

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](http://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](http://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