

# SUMMER 2017

# **Getting Started**

This publication is intended for information only and is not intended as a contract. Collin College reserves the right to make changes or deletions at any time without notice.

#### PROMISE. POWER. PRIDE.

Welcome to Collin College, where we are teaching today's students to unlock tomorrow's PROMISE, seize the POWER of higher education and experience the PRIDE of accomplishment that it makes possible.

This registration guide will introduce you to Collin College's programs, policies and procedures. Take a look at what we have to offer. Then, when you are ready to search for class offerings, check out our e-schedule at collin.edu

#### **Meningitis Vaccination Requirement**

SB 62 requires most new students under the age of 22 entering a higher education institution to show proof of having the vaccine 10 days prior to the start of the term. For more information visit www.collin.edu/meningitis .

#### **ATTENTION STUDENTS:**

Summer Early Registration Payment Deadline is May 3.

If you register after May 3, funding is due at the time of registration.

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# **Important Dates**

#### PRIORITY ONLINE SUMMER REGISTRATION

For all Summer sessions. CougarWeb registration is based on completed Collin College credit hours. Available beginning at 8 a.m.

March 6 50 hours and above
March 7 30 hours and above
March 8 1 hour and above
March 9 Open for ALL

#### PRIORITY ONLINE FALL REGISTRATION

CougarWeb registration is based on completed Collin College credit hours. Available beginning at 8 a.m.

April 18
April 19
April 20
June 6

50 hours and above
30 hours and above
1 hour and above
Open for ALL

#### **MARK YOUR CALENDARS**

#### March 9 - May 15

Three-Week May CougarWeb registration opens for ALL students at 8 a.m. and continues 24/7 except where otherwise noted below.

#### March 9 - June 5

Five-Week June and 10-Week Summer CougarWeb registration opens for ALL students at 8 a.m. and continues 24/7 except where otherwise noted below

#### March 9 - July 10

Five-Week July CougarWeb registration opens for ALL students at 8 a.m. and continues 24/7 except where otherwise noted below.

	REE-WEEK MAY ay 15-May 30	FIVE-WEEK JUNE June 5-July 7		WEEK SUMMER ne 5-Aug. 10	FIVE-WEEK JULY July 10-Aug. 10
APRIL 25	, Summer tuition installment p	ans available online	13 20	10-Week Summer census date Five-Week June last day to w	
MAY 3 4 5 5 5 12 15 15 16 19 29 30	Summer early registration por CougarWeb registration and proposed programmer and programme	oayment unavailable lications for summer coayment resumes G THE BACTERIAL MENINGITIS EK MAY AND ALL SUMMER TERMS  7 p.m. conline n e e ** withdraw** AMPUSES CLOSED)	JULY 4 5 6 7-9 7 10 10 13 14 25 25 AUGU		ment payment due withdraw** lege final exams e-Week June and es  ege classes begin thdraw** e online
JUNE 1 2 5 6 8 9	Summer first tuition installme Last day for academic warnin all Summer terms Last day to add classes online Five-Week June and 10-Weel	ent payment due g/probation students to register for c s Summer classes begin begins for all students at 8 a.m.	2 3 4 9-10 10 17 17 18 25	VACCINATION FOR FALL Fall student IDs available All College Day (ALL CAMPUS	payment unavailable payment resumes  G THE BACTERIAL MENINGITIS

<sup>\*</sup> After 8 p.m. full payment is due on the day of registration.

<sup>\*\*</sup> The "Census Date" and "Last Day to Withdraw" for Express Classes and mini-semesters vary. Classes dropped after the Census Date will appear on the student's official transcript with a "W" but have no effect on grade point average. Contact the Student and Enrollment Services Office for details. Transfer students should contact Academic Advising for further information.

# **Admissions**

Collin College operates with an open door admissions policy. Students 18 years of age or older are eligible for admission. Other students may be admitted under special admissions requirements. Collin College reserves the right to guide the placement of students, which may include assessments, interviews and a review of past academic performance.

Apply for admission online at https://apply.collin.edu. Application processing requires 2-3 business days.

Official transcripts are required from all regionally accredited colleges/universities attended. If no college/university has been attended, a high school transcript or GED is required. Failure to provide transcripts will result in future registration at Collin College being blocked and ineligibility to receive Collin College transcripts. Documents and transcripts submitted for admission become the property of Collin College and will not be returned to the applicant.

The username and password will be e-mailed to the student's personal e-mail account once the admission application is processed.

#### **SUMMER ONLINE APPLICATION DEADLINES**

TERM OPEN DEADLINE SUMMER SEPT. 1, 2016 JULY 7, 2017

#### **FIRST TIME FRESHMEN**

Requirements for students 18 years and older who have never attended a college/university:

- 1. Submit a completed application online at https://apply.collin.edu .
- 2. Provide an official high school transcript or GED.
- 3. Submit official TSI documentation.
- 4. Provide proof of meningitis vaccination, if needed.

#### **SPECIAL ADMISSIONS**

The following categories are considered special admits:

- 1. High school students who have exceptional ability, requesting early admission consideration.
- 2. Students under 18 without a high school diploma or equivalent.
- 3. Home school students under the age of 18.

See the catalog for policies or contact the Academic Partnerships Office at 469.365.1850 or visit www.collin.edu/ dualcredit.

# TRANSFER STUDENTS/COLLIN COLLEGE STUDENTS NOT ENROLLED IN THE PAST 12 MONTHS

- Submit a completed application online at https://apply.collin.edu .
- Submit official TSI documentation (see p. 9).
- Submit residency documentation.
- · Provide proof of meningitis vaccination, if needed.
- An official transcript from all regionally accredited colleges or universities attended is required for admission.

#### INTERNATIONAL STUDENTS

All students holding F-1 visas should contact the International Students Office at 972.516.5012 or via e-mail at iso@collin.edu . Requirements for admission are available on the web at www.collin.edu/gettingstarted/advising/international/index.html .

#### F-1 ADMISSIONS DEADLINES:

SUMMER 2017: APRIL 3, 2017 FALL 2017: JUNE 1, 2017 SPRING 2018: NOV. 2, 2017

#### **TRANSFER F-1 ADMISSIONS DEADLINES:**

SUMMER 2017: MAY 22, 2017 FALL 2017: AUG. 1, 2017 SPRING 2018: JAN. 3, 2018

#### **REGISTRATION CHECKLIST**

- Complete application for admission online.
- Submit official transcripts.
- Provide proof of meningitis vaccine, if needed.
- Submit official TSI scores/exemption (see p. 9).
- Complete Pre-Assessment Activity and take the TSI Assessment if needed (see p. 9).
- Meet with an academic advisor (see p. 15).
- Obtain username and password and register (see p. 6).
- Pay for classes (see p. 10).
- Sign up for new student orientation (see p. 7).
- Obtain your student ID card (see p. 16).

#### **RESIDENCY STATUS**

To be considered a Texas resident for tuition purposes, students must have clearly established a domicile in Texas for the 12 months preceding enrollment. Documentation of Texas residency is required.

Students on certain types of visas are not eligible for in-state tuition. Permanent residents are eligible for in-state tuition once the 12-month requirement is met. Students who have an outstanding balance are subject to being dropped from all classes for nonpayment of remaining tuition. In some cases, a high school transcript and a copy of the Texas Driver's License or ID card will be required for admission. These items will be used to facilitate the decision about a student's residency status.

Students not documenting county or state residency prior to the census date of the term will be charged the higher rate. Tuition refunds due to residency changes will only be made for college errors if documentation was not submitted before census (see the academic calendar for date).

#### **IN-COUNTY**

Students who have established Texas residency and who reside in Collin County on or before the census day for the term, will be classified as in-county.

#### **OUT-OF-COUNTY**

Students who have established Texas residency and who reside outside of Collin County on or before the census day for the term will be classified as out-of-county.

#### **OUT-OF-STATE AND OUT-OF-COUNTRY**

Students who have not resided in Texas for the 12 months preceding registration will be classified as out-of-state. Most students holding temporary visas will be classified as out-of-country. Contact the Student and Enrollment Services Office for visas eligible for in-state residency.

#### **CHANGE OF ADDRESS**

Changes of address, name, etc. must be reported promptly to the Student and Enrollment Services Office. This enables students to receive registration and other information from college departments and programs. Changes of address affecting residency classification should be promptly reported, along with documentation of current address. Name and Collegewide ID number (CWID) changes require photocopies of the student's Social Security card or Texas Driver's License.

#### **AD VALOREM WAIVERS**

Students who have not lived in Texas for the 12 months preceding registration, but who own residential property in in Collin County, may be eligible for an ad valorem waiver. A copy of the deed or most recent property tax statement is required for verification. If this waiver is based on a student's (under age 24) parents' property ownership, go to the Student and Enrollment Services Office for the proper form to complete. Once Texas residency has been established (12 months), ad valorem waivers expire and additional residency must be provided.

Property owners on most types of temporary visas are not eligible for the ad valorem waiver. Students must generally be U.S. citizens or permanent residents to be eligible for an ad valorem waiver.

# Registration

## BEFORE YOU LOG ON, GET YOUR USERNAME AND PASSWORD

You must receive your username and password before you log on. The username and password will be e-mailed to the student's personal e-mail account once the admission application is processed. Students who already have a username and password do not have to go to campus unless they need to assess, obtain advice or have holds on their accounts. With a password, students can:

- Add classes during registration.
- Make credit card payments on CougarWeb.
- Make check payments on CougarWeb.
- Drop from classes through census date.
- Withdraw from classes through last date to withdraw.

#### **COUGARWEB**

Students will register for classes using the college's portal, **CougarWeb**. Through CougarWeb, students can view classes and availability, register for classes, pay tuition, view financial aid status, access CougarMail and more. Log onto the website at collin.edu for additional information or contact Technical Support at 972.377.1777.

#### **COUGARWEB SERVICES**

- Academic Transcript
- Address Information
- Fee Assessment/Payment
- Holds
- Student Schedule
- Account Summary
- Degree Audit
- Grades
- Registration

#### **LOOK UP CLASSES**

- 1. Log onto http://www.collin.edu.
- 2. Under Academics, click on Schedule.
- 3. Click on "View class schedule."
- 4. Under "Search by Term," choose "Summer 2017."
- 5. Click "Submit"
- 6. Choose "Subject", then further refine courses, campuses, etc.
- 7. Make note of CRN for each class wanted.
- 8. Proceed to register

#### LAB AND RECITATION REGISTRATION

Corequisite courses (lectures with labs and/or recitations) are designated with separate course reference numbers in the schedule. You must register for both the lecture and the corresponding lab. Failure to register for a required lab with a separate reference number will result in an automatic drop of the original lecture request.

#### **COUGARWEB REGISTRATION**

- 1. Log onto http://cougarweb.collin.edu.
- 2. Click on Home Tab.
- 3. Scroll Down to Registration Tools.
- 4. Click on Add/Drop Classes.

- 5. Select specific term.
- 6. Select Courses for Enrollment.

#### **AUDITING A COURSE**

Students may choose to audit certain classes. When auditing, a course is taken without receiving credit for that course. Any student intending to audit a course must have completed admissions requirements and be eligible to register for that course in person the first day of classes. Students who have already registered for a course as credit using CougarWeb may not change their status to audit.

Audit students are subject to the usual registration process. A non-refundable audit fee is assessed for each class in addition to regular tuition and fees. Students who audit are not eligible to drop or withdraw from the course or print from computers in the library or computer lab. [Applied music lessons (MUAP), computer systems classes, developmental education, engineering, foreign language, ROTC, sign language, studio arts and technology classes may not be audited]. (Continuing Education offers foreign language classes. See the current Continuing Education Schedule of Classes for details).

Additionally, students admitted under special admissions are not eligible to audit.

#### **PASS/FAIL GRADING OPTION**

Non-degree-seeking students may select a pass/fail grade option for foreign language, sign language and creative writing courses. When taking a class pass/fail, a letter grade will not be assigned for the course. The transcript will indicate whether or not the student passed or failed the course. This option is not available for students working toward a degree plan or intending to transfer to another institution. To select a pass/fail grade, complete the appropriate form at the Admissions Office before the term's census date.

#### **WAITLISTS**

Waitlists for the Summer semester will begin May 5. Not all sections will have waitlists. To add yourself to a closed section as waitlisted, follow the procedures below:

- 1. Log into CougarWeb.
- 2. Click Add/Drop courses.
- 3. Select the Term.
- 4. Enter the CRN in the blank box at the bottom of the page, or conduct a class search to locate the CRN. Select "Submit Changes."
- 5. You will receive a course registration add error since the course is closed. In the Action box, select "Waitlisted."
- 6. Select "Submit Changes."
- You will now see the course in your current schedule with a status of "Waitlisted."

Check your CougarMail often. If a seat becomes available, you will be notified through that e-mail account. Being waitlisted for a course does not guarantee enrollment in the course. Waitlist will expire the first day of class.

#### **SCHEDULE CHANGES**

#### ADD/DROP

Students may add classes using CougarWeb through the first two days of classes during a long semester and during the first day of Summer or minisemester terms. For express and weekend courses, registration deadlines will vary. Please see an advisor for details. Drops may be done online through census date for each term, unless the student has holds. These students must come to a campus admissions office. Registration for any course will result in full tuition and fee assessment for the course hours. Any course dropped on or after the first day of each term or mini-semester will result in charges for the dropped course as determined by the state refund guidelines (see refunds, page 12) and approved tuition rates.

When dropping a class, the student must also drop any accompanying lab or the CougarWeb system will automatically leave the student registered for the lecture. Classes dropped after the census date will appear on the student's official transcript with a "W" but have no effect on grade point average.

All students must initiate the process to be dropped from classes prior to the first class day or they will be required to make payment for tuition and fees assessed. Students receiving financial aid will not be automatically dropped from classes.

#### WITHDRAWALS

Prior to withdrawing, students should talk with their professor(s) and/or their advisors. Students who need to drop or withdraw from class(es) may do so online or in person in the Student and Enrollment Services area at any campus. Students may withdraw online through the posted last day to withdraw unless the student has holds or is an International student. These students must come to a campus admissions office. Note the withdrawal dates in the calendar (see p. 3) and consult the current Collin College Catalog for more details. Students who initiate a withdrawal from classes cannot be reinstated once the withdrawal has been processed.

NOTE: Failure to drop or withdraw on or before the Last Day to Withdraw will result in a performance grade.

#### WITHDRAWAL POLICY

Texas Education Code 51.907 Course Drop Limit Provisions
Students who enrolled as an entering freshman or a first-time college
student in undergraduate courses at any Texas public community college,
technical institute, health sciences institution or any public university
offering undergraduate courses must comply with the legislation of
TEC51.907.

TEC51.907 states that students who enrolled for the first time during the fall 2007 semester or any subsequent semester are subject to the course drop limit of six course drops. This includes any course a transfer student has dropped at another institution.

## INTERNATIONAL STUDENTS AND STUDENTS RECEIVING FINANCIAL AID OR VETERAN BENEFITS

International students and students receiving financial aid and/or veterans benefits are required to notify the appropriate office prior to dropping/withdrawing from classes.

For international students, failure to maintain full-time status\* could affect F-1 student visa status and could also jeopardize immigration status.

\* Full-time status is 12 semester credit hours (SCH) for Fall and Spring semesters and six SCH in a Summer session. Full-time status for mini-semester varies. International students are not required to enroll in summer sessions.

#### **REPEATING COURSES**

Beginning Fall 2016, Texas residents attempting a course more than twice at Collin College are subject to regular tuition plus an additional \$50 per semester credit hour. Undergraduate courses attempted at Collin College with a graded status of A, B, C, D, F, I, W (withdrawals after census), and AU (Audit) will be evaluated for repeat limits.

Refer to the Collin College website for a complete list of courses exempt from the course repeat tuition and how to qualify for exemptions from the higher tuition rate. https://www.collin.edu/gettingstarted/register/withdrawal.html

Students in excess of 27 Developmental Education hours will be assessed the authorized \$50 per hour additional tuition.

Grades of all courses taken will be recorded on the student's transcript. When a course is repeated:

- 1. Only one course/grade will be counted in a student's GPA
- 2. The highest grade will be used in GPA calculations

Courses repeated before Fall 2008 will have only the last grade and credits earned (whether higher or lower) used in computing the GPA and applied toward degree or program requirements.

Veterans should consult a VA Certifying Official in the Office of Financial Aid/Veterans Affairs before repeating any course. Students planning to transfer to another college or university should check with a Collin College academic advisor or with receiving institutions for their repeat policies.

#### **HELP LINES**

Frisco 972.377.1744
Allen and McKinney 972.548.6744
Plano and Rockwall 972.881.5744

#### COUGARQ

CougarQ is a virtual line where students can reserve a spot via the Internet or text without physically lining up in front of the Admissions, International Students, Advising or Financial Aid offices. Log into **CougarQ** at www.Collin.edu/CougarQ .

#### **NEW STUDENT ORIENTATION**

All First Time In College students (freshmen) are required to attend orientation prior to registration. Please check your holds in CougarWeb and visit the orientation website for dates and times at www.collin.edu/orientation. Orientation can be completed online or in person.

#### ATTENTION STUDENTS: THERE IS ONE EARLY REGISTRATION PAYMENT DEADLINE FOR ALL SUMMER SESSIONS, AND IT IS MAY 3.

If you register for classes on or before May 3, funding is required by 8 p.m., May 3. If you register after May 3, funding is required at the time of registration to ensure course registration status.

#### **Student Financial Responsibility**

Student tuition bills are posted online and are accessed through CougarWeb. Billing notices are sent to the student's college assigned e-mail address, the official means of communication with Collin College students. Each term has an advertised early registration payment deadline (see p. 3). As of the initial payment deadline, any balance on the student account is due the same day the charge is incurred. It is the student's responsibility to review student account balances, comply with financial aid eligibility requirements and third party funding guidelines, and meet payment deadline requirements. Student accounts with an unpaid debt are subject to changes in course registration status and holds preventing registration, and withholding grades, transcripts and degrees.

Delinquent accounts may be placed with an outside collection agency and/or reported to the national credit bureau system. Students are responsible for all late fees, percentage-based collection fees, attorney fees, interest, and any costs and charges necessary for the collection of any amount not paid when due. All disputes about registration or payment will be governed in accordance with the laws of the State of Texas. The venue for any lawsuit regarding collection of a delinquent debt will be in Collin County, Texas.

# GET CONNECTED!

### Follow Collin Cougar and Collin College:



FACEBOOK.COM/COLLINCOLLEGE
TWITTER.COM/COLLINCOLLEGE @COLLINCOLLEGE
INSTAGRAM.COM/COLLINCOLLEGE @COLLINCOLLEGE

YOUTUBE.COM/USER/COLLINCOLLEGE2000
LINKEDIN.COM/EDU/COLLIN-COLLEGE-20095

## **Texas Success Initiative**

The Texas Success Initiative (TSI) was mandated through the action of the 78th Texas Legislature. The TSI Assessment is a program designed to determine if the student is ready for college-level coursework in the general areas of reading, writing and mathematics. This program also helps determine what type of course or intervention will best meet the needs of the student and assist him/her in becoming better prepared for college-level course work.

All incoming college students in Texas are required to take the TSI Assessment, unless exemption has been met. Based on assessment results, a student may either be enrolled in a college-level course that matches his/her skill level or placed in the appropriate developmental course or intervention to improve skills and prepare the student for success in college-level courses.

## SUCCESS INITIATIVES EXEMPTIONS AND WAIVERS

The following exemptions and waivers allow students to enroll without the TSI Assessment.

#### **EXEMPTIONS**

Exemptions from the TSI Assessment include:

- SAT scores from administrations after March 1, 2016 with a minimum qualifying score of 480 Evidenced-Based Reading & Writing and 530 Math.
- SAT I scores prior to March 1, 2016 (less than five years old) with a minimum combined qualifying score of 1,070, with at least 500 Reading and at least 500 Math.
- ACT (less than five years old) with a minimum qualifying score of 23 Composite, with at least 19 English and at least 19 Math.
- High school exit-level TAKS (less than five years old) with a minimum qualifying score of 2,200 Math and 2,200 English Language Arts with Writing sub-score of 3.
- High school end of course STAAR (less than five years old) with a minimum qualifying score of level 2 English III (score of 4,000) and level 2 Algebra II (score of 4,000).
- TSI exemption given by another Texas public institution. Official transcript must be on file to document exemption.
- A student has an associate degree or higher from a United States regionally accredited institution.
- Transfer student from a U.S. private or out-of-state regionally accredited institution with three or more credit level hours.
- A student who on or after August 1, 1990, was honorably discharged, retired or released from active duty as a member of the armed forces of the United States, the Texas National Guard or service as a member of a reserve component of the armed forces of the United States. Must provide a copy of DD214 to document exemption.

#### **PARTIAL EXEMPTIONS**

Students with an ACT Composite score of 23 or higher can be exempt from the TSI Math with an ACT Math score of 19 or higher, even if the ACT English is less than 19. Students with an ACT Composite score of 23 or higher can be exempt from the TSI Reading and TSI Writing with an ACT English score of 19 or higher, even though the ACT Math may be less than 19.

Students with SAT scores, from an administration after March 1, 2016, with SAT Evidence-Based Reading & Writing score of 480 are exempt from TSI Reading and TSI Writing. Students with SAT scores administered after March 1, 2016 with a SAT Math score of 530 are exempt from TSI Math. (There is no combined score requirement for the new SAT test.)

For SAT exams administered prior to March 2016, a combined SAT Reading and Math score of 1,070 (or higher) is required. Students can be exempt. from TSI Math with an SAT Math score of 500 (or higher) even though the SAT Reading may be less than 500. Students with a combined Reading and Math score of 1,070 (or higher) can be exempt from TSI Reading and TSI Writing with an SAT Reading score of 500 (or higher) even though the SAT Math may be less than 500.

Students with a TAKS Math score of 2,200 (or higher) can be exempt from TSI Math. A TAKS English/Language Arts score of 2,200 with a writing sample of 3 exempts a student from TSI Reading and TSI Writing. The TAKS English/Language Arts components are "all or nothing."

Students with a STAAR Algebra II score of level 2 (score of 4,000) can be exempt from TSI Math. Students with a STAAR English III score of level 2 (score of 4,000) can be exempt from TSI Reading and TSI Writing.

New students will be required to furnish the college with official documentation regarding TSI status.

#### **WAIVERS**

Students can be waived from TSI requirements if they:

- Are pursuing a Level I workforce certificate of no more than 42 hours. A change of major must be completed by the student and submitted to the Admissions Office.
- Are serving on active duty as a member of the armed forces
  of the United States, the Texas National Guard or as a member
  of a reserve component of the armed forces of the United
  States and have been serving for at least three years preceding
  enrollment (documentation required).
- Are a high school dual-credit student with qualifying PLAN,
   PSAT, ACT Aspire or English II and/or Algebra I STAAR scores.

#### **MANDATORY PRE-ASSESSMENT ACTIVITY**

Before taking the initial TSI Assessment, a student must participate in a pre-assessment activity (PAA). This activity includes the following:

- An explanation of the importance of the TSI Assessment
- Practice test questions and feedback
- An explanation of your developmental education options, if the minimum passing standard is not met
- Information on campus and community resources to assist the student

A Certificate of Completion will be printed at the end of this activity, which is required to take the TSI Assessment. The student will receive an e-mail from AssessmentsCollinCollege with access to the PAA within two business days after the Application for Admission has been submitted.

#### **MANDATORY ADVISING HOLDS**

Students who are below college level in one or two TSI Assessment areas (reading, writing or mathematics) are required to meet with an academic advisor or complete an online session during their first semester at Collin College. Students will be required to have regular contact with an advisor until they are TSI complete in all three areas.

For students who do not place at college level in all three TSI Assessment areas (reading, writing and mathematics), a meeting with a Collin Academic Advisor is required in addition to mandatory course registration in EDUC 1300/PSYC 1300 Learning Framework.

#### TSI ASSESSMENT COST AND SCHEDULE

The cost of the TSI Assessment is \$29. Any needed retest will also cost \$29 (one part or all). Information on testing times is available as part of the pre-assessment activity, noted on the Testing Referral Form and on the Testing Center website https://www.collin.edu/studentresources/testing/availabletesting/faqs.aspx .

For more information, contact the Director of Testing at 972.548.6773 or smiller@collin.edu .

# Payments and Refunds

SUMMER EARLY REGISTRATION PAYMENT DEADLINE IS MAY 3.

AFTER MAY 3, FUNDING IS DUE AT THE TIME OF REGISTRATION.

## FEE ASSESSMENT AND PAYMENT REQUIREMENTS

Registration tuition and fee charges at Collin College are calculated based on the number of hours of enrollment, the residency classification of the student, as determined by the Student and Enrollment Services Office, whether the student's course qualifies for state funding and any lab or special fees associated with the course. Early Registration is the period from the first day of registration through the advertised early registration payment deadline. Acceptable funding is payment in full, awarded and authorized financial aid, verified third party funding, exemptions/waivers, a promissory note payment plan agreement or a combination of the above. Students with any outstanding balances not funded in full may be dropped from ALL classes after 8 p.m. on the early registration payment deadline. Partial payment will not prevent classes from being dropped.

Regular registration begins after the early registration payment deadline and continues until the day before the term begins. Late Registration (late fee applies) begins the first day of the primary part of term for each term: fall, winter, spring and summer. Regular and Late Registration activity, including Weekend Express or Mini-semester registration, must be paid in full or have approved funding noted the same day as the registration to prevent drop for non-payment and registration and transcript holds on the account. Registration is complete only upon full funding of tuition and fees. The Bursar's Office advises students to pay tuition and fees at the time of registration. For additional questions, contact the Cashier's Office at cashier@collin.edu .

#### **DROP FOR NON-PAYMENT**

As noted above, students with outstanding balances not fully funded by the Early Registration Payment Deadline for the Summer term are subject to all courses dropped for non-payment the day after the Early Registration Payment Deadline. During Regular Registration, regardless of course/session start date, registration and payment activity are calculated on a daily basis. An unpaid balance on ONE class at the close of the business day may cause you to be dropped from ALL classes within the term, including those for which you previously paid. For example, if you register for three hours at 9 a.m. and pay Collin College in full and register for three more hours at 10 a.m. and do not pay for these three hours by the close of business that day, you may be dropped from ALL SIX HOURS. Also, on or after the first day of each term, if you drop a course and receive a partial credit on your account for the dropped course and then add a new course and do not pay the full amount due for both the dropped course and the added course, your registered course may be dropped for non-payment.

If registration is cancelled for non-payment, it is the responsibility of the student to re-register for classes.

# FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA affords eligible students certain rights with respect to their education records. Student account information may only be provided to the student. However, students may grant family or other designated individuals access to view student account information and/or make payments by designating those individuals as authorized users in the secure payment portal. As authorized users, the individuals will be provided their own unique log in information to access the student account and make payments.

#### **PAYMENT POLICIES**

Collin College accepts cash, check, cashier's check, money order, MasterCard, VISA or Discover payments for the amount of tuition and fee charges on the student account. Collin College does not accept American Express. Two-party, out-of-state and

temporary paper checks are not accepted. Collin College reserves the right to refuse any out-of-state check, including corporate checks. Checks issued by credit card companies are not accepted. Collin College may refuse or restrict check payments on any account on which a check payment was not honored by the originating financial institution or for payment of any past due account balance. Payments by personal paper check are processed through Automated Clearinghouse (ACH). For paper checks, the Texas driver's license number of the person signing the check and the student's CWID and local address are to be written on the check. If you prefer to not have your CWID on your check, please submit payment by web check, cashier's check or money order. Students requiring payments from out-of-state financial accounts should pay by web check. Students may also set up authorized users in the secure payment suite. Authorized users may make electronic payments, credit card or web check, on authorized student accounts for the tuition and fee charges on the account.

#### **PAYMENT METHODS**

#### PAY ONLINE (RECOMMENDED AND AVAILABLE 24/7)

Pay by credit card or web check via the secure payment suite accessed through CougarWeb.

In CougarWeb, from Student Quicklinks:

- · Select Pay by Credit Card/Check.
- Select Collin College Account Suite to make payment or designate an authorized user to make payment on your account.

#### **TUITION INSTALLMENT (SIGN UP ONLINE)**

Installment plans for the Summer term will be available online beginning April 25, and the last day for the plan origination is May 19. Making a partial payment does not initiate a payment plan. You must complete an installment promissory note, pay 50 percent of all tuition and fees plus a \$25 non-refundable processing charge, and save a payment method for automatic installment payments at the time of application for a deferment. The next payment of 25 percent of all tuition and fees is due June 1, and the final 25 percent payment is due July 5. Once you initiate an installment plan, if you add any courses, 50 percent of the new tuition and fee charges incurred is due the day of registration to ensure course registration status.

To initiate an installment payment plan, go to CougarWeb, and log in with your college User ID and PIN:

- Select the Quicklinks, Pay by Credit Card/Check.
- Select Collin College Account Suite bar.
- Select Enroll in a Payment Plan and complete all steps.

The installment application and initial payment for early registration must be completed by 7 p.m. May 3. After May 3, the installment agreement and payment must be completed at the time of registration.

Stopping payment on a check or credit card payment will not cancel a payment plan. Any refund due because of dropped or withdrawn courses will be applied to any unpaid charges. Official grades and transcripts may be withheld until all payments have been made, and default may result in course withdrawal. A student may not apply for the Tuition Installment Plan and the Emergency Tuition Loan in the same term.

IMPORTANT NOTE: Students under 18 years of age may not initiate an installment plan. Parents or guardians of minor students may initiate an installment plan on the minor's behalf in person at a Bursar/Cashier Office location. Installments processed in the Bursar/Cashier's Office are

only available from 9 a.m. until one hour before closing and are only available for those representing minor students.

#### PER TEXAS EDUCATION CODE 54.007(2)(D):

A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND MANDATORY FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FROM CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE FULL PAYMENT PRIOR TO THE END OF THE SEMESTER OR TERM MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER OR TERM.

#### IN PERSON (DURING PUBLISHED OFFICE HOURS)

Pay at the Cashier's Office at Central Park, Courtyard, Spring Creek or Preston Ridge during regular business hours on or before the payment deadlines. (See Payment Policies for tenders accepted.)

#### **BY MAIL**

Mail a check or money order (include the Texas driver's license number of the person signing the check and the student's CWID) to be received by the payment deadline (postmarks are not a consideration) to: Collin College, Bursar's Office, PO Box 869055, Plano, TX 75086-9055. (Personal checks are ACH processed.)

#### PAYMENT BY DROP BOX

Drop boxes are located outside the Bursar/Cashier's Offices at the Preston Ridge and Spring Creek campuses. Drop box payments may be made by check, money order or cashier's check but not cash. (See Payment Policies.) Each payment must include the student's name and College CWID Number. Drop box payments submitted after 4 p.m. may be posted and dated the next business day.

#### **GIFT/PREPAYMENT CARDS**

MasterCard, VISA, or Discover gift/prepaid card payments are accepted. However, do not discard the used card. If any refund is necessary, the refund amount will be returned and loaded to the original card.

#### THIRD PARTY BILLING (TPB)

A valid TPB agreement between an agency and Collin College must be on file, and a voucher from the business or agency paying tuition and fees must be presented to the Bursar's Office prior to the earliest payment deadline for the term. Veterans using Post 9/11 education benefits also need to contact the Bursar/Cashier Office for the term to authorize use of veteran benefits. Students will be responsible for all amounts owed if the sponsoring agency does not remit payment in full. Students with third party sponsors who pay for books and/or supplies need to meet the third party funding requirements of the Barnes and Noble Bookstore, Collin locations. Contact the location of your choice for requirements.

#### FINANCIAL AID AND SCHOLARSHIPS

For the Summer term, students with accepted financial aid awards noted on the student account as Authorized Aid and an amount sufficient to cover all of the tuition and fee charges for the term do not need to make an additional payment. Authorized financial aid funds for students with certified course activity disburse to the student account 3-5 days after the primary term Census Date, creating a credit balance. The charges on

the account will be deducted from the financial aid credit, and any eligible credit balance refunded to the student in a week to 10 days. Students with scholarship credits on their student account from an earlier term should verify with the Collin College Foundation or other sponsoring department if those funds may be used for the new term. Students are responsible for fulfilling any financial aid application and/or acceptance processes and maintaining current enrollment status of courses.

#### **APPLY TODAY**

Students interested in receiving a scholarship can fill out an application at <a href="https://www.collin.edu/foundation/students">www.collin.edu/foundation/students</a>. Deadlines and availability subject to change, so check back often for the most current information.

**Note:** Scholarships are only awarded to students enrolled for six or more credit hours. Scholarship recipients must reapply for a scholarship every year.

#### INTERNATIONAL CURRENCY PAYMENTS

Collin partners with Flywire to streamline international currency payments, allowing international students to pay securely from any country and bank, generally in their home currency. Payments for the amount of a student's tuition and fee charges at Collin may be paid through Flywire, and payment must be received at Collin by applicable payment deadlines. For more information or to begin an international, secure payment, go to https://www.flywire.com/pay/Collin .

#### **EXEMPTIONS AND WAIVERS**

Students eligible for tuition waivers or tuition and fee exemptions should contact the appropriate office. A complete listing of exemptions and waivers is available at www.collin.edu by searching for "Tuition Waivers and Exemptions." The following is offered as general guidelines:

Admissions Office for tuition waivers
Financial Aid Office for most exemption programs
ACCESS Office for deaf and blind exemption
Academic Partnerships for concurrent high school exemption

**SENIOR CITIZENS**: Texas residents who reach 65 prior to the census date of the term are eligible for a tuition waiver. Proof of date of birth is required. Contact the Admissions Office for more information.

#### **ACCOUNT STATEMENTS/BILLS**

CougarMail is Collin College's official means of communicating with students and providing billing information. To ensure students receive notifications on their account status, students must initiate at least one login to their CougarWeb secure payment portal. Students should log into CougarWeb, select the Quicklink Pay by Credit Card/check and then the Collin College Account Suite. Once in the secure payment suite, students may make payments, set up accounts for e-refunds, designate authorized users on their account, initiate installment plans and view e-statements. Students are responsible for complying with payment deadline requirements, even if an e-bill is not received. Payment deadlines and account balances are available online.

#### **REFUNDS**

Refund credits are calculated as specified by the Texas Higher Education Coordinating Board (THECB) refund rules. Refunds for 100

percent are only issued for drops occurring prior to each term's start date, based on the week the course begins and not the first day of an individual's class. As of the first day of the term session, refund credits for dropped/withdrawn courses will be reduced to 70 percent and then graduated down to no refund credit, per the THECB refund schedule. Students should consider the financial consequences before making schedule changes. Students in cancelled classes, who do not add another class, will automatically be dropped and have a full refund, less nonrefundable fees, issued during the scheduled refund process. Any credits generated on a student account will be applied to any outstanding charges, before a refund is processed. Tuition refunds are processed approximately two weeks after the published first class day of the primary term and are generally issued in the same form as the payment received. (Note: Some system processes result in refund types that vary from the initial payment type.) Cash and check payments will be refunded electronically or by paper check. To expedite refunds, students are encouraged to establish electronic refunds through CougarWeb: from Student Quicklinks, select Pay by Credit Card/Check, then Collin County Account Suite, and then create a refund profile.

Students who do not receive a credit card refund and/or authorize an electronic refund will be issued a refund check. Checks are mailed to the permanent mailing address of the student one to three days after electronic refunds are processed.

The following refund/withdrawal dates apply to the primary session of the Summer term as well as the identified secondary parts of term (POT). It is not a comprehensive list. Other Flex Entry and Express part of term classes have separate refund dates. Check with the Bursar/Cashier Office for specific dates and refund amounts.

**REFUND %** 

25%

None

#### SUMMER DATES BY PART OF TERM (POT)

PRIMARY: 10 WK POT BEGINNING 06/05/17

JULY 15-17

**AFTER JULY 17** 

JUNE 4 (ON OR BEFORE)	100%
JUNE 5-15	70%
JUNE 16-20	25%
AFTER JUNE 20	None
3 WK POT BEGINNING 05/15/17	<b>REFUND</b> %
MAY 14 (ON OR BEFORE)	100%
MAY 15-17	70%
MAY 18	25%
AFTER MAY 18	None
5 WK POT BEGINNING 07/10/17	REFUND %
JULY 9 (ON OR BEFORE)	100%
JUIY 10-14	70%

As of the first day of a primary term or mini-semester, any course added, dropped and/or withdrawn by the students will be assessed according to the board approved tuition rates and state-mandated refund policy. Refunds of 100 percent will no longer be available for dropped/withdrawn courses, including those changes based on campus, professor, and/or date/time convenience; and students are encouraged to consider the financial consequences prior to making schedule changes. The \$2 non-refundable record fee and the mandatory out-of-state minimum tuition

will be deducted before any refund is issued.

Contact the Bursar/Cashier Office for information on refunds for courses taken through Continuing Education.

#### **TUITION AND FEES**

#### **FEES**

- Audit fee: \$25 per course (non-refundable) in addition to tuition and other fees
- Lab and Special Fees: See p. 14 for course-related fees
- Immunization Management Fee: (designated Health Science/ Nursing programs): \$30 (non-refundable)
- Late Registration Fee: \$10 (non-refundable)
- Student Record Fee: \$2 per semester (non-refundable)
- **Returned Check Fee:** \$25 (non-refundable)
- Installment Plan Service Charge: \$25 (non-refundable)
- Installment Payment Late Fee: \$25 (non-refundable)
- Transcripts: \$5 each

Firefighters and high school valedictorian students who qualify for a tuition waiver are required to pay the student record and applicable special course fees.

Students qualifying for Hazelwood Exemption are required to pay student record and applicable special course fees.

All fees are subject to change upon approval of the Collin College Board of Trustees.

For refund consideration, residency reclassifications must be addressed by the census date of the term. NOTE: Collin College reserves the right to collect additional tuition and fees if it is determined the student registered under incorrect residency status.

Fee assessment for courses is generally assessed at the end of registration. However, user sessions may be unintentionally interrupted prior to completion. Batch processes are run each night to calculate accurate fee assessment and ensure all students are assessed State mandated and Board approved tuition and fees. Collin is not responsible for batch fee assessment corrections which might result in additional charges assessed to the student account and/or corresponding registration changes.

#### NON-FUNDABLE COURSE TUITION

Students enrolled in courses that are not funded by the State of Texas will be charged a higher tuition rate for each course at a rate of \$50 per credit hour as well as any related drop penalties. These include local needs courses not approved by the Texas Higher Education Coordinating Board for funding. See the Collin College website https://www.collin.edu/gettingstarted/register/withdrawal.html for a complete list of courses charged the higher tuition rate.

#### **COST PER CREDIT HOUR EXAMPLE\***

In addition to tuition, each credit hour cost includes the Student Activity Fee (\$1).

	In-County	Out-of-County	Out-of-State/ Country
Per Hour Tuition**	\$41.00	\$82.00	\$142.00
Student Act Fee	\$1.00	\$1.00	\$1.00
Total	\$42.00	\$83.00	\$143.00

<sup>\*</sup> Subject to change by the Collin College Board of Trustees

#### **TUITION AND FEE SCHEDULE\*\***

Credit Hours	credit hour	Out-of-County \$83/credit hour	Out-of-State/ Country \$143/ credit hour
1	\$44.00	\$85.00	\$203.00***
2	\$86.00	\$168.00	\$288.00
3	\$128.00	\$251.00	\$431.00
4	\$170.00	\$334.00	\$574.00
5	\$212.00	\$417.00	\$717.00
6	\$254.00	\$500.00	\$860.00
7	\$296.00	\$583.00	\$1,003.00
8	\$338.00	\$666.00	\$1,146.00
9	\$380.00	\$749.00	\$1,289.00
10	\$422.00	\$832.00	\$1,432.00
11	\$464.00	\$915.00	\$1,575.00
12	\$506.00	\$998.00	\$1,718.00
13	\$548.00	\$1,081.00	\$1,861.00
14	\$590.00	\$1,164.00	\$2,004.00
15	\$632.00	\$1,247.00	\$2,147.00
16	\$674.00	\$1,330.00	\$2,290.00
17	\$716.00	\$1,413.00	\$2,433.00
18	\$758.00	\$1,496.00	\$2,576.00
19	\$800.00	\$1,579.00	\$2,719.00
20	\$842.00	\$1,662.00	\$2,862.00
21	\$884.00	\$1,745.00	\$3,005.00

#### \$2 Student record fee included in above fees

Lab and special course fees are not included in above fees. These fees vary by course and are not included in the tuition schedule.

# AVERAGE IN-STATE COST OF ATTENDANCE

Cost of Attendance is a tool to help students with planning and budgeting for their educational needs.

The 2016-17 values for the average cost of attendance at Collin College for a 15-hour term schedule are available online at www.collin.edu, under "Getting Started," by clicking Financial Aid, then Cost of Attendance.

<sup>\*\*</sup> Does not include \$50/bour tuition charge for designated non-fundable course tuition.

<sup>\*\*\*</sup> Includes \$200 minimum required by law

#### LAB AND SPECIAL FEES

ACCT-2301\$5	CDEC-1321	\$15	FIRS-1319\$15	ITSY-2300\$15
ACCT-2302\$5	CDEC-1323		FIRS-1323\$15	ITSY-2301\$15
- N-				
ACNT-1303\$5	CDEC-1358		FIRS-1329\$15	ITSY-2341\$15
ACNT-1311\$5	CDEC-1359	\$15	FIRS-1407\$15	ITSY-2342\$15
ARCE-1352\$15	CDEC-2304	\$15	FIRS-1433\$15	ITSY-2343\$15
ARCE-2352\$15	CDEC-2307	\$15	FIRT-2351\$15	LGLA-1303\$24
ARTC-1302\$15	CDEC-2322		FLMC-1301\$15	LGLA-2333\$5
	-			
ARTC-1305\$15	CDEC-2324		FLMC-1331\$15	MATH-0302\$5
ARTC-1313\$15	CDEC-2326	\$15	FLMC-2331\$15	MATH-0305\$5
ARTC-1321\$15	CDEC-2328	\$15	GAME-1304\$15	MATH-0310\$5
ARTC-1325\$15	CDEC-2336		GAME-2359\$15	MATH-1314\$5
ARTC-1327\$15	CDEC-2340		GEOL-1401\$10	MATH-1316\$5
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ARTC-1349\$15	CDEC-2371		GEOL-1402\$10	MATH-1324\$5
ARTC-1353\$15	CETT-1303		GEOL-1403\$10	MATH-1325\$5
ARTC-2301\$15	CETT-1305	\$20	GEOL-1404\$10	MATH-1332\$5
ARTC-2305\$15	CETT-1357		GEOL-1445\$10	MATH-1342\$5
ARTC-2335\$15	CETT-2380	'.	GEOL-1447\$10	MATH-1350\$5
	-			
ARTC-2340\$15	CHEF-1301	1, -	GISC-1411\$5	MATH-1351\$5
ARTC-2349\$15	CHEF-1302	\$50	GISC-1421\$5	MATH-1376\$5
ARTS-1311\$5	CHEF-1310	\$50	GISC-2231\$5	MATH-1376\$150
ARTS-1312\$5	CHEF-1345		GISC-2402\$5	MATH-1414\$5
ARTS-1313\$10	CHEF-2302		GISC-2420\$5	MATH-2305\$5
ARTS-1316\$5	CHEF-2331		HITT-1160\$5	MATH-2318\$5
ARTS-1317\$5	CHEF-2341	\$50	HITT-2361\$5	MATH-2320\$5
ARTS-2311\$5	CHEM-1405	\$10	HPRS-1204\$15	MATH-2373\$150
ARTS-2312\$5	CHEM-1411	'.	HPRS-1272\$10	MATH-2413\$5
ARTS-2316\$5	CHEM-1412			
, ,		<sub>T</sub> = 0	HPRS-1561\$5	MATH-2414\$5
ARTS-2317\$5	CHEM-2423	'.	IMED-1316\$15	MATH-2415\$5
ARTS-2323\$10	CHEM-2425	\$10	IMED-1341\$15	MDCA-1409\$15
ARTS-2324\$10	COSC-1301	\$5	IMED-2309\$5	MUAP-1101-1195\$45
ARTS-2326\$5	COSC-1315		IMED-2315\$15	MUAP-2201-2295\$75
ARTS-2327\$5	COSC-1337		INDS-1301\$15	NURA-1160\$5
ARTS-2333\$5	COSC-1436	\$5	INDS-1315\$15	NURA-1301\$24
ARTS-2334\$5	COSC-1437	\$5	INDS-1341\$15	PHED-1115\$10
ARTS-2341\$10	COSC-2325	\$5	INDS-1345\$15	PHED-1123\$90
ARTS-2342\$10	COSC-2336	, -	INDS-1351\$15	PHED-1125\$90
		1, -		
ARTS-2346\$10	COSC-2436		INDS-1352\$15	PHED-1306\$10
ARTS-2347\$10	DFTG-1305		INDS-1371\$15	PHTC-1311\$10
ARTS-2348\$15	DFTG-1309	\$15	INDS-1372\$15	PHTC-1343\$10
ARTS-2356\$10	DFTG-1317	\$15	INDS-1373\$15	PHTC-1347\$10
ARTS-2357\$10	DFTG-1333		INDS-2313\$15	PHTC-1345\$10
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ARTS-2366\$5	DFTG-1345		INDS-2315\$15	PHTC-1353\$10
ARTS-2367\$5	DFTG-1371		INDS-2330\$15	PHTC-2340\$10
ARTV-1303\$15	DFTG-2300	\$15	INDS-2374\$15	PHTC-2353\$10
ARTV-1341\$15	DFTG-2319	\$15	INEW-2330\$5	PHYS-1401\$10
ARTV-1343\$15	DFTG-2321		INEW-2338\$5	PHYS-1402\$10
ARTV-1345\$15	DFTG-2328		INEW2340\$5	PHYS-1403\$10
ARTV-1351\$15	DFTG-2335		INTC1307\$15	PHYS-1404\$10
ARTV-2301\$15	DFTG-2350	\$15	ITCC1371\$15	PHYS-1405\$10
ARTV-2330\$15	DHYG-1261	\$5	ITCC-1374\$15	PHYS-1410 \$10
ARTV-2335\$15	DHYG-2361	- 7	ITCC-2371\$15	PHYS-1417\$10
ARTV-2341\$15			ITCC-2372\$15	PHYS-1415\$10
	DSAE-1340			
ARTV-2345\$15	ECRD-1111		ITMT-1370\$15	PHYS-2425\$10
ARTV-2351\$15	EDUC-1301	\$15	ITNW-1358\$15	PHYS-2426\$10
BCIS-1305\$5	EDUC-2301	\$15	ITNW-1370\$15	PLAB-1323\$24
BIOL-1406\$10	EMSP-1160	\$50	ITNW-2374\$15	POFI-2331\$5
BIOL-1407\$10	EMSP-1160		ITSC-1305\$5	POFL-2301\$5
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BIOL-1408\$10	EMSP-1161		ITSC-1309\$5	POFT-1127\$5
BIOL-1409\$10	EMSP-1161	\$100	ITSC-1316\$15	POFT-1307\$5
BIOL-1414\$10	EMSP-1162	\$5	ITSC-2339\$5	POFT-1319\$5
BIOL-1415\$10	EMSP-1355	\$15	ITSE-1301\$5	POFT-1329\$5
BIOL-2401\$10	EMSP-1356		ITSE-1306\$5	POFT-1349\$5
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BIOL-2402\$10	EMSP-1501	1, -	ITSE-1311\$5	POFT-2303\$5
BIOL-2404\$10	EMSP-2141		ITSE-1347\$5	POFT-2301\$5
BIOL-2406\$10	EMSP-2143	\$15	ITSE-1359\$5	POFT-2312\$5
BIOL-2416\$10	EMSP-2160	\$5	ITSE-1371\$5	PSGT-2360\$5
BIOL-2420\$10	EMSP-2160	1.5	ITSE-1373\$5	PSTR-1301\$50
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BIOL-2421\$10	EMSP-2160		ITSE-1374\$5	PSTR-1305\$50
BIOM-1355\$15	EMSP-2330		ITSE-2302\$5	PSTR-1306\$50
BITC-2411\$10	EMSP-2444	\$15	ITSE-2309\$5	PSTR-1310\$50
BITC-2431\$10	EMSP-2463	\$5	ITSE-2313\$5	PSTR-1312\$50
BITC-2441\$10	ENGR-2305		ITSE-2353\$5	PSTR-1340\$50
CDEC-1313\$15	ENVR-1401		ITSW-1304\$5	PSTR-2301\$50
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CDEC-1317\$15	ENVR-1402	- 4	ITSW-1307\$5	PSTR-2307\$50
CDEC-1319\$15	FIRS-1301	\$15	ITSY-1300\$5	PSTR-2331\$50

RBTC-1305	\$15
RNSG-1161	\$5
RNSG-1163	\$5
RSPT-2362	\$5
RSPT-1201	\$20
RSPT-1307	\$22
RSPT-1361	\$5
RSPT-1411	\$15
RSPT-2139	\$20
RSPT-2231	
RSPT-2247	\$20
RSPT-2255	\$22
RSPT-2310	\$20
RSPT-2353	
RSPT-2360	\$5
RSTO-2307	\$50
SRGT-1271	
SRGT-1441	
SRGT-1442	\$24
SRGT-1541	
SRGT-1561	\$20
SRGT-1561	\$5
TECA-1303	\$15
TECA-1311	\$15
TECA-1318	\$20

# **Student Services**

#### **ADMISSIONS\***

Central Park Campus: 972.548.6710 Preston Ridge Campus: 972.377.1710 Spring Creek Campus: 972.881.5710

#### **CAREER SERVICES**

Central Park Campus: 972.548.6769 Preston Ridge Campus: 972.881.5194 Spring Creek Campus: 972.881.5194

#### CHILD DEVELOPMENT CENTER

Spring Creek Campus: 972.881.5945

#### **DEAN OF STUDENTS OFFICE**

All Campuses: 972.881.5604

#### **eLC (STUDENT SUPPORT CENTER)**

All campuses: 972.881.5870

#### **MATH LAB**

Spring Creek Campus: 972.881.5921 Central Park Campus: 972.548.6896 Preston Ridge Campus: 972.377.1639

#### PERSONAL COUNSELING SERVICES

Spring Creek Campus: 972.881.5126 Central Park Campus: 972.548.6648 Preston Ridge Campus: 972.377.1781

#### STUDENT LIFE

Spring Creek Campus: 972.881.5788 Central Park Campus: 972.548.6788 Preston Ridge Campus: 972.377.1788

#### TRANSFER INFORMATION

Collin Higher Education Center: 972.599.3100

#### **TUTORING**

All campuses: 972.881.5898

#### WRITING CENTERS

Spring Creek Campus and Online Assistance:

972.881.5843 - Room D203

Central Park Campus: 972.548.6857 - Room A104 Preston Ridge Campus: 972.377.1576 - Room LH141

The numbers listed above are the offices' main numbers. To ensure a local call, call the Information Center at the nearest campus and request the office you seek.

\* Note: These student services are located in the Student and Enrollment Services area. For more information on student services, see the Collin College Catalog and the college website at http://www.collin.edu/studentresources/support/.

#### **ACADEMIC ADVISING\***

Students are encouraged to meet with an academic advisor prior to registering for classes. Visit academic advising offices located in Student and Enrollment Services at Central Park Campus, Preston Ridge Campus or Spring Creek Campus.

Students should bring high school and/or college transcripts when meeting with an advisor if not previously submitted. Students on academic warning, probation or suspension must meet with an academic advisor by the posted deadline. Students who have not successfully completed TSI testing are strongly encouraged to meet with an academic advisor.

For more information at Spring Creek Campus, call 972.881.5782 or visit Room G103. For more information at Central Park Campus, call 972.548.6782 or visit Room D117. For more information at Preston Ridge Campus, call 972.377.1778 or visit Room F109.

#### **ACCESS - Disability Services**

The ACCESS office approves reasonable accommodations and offers individual attention and support for students with documented disabilities. Students who have completed the Collin College Admissions process are encouraged to contact the ACCESS office to register and meet with an ACCESS advisor at least a month prior to the beginning of classes. Accommodations may include interpreters, note-takers, readers, scribes, specialized testing and other accommodations depending on documentation. ACCESS also offers free group and online tutoring for all students.

For more information at Spring Creek Campus: call 972.881.5898 or visit Room D140.

For more information at Central Park Campus: call 972.548.6816 or visit Suite # B335.

For more information at Preston Ridge Campus: visit Room F144C. For V/TTY: call 972.881.5950.

#### CAREER SERVICES

Career Services is a division of Collin College focused on empowering students with career information and employment development skills and resources for long term success. For more information on Career Services and resources, go to http://www.collin.edu/studentresources/career/.

#### **COUGARALERT**

CougarAlert is the official emergency notification system for Collin College, providing critical information via text message, phone message, social media or e-mail. CougarAlert may be triggered for evacuation, inclement weather, power outages or unscheduled closure, but not for promotional purposes. During emergencies, go to collin.edu for details. If a closure notice is not posted on the website, the college is open. College-issued e-mail and home phone numbers are automatically loaded for students, but text messaging and additional e-mails can be added. See www. collin.edu/cougaralert for instructions. (Standard text messaging fees from service providers may apply.)

#### **COUGARMAIL**

CougarMail is Collin College's official college-wide e-mail system for students. Students are issued account information at admission and should log into the college portal, CougarWeb, to check their CougarMail.

The system will be used to distribute tuition statements, financial aid and registration information, class changes and cancellation data, faculty correspondence and more.

#### LOGGING ON TO COUGARMAIL

- 1. Go to http://cougarweb.collin.edu and enter the username and password issued at admission. If you do not have your username or password visit the Admissions Office at a campus near you. A picture ID is required. Or send an e-mail to admissions@collin.edu from the e-mail address you listed on your admissions application.
- On the home page, just click the link in the CougarMail box to access your e-mail.

#### FINANCIAL AID AND VETERANS AFFAIRS\*

No student should ever let finances stand in the way of a college education. Students may qualify for federal financial and/or state aid, Collin College Foundation scholarships, campus work-study jobs and/or student loans.

The Collin College Financial Aid and Veterans Affairs Office will work with students in identifying and obtaining resources to support educational pursuits. Our desire is to give the tools needed to make informed decisions and then to ensure all qualified funding is applied to student accounts in a timely fashion.

Visit the Financial Aid website at www.collin.edu/gettingstarted/financialaid/ to learn about the types of aid available through our department, find out about important dates and deadlines, obtain forms and learn how to apply for financial aid. Don't forget to review the "Beyond High School" PowerPoint presentation to better understand your financial options at Collin College.

The Collin College Financial Aid and Veterans Affairs Office will assist veterans and eligible dependents with the filing of required documents for educational benefits with the Veterans Administration as well as certifying eligible classes each semester. The office serves all students eligible to receive VA education benefits. If you are uncertain whether you are eligible for VA education benefits you should contact the U.S. Department of Veterans Affairs at www.gibill.va.gov or the Collin College Financial Aid and Veterans Affairs Office at any of our campuses.

For more information, visit the website at www.collin.edu/gettingstarted/and click "Financial Aid" or "Veterans." You may also visit the Spring Creek Campus in Room G103, the Central Park Campus in Room D118 or the Preston Ridge Campus in Room F109.

To plan ahead, priority deadlines for financial aid for the following semesters are:

FALL 2017: APRIL 1 SPRING 2018: NOV. 1

#### **PARKING STICKERS**

Parking stickers are required. They are available at the Information Desk at Collin Higher Education Center and at the Information Desks and Student Life Offices at Central Park, Preston Ridge and Spring Creek campuses. Students in Allen and Rockwall can see college staff for stickers.

#### STUDENT ID CARDS

All credit students at Collin College are required to have a Student ID Card to use services provided by college offices and labs including the Collin College Bookstores, Career Services, Computer Labs, Student and Enrollment Services, the Fitness Centers, the Libraries, the Math Labs, Student Life, Academic Advising and the Testing Centers. ID Cards are made at the Student Life Offices.

Student ID Cards will be issued in accordance with the dates listed below. Students who register and pay after that date must wait at least 24 hours after that process to pick up their IDs. Students must provide a valid picture ID before a student ID card will be issued. The ID card will be valid district-wide during the student's enrollment at the college. For more information, contact the Student Life Office or see the Collin College Student Handbook.

#### **ID CARDS ARE AVAILABLE BEGINNING:**

**SUMMER** 

MAY 15, 2017

#### STUDENT SERVICES

Learn more about our student services at www.collin.edu/studentresources .

#### **TEXTBOOKS**

A list of required and recommended college textbooks and supplemental materials for each Collin College course, including the title, author, retail price and International Standard Book Number (ISBN), can be found at the Collin College bookstore website, http://bookstore.collin.edu .

A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

#### **TUTORING SERVICES**

Small group and online tutoring is available free of charge to Collin College students. Visit www.collin.edu/studentresources/tutoring/ for details on the group tutoring schedule and how to use online tutoring.

#### **WELLNESS PROGRAM**

The Collin College Student Wellness program is dedicated to helping students enjoy a healthier and more productive way of living. Free activity classes, wellness seminars and fun competitions are promoted by the program. Participants will become more productive at school and work, and essentially they will be happier people through the process of achieving a high level of wellness.

Before participating in any wellness activity class please complete the Medical Release/Informed Consent (http://iws2.collin.edu/ladams/New\_wellness/medhist\_frm.pdf) form and give it to your instructor or Dr. Linda Muysson. Contact Dr. Muysson at lmuysson@collin.edu.

# **Academic Opportunities**

#### **BLOCK SCHEDULING**

Beginning Fall 2016, Collin College began offering block scheduling for the following five programs.

The benefits of block scheduling include quicker program completion and a predictable course schedule, allowing students greater freedom to schedule other aspects of their lives while going through the program. For more information, visit http://www.collin.edu/academics/blockscheduling.html or call the appropriate program's contact phone number listed below.

Computer Networking Technology Software (MCSA)

Certificate - 972.377.1029

Computer Networking Technology Advanced Software (MCSE)

Certificate - 972.377.1029

Interpreter Education Program

AAS degree - 972.881.5810

Marketing

Certificate - 972.377.1672

**Real Estate Sales Person** 

Certificate - 972.377.1672

# CENTER FOR ADVANCED STUDY IN MATHEMATICS AND NATURAL SCIENCES (CASMNS)

This center offers opportunities for select students enrolled in biology, chemistry, mathematics, geology and physics courses for science majors to participate in a variety of undergraduate research activities. Students gain valuable research experience to prepare for professions requiring extensive backgrounds in mathematics and natural science.

For more information, call 972.881.5880 or visit www.collin.edu/academics/casmns .

## CENTER FOR SCHOLARLY AND CIVIC ENGAGEMENT

The Center for Scholarly and Civic Engagement (CSCE) fosters student learning, leadership development and civic responsibility through student and community-centered experiential programs that engage students, faculty and community partners in interactive, collaborative and reciprocal partnerships. These opportunities develop skills, strengthen character, challenge the intellect and address community global, national and local issues through critical thinking, research, service and hands-on application of knowledge. This commitment to the Collin College core values serves as a catalyst to create deeper learning for students, while instilling democratic values of citizenship and civic engagement.

CSCE collaborates with faculty, students and community partners in offering scholarly and civic learning opportunities through Service Learning, leadership, civic engagement and other academic faculty-led programming. Service Learning is foundational to Collin College's commitment to the core value of service and involvement and includes faculty-led outreach and community partnerships that link learning objectives in the classroom to effective service in the community through Service Learning projects.

For more information on the Center for Scholarly and Civic Engagement, call 972.881.5927, e-mail csce@collin.edu or go to www.collin.edu/academics/csce .

# COOPERATIVE WORK EXPERIENCE: CO-OPS/INTERNSHIPS

# ELIGIBILITY: CURRENTLY REGISTERED STUDENTS WHO MEET STATED CO-OP GUIDELINES

- The co-op/internship class is required for some degree plans and available as an elective in other degrees. Please check with co-op at least one (1) semester prior to registration for information, eligibility requirements and registration materials.
- Prior to enrolling in the program, students must obtain a job (approved by co-op) in an area related to their major. Job search assistance is available.
- Eligible students enroll and pay for the co-op course, receive academic credit and gain valuable work experience in their major field of study.
- Students enrolled in this program must set goals, attend professional development seminars, work a minimum of 320 hours within a 16-week period, write a reflection paper, meet with an assigned faculty member and receive an employer performance review.
- F-1 visa students can enroll in a co-op/internship class once certain requirements are met; contact the co-op coordinator for more information.

#### **DISTANCE LEARNING**

Want/need to take a course or an entire program online? In an effort to accommodate the wide array of student schedules and learning styles, Collin College offers a variety of distance learning credit courses and programs. These courses are offered through two methods of delivery: blended and web.

**Blended learning courses** require some on-campus time and offer the flexibility to incorporate distance learning with on-site instructional activities.

Web courses offer students the flexibility to obtain an education via the Internet. Instructional materials, readings, assignments, and in some cases, class discussions, may be accessed whether students are at home, at work or on vacation. Some web (online) courses require proctored testing, which requires students to use one of the Collin College testing centers or other approved testing site or service. If the student chooses to use an approved testing site or service, that student is responsible for all associated fees.

In addition, Collin College offers hybrid courses. **Hybrid courses** combine regularly scheduled on-campus instruction with online instruction.

Distance-learning courses may apply toward associate degree requirements. Many fit into certificate program requirements and the

majority fulfill requirements for bachelor's degrees. Students are encouraged to visit with an academic advisor to verify that a specific distance-learning course will transfer into their designated college or university bachelor's degree program. Courses are offered during the full (10-week) semester, eight-week sessions and five-week sessions during the summer.

Courses are also offered during the full (16-week) semester and eight-week sessions during the Fall/Spring semesters plus selected courses during the three-week May semester.

Registration for a distance-learning course is the same as for any other course. Consult the current Collin College schedule. Online courses require the same commitment as on-site courses.

When you enroll in a distance-learning course (blended or web) you must:

- Check the Course Section Notes in the E-Schedule or Look-up Classes section in the registration schedule. Click on the CRN listed with the course to view important class information.
- Login to CougarWeb. Check for important announcements and view CougarMail.
- 3. Access course during the first week of classes (unless otherwise noted). To locate your course offered in Canvas, please go to CougarWeb and login. Click on the My Courses tab and click on the Canvas logo in the My Courses channel. It will take you to your Canvas Dashboard, which will include any published Canvas courses. Course materials will be available the first day of the term.

Students should review the eLC (eCollin Support Center) website (www.collin.edu/academics/ecollin/gettingstartedonline.html) prior to enrolling. For more information about distance learning call 972.881.5870, visit www.collin.edu/academics/ecollin/gettingstartedonline.html or e-mail elc@collin.edu .

For technical assistance with online courses, call 972.377.1777 anytime, 24 hours a day, seven days a week or visit http://online.collin.edu/ and click on the Student button. Then select the Technical Support menu option.

#### **HONORS INSTITUTE**

The Honors Institute at Collin College offers qualified students an enhanced academic experience during their time at the college, solid preparation for transfer to four-year and/or graduate programs, and several benefits in recognition of their academic achievements. Honors students receive free printing, private study rooms on each campus, transcript notations for each course completed and eligibility for honors-designated scholarships. Honors courses are capped at 18 students.

All students, including transfer and high school graduates, with a 3.5 cumulative GPA can register for honors classes and may register on the first day of Summer priority registration - March 6, 2017. Many honors courses include community service, fieldtrips to museums and performance venues in the Metroplex, opportunities for publication and advanced research.

To search for Honors courses on the e-schedule, select "Honors Course" under "Attribute Type."

For more information, visit www.collin.edu/honors or contact your campus Honors Institute office:

CPC - 972-548-6897; A111

PRC - 972-377-1827; F135A

SCC - 972-516-5003; F103.

#### **INNOVATIVE LEARNING OPPORTUNITIES**

#### DAILY FLEX CLASSES

Daily flex entry classes offer flexible entry dates, allowing you to determine times that work for your schedule. Flex entry classes are available for select courses in developmental and college-level mathematics. Please note that flex-entry courses require self discipline. To ensure your success in the course, be sure to consider whether or not you are prepared for this type of class prior to enrollment. On the schedule, flex entry courses list TBA on the course days. To verify that a class is flex entry, click on the "i" symbol for more information.

#### **Developmental Mathematics Lab Based Courses**

Students are required to attend class a minimum of three hours per week on campus and can attend any time during the posted lab hours. An instructor is available for assistance during lab hours. ALL STUDENTS must attend the first week of their Accelerated Individualized Mathematics (AIM) classroom session to complete necessary documentation, develop an attendance schedule and have the maximum time available to complete the course.

For more information call 972.881.5720.

**College-level Mathematics Daily Flex Entry** courses are open for enrollment until the class fills. For more information call 972.881.5880.

Administrative Withdrawal: As of Fall 2012, students who miss more than 20 percent of the meetings of a Developmental Education (DE) class between the beginning of class and the college withdrawal date may be administratively withdrawn from those DE classes. Administrative withdrawal may have academic, financial, financial aid and visa implications. It will count toward Collin's Repeat Policy and the 27-hour limitation on Developmental Education courses. Administrative withdrawal will take place after the full refund period, and students who are administratively withdrawn from courses will not be eligible for a tuition refund.

#### **EXPRESS CLASSES**

Express classes are completed in a shorter time frame than the regular college semester. Registration for express classes is accepted until the start date of the particular express class. Register early to secure a place and prevent class cancellation. Each course has a unique drop, withdrawal and refund date.

Search for these courses by checking the appropriate box on the e-schedule. On the schedule, express classes have specific start and end dates listed.

For more information at Central Park Campus call 972.548.6744. For more information at Preston Ridge Campus call 972.377.1744. For more information at Spring Creek Campus call 972.881.5744.

#### **HYBRID COURSES**

Hybrid courses are a combination of on-site and online delivery.

#### **DISTRICT VETERAN-CENTERED COURSES**

Veteran-centered courses meet expected student learning outcomes of the college course, but include additional topics that are of interest to students who are veterans. Classes are "military-friendly" with professors who are aware of special circumstances such as impending deployment of students, IRR status, VA regulations and GI Bill education benefits. The purpose of this program is to allow students the opportunity to apply military service and knowledge in an academic setting.

#### LDI

# **Leadership Development Institute**"Leading Where It Matters"

The Leadership Development Institute (LDI) is a Collin College academic initiative that incorporates key leadership principles into the curriculum of core courses. LDI is dedicated to the development of leaders through the core courses, and provides experiential opportunities for students seeking to make a positive difference in their lives and that of the community. LDI partners with the LEAD program on many activities, including: the ROPES course, leadership skills workshops, movies and panel discussions, field trips and guest speakers. Key leadership topics integrated into core courses include communication, problem solving, teamwork, decision making, ethics and more. Students will receive core course credit for each core course with the LDI designation.

To search for Leadership Development Institute integrated core courses on the e-schedule, select "Leadership Development Courses" under "Attribute Type." All students are eligible to register for the Leadership Development Institute integrated core courses.

For more information, contact Dr. Debra St. John, director of the Leadership Development Institute, at dstjohn@collin.edu or call 972.377.1617. Information on LDI class offerings is also available at www.collin.edu/academics/ldi/index.html .

#### **LEAD**

# **Leadership Empowerment and Development** "Leading the Pride"

Leadership Empowerment and Development (LEAD) is an exciting and interactive co-curricular program focusing on student leadership development outside of the classroom. Events and activities include: a one day "Leading the Pride" summer camp; a ROPES course; Leadership in the Movies nights with panel discussions on relevant leadership topics; interactive leadership training and workshops; service projects; special speakers; Strengths Quest workshops; and field trips. Events and activities are held on all campuses throughout the semester. Events are free and open to students currently enrolled in Collin College.

The LEAD program is directed and administered by the Center for Scholarly and Civic Engagement and facilitated by a team of faculty and staff experienced and certified in teaching leadership development. Students participating in LEAD are eligible for completion certificates and may have the opportunity to train as workshop student facilitators and work alongside faculty and staff trainers. Students may also include all program participation on their Co-Curricular Transcript through Student Life, on job applications and on scholarship submissions. For more information on LEAD, contact the Center for Scholarly and Civic Engagement at csce@collin.edu or 972.881.5927, or join OrgSync (www.orgsync.com) and click on Collin College, then the Center for Scholarly and Civic Engagement tab for a list of programs and upcoming events.

## SERVICE LEARNING - A NATIONAL AWARD-WINNING PROGRAM

Make a difference through Service Learning! Collin College's award-winning Service Learning program engages students in meaningful service to the community by matching academic course goals and learning objectives with community needs. Service Learning is associated with a credit-bearing course and is guided by faculty. This experiential application of knowledge in real-life situations strengthens academic, social and practical skills. In addition, Service Learning creates a sense

of civic responsibility, fosters a strong connection to the community and develops effective servant leaders. Students may include Service Learning records on college transfer applications and personal resumes. Service Learning also assists students in clarifying career goals.

Collin College Service Learning projects have included hurricane recovery efforts, Veterans' History Projects, mentoring of at-risk youth, environmental research and restoration, business development and technical assistance for nonprofit organizations, dental clinics for children, social service outreach and fine arts projects for the community.

For more information, students may contact the Center for Scholarly and Civic Engagement at csce@collin.edu, visit www.collin.edu/academics/servicelearning or call 972.881.5927.

#### TRANSFER OPPORTUNITIES

The best way to make the most of your college experience is to make the most of it from the beginning. As a Collin College student, you can take advantage of a variety of services as you prepare to transfer to a four-year college or university. You may be able to transfer prerequisite-ready, major-ready and core-complete from Collin College.

Meet with a Collin College academic advisor to assist you with course selections. With your planning, coordination and the guidance of an advisor, Collin College's associate degrees (AA, AAT and AS), core curriculum, fields of study, and/or academic coursework may transfer as the freshman and sophomore degree and prerequisite requirements for your bachelor's degree.

For additional information and an opportunity to meet with admissions counselors from most major universities in Texas, attend college transfer fairs held each long semester at Central Park, Preston Ridge and Spring Creek campuses. You can also make individual advising appointments with our partner university representatives. All schedules are posted on the TransferU website at http://www.collin.edu/transferu/.

Collin College has pre-admission partnerships with 10 colleges and universities. These special partnerships provide Collin College students benefits that may include guaranteed tuition, access to college events and bookstore discounts. Collin College's pre-admissions partners are:

- Austin College
- Baylor University
- Dallas Baptist University
- Southern Methodist University
- Texas A&M University-Commerce
- Texas Tech University
- Texas Woman's University
- Texas Wesleyan University
- The University of North Texas The University of Texas at Dallas
- Make your transfer experience positive and successful. Meet with an academic advisor and visit our comprehensive transfer website, which
- includes information such as:Pre-admissions programs
  - Transfer guides, degree plans and course equivalencies for colleges and universities
  - Transfer fairs and college visit calendars
- Texas Common Application (www.applytexas.org) For more information, call 972.599.3100 or visit www.collin.edu/transferu .

#### **WEEKEND COLLEGE**

Collin College's Weekend College offers students alternatives for those unable to attend college during a traditional time frame. As soon as a student is admitted to Collin College they are able to pursue any course offered at their convenience. Weekend College students are held to the same academic performance standards as traditional students and Weekend College course content matches the college's weekday offerings. Courses during regular semesters are offered in three

weekend express block sessions, seven/eight weekend extended block sessions, 10-week sessions and full 16-week semesters. During Summer, Weekend College offers both five-week and 10-week sessions.

In addition to core courses, the Weekend College offers a variety of non-core courses to complete programs and certificates requirements. A listing of all Weekend College courses is on the website at www.collin.edu/academics/weekendcollege.

**Collin College Weekend College** offers students alternatives for those unable to attend classes during a traditional time frame. As soon as a student applies at www.applytexas.edu and is admitted to Collin College, they are able to enroll in Weekend College. Weekend College course content matches the course content of weekday offerings and students are held to the same academic performance standards. No special permission is needed to enroll in Weekend College and registration is through CougarWeb as with traditional courses.

#### **Weekend College Features:**

- Weekend College offers both five-week and 10-week Summer sessions.
- A variety of applied science, technical and certificate programs designed to prepare students for employment.
- The opportunity to complete the entire core curriculum of the Associate of Arts, Associate of Science or the Associate of Arts in Teaching degree.
- Developmental courses to improve basic academic skills.
- Flexible enrollment dates

#### **Weekend College Campuses:**

Central Park Campus: 2200 University Drive, McKinney

Preston Ridge Campus: 9700 Wade Blvd, Frisco

Spring Creek Campus: 2800 E. Spring Creek Pkwy, Plano Academic Advisors are available on these campuses to assist you.

#### Weekend College is here to help...

- Individuals unable to attend weekday or regular evening classes.
- Students wanting to accelerate their academic progress.
- Individuals anticipating a career change.
- People working full-time seeking advancement.
- Individuals planning to re-enter the job market or beginning a new career.

A listing of all Weekend College courses can be located on the Weekend College website: http://www.collin.edu/academics/weekendcollege/ .

Brian L. Lenhart, Director of Weekend College, at 972-881-5801.





TEXAS A&M-COMMERCE OFFERS ADVANCED CLASSES IN **MARKETING**, **BUSINESS**, **ENVIRONMENTAL SCIENCE** AND **AGRIBUSINESS** AT COLLIN COLLEGE'S PRESTON RIDGE CAMPUS. WORK TOWARD A BACHELOR'S DEGREE AT A CAMPUS YOU ALREADY KNOW.

CLASSES ARE AVAILABLE THIS SUMMER AND FALL. LEARN MORE AT WWW.TAMUC.EDU/FRISCO OR EMAIL FRISCO@TAMUC.EDU FOR MORE INFORMATION.





# **Academic Discipline Contacts**

Department	Central Park	Preston Ridge	Spring Creek
AAT/Child Development			Dr. La Tanya Thomas 972.881.5645, K106 lythomas@collin.edu
Accounting	Dr. Amy Gainer 972.548.6650, B122A againer@collin.edu	Meredith Martin 972.377.1032, J142 mmartin@collin.edu	Dr. Millie Black 972.578.5586, B193 mdblack@collin.edu
Anthropology	Dr. Amy Gainer 972.548.6650, B122A againer@collin.edu	Meredith Martin 972.377.1032, J142 mmartin@collin.edu	Craig Leverette 972.578.5552, J112 B cleverette@collin
Art	Dr. Amy Gainer 972.548.6650, B122A againer@collin.edu	Dr. Lupita Tinnen 972.377.1031, J144 ltinnen@collin.edu	Dr. La Tanya Thomas 972.881.5645, K106 lythomas@collin.edu
Biology	Dr. Lee Powell 972.548.6725, B122B wlpowell@collin.edu	Dr. Dawn Richardson 972.377.1725, J140 A drichardson@collin.edu	Craig Leverette 972.578.5552, J112 B cleverette@collin
Biotechnology			Craig Leverette 972.578.5552, J112 B cleverette@collin
Business Administration	Dr. Amy Gainer 972.548.6650, B122A againer@collin.edu	Meredith Martin 972.377.1032, J142 mmartin@collin.edu	Dr. Millie Black 972.578.5586, B193 mdblack@collin.edu
Business Management		Karen Musa 972.377.1672, H245 kmusa@collin.edu	
CADD/Interior Design		Michael Coffman 972.377.1029, H246 mcoffman@collin.edu	
Chemistry	Dr. Lee Powell 972.548.6725, B122B wlpowell@collin.edu	Dr. Dawn Richardson 972.377.1725, J140 A drichardson@collin.edu	Daphne Babcock 972.578.5518, J112 A dbabcock@collin.edu
Communication Design			Dr. Garry Evans 972.881.5636, K105 gevans@collin.edu
Computer Networking/CISCO Networking/Convergence Technology		Michael Coffman 972.377.1029, H246 mcoffman@collin.edu	
Computer Science - Field of Study		Michael Coffman 972.377.1029, H246 mcoffman@collin.edu	
Computer Systems		Michael Coffman 972.377.1029, H246 mcoffman@collin.edu	
Criminal Justice - Field of Study		Meredith Martin 972.377.1032, J142 mmartin@collin.edu	
Culinary/Pastry		Karen Musa 972.377.1672, H245 kmusa@collin.edu	
Cybersecurity, Information Systems		Michael Coffman 972.377.1029, H246 mcoffman@collin.edu	
Dance	Dr. Amy Gainer 972.548.6650, B122A againer@collin.edu	Dr. Lupita Tinnen 972.377.1031, J144 ltinnen@collin.edu	Dr. Garry Evans 972.881.5636, K105 gevans@collin.edu
Dental Hygiene	Christine McClennan 972.548.6738, A120 cmcclellan@collin.edu		

Department	Central Park	Preston Ridge	Spring Creek
Developmental Math	Dr. Lee Powell	Karen Musa	Dr. Meredith Wang
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Drama/Theatre			Dr. Garry Evans 972.881.5636, K105 gevans@collin.edu
E-Business Development		Michael Coffman 972.377.1029, H246 mcoffman@collin.edu	
Economics - Business Field of Study	Dr. Amy Gainer	Meredith Martin	Dr. Millie Black
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	againer@collin.edu	mmartin@collin.edu	mdblack@collin.edu
Emergency Medical Services Professions	Pat McAuliff 972.548.6837, A206 pmcauliff@collin.edu		
Engineering FOS/Electronics Engineering Program		Michael Coffman 972.377.1029, H246 mcoffman@collin.edu	
English	Dr. Amy Gainer	Dr. Lupita Tinnen	Dr. Kelly Andrews
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Environmental Science	Dr. Lee Powell	Dr. Dawn Richardson	Daphne Babcock
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English English as a Second Language (ESL)			Dr. Meredith Wang 972.516.5057, F131 mwang@collin.edu
Fire Science	Pat McAuliff 972.548.6837, A206 pmcauliff@collin.edu		
Foreign Languages	Dr. Amy Gainer	Dr. Lupita Tinnen	Dr. Meredith Wang
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Geography	Dr. Lee Powell	Meredith Martin	Craig Leverette
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Geology	Dr. Lee Powell	Dr. Dawn Richardson	Daphne Babcock
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Geospatial Information Systems		Michael Coffman 972.377.1029, H246 mcoffman@collin.edu	
Government	Dr. Amy Gainer	Meredith Martin	Dr. Millie Black
	972.548.6650, B122A	972.377.1032, J142	972.578.5586, B193
	againer@collin.edu	mmartin@collin.edu	mdblack@collin.edu
Health Information Management	Michelle Millen 972.548.6676, H205 mmillen@collin.edu		
Health Professions	Dr. Julie Westcott 214.491.6253, H208 jwestcott@collin.edu		
History	Dr. Amy Gainer	Meredith Martin	Dr. Millie Black
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	againer@collin.edu	mmartin@collin.edu	mdblack@collin.edu
Hospitality Management		Karen Musa 972.377.1672, H245 kmusa@collin.edu	
Humanities	Dr. Amy Gainer	Dr. Lupita Tinnen	Dr. Millie Black
	972.548.6650, B122A	972.377.1031, J144	972.578.5586, B193
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Integrated Reading & Writing (INRW)	Dr. Lee Powell	Karen Musa	Dr. Meredith Wang
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Department	Central Park	Preston Ridge	Spring Creek
Interpreter Education Program/ASL			Dr. Meredith Wang 972.516.5057, F131 mwang@collin.edu
Law Enforcement	Todd Eubanks 972.548.6861, B218 teubanks@collin.edu		
Marketing		Karen Musa 972.377.1672, H245 kmusa@collin.edu	
Math	Dr. Lee Powell 972.548.6725, B122B wlpowell@collin.edu	Dr. Dawn Richardson 972.377.1725, J140 A drichardson@collin.edu	Daphne Babcock 972.578.5518, J112 A dbabcock@collin.edu
Medical Billing/Coding	Michelle Millen 972.548.6676, H205 mmillen@collin.edu		
Music FOS/Commercial Music			Dr. Garry Evans 972.881.5636, K105 gevans@collin.edu
Nursing	Donna Hatch 972.548.6884, H330 dhatch@collin.edu		
Office Systems Technology		Karen Musa 972.377.1672, H245 kmusa@collin.edu	
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Surgical Technology	Jeanne Glapion 214.491.6218, H206 jglapion@collin.edu		

# **VICE PRESIDENTS/PROVOSTS and DEANS**

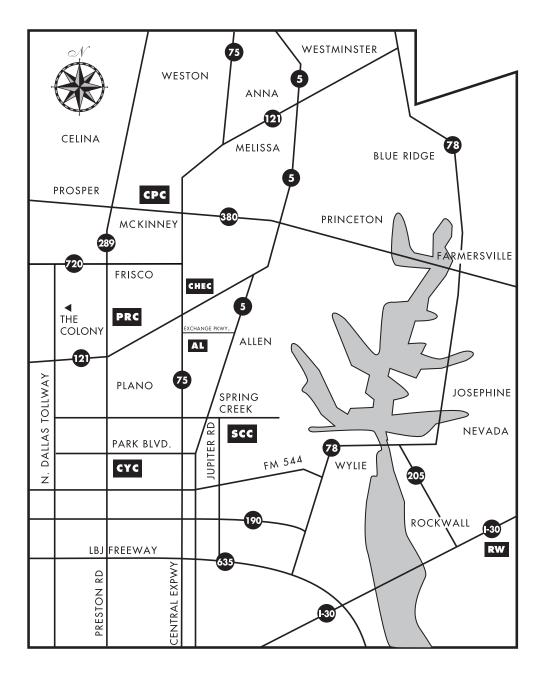
Division	Dean	Location	Phone
Central Park Campus VP/Provost	Dr. Jon H. Hardesty	CPC C307	972.548.6803
Dean, Academic Affairs	Brenda Carter	CPC B122E(F)	214.491.6271
Academic Associate Dean	Dr. Amy Gainer	CPC B122A	972.548.6650
Academic Associate Dean	Dr. Lee Powell	CPC B122B	972.548.6725
Dean, Workforce Programs	Gary Hodge	CPC H203	972.548.6677
Director, Dental Hygiene	Christine McClellan	CPC A120	972.548.6738
Director, Fire Science and EMS Program	Pat McAuliff	CPC A206	972.548.6837
Director, Health Information Management	Michelle Millen	CPC H205	972.548.6676
Director, Health Science Academies	Dr. Julie Westcott	CPC H208	214.491.6253
Director, Respiratory Therapy & Polysomnographic Tech	Araceli Solis	CPC H207	972.548.6870
Director, Surgical Technology	Jeanne Glapion	CPC H206	214.491.6218
Director, CE Healthcare	Kimberly Head	CYC 425A	972.985.3708
Director, Simulation Lab	Jackie Langford	CPC H204	972.548.6719
Director, Law Enforcement Academy	Todd Eubanks	CPC B218	972.548.6861
Dean, Nursing	Donna Hatch	СРС Н330	972.548.6772
Preston Ridge Campus VP/Provost	Dr. Abe Johnson	PRC J230	972.377.1551
Dean, Academic Affairs	Wendy Gunderson	PRC LH106	972.377.1015
Academic Associate Dean	Dr. Lupita Tinnen	PRC J144	972.377.1031
Academic Associate Dean	Meredith Martin	PRC J142	972.377.1032
Academic Associate Dean	Dr. Dawn Richardson	PRC J140A	972.377.1725
Dean, Workforce Programs, Dev. Ed.	James Barko	PRC U105	469.365.1902
Academic/Workforce Associate Dean	Michael Coffman	PRC H246	972.377.1029
Academic/Workforce Associate Dean	Karen Musa	PRC H245	972.377.1672
Spring Creek Campus VP/Provost	Dr. Mary McRae	SCC G228	972.881.5770
Dean, Academic Affairs	Dr. Donald Weasenforth	SCC B240	972.516.5079
Academic Associate Dean	Dr. Millie D. Black	SCC B193	972.578.5586
Academic Associate Dean	Dr. Kelly Andrews	SCC B194	972.881.5640
Academic Associate Dean	Dr. Meredith Lord Wang	SCC F131	972.516.5057
Dean, Academic Affairs	Dr. Cameron Neal	SCC J112	972.881.5880
Academic Associate Dean	Daphne Babcock	SCC J112A	469.365.1902
Academic Associate Dean	Craig Leverette	J112B SCC	972.578.5552
Dean, Academic Affairs/Workforce	Gaye Cooksey	SCC A177	972.881.5107
Academic/Workforce Associate Dean	Dr. Garry Evans	SCC K105	972.881.5636
Academic/Workforce Associate Dean	Dr. La Tanya Thomas	SCC K106	972.881.5645

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# Quick Reference Guide

	Central Park	Courtyard Center	Preston Ridge	Spring Cree
Information Center	072 5/18 6700	072 085 2700	072 277 1700	072 881 570
Student Technical Support				
**				
Admissions Office				
FAX				
Special Admissions/Dual Credit				
Academic Advising				
ACCESS				
Associate Faculty Offices				
Bookstore				
Canvas 24/7 Support (Technical Support)	$\dots 972.377.1777.$	972.377.1777	972.377.1777	972.377.177
Career Services	$\dots 972.548.6769.$		972.881.5194	972.881.519
Cashier's Office	972.548.6616.	972.985.3724	972.377.1637	972.881.563
Center for Scholarly & Civic Engagement				972.881.590
Child Development Center				972.881.594
Continuing Education		972.985.3750		
Counseling Services				
Dean of Student and Enrollment Services				
Distance Learning Office				
eLC (Student Support Center)				
Financial Aid Office				
Honors Institute				
	,,		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	972.516.500
nternational Students Office				
Information				
Learning Communities				
Library				
Math Labs				
Vice President/Provost's Office				
Recruitment/Programs for New Students				
Registration				
Service-Learning.				
Strategies of Behavioral Intervention (SOBI)				
Student Life Office				
Student and Enrollment Services				
l'esting Center				
Theatre Box Office				
Weekend College				
Wellness				
Writing Center	972.548.6857.		972.377.1576	972.881.584
Allen Center		Collin Higher Education	•	
nformation Center	972.377.1060	Information Center		972.599.310
AX	2 . •	Transfer Programs Office.		
Special Admissions - Dual Credit		Dean of Students Office		
		Rockwall Center		

To reach a professor, call the appropriate division number or check the online directory at www.collin.edu/directory.html .



Collin Higher Education Center (CHEC) 3452 Spur 399 McKinney, TX 75069 972.599.3100

Central Park Campus (CPC) 2200 W. University Drive McKinney, Texas 75071 972.548.6790 Spring Creek Campus (SCC) 2800 E. Spring Creek Parkway Plano, Texas 75074 972.881.5790

Courtyard Center (CYC) 4800 Preston Park Blvd. Plano, Texas 75093 972.985.3790

Allen Center (AL) 300 Rivercrest Blvd. Allen, Texas 75002 972.377.1060 Preston Ridge Campus (PRC) 9700 Wade Blvd. Frisco, Texas 75035 972.377.1790

Rockwall Center (RW) 2610 Observation Trail Rockwall, Texas 75032 214.771.4573

## ■ Collin Higher Education Center ■

## **COLLIN HIGHER EDUCATION CENTER**

3452 Spur 399 • McKinney, Texas 75069

#### **DEGREE PROGRAMS**

#### **BACHELOR DEGREE PROGRAMS**

Accounting, Bachelor of Science, UT Dallas

Bachelor of General Studies, Texas Tech University

Business Administration, UT Dallas

Child Development, Bachelor of Science, TWU

General Studies, Bachelor, Texas Tech University

Human Sciences, Bachelor of Sciences, Texas Tech University

Interdisciplinary Studies (Elementary Education), B.S./B.A. Concentration in

EC-6 Bilingual and EC-6 Generalist/ESL, A&M - Commerce

Math (with teacher certification), Bachelor of Science, TWU

Multidisciplinary, Bachelor of Applied Arts and Sciences, UNT

- \* Alternative Dispute Resolution
- \* Business Management
- \* Logistics
- \* Marketing
- \* Sociology

Nutrition, Bachelor of Science, TWU

Psychology, Bachelor of Science or Bachelor of Arts, A&M - Commerce

Political Science, Bachelor of Arts, Texas Tech University

Spanish, Bachelor of Arts, A&M - Commerce

Sports and Recreation Management, Bachelor of Science, A&M - Commerce

University Studies, Bachelor of Arts/Bachelor of Science, Texas Tech University

#### **MASTER DEGREE PROGRAMS**

Accounting, Master of Science, UT Dallas

Administration (Education with Principal Certification Option), Master of Education, TWU

Business Administration, Master of Business Administration, UT Dallas

Counseling, Master of Science, Master of Education, A&M - Commerce

Curriculum and Instruction, Master of Education (Elementary), A&M - Commerce

Healthcare Administration, Master of Healthcare Administration, TWU

Higher Education, Master of Education, UNT

Public Administration, Master, Texas Tech University

Reading Education, Master of Education, Master of Arts, TWU

Social Work, Master, A&M - Commerce

Special Education (with Educational Diagnostician Option), Master of Education, TWU

#### **DOCTORAL**

Counseling, *Ph.D.*, A&M - Commerce Educational Administration, *Ed.D.*, (with Superintendent Option) UNT Higher Education, *Ph.D./Ed.D.*, UNT

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