*. A copy of this manual may be obtained from Student Life.

1.31 Support Services for Student-Athletes (SSSA)

The Support Services for Student-Athletes program is an effort to coordinate all services for student-athletes. The goal is to create an awareness of services and resources available to student-athletes and to assist them in making the best use of these services. Support services include tutorial services, mandatory study skills classes for freshmen athletes, academic advising, Freshman Orientation, and Service-Learning opportunities. The program will facilitate a well-rounded, successful college experience for student-athletes, while providing the needed academic support. For additional information, please contact the Assistant Director of Academic Advising at SCC: G113, 972.881.5165.

1.32 Testing Centers and Assessment Services

Testing Centers are located at CPC, PRC, and SCC for proctoring, Credit by Exam testing, instructional testing, assessment for course placement, and alternative tests for TASP purposes. CCCCCD is an official site for SAT, ACT, CLEP (College-Level Examination Program), and TASP (Texas Academic Skills Program). For testing hours, refer to Section 2.29.

1.33 Transfer Express

During the spring semester, Recruitment and Programs for New Students sponsors Transfer Express. This free program is designed for students who plan to continue their education with other institutions of higher learning. Representatives from 30-45 colleges and universities participate in this program and distribute information about transferability of courses, financial aid, housing, and student activities, among other topics. Some colleges and universities that participate include the University of Texas at Dallas, the University of North Texas, Southern Methodist University, Texas Woman's University, Baylor, and Texas A&M University (College Station). For additional information, please contact the Office of Recruitment and Programs for New Students.

1.34 Transfer Programs

In order to provide a smooth transfer to the college/university of their choice, students are encouraged to meet with an academic advisor to develop an educational plan for their studies while at CCCCCD. In addition, students planning to transfer can make use of resources located

in the Transfer Labs, College Transfer Fairs, and college representative visits (days, times, and locations are posted on Transfer Bulletin Boards). These labs are located within the Student Development Center at CPC, PRC, SCC, and CCCCD@Allen. For further information, contact the Transfer Programs Office or go online to www.ccccd.edu.

Resources in the Transfer Labs include:

- Application Deadlines for Colleges and Universities in Texas
- College Search Computer
- Course Equivalency Notebook
- Degree Plans
- Individual Assistance
- In-state Catalogs
- Out-of-state Catalogs
- *Plan Today for Transferring Tomorrow* Brochure
- Reference Books
- *Selected Basic Transfer Courses* Handout
- State of Texas Common Application to Texas Public Universities
- Transfer Guides/Guarantee Programs with CCCCD Equivalencies for Colleges and Universities
- *Transfer Questions to Ask* Handout
- Transfer Scholarship Notebook for Colleges and Universities in Texas

1.35 Tutoring

Individual, online, and small group tutoring is available at no charge to CCCCD students on a first-come, first-serve basis. For tutoring services or to apply to be a tutor, contact the Tutor Coordinator located within the ACCESS Office.

1.36 Writing Centers

The CCCCD Writing Centers provide a place for students to seek advice on compositions assigned in classes across the curriculum. Each center's primary purpose is to help students become better writers by guiding them through the various stages of the writing process. Writing Centers are located in or near the LRC. An appointment schedule is conveniently posted near the door of each center. Walk-ins are welcome at posted times.

For further information, contact the Writing Centers (CPC: 972.548.6857; PRC: 972.377.1576; SCC: 972.881.5843), or visit the Writing Center homepage at <http://www.ccccd.edu/writingcenter.html>.

2.1 Admissions and Records

Grade Reports

Beginning with spring semester, 2002, grade reports will no longer be mailed to the general student population. Concurrently enrolled high school or home-schooled students will continue to receive grade reports through the mail at their homes. Other students may access their grades electronically using the website at www.ccccd.edu or by telephone (Collin County 469.452.2222 or Rockwall area 469.757.2222). Students will need their Social Security Number and Personal Identification Number (PIN) to access either system. Anyone needing a paper transcript for any reason, work reimbursement or scholarship continuation for example, may come to the Admissions Office on any campus and it will be printed for them free of charge.

Texas House Bill 1922

With few exceptions, state law gives you the following rights regarding the information collected by the CCCCD about you: the right to request to be informed about the information; the right to receive and review the information; and the right to correct information about you that is incorrect.

2.2 Banner Reservations

College departments and Recognized Student Organizations (RSOs) can make and hang approved banners on each campus according to established procedures. Banner approval, guidelines, and reservations are available in Student Life.

2.3 Bookstore

The bookstore is an auxiliary enterprise of CCCCD. Textbooks are selected by the faculty and ordered through the bookstore. Textbooks are priced at industry standard. New books are priced at a 25% margin. Used books, which are priced at 75% of the new book price, are purchased from various sources. For information on store hours, contact the bookstore.

Textbook and Language Tape Refunds

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

- Books or language tapes are returnable during the first 10 calendar days of the fall and spring semesters, the first five calendar days of

the summer semesters, and by the second class day for wintermester and maymester.

- Students must have their original cash register receipt to receive a refund. No cash refunds will be given on credit card sales.
- Students should not write in new books until they are certain they have purchased the correct textbooks. New books that are soiled, damaged, or have been written in will not receive a full refund.
- Books and cassette tapes in shrink wrap (plastic or vinyl packaging) must be returned unopened in the original package. Books cannot be accepted if the shrink wrap has been removed.
- Defective books, missing pages, etc., purchased from CCCC CD bookstores will be replaced at no charge during the semester in which they are purchased.

Software Returns

Software that is unopened may be returned with the original receipt no later than fourteen calendar days from date of purchase. Software that is opened is not returnable.

Textbook Shortages

The bookstore makes every effort to have required textbooks by registration week. For various reasons, there may be shortages due to books being out-of-print or out-of-stock by the publisher, unexpected increases in enrollment, late placement of orders by the faculty, missing shipments, and/or human error. Every attempt is made to minimize these problems.

Graphing Calculator Buyback

The bookstore will buy your used graphing calculator during final exams each semester. Fifty percent of the bookstore original purchase price will be paid subject to the following conditions:

1. Calculator must be in clean, working condition with all cords and manuals.
2. Calculators must be required for use by the college during the next semester.
3. Calculators cannot be bought back if the store is overstocked or if needs for the following semester have been filled.
4. Bookstore makes the final decision regarding model, condition, and quantity of calculators bought back.

Textbook Buyback

Books are bought back every day at their current market value. During final exams each semester, up to 50% of the original purchase price will

be paid, subject to the following conditions:

- Books must be in clean, salable condition.
- Books must be required for use by the college during the next semester.
- Books must be current editions.
- Workbooks, lab manuals, study guides, mass-market paperbacks, books with torn covers, excessive markings, and water damage, books with perforated pages, and books containing diskettes cannot be bought back.
- Books cannot be bought back if the store is overstocked or if needs for the following semester have been filled. The instructor, not the bookstore, decides whether each textbook will be used again.

Unless an instructor tells the bookstore the title will be used again, the bookstore must assume it will not be used. Books falling into this category can be bought from students only at wholesale prices. Old editions have no value and cannot be resold even to wholesalers. Some courses at CCCC CD are not taught every semester; therefore, students may wish to sell their books when that course is offered again, provided the faculty member requires the same books.

Payment/Check Cashing

MasterCard, VISA, and Discover cards, as well as cash and checks, are accepted as payment. When writing a check or using a credit card, students must show a CCCC CD Student ID card. With proper identification, checks may be cashed in the amount of \$10 with or without a purchase.

2.4 Campus Postings

CCCC CD provides opportunities for students, staff, faculty, and community to publicize approved information on the appropriate campus bulletin board(s). Student Life serves as the approval center for general campus posting. At SCC, this includes the bulletin boards located both inside and outside classrooms. Materials not approved will be removed and discarded. Violation of the Campus Posting Procedure will lead to forfeiture of privileges. Contact Student Life for guidelines.

For posting at the Courtyard Center, contact the Courtyard Liaison in the Office of the Vice President of Administration.

Job Postings (External)

The Coordinator of Job Location/Development must approve all external

business job postings. For further information, contact Career Services and Co-op Work Experience at 972.881.5791 extension 6747.

2.5 Campus Security

If an emergency should arise on campus, immediately call the Department of Public Safety at 972.578.5555 or extension 5555 from any campus phone to reach the officer on duty. **If it is an extreme emergency that is life threatening, go to the nearest phone and dial 911.**

Central Park Campus: Parking lots are patrolled by officers Monday-Thursday from 6pm-11pm.

College Place Apartments: Notify the Community Office in the Clubhouse. After hours, contact the Community Assistant on duty at 972.509.0247.

Courtyard Center: Parking lots are patrolled by security guards Monday-Sunday from 3pm-11pm.

Preston Ridge and Spring Creek Campuses: Parking lots are patrolled by officers Monday-Friday from 8am-11pm. At SCC, parking lots are also patrolled Saturday from 8am-11pm.

2.6 Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Student Statistics Act (originally known as the Campus Security Act) requires colleges and universities to publicly disclose three years of campus crime statistics and basic security policies (see Campus Security, Section 2.25).

The Department of Public Safety maintains a daily log of police activity. For the most current information, contact the Director of Public Safety at 972.881.5142. Information provided by the State concerning registered sex offenders who are on campus may be obtained from the Director of Public Safety. The Department of Public Safety has a policy prohibiting racial profiling and offers a complaint procedure. See any CCCCD officer for further information. In compliance with the act, the following information is provided:

January 1 thru December 31, 2002	CPC	CYC	PRC	SCC	CCCCD@Allen	College Center at Rockwall
Aggravated Assault	0	0	0	0	0	0
Arrests/Disciplinary Actions for: Liquor Law Violations, Drug & Alcohol Violations, and Weapons Possession	1	0	1	5	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	10	0	0
Hate/Prejudice	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0

January 1 thru December 31, 2001	CPC	CYC	PRC	SCC	CCCCD@Allen	College Center at Rockwall
Aggravated Assault	0	0	0	0	0	0
Arrests/Disciplinary Actions for: Liquor Law Violations, Drug & Alcohol Violations, and Weapons Possession	0	0	0	4	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	11	0	0
Hate/Prejudice	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0

January 1 thru December 31, 2000	CPC	CYC	PRC	SCC	CCCCD@Allen	College Center at Rockwall
Aggravated Assault	0	0	0	0	0	0
Arrests/Disciplinary Actions for: Liquor Law Violations, Drug & Alcohol Violations, and Weapons Possession	0	0	0	3	0	0
Arson	0	0	0	0	0	0
Burglary	0	0	0	7	0	0
Hate/Prejudice	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Murder	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0

2.7 DART Information

DART provides daily bus service to and from SCC and the surrounding community. Bus routes and schedules are available in the brochure rack located in the hallway outside Student Life, SCC: F129. Students may also call DART directly at 214.979.1111 or visit their website www.dart.org.

2.8 Easel Reservations

Easels may be checked out by college departments and Recognized Student Organizations (RSOs) for temporary display of promotional materials on campus, when available. For guidelines and reservations, contact Student Life.

2.9 Emergency Closing of the College

If classes are cancelled, the announcement will be made through the college's website www.ccccd.edu as well as local radio and television stations. A decision to cancel classes will usually be made by 3pm for evening classes and by 6am for day classes.

Radio Stations:

KLIF	570 AM	KLUV	98.7 FM
WBAP	820 AM	KDGE	102.1 FM
KRLD	1080AM	KDMX	102.9 FM
KERA	90.1 FM	KVIL	103.7 FM
KLTY	94.9 FM	KYNG	105.3 FM
KHYI	95.3 FM	KHKS	106.1 FM
KSCS	96.3 FM	KOAI	107.5 FM
KEGL	97.1 FM		

Television Stations:

KDFW	Channel 4	WFAA	Channel 8
KXAS	Channel 5	KTVT	Channel 11

2.10 Emergencies, Reporting

If an emergency should arise on campus, immediately contact the Department of Public Safety at 972.578.5555 or extension 5555 from any campus phone to reach the officer on duty. **If it is an extreme emergency that is life threatening, go to the nearest phone and dial 911.** The next step is to contact the central reporting area for emergencies located on each campus, which are listed below:

CCCCD@Allen and Off-campus Locations: If an emergency arises, notify a faculty member immediately. He or she will then notify the appropriate administrator. At CCCCCD@Allen faculty/staff should contact the Director, Center for Teaching Learning and Professional Development at 214.491.6200.

Central Park Campus: During normal business hours, contact the Provost's Office at 972.548.6800. During evening hours, contact the Instruction Office at 972.548.6830 or Plant Operations at 972.548.6690.

College Place Apartments: During normal business hours, notify the Community Office in the Clubhouse. After hours, contact the Community Assistant on duty at 972.509.0247.

Courtyard Center: Contact the Office of the Vice President of Administration at 972.758.3831.

Preston Ridge Campus: During normal business hours, contact the Provost's Office at 972.377.1550. During evening hours, contact the Information Center at 972.377.1790 or Plant Operations at 972.377.1690.

Spring Creek Campus: All emergencies should be reported to the Information Center at 972.881.5790.

2.11 Enrollment Verification

Documentation of enrollment status for health insurance coverage purposes is available. A form requesting enrollment verification must be completed by the student and submitted to the Admissions and Records Office.

2.12 Financial Aid

As a service to CCCCCD students, the Financial Aid Office administers a financial aid program that includes scholarships, grants, loans, and part-time employment. Financial Aid officers are trained to assist students in realizing their educational goals.

A primary purpose of the college's financial aid program is to provide assistance for students who might otherwise find it difficult or impossible to attend college. All students are encouraged to apply for financial aid. Students who have a bachelor's degree are only eligible to receive loans. Students should not withdraw from college for financial reasons without first consulting with the Financial Aid Office. All financial aid students must become familiar with the standards of academic progress. For more information, call the Financial Aid Office (CPC: 972.548.6760; PRC: 972.377.1760; SCC: 972.881.5760).

New law requires a financial aid student to complete at least 60% of each semester. If the student completely withdraws before the 60% point in the semester, that student will need to repay a portion of the financial aid funds received. Contact the Financial Aid Office for complete information.

FINANCIAL AID PROGRAMS - FEDERAL ASSISTANCE

Federal Pell Grant - Eligibility for the Pell Grant is based on the financial strength of the student and/or the student's family, as well as the student's enrollment status (range: \$400 - \$4,000/year).

Federal Supplemental Educational Opportunities Grant (FSEOG) - The FSEOG provides assistance for eligible students who show financial need and are making satisfactory progress toward their educational goal. Priority is given to students demonstrating the greatest financial need (range: \$300 - \$2,000/year).

Federal Work-Study (FWS) - Students demonstrating financial need may be considered for the work-study program. Students are employed to work at various jobs on campus or at other district sites. They are allowed to earn the amount designated in their award package (range: \$3,800 - \$4,800/year).

Federal Stafford Loan Program - This program permits a student to borrow money from a commercial lending agency without the need for collateral. The federal government guarantees repayment of the loan and pays interest on the subsidized amount borrowed until six months after the student graduates or ceases to be enrolled at least half-time. Eligibility is based on financial need. For periods of enrollment beginning on or after October 1, 1992, students may receive a Stafford Loan that is not based on need. Variable interest rates are set each fiscal year, not to exceed 8.25%. The interest rate for the 2002-2003 academic year was 3.46%. Students may borrow \$2,625 for the first year of completion in their program of study. During the second year, the maximum is \$3,500. The maximum amount a student may borrow depends upon eligibility, dependency status, year in school, previous student loans borrowed, and enrollment status for the year.

Federal PLUS Loans - Federal PLUS Loans are for parents who want to borrow money to help defray the cost of their children's education. Like Federal Stafford Loans, Federal PLUS Loans are made from a lender such as a bank, credit union, or savings and loan association. Credit rates will vary. Parents may borrow up to the cost of the education, minus resources and aid.

FINANCIAL AID PROGRAMS - STATE ASSISTANCE

Texas Public Education Grant (TPEG) - The TPEG program is a state financial aid program designed to assist students attending state supported colleges. Students must demonstrate financial need and be

making satisfactory progress toward their educational goals. The actual amount of the grant varies depending upon the availability of funds to the college, the student's financial condition, and other aid the student is receiving (range: \$200 - \$2,200/year).

Texas Public Education - State Student Incentive Grant (SSIG)

Also known as LEAP and PSIG

SSIG is a state program based on the financial need of the applicant. Eligibility is determined by the college and is based on the availability of funds as well as need (range: \$100 - \$1,000/year).

TEXAS Grant - Students graduating high school after December 1998 might be eligible for this grant if the following conditions are met:

- Texas resident
- Not convicted of a felony
- Graduated high school in the recommended or distinguished programs
- Have need as determined by the federal form (FAFSA)
- Be enrolled at least half-time

This grant covers the cost of tuition and fees and is renewable during the undergraduate career as long as the student maintains a cumulative 2.50 grade point average and completes at least 75% of the coursework. Additionally, the student must maintain academic progress. Please refer to the Academic Progress Policy in this section.

TEXAS Grant II - Community college students working on an Associates degree might be eligible for this grant if they:

- Are not eligible for the TEXAS Grant
- Are a Texas resident
- Enroll at least half-time
- Have need as determined by the federal form (FAFSA)

Additionally, students on this grant become eligible for the TEXAS Grant once they transfer to a university. To remain eligible, the student must maintain a 2.50 grade point average and complete at least 75% of the coursework. For additional information on these two grants, please contact the Financial Aid Office.

ADDITIONAL FINANCIAL AID INFORMATION

Many of the financial aid programs listed are under constant federal and state review and are subject to change. Students may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA).

The FAFSA is available in the Financial Aid Office, most high school counseling offices, or from FAFSA's website at www.fafsa.ed.gov. Priority deadlines are:

- Fall Semester June 1
- Spring Semester November 3
- Summer Terms March 1

INSTITUTIONAL POLICY OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Federal law requires that to receive financial aid, students must be making satisfactory progress in their course of study. CCCCD requires the following standards:

Incremental Measurement of Progress

Each semester, the Financial Aid Office evaluates the satisfactory academic progress of CCCCD students that receive financial aid, including grade point averages. The number of hours completed are checked at least once each academic year.

Completion Requirements

1. The maximum number of hours a student may attempt is limited to 90 credit hours. A student will be deemed making progress once demonstrating he/she will graduate within 150% of his/her degree program.
2. Enrollment status (hours attempted) is determined by the student's enrollment on the census date (twelfth class day during the fall and spring semesters; fourth class day during the summer sessions).
3. Twelve or more hours is considered full-time. Nine to 11 hours is considered three-quarter-time. Six to eight hours is considered half-time.
4. Students enrolled on a full-time status must complete 24 semester credit hours per academic year (an academic year equals two regular 16-week semesters plus summer sessions).
5. Students enrolled less than full-time must complete a proportionate number of hours per academic year (e.g., three-quarter-time = 18 semester credit hours; half-time = 12 semester credit hours).
6. Courses in which students earned a final grade of "A", "B", "C", or "D" are used to compile hours completed. Withdrawals, incomplete

courses, repeated courses, and noncredit remedial coursework are counted toward attempted hours. Students who withdraw from all classes will be immediately ineligible for financial aid the next semester or term enrolled at CCCCD.

Grade Point Average (GPA) Requirements

1. A student who has a cumulative GPA of 2.0 or above and meets the Completion Requirements is considered to be making satisfactory academic progress.
2. A student who has attempted less than 30 semester hours with a first-time cumulative GPA of 1.67 or above is considered eligible for financial aid for one semester.

Failure to Meet the Standards of Academic Progress

1. Any student on academic suspension is not eligible for financial aid.
2. A student who withdraws from CCCCD while receiving financial aid is not eligible for additional financial aid until an equal number of hours is completed at the student's expense.
3. A student who is denied aid under this policy is again eligible when the student documents that he/she meets the Completion and Grade Point Average Requirements.

Appeal Process

1. Student aid regulations allow a student to appeal an adverse satisfactory academic progress finding based on (a) the death of a relative, (b) an injury or illness of the student, or (c) other special circumstances.
2. A student who wishes to appeal shall do so in writing to the Financial Aid Office within 21 calendar days of notice of the adverse finding.
3. A student whose appeal is denied by the Financial Aid Office may appeal to the Financial Aid Task Force. The student must provide written notice to the Financial Aid Office of the intent to appeal within 14 calendar days of the notice of the denial.
4. Subsequent to the denial by the Financial Aid Task Force, a student may seek an administrative appeal from the Vice President of Student Development.

FINANCIAL AID PROGRAMS - SCHOLARSHIPS

CCCCD Foundation Scholarships - Academic scholarships for CCCCCD students are awarded through the CCCCCD Foundation. Numerous scholarships are available to new and continuing students at CCCCCD. These scholarships are designed to encourage and assist students in pursuing academic excellence at the college. Scholarships are awarded for several reasons, including academic achievement, merit, or financial need. All students are actively encouraged to apply for Foundation scholarship awards.

The deadline for applications is June 1, 2004 for the 2004-2005 academic year (September 1, 2004 - August 31, 2005). Foundation scholarship information is available in the Foundation Office (CPC: B216), the Financial Aid Office (CPC: A111; PRC: F141; SCC: G119), and on the Scholarship Bulletin Boards at each campus. For further scholarship information, contact 972.881.5611 or visit the website at www.foundation.ccccd.org.

CCCCD Athletic Scholarships - Scholarships are available for men's basketball and tennis and women's basketball and tennis.

CCCCD Departmental Scholarships - Music, photography, and theatre scholarship information is located in the Foundation Office, the Financial Aid Office, and on the Scholarship Bulletin Boards at CPC, PRC, and SCC.

FINANCIAL AID PROGRAMS - OTHER

Tuition Waivers

State tuition waivers provide qualifying students with exemptions from certain tuition and fee charges in public colleges. Contact either the Financial Aid Office or the Admissions and Records Office for additional information regarding a specific waiver. A few of the state waivers are:

Financial Aid Waivers

• Aid for Dependent Children • Blind, Deaf Students • Children of Disabled Firemen and Peace Officers • Children of Prisoners of War or Persons Missing in Action • Early High School Graduation • Firemen Enrolled in Fire Science Courses • Hazelwood Act • Highest Ranking High School Graduate • Orphans of National Guard Members

Admissions Waivers (Admissions and Records Office)

• Ad-valorem Tax • Concurrent Enrollment • Contract Training for Out-of-district • Dual Agreement - Dallas County • Senior Citizen

Veterans Educational Benefits

CCCCD is approved for training veterans under the Montgomery GI Bill (Public Law 346,550,16 and 89-358). Initial applicants should submit all documentation to the Financial Aid/Veterans Affairs (VA) Office at least six weeks prior to registration, if possible. The steps necessary to do this include:

1. Gain admission to CCCCCD through the Admissions and Records Office.
2. Submit a degree plan request and all required VA forms to the Financial Aid/Veterans Affairs Office.
3. Ensure all transcripts from prior institutions are submitted to the Degree Plan Coordinator for transfer evaluation.

PLEASE NOTE: Only after an official degree plan is on file will notification of enrollment be sent to the Veterans Administration. Only classes that are on the official degree plan will be paid for.

Continuing students, who have previously received benefits, must notify the VA Advisor in writing at the time of registration, or as soon thereafter as possible. Notification may be submitted at any CCCCCD Financial Aid/Veterans Affairs Office. If there has been a break of more than two regular 16-week semesters, additional VA documents will be required as well as transcripts from any schools attended during the break.

Students receiving veterans' benefits must maintain satisfactory academic progress while attending CCCCCD. Satisfactory academic progress is defined as maintaining a 2.0 GPA. Students failing to make satisfactory academic progress will be reported to the Veterans Regional Office as being on academic suspension at the end of the second consecutive semester when the cumulative GPA remains below 2.0. Developmental courses will be included to determine the cumulative GPA.

A grade of "D" or better received at CCCCCD, or any other college, is a passing grade and may not be repeated for benefits.

If a non-punitive grade of "I" is assigned to a course and is not converted to a punitive grade, this will be reported to the Veterans Affairs Regional Office within 30 days, and benefits will be reduced accordingly.

Students receiving a grade of "F" may repeat the course with benefits one time. If it is necessary to repeat the course again, the student must first successfully complete the course and then request that the CCCCCD Veterans Affairs Office complete the certification.

2.13 Fire Evacuation

Fire exits are posted on each floor of all campuses, and evacuation procedures are posted in every classroom. If there are questions, please ask a staff or faculty member.

CCCCD@Allen: A siren and blinking lights will signify that everyone must evacuate the building.

Central Park Campus and Courtyard Center: A continuous ringing of the emergency alarm bell or tone signifies that everyone must evacuate the building.

Preston Ridge Campus: An alarm horn will sound and alarm lights will flash to signify that everyone must evacuate the building. Verbal authorization will be given to return to the building.

Spring Creek Campus: Emergency messages will be transmitted orally via a public address system to notify people of emergencies or to evacuate the building.

In each case, students should leave the building in a timely manner by the marked exits, unless otherwise instructed, and move as far away from the building as possible. Upon hearing two rings of the emergency alarm bell or receiving verbal authorization from an administrator in charge, students should return to classes quickly and quietly.

2.14 Freedom from Capricious Grading

Students have a right to be treated fairly in grading and classroom practices. In most circumstances, students should seek to settle any dissatisfaction concerning grades directly with the faculty member involved. If a grade dispute cannot be settled in this way, students should next consult the dean of the appropriate academic division. Generally speaking, grade appeals of any type may be instituted no later than one calendar year after receiving the grade. An allegation of capricious grading, however, should be handled according to the Grade Appeals Procedure outlined in Section 2.15.

2.15 Grade Appeals Procedure

The following procedure is available only for review of alleged capricious grading and not for review of the judgment of a professor in assessing the quality of a student's work.

Capricious Grading

As the term is used herein, is limited to one or more of the following:

- A. the assignment of a grade to a student on some basis other than performance in the course;
- B. the assignment of a grade to a student by more exacting or demanding standards than were applied to other students in that course; and/or
- C. the assignment of a grade by a substantial departure from the professor's standards announced during the first part of the term.

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

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

At any time, a student may seek the counsel of a designated college representative regarding the procedure for appealing alleged capricious grades or the merits of a particular case.

Seeking Clarification of Capricious Grading

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

- A. The student shall confer with the professor, inform the professor of questions concerning the grade and seek to understand fully the grounds and procedures the professor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the professor cannot be contacted, the division dean shall appoint the discipline coordinator (or designee) to act for the professor.
- B. If, after consultation with the professor (or designee), the student believes that a grade is capricious, the student shall confer with the appropriate instructional dean. The dean shall consult and

advise with both the professor and student, separately or together, in an effort to reach an understanding and resolution of the matter.

- C. If steps (A) or (B) above do not resolve the problem, the student may submit a petition in writing to the Grade Appeals Task Force. This petition must be submitted to the chairperson of the Grade Appeals Task Force. Generally, the appeal should be submitted no later than the end of the fourth week of the semester following that for which the grade is being appealed, excluding the summer terms. The statute of limitations for a grade appeal shall be one calendar year from the semester following that for which the grade is being appealed.

Petitioning for a Grade Appeal Hearing

The petition should be written to:

- A. request a hearing with the task force;
- B. present evidence allegedly proving that the grade is capricious as defined above; and
- C. present the student's conclusions.

The Grade Appeals Task Force will then meet with the professor to determine the professor's position. On the basis of the student's petition, the professor's response, and interviews by the chairperson of the Grade Appeals Task Force with the student and the professor, the task force will conduct an inquiry that may include a meeting with the student and the professor, separately or together, to ascertain and consider relevant facts.

Decision of the Grade Appeals Task Force

The task force will make one of these decisions:

- A. that the grade was not assigned capriciously and the grade will stand as assigned; or
- B. that the grade may have been assigned capriciously and merits further consideration.

If further consideration is needed, the task force may then arrange for the professor (or designee) or a group of two departmental/program colleagues to re-examine all the evidence of the student's work. The task force will, as a result of this further consideration, recommend to the appropriate vice president a grade the same as or different from the original grade. If the decision is to change the grade, the Grade Change Form will be sent to the Vice President of Academic Affairs (or designee) for signature, then forwarded to the registrar.

If the decision is that the grade will remain as assigned, the student will be notified in writing of that decision. The decision of the task force will be final. In summary:

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

2.16 Guarantee for Job Competency

Detailed information regarding this policy may be found under this heading in the current CCCCD catalog.

2.17 Health Information

CCCCD is dedicated to the total well-being of its students. Health fairs, alcohol and drug awareness programs, aerobic and other fitness courses are geared towards student wellness.

AIDS Information

CCCCD has adopted the *HIV/AIDS Model Workplace Guidelines* approved by the Texas Board of Health. These guidelines, the college's AIDS policy, and a brochure entitled *AIDS, The Workplace*, are available upon request from Counseling Services. Confidentiality of these requests will be honored.

Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the symptoms?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. **The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.**

How is bacterial meningitis diagnosed?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. **Early diagnosis and treatment can greatly improve the likelihood of recovery.**

How is the disease transmitted?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drink containers, utensils, cigarettes, toothbrushes, etc.) and come in contact with respiratory or throat secretions.

How do you increase your risk of getting bacterial meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the possible consequences of the disease?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage

- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

Can this disease be treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur
- Vaccinations are available and should be considered for:
 - those living in close quarters
 - college students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis)
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years
- The cost of vaccine varies, so check with your health provider
- Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days
- Vaccination is available. See below for more information.

How can I find out more information?

- Contact your own health care provider
- Contact your local or regional Texas Department of Health Office (972.548.5532)
- Contact websites: www.cdc.gov/ncidod/dbmd/diseaseinfo or www.acha.org

First Aid

Although the college does not employ a nurse or physician, first aid kits are available at the Information Center, Fitness Center, Physical Plant, Student Life, and academic division offices.

Immunizations

Due to recent measles outbreaks, the Texas State Board of Health is requesting that students born after January 1, 1957, confirm appropriate immunizations or immunity to the following diseases: tetanus/diphtheria, mumps, measles, and rubella.

Wellness

The CCCC Wellness program is dedicated to helping employees, students, and community members enjoy a healthier and more productive way of living. The goal is to provide programs and services that promote the idea and eventual practice of health responsibility.

2.18 Job Postings (External)

The Coordinator of Job Location/Development must approve all external business job postings for student employment. For further information, contact Career Services and Co-op Work Experience at 972.881.5791 ext. 6747.

2.19 Lockers

Student lockers are available in four locations along the main corridor at SCC in modules B (first floor), J (first and second floor), and K (first floor). These lockers are designed for daily use only at a cost of .25¢. Instructions for locker use are located at each site. Contents left overnight are subject to removal. Questions or concerns about the lockers should be addressed to Plant Operations. Lockers are also available (outside J232) free of charge while using the Testing Center.

2.20 Lost and Found

Student Life is the lost and found headquarters at CPC, PRC, and SCC. Lost and found is located in Room A185 at the Courtyard Center. At CCCC@ALLEN and off-campus sites, the Site Coordinator maintains lost and found. Lost and found items will be held a minimum of one month to a maximum length of one semester.

2.21 LRC (Learning Resources Center)

A LRC is located at CPC, PRC, and SCC. Each center incorporates a library with access to the Internet and online databases, as well as facilities for using non-print AV resources.

Checking Out Materials: Students must present a CCCC library card for all transactions. The library account number is the barcode the LRC applies to the back of the Student ID when registered at the check out desk. Returning materials on time is the responsibility of the student. Due dates are given at checkout.

Expectations of Users: No food or drink is allowed in the LRC, except in designated areas. Disruptive behavior is prohibited. This includes, but is

not limited to, excessive noise, intimidation, abuse, or other unruly actions. The LRC is a cellular phone-free zone. Damage or theft of library materials or equipment can result in fines and/or disciplinary action up to expulsion.

Policy on Minors: Minors (persons under the age of 16) in the LRC must be accompanied at all times by an adult (a person 18 or older). Parents are responsible for monitoring their minor children's access to library services and materials, including the Internet.

Copyright: The LRC follows all fair use standards and practices as set forth in copyright law. Student media workshops are for classroom related projects. No duplication of home recordings or commercial productions is allowed.

Internet Access: The LRC provides Internet for students' academic and research needs. If all computers are in use, a Reference Librarian has the authority to ask that a computer be made available for student research. The LRC supports academic and intellectual freedom for library users; however, internet users are not to create a harassing or offensive environment for other users.

2.22 Parking

Parking at CCCC sites is provided at no charge to students. Students should adhere to the following parking regulations:

- Disabled parking is available only for vehicles with state approval. This parking is monitored by local police and no exceptions can be authorized by the college. Unauthorized vehicles can be fined as much as \$200.
- Vehicles parked in any area other than a designated parking space or lot may be towed at the vehicle owner's expense. For information regarding towed vehicles, contact the Director of Public Safety.
- CCCC@Allen parking stickers are required. Please see staff for a parking permit.
- Parking at College Place Apartments is reserved for residents and their guests only. Guests must see the Community Office at 972.509.0247, located in the Clubhouse, to obtain a temporary permit. Unauthorized vehicles will be towed at the owner's expense.

2.23 Photocopying

Photocopy machines are available in the LRC at CPC, PRC, and SCC. Copies are ten cents each.

2.24 Religious Holidays

In accordance with Section 51.911 of the Texas Education Code, CCCCD 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 of notification of absence from each class under this provision, are available from the Admissions and Records Office.

2.25 Smoking/Tobacco

For the safety and comfort of students, faculty, staff, and community, CCCCD has adopted a college-wide no smoking policy. Smoking, or use of any tobacco product, is not permitted inside or within 50 feet of any campus building. Violations of the policy will be considered a breach of the Student Code of Conduct.

The use of tobacco is strictly prohibited anywhere on CCCCD@Allen campus or grounds.

2.26 Solicitation on Campus

CCCCD allows solicitation by campus and community groups when such use advances the college mission, is not in conflict with college programs, and does not constitute violation of local, state, or federal laws governing actions by public agencies. The Board of Trustees reserves the right to determine whether proposed solicitation is consistent with the philosophy, objectives, and policies of the college.

Organizations or individuals desiring to promote the sale of their products or services on campus, or to solicit membership, donations, or participation from anyone on campus, must be registered with CCCCD. Registration in no way implies CCCCD's endorsement of an organization's product, services, or philosophy. To register and/or receive a copy of the college's solicitation policy, please contact the Special Events Coordinator.

2.27 Student Suggestions and Concerns

Faculty and staff encourage students to evaluate the college and offer suggestions for improvement. If unsure of where to direct comments, the Office of the Dean of Students or the Director of Student Life will be happy to offer assistance.

2.28 TASP (Texas Academic Skills Program)

Texas Academic Skills Program is a 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. For more information, please refer to the current catalog or schedule of classes.

2.29 Testing Centers

The Testing Centers are available for CLEP (College Level Examination Program) and Credit by Exam testing, instructional testing, and assessment for course placement. Policies are listed below:

- No children, food, or drinks will be allowed in the testing room
- No papers, books, book bags, or backpacks will be allowed in testing room
- Beepers or cellular phones must be turned off in the testing room
- A CCCCD Student ID Card is required to take an instructional test

Individuals not willing to comply with these policies must make other arrangements for testing with their instructor.

During the 2003-04 academic year, the Testing Center is scheduled to be open during the hours listed below*. The last test is given one hour before closing.

Central Park Campus:

Monday-Thursday	8am - 9pm
Friday	8am - 3pm
Saturday	8am - 12 noon

Preston Ridge Campus:

Monday-Thursday	8am - 9pm
Friday	8am - 3pm
Saturday	8am - 12 noon

Spring Creek Campus:

Monday-Thursday	8am - 9pm
Friday	8am - 3pm
Saturday	8am - 5pm

**Hours may be adjusted in relation to certain holidays. Contact the Testing Center for further information.*

2.30 Tuition Refund Policy

Refund calculations are based on the state-mandated refund policy. One-hundred percent refunds are calculated on withdrawals and drops occurring prior to each semester’s first class day. Each semester’s first class day is always the first official day of the semester, not the first day of an individual’s class. Refunds are processed approximately five weeks after the first class day. The complete refund policy is listed in the class schedule.

2.31 Vending Machine Refunds

CCCCD@Allen and Off-campus Locations: Refund procedures at these locations vary. Contact the staff for additional information.

Central Park Campus: Contact the Cashier’s Office to receive a refund for money lost in vending machines.

Courtyard Center: Contact the Cashier’s Office to receive a refund for money lost in vending machines.

Preston Ridge Campus: Contact the Cashier’s Office to receive a refund for money lost in vending machines.

Spring Creek Campus: Contact the Cashier’s Office to receive a refund for money lost in drink vending machines. To receive a refund for money lost in food vending machines, contact the cafeteria.

CODE OF CONDUCT

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

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

1. they shall adhere to college regulations, codes, or administrative rules; board and district policies; and municipal, county, state, 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 as enjoyed by other citizens. For further information, contact the Office of the Dean of Students.

The Code of Conduct applies to all CCCCCD students while at the college, on college property, at College Place Apartments (herein referred to as campus housing), and while attending college sponsored activities on- or off-campus. Definitions of terminology used in this section can be found in CCCCCD Terminology pages 67-73.

CHAPTER 1 – CODE VIOLATIONS

3-1.1 Alcoholic Beverages, Tobacco, and Other Substances

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645 (passed in 1987), Collin County Community College District forbids the unlawful delivery, manufacture, possession, sale, purchase, use, or distribution of illegal controlled substances (as defined in the Texas Controlled Substance Act), alcoholic beverages, steroids, inhalants, herbal/"natural" euphoriant, look-alike products, substances referred to as "designer drugs", and the inappropriate or illegal use of over-the-counter or prescription medication at the college, on college property, at College Place Apartments, or while attending college sponsored activities on- or off-campus. Each of these statutes requires colleges and universities to

clearly inform students that no illegal drugs (including unlawful possession of alcohol) will be allowed at the college (inside buildings and on campus property), including College Place Apartments. Students who are found guilty of such violation(s) will be penalized.

Being under the influence of or possessing illegal drugs, alcohol, inhalants, and over-the-counter or prescription drugs is a violation of the CCCCD Student Code of Conduct [see Section 3-1.4 Other Offenses, item K] and may be a violation of municipal, county, state, and/or federal law. CCCCD students found guilty of this offense will be subject to one or more penalties described in this code and/or may be subject to penalties applied under the Texas Penal Code.

In addition, CCCCD prohibits smoking and the use of tobacco products in all college buildings. Violators of this policy may be subject to disciplinary action (see Section 2.25 Smoking/Tobacco in this handbook).

Students seeking assistance or educational materials about alcohol, drugs, tobacco, or other substances should contact Counseling Services.

3-1.2 Failure to Pay Financial Obligations

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

3-1.3 Scholastic Dishonesty

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

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

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

3-1.4 Other Offenses

The college may initiate disciplinary proceedings against a student who:

- A. forges, alters, or misuses college documents or records;
- B. disrupts the orderly process of the college, campus housing, or interferes with the lawful rights of others;
- C. conducts him/herself in a manner that interferes with college teaching, research, administration, network administration, disciplinary procedures, or other activities and public service functions;
- D. damages, steals, defaces, or destroys college property or property belonging to a CCCCD student, faculty, staff member, or college visitor;
- E. knowingly gives false information in response to reasonable requests from college officials or campus housing staff members;
- F. assaults, threatens, abuses (physically, verbally, and/or sexually), discriminates or endangers in any manner the health and/or safety of a person at the college, on college property, at College Place Apartments, or while attending college-sponsored activities on- or off-campus;
- G. violates college policies or regulations (e.g., campus housing community policies, parking, guidelines for student events, registration of meetings and activities, use of college facilities, or the time, place, and manner of public expression);
- H. fails to comply with directions of college officials, campus housing staff members, and/or police acting in the performance of their duties;
- I. fails to notify college officials of a change in residency status;
- J. is convicted of an indictable offense under either municipal, county, state, or federal law, which occurred at the college, on college property, or while attending a college sponsored activity;
- K. possesses, manufactures, delivers, distributes, sells, purchases or uses alcoholic beverages, illegal controlled substances (as defined in the Texas Controlled Substances Act), steroids, inhalants, herbal/"natural" euphorants, look-alike products, substances referred to as "designer drugs", and the inappropriate or illegal use of over-the-counter or prescription medication at the college, on college property, at College Place Apartments or while attending college sponsored activities on- or off-campus. Residents of College Place Apartments are also responsible for

their guests. If guests are using any of the substances listed above, the resident of the College Place Apartments will be held responsible;

- L. harasses another student, visitor, staff, or faculty member (includes, but is not limited to, sexual or racial harassment);
- M. possesses firearms or other lethal weapons while at the college, on college property, attending college sponsored activities, or at College Place Apartments (without specific permission from appropriate college officials). This policy also applies to persons who are licensed by the State to carry concealed weapons. (The term "weapon" may be defined as any object or substance designed to inflict a wound, cause injury, or incapacitate. Weapons may include, but are not limited to all firearms, pellet guns, martial arts devices, switchblade knives, and clubs.);
- N. releases restricted Course Call Numbers to other students;
- O. misuses another student's Personal Identification Number (PIN);
- P. repeatedly violates college regulations, codes or administrative rules; board and district policies; and/or repeats less serious breaches of conduct;
- Q. misuses college computing systems and/or uses computing systems to harass others (including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, forging mail messages, sending chain letters, etc);
- R. gambles in any form, at the college, on college property or at any college sponsored activity; or
- S. uses cellular phones or pagers in classrooms or college labs.

CHAPTER 2 – STUDENTS RIGHTS AND RESPONSIBILITIES

3-2.1 Authorized Use of Facilities

The college is a public entity entrusted to the Board of Trustees and college officials for the purpose of conducting the process of education. Activities that appear to be compatible with this purpose are approved by the college in accordance with established college procedures. Activities that appear to be incompatible, in opposition to the purpose of education, or the mission of the college are normally disapproved. Reasonable controls are exercised by college officials, for the use of facilities, to ensure the maximum use of the college for the purpose for which it was intended. Therefore, any student planning an activity in the college, which requires space to handle two or more persons, must have prior approval of the activity. To reserve space or to approve activities, Registered Student Organizations (RSOs) should contact

Student Life; all other parties should contact the Special Events Coordinator at 972.881.5606.

3-2.2 Freedom from Discrimination

Collin County Community College District is an Affirmative Action/Equal Opportunity Institution that does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. Students who believe they are victims of discrimination may grieve the matter by following a step-by-step procedure. This procedure is available from the ADA Title IX/504 Coordinator, Vice President of Student Development, or the Office of the Dean of Students.

3-2.3 Freedom from Sexual Harassment

Purpose:

It is the policy of CCCCD that no member of the college community may sexually harass another. All members of the faculty, staff, and student body will be subject to disciplinary action for violation of this policy. Other persons over whom the college has substantial responsibility are also subject to this policy.

Sexual Harassment Defined:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive employment, educational, or living environment.

Legal Implications:

Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964. In some cases, sexual harassment may also be subject to prosecution under the criminal law of the State of Texas.

Students with questions or concerns may contact the Vice President of Student Development or the Office of the Dean of Students.

3-2.4 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 college functions or activities, and identification of sponsoring groups or individuals. All college Recognized Student Organization (RSO) activities must be preregistered and approved through Student Life.

3-2.5 Students' Access to their Educational Records

Students may inspect and review their education records upon submitting a written request to the Registrar. This request should identify, as precisely as possible, the record or records he or she wishes to inspect. Contact the Registrar for procedures on students' rights of inspection, review, and correction of educational records.

3-2.6 Disclosure of Educational Records

CCCCD will disclose information from a student's education records only with the prior written consent of the student, except with regard to the law that provides for disclosure without consent as indicated below:

- A. to school officials who have a legitimate educational interest in the records.
- B. to other schools.
- C. to certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
- D. in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- E. if required by a state law requiring disclosure that was adopted before Nov. 19, 1974.
- F. to organizations conducting certain studies for or on behalf of the college.
- G. to accrediting organizations to carry out their functions.
- H. to parents of an eligible student who claim the student as a dependent for income tax purposes unless the student has restricted records disclosure.
- I. to comply with a judicial order or a lawfully issued subpoena.
- J. to appropriate parties in a health or safety emergency.
- K. as it relates to directory information, unless the student restricts directory information.
- L. to the student.

- M. results of disciplinary hearing to alleged victim of a crime of violence.

3-2.7 Directory Information

Directory information may be released to the general public without the student's consent. Directory information is defined as:

- A. student name;
- B. student address;
- C. telephone listing;
- D. date and place of birth;
- E. major field(s) of study;
- F. participation in officially recognized activities and sports;
- G. weight and height of athletic team members;
- H. dates of attendance/enrollment;
- I. most recent previous educational institution attended;
- J. degrees and awards received; and
- K. photo/visual likeness.

A student may request that directory information be withheld from the public by completing and filing a request with the Admissions and Records Office. If no request is filed, directory information will be released upon inquiry. Filed requests are valid until revoked by the student.

Directory information is the only part of a student's record that may be released without the student's prior written permission, except with regard to the law that provides for disclosure without consent.

CHAPTER 3 – DISCIPLINARY PENALTIES

3-3.1 Authorized Disciplinary Penalties

- A. Penalties for a violation(s) of college regulations, codes, administrative rules or board and district policies may be imposed by the appropriate college official. The severity of the penalty will be in relation to the gravity of the violation. Penalties will be administered consistently to the extent that different students violating the same statute or rule will receive similar penalties. A student's record of previous violations may influence the determination of a penalty(ies). Disciplinary sanctions may include one or more of the following:
 1. admonition;
 2. warning probation;
 3. referral;
 4. educational project assignment;
 5. disciplinary probation;

6. withholding of transcript or degree;
7. restitution;
8. suspension of rights or privileges;
9. suspension of eligibility for participation in official athletic, non-athletic extra-curricular activities, and student activities;
10. denial of degree;
11. bar against admission or re-admission;
12. eviction;
13. suspension; and
14. expulsion (must be approved by the CCCCD Board of Trustees).

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

1. *Admonition*: a reprimand from the designated dean/director with a notation in the student's file to that effect.
2. *Warning probation*: a warning that further violations of regulations will result in further disciplinary action. This is a reprimand that is more serious than an admonition. This penalty may be imposed for any length of time up to one calendar year and the student shall automatically be removed from probation when the period expires.
3. *Referral*: a recommendation for specialized help. The designated dean/director may recommend that the student seek specialized assistance (e.g., from a family member, spiritual director, mental health professional, physician, etc.) if appropriate.
4. *Educational project assignment*: a project assignment may be arranged so that the student will have the opportunity to observe and learn specific, valued human behaviors related to his/her own conduct which led to disciplinary problems and action. A student may be counseled to participate in some campus or community activity with rehabilitative value (e.g., leadership seminar, alcohol awareness seminar, human development class, etc.).
5. *Disciplinary probation*: a penalty and status that indicates that further violations may result in suspension from the college. Disciplinary probation may be imposed for any length of time up to two calendar years.
6. *Withholding of transcript or degree*: a penalty that may be imposed on a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition. The penalty terminates on payment or final disposition of the case.
7. *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.

8. *Suspension of rights or privileges*: an elastic penalty that may impose limitations or restrictions to fit a particular case.
9. *Suspension of eligibility for participation in official athletic, non-athletic extra-curricular, and student activities*: a penalty that prohibits a student from joining Recognized Student Organizations or participating in college non-athletic extra-curricular activities and/or athletics. This penalty may be imposed for any length of time up to two calendar years.
10. *Denial of degree*: a penalty that may be imposed on a student for any length of time and may include a permanent denial.
11. *Bar against admission or re-admission*: a penalty whereby a student or prospective student may not be allowed to enter or re-enter the college (e.g., may not enroll nor participate in classes, programs, activities, etc.) if he/she were forced to withdraw for disciplinary reasons, for failure to meet financial obligations, or for disruptive or threatening behavior during the admissions, advising, or assessment period prior to entrance to the college. This penalty may be imposed for any period of time not to exceed two calendar years.
12. *Eviction*: a penalty that affects students living at College Place Apartments. The Managing Director will determine if eviction is the penalty for student residents of College Place Apartments.
13. *Suspension*: a penalty and status whereby the student on whom it is imposed may not be initiated into a college honorary or service organization, may not enter a CCCCD campus except in response to an official summons, may not register for credit or noncredit classes and seminars and may not earn academic credit in any form from the college. This penalty may be imposed for any length of time not to exceed two calendar years.
14. *Expulsion*: a penalty and status that permanently bars a student from enrollment in the college. The student may not enroll nor participate in any college program, activity, or service and is considered permanently severed from the college unless the expulsion status is altered by the Board of Trustees.

C. Penalties of denial of degree, barred against admission or re-admission, eviction, suspension, and expulsion shall be reserved for major violations (or repeated violations) of college regulations, codes, or administrative rules; board and district policies; and municipal, county, state, and federal laws.

3-3.2 Disciplinary Files/Records

Student referrals due to violation of the CCCCD Student Code of Conduct may result in the development of a disciplinary file in the name of the accused student. If a student has been found guilty of a violation, the student will have a disciplinary file in the Office of the Dean of Students for five years. In the case of severe violations of the Student Code of Conduct, disciplinary records may be retained for longer periods of time or permanently if the student was denied a degree, barred against admission or re-admission, evicted, suspended, or expelled. All disciplinary cases will be handled on a case by case basis. The disciplinary records of residents living at College Place Apartments will be kept in the office of the Managing Director of College Place. The Office of the Dean of Students will maintain records for students referred by College Place Apartments for disciplinary action.

College officials may disseminate student disciplinary information to officials at other schools without prior consent, if there is a risk to others and for legitimate educational interest.

CHAPTER 4 – GENERAL PROVISIONS

3-4.1 Purpose and Application

- A. Students of the college or campus housing neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey municipal and county laws, and laws of the State of Texas and the United States of America. They are expected to comply with college regulations, codes, or administrative rules, and board and district policies. A student may be penalized by the college for violating its code of conduct even though the student is punished by local, 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 college has disciplinary jurisdiction over a person who was a student at the time he/she allegedly violated a regulation, rule, code, or policy.
- C. A student who withdraws from school while disciplinary action is pending, or who is involved in misconduct that would subject him/her to disciplinary action after withdrawal, may be required to meet with a representative of the Office of the Dean of Students before re-enrolling or being readmitted to the college.
- D. The college reserves the right to apply appropriate disciplinary provisions to persons who participate in college sponsored activities,

programs, meetings, registration or advising sessions, but who are not enrolled students.

CHAPTER 5 – INITIATION OF DISCIPLINARY PROCEEDINGS

3-5.1 Initial Response

- A. Alleged violations of the Student Code of Conduct should be submitted in writing or via email to the Office of the Dean of Students within 20 class days of the alleged incident to initiate disciplinary procedures.
- B. Students have the right to secure their own legal counsel at any time in disciplinary proceedings.
- C. Upon an alleged violation of college regulations, codes, or administrative rules; board or district policies; and/or municipal, county, state, or federal laws, the designated dean/director may investigate the matter and may:
 1. dismiss the allegation as being unfounded or irrelevant; or
 2. summon the student, as stated in Section 3-5.2, for a conference concerning the allegation and after conferring with the student either dismiss the allegation; or
 - a. proceed administratively in Section 3-5.3 and/or Section 3-5.4; and
 - b. prepare a complaint based on the allegation for use in disciplinary hearings along with a list of witnesses and evidence supporting the allegation.
 3. refer for resolution through other appropriate avenues available at the college.
- D. An Authorized College Official (ACO) may take immediate interim disciplinary action by suspending the student from classes, from the college, or otherwise alter the status of the student, when in his/her opinion the college would be best served by such action [see Section 3-5.4].
- E. No person(s) shall be authorized to search a student's personal possessions for the purpose of enforcing this code or investigating the allegations unless the student's prior permission has been obtained. Searches by law enforcement officers of student's possessions shall only be as authorized by law.

3-5.2 Summoning a Student

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

1. A sealed letter sent through campus mail in care of one of the student's professors for delivery in class. The professor is informed to return the letter immediately after the class if the student is not in attendance.
 2. A certified letter mailed to the student's address as listed with the Admissions and Records Office. The student is responsible for keeping the Admissions and Records Office apprised of his/her current home address.
 3. A personal or telephone conversation between the student and the dean/director issuing the summons.
 4. A sealed letter delivered to a College Place resident's apartment by housing staff.
- B. The letter, message, or communication shall direct the student to appear at a specified time, date, and place not less than three calendar days after the date of the letter or telephone conversation. The letter shall also describe briefly the alleged violation.
- C. The Authorized College Official (ACO) may place a student on disciplinary probation or determine an appropriate penalty (as found in Section 3-3.1) if the student fails, without good cause, to comply with a letter or summons. The ACO may also proceed against the student in Section 3-5.3 and/or 3-5.4 of the Student Code.

3-5.3 Administrative Disposition of a Violation

- A. The designated dean/director may administratively dispose of any violation by:
1. taking no formal disciplinary action;
 2. initiating disciplinary proceedings in Chapter 5 of this code; or
 3. referring the matter to the Discipline Appeals Task Force (DATF) in Chapter 6 of this code.
- B. During a conference with the student, the designated dean/director shall advise the student of his/her rights as detailed in this document.
- C. If a student refuses administrative disposition by the designated dean/director, the student is entitled to a hearing in Chapter 6 of this code.
- D. If a student accepts the designated dean/director's administrative disposition, he/she will sign a statement that he/she understands the violation charges, his/her rights and right to a hearing or to waive the same, the penalty imposed by the designated dean/director, and

his/her waiver of the right to appeal. This statement must be signed no later than the third class day following the designated dean/director's administrative disposition.

- E. If a student does not sign an administrative disposition statement or request in writing a hearing by the third class day following the dean/director's administrative disposition, the disposition stands and no further appeal will be allowed.

3-5.4 Immediate Suspension

- A. The Authorized College Official (ACO) may temporarily suspend (e.g., verbally order) a student's immediate removal from the college pending a formal administrative disposition (Section 3-5.3) or hearing (Chapter 6). The causes for immediate suspension include, but are not limited to, the following:
1. failure to comply with a summons for a hearing;
 2. an attempt to bodily harm anyone at the college;
 3. delivery, manufacture, possession, sale, purchase, use, or distribution of illegal controlled substances at the college, on college property, at College Place Apartments or at a college sponsored activity on- or off-campus;
 4. destruction or theft of college property or another person's property;
 5. possession of intoxicating beverages at the college, on college property, at College Place Apartments or at a college sponsored events and activities on- or off-campus;
 6. any incident causing a major disruption or disturbance; and
 7. an alleged violation of the Student Code of Conduct that the administrator considers to be a major violation or an immediate threat to the campus climate.
- B. The student will be summoned by the dean/director no later than five class days of the action of temporary suspension.
- C. If the suspended student receives a favorable administrative disposition or favorable hearing, reasonable efforts will be made to ensure that the student will be permitted to make up class work required for satisfactory completion of a course(s) he/she began prior to the onset of the disciplinary process.
- D. If a student is disruptive in class (his/her behavior is disruptive or inappropriate in this setting and inhibits the teaching/learning process), a faculty member has the right to temporarily dismiss the

student from class (not to exceed one class). If a faculty member finds it necessary to dismiss a student from a class, the appropriate instructional dean should be notified as soon as possible.

A faculty member may not suspend a student from more than one class without notification to the academic dean and the initiation of disciplinary proceedings. If the student's behavior is so disruptive that it is believed that the student should be suspended for more than one class, then the instructional dean and the faculty member should collectively contact the Office of the Dean of Students to initiate the student discipline processes. Suspension for more than one class requires formal disciplinary action as stated in Chapter 5 of the Student Code of Conduct.

CHAPTER 6 – THE HEARING

3-6.1 Discipline Appeals Task Force (DATF)

- A. When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the Discipline Appeals Task Force. The request for a hearing must be made by the student in writing to the designated dean/director on or before the third class day following the administrative disposition (See Section(s) 3-5.3 and/or 3-5.4). The Discipline Appeals Task Force shall be comprised of no less than three college employees and two current full-time CCCC students. The task force membership shall be appointed by the president who shall designate one member as chair. All members of the task force are eligible to vote in the hearing.
- B. The designated dean/director shall set the date, time, and place for the hearing and notify the student of the same. The designated dean/director shall summon witnesses and require the production of documentation and other evidence.
- C. The designated dean/director shall represent the college before the Discipline Appeals Task Force and shall present evidence to support any alleged violation(s). The designated dean/director may be assisted by legal counsel when such assistance would be in the best interest of the college.

3-6.2 Notice of Hearing

- A. The designated dean/director shall notify the student by letter concerning the date, time, and place for the hearing. The letter shall

specify a hearing date, not less than three class days, nor more than 15 class days after the date of the student's appeal letter. The notice will:

1. specify the charges;
2. direct the student to appear at the date, time, and place specified; and
3. advise the student of his/her rights to:
 - a. have a private hearing;
 - b. appear alone, with an advisor, with family, or with legal counsel (only the student may speak on his/her behalf);
 - c. know the identity of each witness who will testify against him/her;
 - d. summon witnesses, require production of evidence on behalf of the college, and argue in his/her own behalf;
 - e. at the student's expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing; and
 - f. advise the student of the right to appeal to the Vice President of Student Development or their designee.

- B. The designated dean/director may postpone the hearing for good cause as long as all parties involved are notified of the new hearing date, time, and place.
- C. The Discipline Appeals Task Force may hold a hearing at any time if:
1. the student has actual notice of the date, time, and place of the hearing; or
 2. the vice president states in writing to the designated dean/director that because of extraordinary circumstances the requirements of Section 3-6.2, Subsection (A) are inappropriate.
- D. The college will make a reasonable effort to maintain a verbatim transcript of the hearing by a stenographer or by video 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.

3-6.3 Hearing Procedure

- A. The hearing shall be informal. The chair shall provide reasonable opportunities for witnesses to be heard. The college may be represented by the designated dean/director, legal counsel, and other persons as designated by the Dean of Students.

B. The Discipline Appeals Task Force shall generally proceed as follows during the hearing.

1. Chair reads the complaint.
2. Chair informs the student of his/her rights in section 3-6.2.
3. Designated college official presents the college's case.
4. Student presents his/her defense.
5. Designated dean/director and student present rebuttal evidence and arguments.
6. Task force deliberates on evidence in closed session. Task force votes on the issue of whether or not there has been a violation(s) of board or district policy, college regulations, codes, or administrative rules.
7. If the task force finds the student has violated a policy, regulation, code or rule, the task force will determine if the appropriate penalty has been imposed by the designated dean/director.
8. The task force chair, or the designated dean/director acting on behalf of the task force, informs the student, in person or in writing, of the decision and penalty, if any.
9. The task force shall state in writing each finding and the penalty determined, if any, and may include its reasons for said finding(s) and penalty(ies). Each task force member concurring with the finding(s) and penalty(ies) will sign the statement.

3-6.4 Evidence

A. Legal rules of evidence do not apply to hearings before the Discipline Appeals Task Force. The task force may admit evidence that possesses reasonable value to the intent of the task force. The task force will recognize privileged communications between a student and a member of the professional staff or the designated dean/director where such communications were made and understood by the staff to be confidential. Task force members may freely question witnesses in the course of the hearing.

B. The task force shall presume a student innocent of the alleged violation until it is convinced by a preponderance of the evidence that the student is guilty of the violation.

C. A student defendant may not be compelled to testify against him/herself.

3-7.1 Appeal of Administrative Disposition

To appeal an administrative disposition of a disciplinary matter, the student must request a hearing as specified in Chapter 6.

3-7.2 Appeal of Discipline Appeals Task Force Disposition

A. The student is entitled to request an appeal in writing to the college vice president. This written appeal must be filed within three class days following receipt of the Discipline Appeals Task Force (DATF) decision.

B. Within 10 class days of receipt of the student's appeal, the vice president will notify the student whether an appeal hearing will be granted. If the vice president chooses not to hear the appeal, the decision of the DATF will be final.

C. If the vice president decides to hear the appeal, he/she will set the date, time, and place for a meeting within 10 class days after receiving the students' request for an appeal.

D. If the vice president chooses to hear the appeal, he/she will determine the informal format of the appeal meeting.

E. Within 10 class days following the appeal meeting, the student will be notified in writing of the vice president's decision.

3-7.3 Appeal of the Final Administrative Disposition

The student is entitled to appeal his/her case for consideration to a court of law. This appeal should be made only after all previous college appellate procedures have been exhausted.

3-7.4 Favorable Hearing

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

In the event that this code/policy conflicts with the law of the State of Texas or the United States of America, the state or federal law shall prevail.

DIRECTORY

CCCCD@Allen

General Information (all departments) 214.491.6200

Central Park Campus

Student Services

Academic Advising 972.548.6782
Admissions & Records 972.548.6710
Bookstore 972.548.6680
Campus Security 972.578.5555
Career Services/Coop 972.548.6747
Child Development Lab Schools 972.548.6852
Computer Lab 972.548.6877
Counseling Services - Personal 972.548.6615
Financial Aid/Veterans Affairs 972.548.6760
Fitness Center 972.548.6891
Global EDGE Tech Prep 972.548.6723
Information Center 972.548.6790
LRC (Learning Resource Center) 972.548.6860
Math Lab 972.548.6896
Open Lab/ALC 972.548.6877
Recruitment and Programs for New Students 972.548.6777
Service-Learning 972.548.6739
SOAAP (Students on Academic Action Program) 972.548.6782
Student Development Center 972.548.6770
Student Employment 972.548.6747
Student Life 972.548.6788
Testing Center 972.548.6849
Transfer Programs 972.548.6770
Writing Center 972.548.6857

Administrative Departments

Associate Faculty Office 972.548.6830
Cashier's Office 972.548.6616
Dean of Students Office 972.548.6771
Foundation (Scholarships) 972.548.6611
Instruction Office 972.548.6830

Plant Operations 972.548.6690
Provost's Office 972.548.6800
TASP Information 972.548.6710
Vice President of Student Development 972.548.6770

Divisions

Business & Computer Science 972.548.6830
Communications & Humanities 972.548.6830
Developmental Education 972.548.6830
Engineering Technology 972.548.6830
Fine Arts 972.548.6830
Mathematics & Natural Sciences 972.548.6830
Physical Education & Athletics 972.548.6830
Social Sciences, Health & Public Services 972.548.6679

Courtyard Center

Student Services

Admissions & Records 972.985.3721
Bookstore 972.985.3710
Caleidoscope 972.758.3845
Campus Security 972.578.5555
Information Center 972.985.3790
Transfer Programs 972.758.3763

Administrative Departments

ADA/Title IX/504 Coordinator 972.985.3781
Business Office 972.758.3830
Cashier's Office 972.985.3837
Courtyard Liaison 972.758.3831
Executive Vice President 972.758.3892
Plant Operations 972.985.3777
President's Office 972.758.3800
TASP Information 972.985.3722
Vice President of Academic Affairs 972.758.3812
Vice President of Administration 972.758.3831

Divisions

Continuing Education 972.985.3750

Preston Ridge Campus

Student Services

Academic Advising	972.377.1779
Admissions & Records	972.377.1710
Bookstore	972.377.1680
Campus Security	972.578.5555
Career Services/Coop	972.377.1781/1735
Computer Lab	972.377.1631/1706
Counseling Services - Personal	972.377.1671
Financial Aid/Veterans Affairs	972.377.1760
Fitness Center	972.377.1752
Information Center	972.377.1790
LRC (Learning Resource Center)	972.377.1560
Math Lab	972.377.1639
NETWORKS Program	972.377.1671
PROMISE Program	972.377.1671
Recruitment and Programs for New Students	972.377.1750
SOAAP (Students on Academic Action Program)	972.377.1779
Student Employment	972.377.1781
Student Development Center	972.377.1770
Student Life	972.377.1788
Testing Center	972.377.1523
Transfer Programs	972.377.1770
Writing Center	972.377.1576

Administrative Departments

Associate Faculty Office (Founders Hall)	972.377.1585
Associate Faculty Office (Heritage Hall)	972.377.1705
Associate Faculty Office (University Hall)	972.377.1554
Cashier's Office	972.377.1638
Dean of Students Office	972.377.1793
Plant Operations	972.377.1690
Provost's Office	972.377.1550
TASP Information	972.377.1744
Vice President of Student Development	972.377.1770

Divisions

Business & Computer Science	972.377.1731
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Communications & Humanities	972.377.1585
Developmental Education	972.377.1585
Engineering Technology	972.377.1715
Fine Arts	972.377.1507
Mathematics & Natural Sciences	972.377.1585
Physical Education & Athletics	972.377.1752
Social Sciences, Health & Public Services	972.377.1585

Spring Creek Campus

Student Services

Academic Advising	972.881.5782
ACCESS	972.881.5898
Academic and Personal Enhancement Courses (ACPE)	972.881.5126
Admissions & Records	972.881.5710
THE ARTS gallery	972.881.5873
Bookstore	972.881.5680
Campus Security	972.578.5555
Career Services/Coop	972.881.5781
Child Development Lab School	972.881.5945
College Place Apartments (Housing)	972.509.0247
Computer Lab	972.881.5877
Counseling Services - Personal	972.881.5126
Financial Aid/Veterans Affairs	972.881.5760
Fitness Center	972.881.5925
Food Services	972.881.5949
Honors Institute	971.881.5803
International Student Office	972.516.5012
Information Center	972.881.5790
LRC (Learning Resource Center)	972.881.5860
Math Lab	972.881.5921
Recruitment and Programs for New Students	972.881.5086/5047
SOAAP (Students on Academic Action Program)	972.881.5165
Student Employment	972.881.5784
Student Development Center	972.881.5770
Student Life	972.881.5788
Support Services for Student-Athletes (SSSA)	972.881.5165
Testing Center	972.881.5922
Tutoring	972.881.5128

Transfer Programs	972.881.5758
Wellness Center	972.881.5777
Writing Center	972.881.5843

Administrative Departments

Associate Faculty Office (B103)	972.516.5090
Associate Faculty Office (K219)	972.881.5759
Cashier’s Office	972.881.5634
Dean of Students Office	972.881.5604
Department of Public Safety	972.578.5555
Foundation (scholarships)	972.881.5611
Plant Operations	972.881.5690
Provost’s Office	972.881.5802
Special Events Coordinator	972.881.5606
TASP Information	972.881.5902
Vice President of Student Development	972.881.5770

Divisions

Athletics	972.881.5888
Business & Computer Science	972.881.5846
Communications & Humanities	972.881.5810
Developmental Education	972.881.5720
Fine Arts	972.881.5107
Mathematics & Natural Sciences	972.881.5880
Physical Education	972.881.5925
Social Sciences, Health & Public Services	972.881.5800

CCCCD TERMINOLOGY

Academic Advising: Process in which students interact with a college academic advisor in decision-making, problem-solving, and long-range planning related to the student’s academic goals.

Academic Advisor: A member of the college staff who assists students with information about CCCC and various academic programs, degree requirements, and college transfer.

Academic Warning: Students who have earned less than 18 quality hours with an unsatisfactory GPA (less than a 2.0).

Add: To enroll in an additional course after original registration.

Administrators: President, vice presidents, deans, directors, managers, coordinators, and persons with generic administrative titles or their designees.

Advanced Placement: Credit that may be earned through standardized tests offered through high schools.

ALC (Alternative Learning Center): Located within the LRC, the ALC has computers, videotapes, and other educational technologies available for course-related or personal purposes by students.

Articulation: Transferring credit for courses and/or programs from one institution of higher education to another without misinterpretation.

Assessment: A method to determine preparation for credit-level course work.

Attempted Hours: The number of credit hours a student is enrolled at CCCC, including college-level and developmental course work.

Audit: To take a credit course without receiving a grade or credit.

Authorized College Official (ACO): A person employed by CCCC in an administrative, supervisory, academic, support staff, or research position; a person serving on a CCCC governing body; or a person employed by or under contract to CCCC to perform a special task, such as an attorney or an auditor.

Blue Book: Paper booklet available in the college bookstore that is used for essay tests.

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

Call Number: A number used during telephone/Webline registration to register for a specific course and section.

Catalog: The book containing course descriptions, certificate and associate degree requirements, and general information.

CCCC@ALLEN: The CCCC campus located within Allen High School.

Census Date: The 12th class day in a regular 16-week semester, or the fourth class day in a short summer semester. The census date varies for mini-semesters.

Class/Contact Hour: Number of hours the student is in contact with instructor(s); defined by the Texas Higher Education Coordinating Board as 50 minutes = 1 hour.

Class Day: A day on which classes are regularly scheduled to be held.

Class Schedule: A publication that lists courses and sections for a specific semester, including: names of instructors; day, hour, and place of meetings; and detailed registration procedures.

CLEP (College Level Examination Program): The College Level Examination Program is a series of standardized tests for attaining college credit.

Co-curricular: Programs and activities that directly complement classroom learning (e.g., speakers, field trips, etc.).

College Place Apartments (Campus Housing): Apartments located on the Spring Creek Campus.

College-sponsored Activities: Academic, co-curricular, and extra-curricular activities sponsored by a college division/department or student organization. Approved activities may be on or off campus and include: classes; field trips; approved student organization activities; etc.

Community Assistant (CA): A CA is a live-in student/staff member at College Place Apartments. Each CA has a specific building(s) for which he/she is responsible. CA's are a friendly resource available 24 hours a day. These students/staff coordinate building and community-wide, social, educational, and recreational activities.

Concurrent Enrollment: The status of students who are enrolled in a CCCCD course while still classified as high school students, or simultaneously enrolled at CCCCD and another college or university.

Continuing Education: A flexible program that offers courses, programs, and conferences geared toward professional development in areas such as, hands-on computer training, small business development, and continuing professional education and re-certification.

Cooperative Education: A method of instruction between a sponsoring company and the student providing training and experience in the workplace. Students' work toward reaching established learning objectives as outlined in a formal plan developed by faculty and staff.

Core Curriculum: Courses that all students are required to successfully complete (in addition to other requirements) before receiving an Associate of Arts, Associate of Science, or Associate of Applied Science degree.

Corequisite: Refers to courses that must be taken simultaneously during the same semester.

CPC: Abbreviation for Central Park Campus.

Credit: Units assigned to each course (see Credit Hour).

Credit by Exam: Exams offered through the college to receive credit for a specific course.

Credit Hour: A unit of measurement that is used to fulfill the requirements for a college diploma or certificate. Varies by course, but generally refers to the number of hours spent in a specific course each week.

Curriculum: All the courses collectively offered at CCCCD.

CYC: Abbreviation for Courtyard Center for Professional and Economic Development.

Dean: Dean of Business and Computer Science, Dean of Communications and Humanities, Dean of Developmental Education, Dean of Fine Arts, Dean of Learning Resources Center, Dean of Mathematics and Natural Sciences, Dean of Social Sciences, Health, and Public Services, Dean of Students, Executive Director/Dean of Engineering Technology, and other administrators with a dean's title, or his/her designee(s).

Dean/Director: The administrative head of a division or department.

Degree Plan: The list of courses required for a specific degree, outlined in the CCCCD catalog.

Developmental Education: Developmental education courses are designed to provide students with the basic skills needed to achieve success in college-level courses and to pass TASP (Texas Academic Skills Program). Courses are offered in math, reading, writing, and English as a Second Language (ESL).

Director: Director of Academic Advising, Director of Continuing Education, Director of Counseling, Director of Financial Aid, Director of Student Life, Director of Testing, Registrar, and others with a director's title, or his/her designee(s).

Discipline Appeals Task Force (DATF): A group appointed by the President as a part of the disciplinary appeal process for students. The Discipline Appeals Task Force is available for students who wish to appeal the Dean of Students' administrative disposition of a violation.

Drop: Withdrawing from one or more courses while remaining enrolled in other courses in the college.

Earned Hours: The number of credit hours a student successfully completes, including college-level, developmental, nontraditional, and transfer course work.

Electives: Courses that do not count toward a major, but are required for most college degrees.

English as a Second Language (ESL): The ESL program is designed to develop non-native speakers competencies in reading, writing, listening/conversation, and grammar.

Extra-curricular: Programs and activities that enhance personal and professional development (e.g., leadership opportunities, theme weeks, guest speakers, entertainment, educational and cultural programs, civic engagement opportunities, and student organizations).

Express Classes: Condensed courses that start throughout the semester.

Fee: A charge, in addition to tuition fees, that the college requires for services and laboratories.

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

Full-time: A student enrolled for 12 credit hours or more in a 16-week semester, six credit hours or more in a five-week summer session, or nine credit hours or more in a 10-week summer session.

GPA (Grade Point Average): A calculation made each semester that summarizes grades and credit hours. GPA is calculated by dividing the total number of quality grade points by the total number of quality semester hours attempted. The cumulative GPA is based upon all college-level courses completed at CCCCD.

Grade Appeals Task Force (GATF): A group designed to investigate allegations of capricious grading. Students must follow the grade appeals procedures before requesting assistance through the Grade Appeals Task Force.

Grade Points: The value given to each letter grade to calculate the GPA.

Honors: An opportunity for students with a 3.5 cumulative GPA to take rigorous and engaging courses.

Illegal Controlled Substances: Any drug or drug paraphernalia, chemical or substance, whose delivery, manufacture, possession, sale, purchase, use, or distribution of illegal controlled substances (as defined in the Texas Controlled Substance Act) is contrary to the laws of the State of Texas.

Lab: A teaching component that occurs both inside and/or outside the classroom to enhance learning.

Learning Communities: Blends two or more courses around a common interdisciplinary theme to form one integrated class where students and faculty develop into a community of learners.

LRC (Learning Resources Center): The LRC contains an ALC, a Library, Media Services, and Internet access to online databases on each campus.

Major: A student's subject area of specialization.

Mentor: an experienced and prudent advisor.

Non-advanced Course: Courses offered on the freshman (1000 series) and sophomore (2000 series) levels.

Noncredit Course: A course for which no credit can be earned.

Orientation: A program where students learn about campus resources, interpreting the catalog and schedule, choosing a major, campus safety, and other survival skills leading to success in college.

Overload: Course load of more credit hours than students are normally permitted to schedule in a given semester. Overloads require approval of the registrar.

Part-time: A student enrolled for 11 credit hours or less in a 16-week semester, five credit hours or less in a five-week summer session, or eight credit hours or less in a 10-week summer session. Classification varies for courses meeting on alternative or accelerated schedules.

Permanent Record: The cumulative record of student's courses, grades, credits, classification, address, social security number, etc.

Personal Identification Number (PIN): Used to access telephone/Webline registration and grades. PINs are available from the Admissions and Records Office.

PRC: Abbreviation for Preston Ridge Campus.

Prerequisite: A course that must be completed before enrolling in a subsequent course.

President: The President of Collin County Community College District.

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

Provost: The Provost is responsible for the day-to-day operations, visionary leadership, instructional planning and implementation, instructional resources, and budget preparation for his/her respective campus. The Provost is also responsible for addressing issues of concern by students, faculty, and staff at his/her campus. There is a Provost at the Central Park, Preston Ridge, and Spring Creek campuses.

Quality Hours: College-level credit hours a student completes at CCCCD, excluding developmental, nontraditional, and transfer course work. These hours are used in calculating a student's GPA.

Recitation: Required in biology and chemistry courses one hour per week. Recitation reinforces topical course material through experimental learning. Critical thinking and analytical skill building are strengthened.

Recognized Student Organizations (RSOs): Allow students the opportunity to network, socialize, gain valuable leadership and life skills, and become engaged in service activities both on-campus and in the community.

Record, Educational: The cumulative record of student's courses, grades, credits, classification, address, social security number, etc.

Registration: Enrollment at the beginning of a semester, including selection of classes and payment of fees and tuition.

Required To Withdraw: A comment on a student's grade report and transcript meaning he/she is on academic suspension and/or is required to withdraw as part of the penalty(ies) administered for a violation of the Student Code of Conduct (Section 3 of this handbook).

SCC: Abbreviation for Spring Creek Campus.

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

Semester Hour: A unit of measurement for college work equivalent to one hour of class work. A three-hour course is equivalent to three lecture hours per week.

Service-Learning: Academically based volunteer work.

Session: Courses that are offered with beginning and ending dates, which vary from the regular 16-week semester. Typically a session is shorter than a regular semester.

SOAAP (Students on Academic Action Program): A program designed to help students develop an individualized plan for success and thereby maintain a 2.0 cumulative GPA.

Sophomore: A student who has successfully completed 30 or more quality hours, but has not yet earned a degree.

SOPM (Student Organizations Procedures Manual): A guidebook containing the rules and regulations that govern CCCCD Recognized Student Organizations (RSOs).

Student: A person enrolled at CCCCD in credit or noncredit classes.

Support Services for Student-Athletes (SSSA): The program facilitates a well-rounded, successful college experience for student-athletes, while providing needed academic support.

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

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

TASP (Texas Academic Skills Program): The state-mandated testing component designed to ensure that all students attending public institutions of higher education in Texas have the reading, mathematics, and writing skills necessary to perform college-level work.

Tech Prep: An educational process, which helps prepare high school students for emerging, technologically advanced careers. Students earn college credit while in high school and can transfer those credits into specific career preparation programs at CCCCD.

Telephone/Webline Registration: A system that allows students to register and obtain grades by telephone using a Personal Identification Number (PIN).

Transcript: The official record of all course work at a particular institution.

Transfer Agreement: A formal agreement between two institutions of higher education that provides the framework for the acceptance of specific courses and/or programs by the receiving college or university.

Transfer Courses: College-level courses which transfer to other colleges or universities. Because a course will transfer does not mean that it will apply to a specific major or degree plan at another college or university.

Transfer Guides (Guarantee for Transfer Credit): CCCCD guarantees to its students who have met the requirements of selected Transfer Guides, the transferability of course credits to those universities that participate in the Guarantee for Transfer Credit Program. If such courses are rejected, the student may take tuition-free alternate courses at CCCCD that are acceptable to the four-year institution. Special conditions that apply to the guarantee program are available on request. This guarantee is designed for CCCCD students who have made firm decisions about their major and the institution to which they plan to transfer. CCCCD has worked with universities to make transfer guarantees possible.

Vice President: Vice President of Administrative Services, Vice President of Academic Affairs, Vice President of Student Development, and Executive Vice President.

Violation: Behaviors that can result in disciplinary action including suspension, expulsion from the college, or the denial of a degree, diploma, or certificate.

Weblines: Online registration through the CCCCD homepage at www.ccccd.edu.

WECM (Workforce Education Course Manual): A procedures and guidelines manual of the Texas Higher Education Coordinating Board for state-funded technical education programs in public community and technical colleges. The program guidelines were implemented in fall 1997.

Withdrawal: To withdraw from one or more courses in a particular semester after the census date.

August 2003

August 2003

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11

Monday

12

Tuesday

13

All College Day @ Plano Centre
All Campuses Closed

Wednesday

14

Thursday

15

Friday

16

Saturday

17

Sunday

August 2003

August 2003

S	M	T	W	T	F	S
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Monday

19

Tuesday

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Wednesday

21

Thursday

22

Friday

23

Saturday

24

Sunday

August 2003

August 2003

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

25 Fall Classes Begin

Monday

26

Tuesday

27

Wednesday

28

Thursday

29

Friday

30

Saturday

31

Sunday

1 Labor Day (Campuses Closed)

Monday

2 Welcome Week

Tuesday

(Brought to you by Student Life)

3 Welcome Week

Wednesday

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4 Welcome Week

Thursday

Get the Scoop on Student Groups

(Brought to you by Student Life)

5 Welcome Week

Friday

6 **Saturday**

7 **Sunday**

September 2003

8 Fall Census Date **Monday**

Diversity Week
(Brought to you by Student Life)

9 Diversity Week **Tuesday**

10 Diversity Week **Wednesday**

Blood Drive SCC
(Brought to you by Student Life)

September 2003

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11 Diversity Week **Thursday**

Blood Drive CPC/PRC
(Brought to you by Student Life)

12 Diversity Week **Friday**

13 **Saturday** **14** **Sunday**

September 2003

15

Monday

Five horizontal lines for writing on Monday, September 15.

16

Tuesday

Five horizontal lines for writing on Tuesday, September 16.

17

Wednesday

Five horizontal lines for writing on Wednesday, September 17.

September 2003

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

18

Thursday

Five horizontal lines for writing on Thursday, September 18.

19

Plano Balloon Festival -

Friday

Spring Creek Campus Closes at 3:00pm

Five horizontal lines for writing on Friday, September 19.

20

Saturday

Plano Balloon Festival -
Spring Creek Campus Closed

Five horizontal lines for writing on Saturday, September 20.

21

Sunday

Plano Balloon Festival -
Spring Creek Campus Closed

Five horizontal lines for writing on Sunday, September 21.

September 2003

22

Monday

Handwriting practice lines for Monday, September 22nd.

23

Tuesday

Handwriting practice lines for Tuesday, September 23rd.

24

Wednesday

Handwriting practice lines for Wednesday, September 24th.

September 2003

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

25

Thursday

Handwriting practice lines for Thursday, September 25th.

26

Friday

Handwriting practice lines for Friday, September 26th.

27

Saturday

28

Sunday

Handwriting practice lines for Saturday, September 27th and Sunday, September 28th.

September 2003

October 2003

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

29

Monday

30

Tuesday

1

Wednesday

2

Thursday

3

Friday

4

Saturday

5

Sunday

October 2003

6

Monday

7

Tuesday

8

Wednesday

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October 2003

9

Thursday

10

Friday

11

Saturday

12

Sunday

October 2003

13

Monday

14

Tuesday

15

Wednesday

October 2003

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

16

Thursday

17

Friday

18

Saturday

19

Sunday

October 2003

October 2003

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20 National Collegiate Alcohol Awareness Week **Monday**
(Brought to you by Student Life and Counseling Services)

21 National Collegiate Alcohol Awareness Week **Tuesday**

22 National Collegiate Alcohol Awareness Week **Wednesday**

23 National Collegiate Alcohol Awareness Week **Thursday**

24 National Collegiate Alcohol Awareness Week **Friday**

25 **Saturday** **26** **Sunday**

Daylight Savings Ends

October 2003

November 2003

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

27

Monday

28

Tuesday

29

Wednesday

30

Thursday

31

Friday

1

Saturday

2

Sunday

November 2003

3

Monday

4

Tuesday

5

Wednesday

November 2003

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6

Thursday

7

Friday

8

Saturday

9

Sunday

November 2003

10

Monday

11

Tuesday

12

Wednesday

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2003

13

Thursday

14

Fall Last Day to Withdraw

Friday

15

Saturday

16

Sunday

November 2003

17

Monday

18

Tuesday

19

Wednesday

November 2003

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

20

Great American Smoke Out

Thursday

21

Friday

22

Saturday

23

Sunday

November 2003

24

Monday

Lined writing area for Monday, November 24.

25

Tuesday

Lined writing area for Tuesday, November 25.

26

Thanksgiving Break (Campuses Closed)

Wednesday

Lined writing area for Wednesday, November 26.

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

November 2003

27

Thanksgiving Day (Campuses Closed)

Thursday

Lined writing area for Thursday, November 27.

28

Thanksgiving Break (Campuses Closed)

Friday

Lined writing area for Friday, November 28.

29

Saturday

Thanksgiving Break
(Campuses Closed)

Lined writing area for Saturday, November 29.

30

Sunday

Thanksgiving Break
(Campuses Closed)

Lined writing area for Sunday, November 30.

1 Stress Busters

Monday

(Brought to you by Student Life)

2 Stress Busters

Tuesday

3 Stress Busters

Wednesday

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Stress Busters

Thursday

5 Stress Busters

Friday

6 **Saturday**

7 **Sunday**

8 Fall Final Exams

Monday

9 Fall Final Exams

Tuesday

10 Fall Final Exams

Wednesday

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11 Fall Final Exams

Thursday

12 Fall Final Exams

Friday

13 Fall Final Exams

Saturday

14

Sunday

December 2003

15 Wintermester Classes Meet

Monday

16 Wintermester Classes Meet

Tuesday

Wintermester Census Date

17 Wintermester Classes Meet

Wednesday

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2003

18 Wintermester Classes Meet

Thursday

19 Wintermester Classes Meet

Friday

20 **Saturday**

21 **Sunday**

December 2003

22

Monday

23

Tuesday

24 Winter Break (Campuses Closed)

Wednesday

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December 2003

25

Winter Break (Campuses Closed)

Thursday

26

Winter Break (Campuses Closed)

Friday

27

Saturday

Winter Break (Campuses Closed)

28

Sunday

Winter Break (Campuses Closed)

December 2003

29 Winter Break (Campuses Closed)

Monday

30 Winter Break (Campuses Closed)

Tuesday

31 Winter Break (Campuses Closed)

Wednesday

January 2004

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1 New Year's Day

Thursday

Winter Break (Campuses Closed)

2 Winter Break (Campuses Closed)

Friday

3 **Saturday**

Winter Break (Campuses Closed)

4 **Sunday**

Winter Break (Campuses Closed)

January 2004

5 Wintermester Classes Resume

Monday

6 Wintermester Last Day to Withdraw

Tuesday

7 All College Day @ Plano Centre

Wednesday

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2004

8

Thursday

9 Wintermester Final Exams

Friday

10

Saturday

11

Sunday

January 2004

12

Monday

13

Tuesday

14

Wednesday

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2004

15

Thursday

16

Friday

17

Saturday

18

Sunday

January 2004

19 Martin Luther King Holiday **Monday**

(Campuses Closed except for Community Activities)

20 Spring Classes Begin **Tuesday**

21 **Wednesday**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2004

22 **Thursday**

23 **Friday**

24 **Saturday** **25** **Sunday**

26 Welcome Week

Monday

(Brought to you by Student Life)

27 Welcome Week

Tuesday

28 Welcome Week

Wednesday

Get the Scoop on Student Groups

(Brought to you by Student Life)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

29 Welcome Week

Thursday

30 Welcome Week

Friday

31

Saturday

1

Sunday

Black History Month

February 2004

2 Spring Census Date

Monday

3

Tuesday

4

Wednesday

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

February 2004

5

Thursday

6

Friday

7

Saturday

8

Sunday

February 2004

9 Relationship Week **Monday**

(Brought to you by Student Life and Counseling Services)

10 Relationship Week **Tuesday**

11 Relationship Week **Wednesday**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

February 2004

12 Relationship Week **Thursday**

13 Relationship Week **Friday**

14 **Saturday** **15** **Sunday**

February 2004

16

Monday

17

Tuesday

18

Wednesday

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

February 2004

19

Thursday

20

Friday

21

Saturday

22

Sunday

February 2004

23

Monday

24

Tuesday

25

Wednesday

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

February 2004

26

Thursday

27

Friday

28

Saturday

29

Sunday

1 Safe Break Week

Monday

(Brought to you by Student Life and Counseling Services)

2 Safe Break Week

Tuesday

3 Safe Break Week

Wednesday

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

4 Safe Break Week

Thursday

5 Safe Break Week

Friday

6 **Saturday**

7 **Sunday**

March 2004

March 2004

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8

Monday

9

Tuesday

10

Wednesday

11

Thursday

12

Friday

13

Saturday

14

Sunday

March 2004

March 2004

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 Spring Break (No Classes)

Monday

16 Spring Break (No Classes)

Tuesday

17 Spring Break (No Classes)

Wednesday

18 Spring Break (No Classes)

Thursday

19 Spring Break (No Classes)

Friday

20 **Saturday**

21 **Sunday**

All Campuses Closed

All Campuses Closed

March 2004

22

Monday

23

Tuesday

24

Wednesday

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March 2004

25

Thursday

26

Friday

27

Saturday

28

Sunday

March 2004

April 2004

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

29

Monday

30

Tuesday

31

Wednesday

1

Counseling Awareness Month

Thursday

2

Friday

3

Saturday

4

Sunday

Daylight Savings Begins

April 2004

5 Career Week

Monday

(Brought to you by Career Services and Cooperative Work Experience)

6 Career Week

Tuesday

7 Career Week

Wednesday

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 2004

8 Career Week

Thursday

CCCCD Talent Show

9 Spring Holiday (Campuses Closed)

Friday

10 **Saturday**

11 **Sunday**

Spring Holiday (Campuses Closed)

Spring Holiday (Campuses Closed)

April 2004

12

Monday

13

Tuesday

14

Wednesday

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April 2004

15

Thursday

16 Spring Last Day to Withdraw

Friday

17

Saturday

18

Sunday

April 2004

April 2004

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

19

Monday

20

Tuesday

21

Wednesday

22

Thursday

23

Friday

24

Saturday

25

Sunday

April 2004

May 2004

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26 Stress Busters **Monday**

(Brought to you by Student Life)

27 Stress Busters **Tuesday**

28 Stress Busters **Wednesday**

29 Stress Busters **Thursday**

30 Stress Busters **Friday**

1 **Saturday** **2** **Sunday**

National Mental Health Month

May 2004

3

Monday

4

Tuesday

5

Wednesday

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2004

6

Thursday

7

Friday

8

Saturday

9

Sunday

May 2004

May 2004

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 Spring Final Exams

Monday

11 Spring Final Exams

Tuesday

12 Spring Final Exams

Wednesday

13 Spring Final Exams

Thursday

CCCCD 2003-2004 Graduation Commencement 7:00pm

14 Spring Final Exams

Friday

15 Spring Final Exams

Saturday

16

Sunday

May 2004

May 2004

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17 Maymester Classes Begin

Monday

18 Maymester Census Date

Tuesday

19

Wednesday

20

Thursday

21

Friday

22

Saturday

23

Sunday

May 2004

May 2004

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

24

Monday

25

Maymester Last Day to Withdraw

Tuesday

26

Wednesday

27

Thursday

28

Friday

29

Saturday

30

Sunday

May 2004

June 2004

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

31 Memorial Day (Campuses Closed)

Monday

1 Maymester Final Exams

Tuesday

2

Wednesday

3

Thursday

4

Friday

5

Saturday

6

Sunday

7 Summer I/III Classes Begin **Monday**

Welcome to CCCC
(Brought to you by Student Life)

8 Welcome to CCCC **Tuesday**

(Brought to you by Student Life)

9 **Wednesday**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10 Summer I Census Date **Thursday**

11 **Friday**

12 **Saturday** **13** **Sunday**

14

Monday

15

Tuesday

16

Summer III Census Date

Wednesday

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

17

Thursday

18

Friday

19

Saturday

20

Sunday

21

Monday

22

Tuesday

23

Wednesday

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

24

Thursday

25

Friday

26

Saturday

27

Sunday

June 2004

28

Monday

29

Tuesday

30

Wednesday

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 2004

1

Summer I Last Day to Withdraw

Thursday

2

(Campuses Closed in observance of Independence Day)

Friday

3

Saturday

(Campuses Closed in observance of Independence Day)

4

Sunday

Independence Day
(Campuses Closed)

July 2004

5

Monday

6

Tuesday

7

Wednesday

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 2004

8

Summer I Final Exams

Thursday

9

Friday

10

Saturday

11

Sunday

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Summer II Classes Begin **Monday**

Welcome to CCCC
(Brought to you by Student Life)

13 **Tuesday**

14 **Wednesday**

15 Summer II Census Date **Thursday**

16 **Friday**

17 **Saturday** **18** **Sunday**

July 2004

July 2004

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19

Monday

20

Tuesday

21

Wednesday

22

Thursday

23

Summer III Last Day to Withdraw

Friday

24

Saturday

25

Sunday

July 2004

August 2004

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

26

Monday

27

Tuesday

28

Wednesday

29

Thursday

30

Friday

31

Saturday

1

Sunday

August 2004

2

Monday

3

Tuesday

4

Wednesday

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2004

5

Thursday

6

Summer II Last Day to Withdraw

Friday

7

Saturday

8

Sunday

August 2004

9

Monday

10

Tuesday

11

Summer III Finals

Wednesday

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2004

12

Summer III Finals

Thursday

Summer II Final Exams

13

Friday

14

Saturday

15

Sunday

NAME & ADDRESS	TELEPHONE
---------------------------	------------------

Home

Office

E-mail

NAME & ADDRESS	TELEPHONE
---------------------------	------------------

Home

Office

E-mail

NAME & ADDRESS	TELEPHONE
---------------------------	------------------

Home

Office

E-mail

NAME & ADDRESS	TELEPHONE
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Home

Office

E-mail

NAME & ADDRESS	TELEPHONE
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Home

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FALL CLASS SCHEDULE

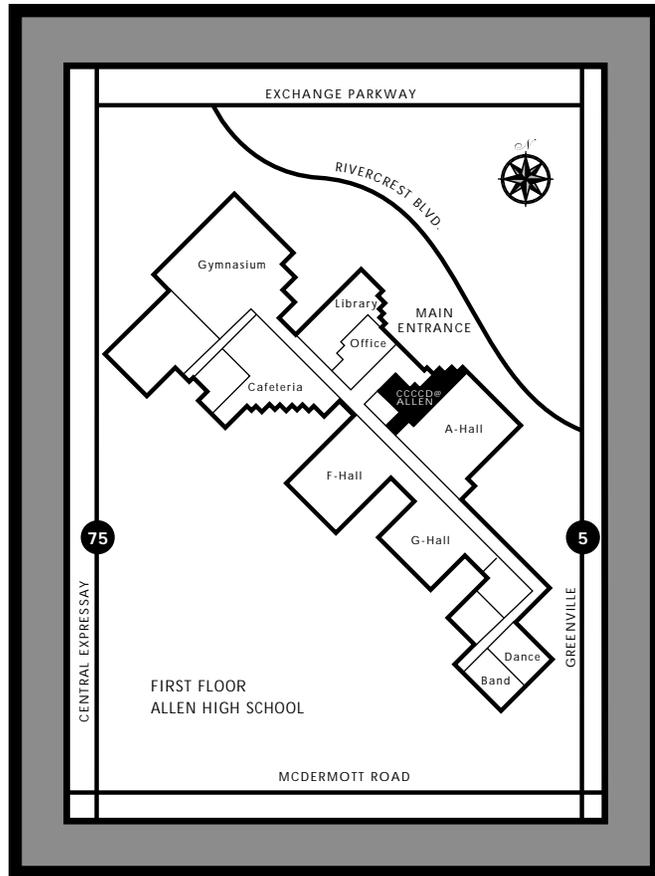
SUBJECT	INSTRUCTOR	OFFICE	TELEPHONE

TIME	MON.	TUES.	WED.	THUR.	FRI.	SAT.
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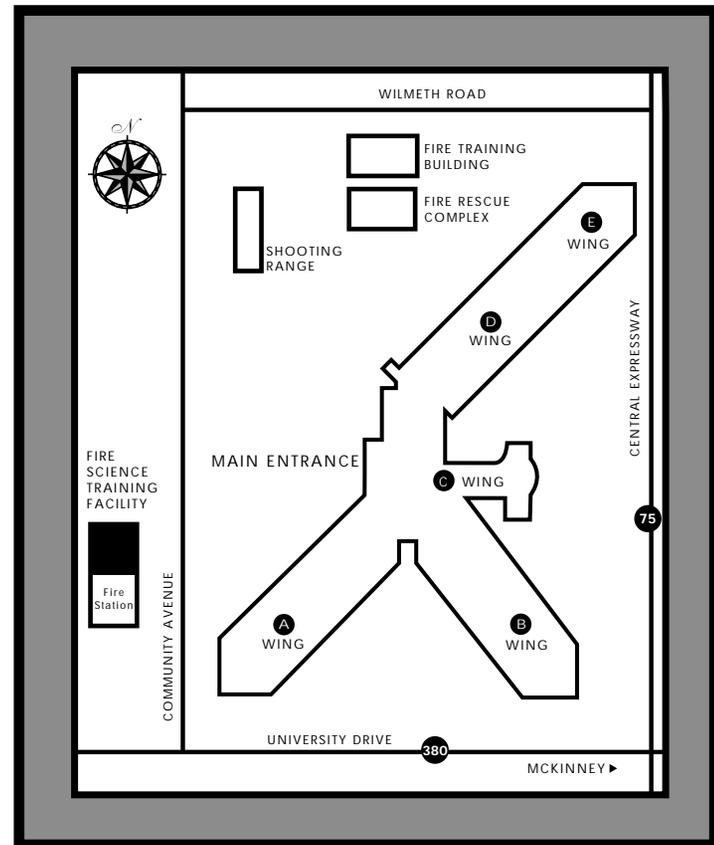
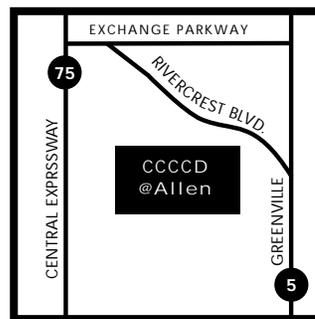
SPRING CLASS SCHEDULE

SUBJECT	INSTRUCTOR	OFFICE	TELEPHONE

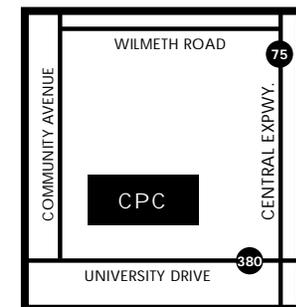
TIME	MON.	TUES.	WED.	THUR.	FRI.	SAT.
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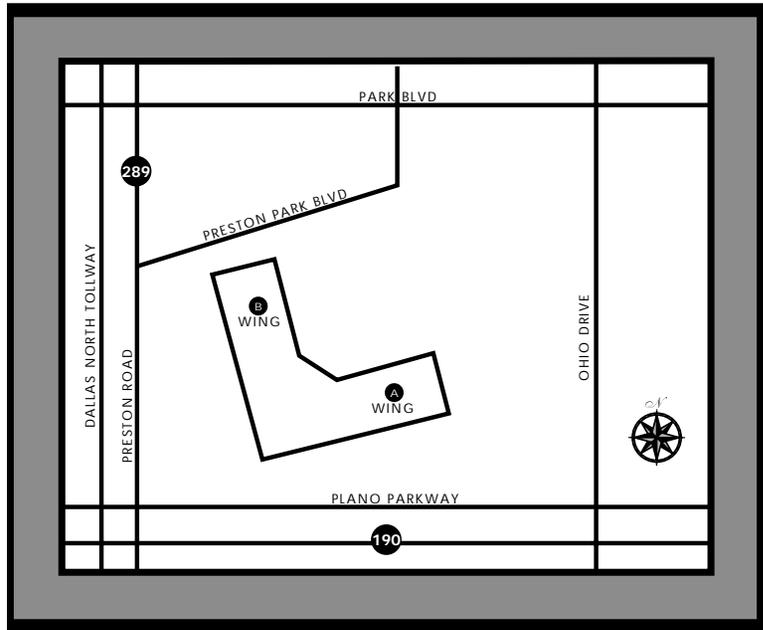
CCCCD@Allen
 3000 Rivercrest Blvd.
 Allen, TX 75002
 214.491.6200



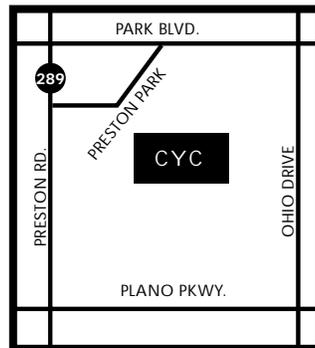
CENTRAL PARK CAMPUS
 2200 W. University Dr.
 McKinney, TX 75070
 972.548.6790



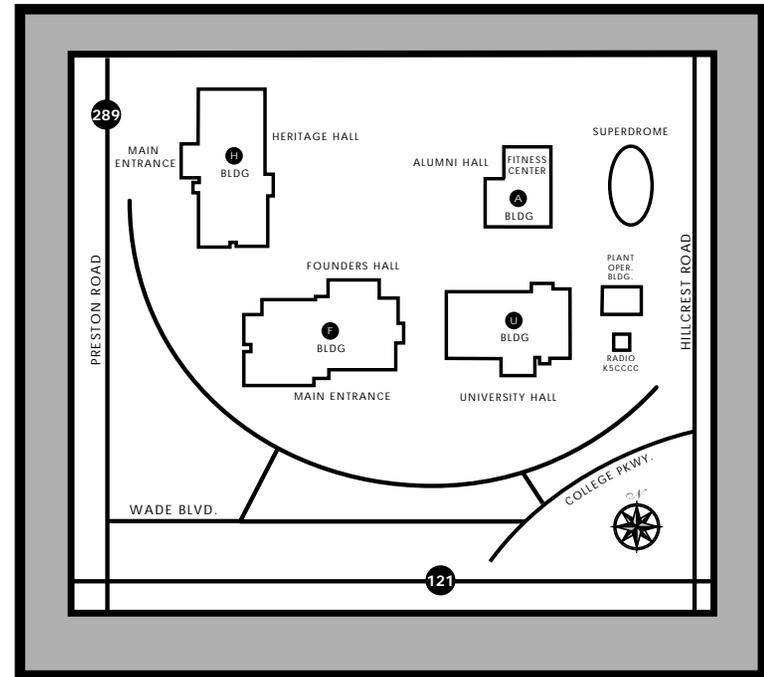
COURTYARD CENTER



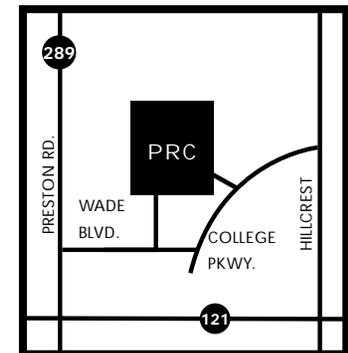
COURTYARD CENTER
 FOR PROFESSIONAL AND
 ECONOMIC DEVELOPMENT
 4800 Preston Park Blvd.
 Plano, TX 75093
 972.985.3790

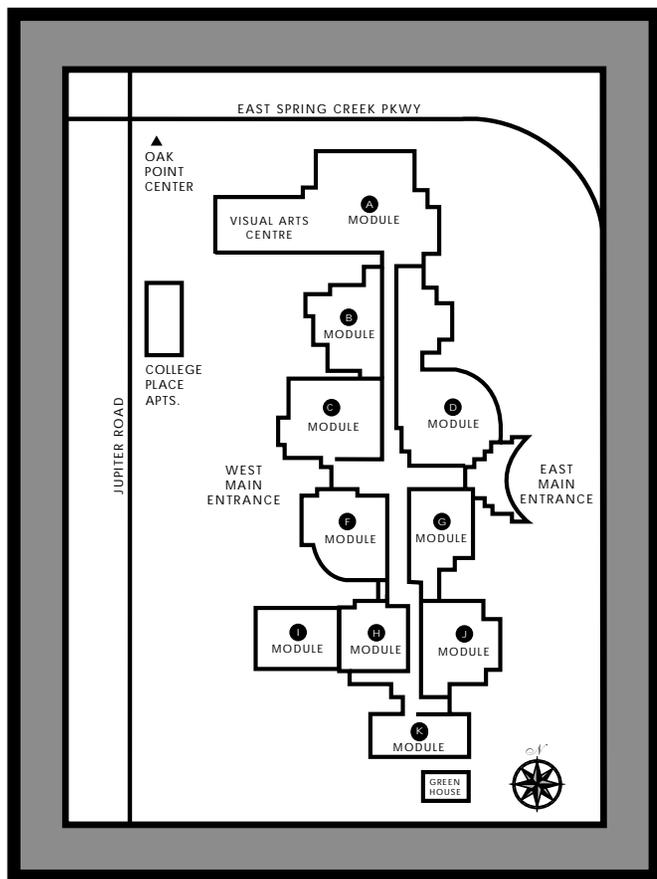


PRESTON RIDGE CAMPUS

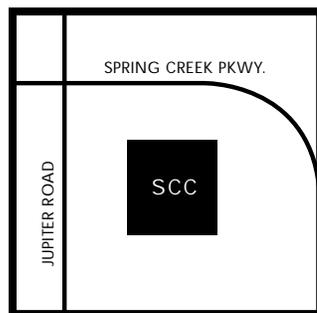


PRESTON RIDGE CAMPUS
 9700 Wade Blvd.
 Frisco, TX 75035
 972.377.1790





SPRING CREEK CAMPUS
 2800 E. Spring Creek Pkwy
 Plano, TX 75074
 972.881.5790



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**2003-2004 STUDENT HANDBOOK
COLLIN COUNTY COMMUNITY COLLEGE DISTRICT**

*Design: CCCC Publications Department
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Elaine Stewart, Acting Asst. Director of Student Life*

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