

Collin Higher Education Center

Student Resource Guide

Welcome to the next step in your educational journey at the Collin Higher Education Center (CHEC). The information in this handbook will assist in understanding resources, policies, and procedures related to CHEC. Please feel free to bring any questions to the Collin College staff members in suite 120 (972.599.3100) or to a university representatives at CHEC.

Building Information

➤ **Hours**

The Collin Higher Education Center building is open:

Monday – Thursday, 7:00 a.m. – 11:00 p.m.,

Friday 7:00 a.m. – 7:00 p.m.,

Saturday 8:00 a.m. – 5:00 p.m. (The building is closed most Saturdays during the summer)

Closed Sundays

Collin College Police are on duty during all building hours.

➤ **Driving Directions**

From the North:

Take US-75 (Central Expressway) South.

Take the El Dorado Exit.

Turn left (east) onto El Dorado.

Turn right onto Medical Center Drive.

Go to the freeway, which is Spur 399, and turn right.

Entrances are the first two on the right

From the South:

Take US-75 (Central Expressway) North.

Exit 38B (Medical Center Drive) and follow the blue H (hospital) signs to Medical Center Drive

Take the turn-around under the freeway or left turn at the Medical Center Drive intersection.

Entrances are the first two on the right

From the East:

Take Highway 380 West

Turn left, heading South on Highway 5/North McDonald Street.

Bear right onto Spur 399/South McDonald Street.

Entrances are on the right just past the Medical Center Drive intersection

From the West:

Take Sam Rayburn Tollway (TX Highway 121) East.

Exit at Medical Center Drive.

Take the turn-around under the freeway at the Medical Center Drive intersection.

Entrances are the first two on the right

➤ **Parking**

Student parking is free at CHEC, but requires a Collin parking sticker. You may obtain a parking sticker at the information desk or the student services center. Parking is available in any non-reserved parking spaces in the 5-level parking garage (to the east of the building) or parking lots (to the east and south of

the building) during building hours. Please refrain from parking in the large lot to the north of the building. This lot does NOT belong to the college and does not have security.

➤ **Information Desk**

The information desk is located in the first floor atrium. CHEC information staff can assist with general inquiries and directions. You can call 3100 from the courtesy phone located there for assistance if no one is at the desk. For personal assistance, please see the staff in the student services center (room 120).

➤ **Campus Closures**

- In the event of inclement weather, CHEC will be closed if and when Collin County Community College District is ordered closed. Campus closures are reported to DFW area TV and radio stations and posted on the Collin College web-page. Students can also learn of Collin College emergencies or campus closures by enrolling in *CougarAlert*, Collin's automated emergency alert system. To establish an account, go to <http://www.collin.edu/cougaralert.html> . The service is free, but your wireless carrier's usual text fees may apply if you choose to sign up for text alerts.
- In the event that the home university closes for inclement weather, but CHEC remains open, students should refer to their class syllabus and/or official university e-mail communication system to determine if their professor will conduct class.

➤ **Classrooms**

Classrooms at CHEC are located on the first and second floors of the building. Most are arranged in the traditional classroom format with tables and chairs. CHEC also has three computer classrooms, and three classrooms equipped for video-conferencing instruction.

➤ **Food and Drink**

Food and drinks are **NOT** allowed in CHEC classrooms or computer labs. Please limit consumption of these items to appropriate locations in the building.

➤ **Student Lounge / Vending Machines**

A student lounge is located on the second floor, just off the elevator lobby. The lounge is equipped with several vending machines (snacks, beverages, and coffee), university bulletin boards, two microwave ovens, and plenty of tables and chairs for eating and studying.

There is no cafeteria or snack bar at CHEC. However, a local restaurant guide, complete with a listing of eateries within a mile of CHEC is available in student services.

➤ **Patio / Courtyard**

The patio courtyard between the main building and the parking garage has several tables and benches for students to utilize for eating, studying, or simply relaxing. The 12-foot high water wall completely blocks out the sounds of the world around you, allowing for a very peaceful and serene setting.

➤ **Children**

By college policy, children under the age of 16 years may not be left unattended on college property, including CHEC. Children are also not allowed in classrooms or computer labs at any time. If your child accompanies you to CHEC, please keep them with you and under your supervision at all times.

➤ **Smoking**

Collin College campuses are smoke free. Smoking is prohibited at CHEC, even in parking areas. Collin College Police enforce this policy, which can carry a fine of up to \$200 for violations.

➤ **Lost and Found**

The Lost and Found service is located inside the student services center in suite 120. Items can be claimed during the student services center's regular hours.

Campus Police / Security

Collin College's Police Department is comprised of state certified peace officers. The CHEC is fully staffed with College Police during all building hours. The police office is located on the first floor, just

inside the east atrium entrance in room 134. If you need police assistance on campus, please dial 972-578-5555, or simply 5555 from a campus phone. In the event of a fire or medical emergency, please dial 911 directly.

Student Services Center (SSC)

➤ **Hours and Staff**

The student services center is located on the first floor in room 120. The SSC is open Monday – Thursday 8:00 a.m. – 8:00 p.m., Friday 8:00 a.m. – 5:00 p.m.

And most Saturdays 8:00 a.m. – 12:00 p.m. (closed during the summer)

The center is staffed by the following Collin employees:

Joe Butler, Associate Vice President of Academic Outreach

Kandi Hoyer-Nixon, Coordinator of University Partnerships

Lori Haberberger, Administrative Assistant

Gloria Tyler, Administrative Assistant

Shadwanda Rainey, Student Services Associate

Glinda Shaffer, Student Services Associate

Learning Resource Center (LRC)

➤ **Quiet Study Space**

The LRC is designated as a quiet study area. Please refrain from making any unnecessary noise in this area. For assistance in locating other areas of the building for group discussions, please contact the student services staff.

➤ **Assistive Technology**

One group study room in the LRC is equipped with assistive technology devices for student use. Please contact your university representative for more information. Students requiring the use of these assistive devices have priority for the use of this room.

➤ **Library Services and Tex-Share**

Most university library resources are available online through your university's portal. Other materials are available in print via Tex-Share. Contact your university librarian for information on how to utilize Tex-Share at CHEC.

General Student Resources

➤ **Computer Access**

A limited number of computers are available for student use in the LRC on a first-come, first-served basis. Please limit use of these computers to school-related work or research. Additional computers are located in the Student Services Center; students using them for registration and similar services have priority for their use. Classroom computer labs are only available for class use and must be scheduled by a professor.

➤ **Printing, Photocopying and Scanning**

Computer printing is available from both banks of computers (LRC and SSC). A photocopier is located just west of the elevators on the first floor. Students must purchase a reloadable copy card to use printing and photocopying services.

Printing and photocopying costs 10 cents per page for black and white, 25 cents for color prints, and there is an initial charge for the card of 50 cents. Copy cards can be purchased in the card vending machine inside the student services center.

The photocopier will also scan documents and e-mail them to you as .pdf files. Scanning is free, but does require the insertion of a copy card with any balance to unlock the copier control pad.

For assistance in using printing, copying, or scanning services, please see Student Services staff or the Information Desk.

Finding Your Way around the CHEC (see attached Building Map)

➤ **Elevators, Rest Rooms and Courtesy Phone**

- Elevators are located in the atrium across from the Information Desk. Stairwells are located just east of the elevator (to the second floor only), and in the northwest and northeast corners of the building (access to all four floors).
- Restrooms are located at the east end of the building on all floors.
- A courtesy phone is located at the information desk. Only local calls can be made from the courtesy phone.

➤ **First Floor**

Most students will enter CHEC through the east atrium doors near the parking garage. As you enter the atrium, to your immediate right will be the campus police office. Past that, the information desk will be on your left and the elevators will be to your right. Behind the elevator lobby is the student services center and university offices. First floor classrooms are located in the U-shaped hallway located to the left and right of the student services center. On the opposite side of the atrium is the learning resource center with three group study rooms, computers for accessing your home university's library services, and several tables for quiet study. Also on that side of the atrium is the board room for the Collin College Board of Trustees.

➤ **Second Floor**

As you exit the elevators on the second floor, you will see the student lounge. Second floor classrooms are located in the u-shaped hallway located to the left and right of the student lounge.

➤ **Third and Fourth Floors**

These floors house the district administrative offices of Collin College. Please do not go to these floors unless you have official Collin College business.

Student Technical Support

- If you need assistance with the hardware or software located in the student use areas of the CHEC, please see a Collin employee in the SSC.
- If you need assistance with your login or password for the student services portal of your home university's web-site, please contact the technical support department listed below:

Texas A&M University-Commerce ~ 903.468.6000 ~ HelpDesk@tamuc.edu

Texas Tech ~ 806.742.4357 ~ www.askit.ttu.edu

Texas Woman's University ~ 940.898.3971 ~ helpdesk@twu.edu

The University of Texas at Dallas ~ 972.883.2911 ~ assist@utdallas.edu

University of North Texas ~ 940.565.2324 ~ <https://web3.unt.edu/helpdesk/email/email.php>

University Representatives Stationed at CHEC

Each partner university has assigned a representative to be housed at the CHEC to assist students with information and student services in relation to the degree programs they are offering. Please feel free to contact your university representative for assistance. Some universities also have academic advisors available as various times. Contact the representative listed below for additional information.

- **TAMU-C ~ Brandon Crutchfield** (Full-Time) ~ 972.599.3122 ~ brandon.crutchfield@tamuc.edu
- **TTU ~ Caleb Cox** (Full-Time) ~ 972.599.3172 ~ caleb.cox@ttu.edu
- **TWU ~ Nikki Young** (Thursday Only) ~ 972.599.3124 ~ nyoung1@twu.edu
- **UNT ~ Myra Hafer** (Full-Time) ~ 972.599.3126 ~ myra.hafer@unt.edu
- **UT Dallas ~ Judy Jones** (Full-Time) ~ 972.599.3127 ~ judyjon@utdallas.edu

- **Admissions/Registration**
Admissions and registration for degree programs offered at CHEC follow the policies and procedures of the home university. Computer workstations are available in the Student Services Center for students to access the online portals for their home university.
- **Advising**
Academic advising is also a function of the home university offering the degree. Please visit with an on-site university representative for assistance, or contact the degree program contact person at the home university. Phone numbers and e-mail addresses for these contacts can be found on CHEC web-page, under University Contacts.
- **Financial Aid**
Financial Aid is also a function of the home university. Please fill out the Free Application for Federal Financial Assistance (FAFSA) online at <http://fafsa.ed.gov> and contact the home university's financial aid office directly. CHEC staff can only assist with general questions regarding financial aid.
- **University Policies**
The rules, policies, deadlines, fees, etc. associated with each degree program are those of the individual university offering the program. Students should always refer to their university catalog or their university's representative(s) for information in these areas.
- **Textbooks and Materials**
Required textbooks can be ordered from the home university's bookstore and mailed directly to a student's home. There is no bookstore at the CHEC.
Supplies, such as scantrons, exam bluebooks, pens and pencils, can be purchased in the vending machine located inside the student lounge.
Students may also check with their university representative or professor for information regarding their university's textbook services and/or supplies needed for class.
- **Student Orientations**
Partnering Universities often offer their new student orientations at the CHEC at the beginning of each new semester. Contact your university representative for more information on availability of student orientation.

Degree Programs

- **Bachelor's Degrees**
Students who have already earned an associate degree or have a substantial number of college academic credit hours should review the list of baccalaureate degrees offered at the Collin Higher Education Center (CHEC).
 - Bachelor of Applied Arts and Sciences** / UNT
Multidisciplinary – Alternative Dispute Resolution, Business Management, Sociology
 - BA/BS** – Interdisciplinary Studies (Elementary Education) / A&M-Commerce
 - BA/BS** – University Studies / Texas Tech
 - Bachelor of General Studies** / Texas Tech
 - Bachelor of Science** – Accounting / UT Dallas
 - Bachelor of Science** – Business Administration / UT Dallas
 - Bachelor of Science** – Child Development / TWU
 - Bachelor of Science** – Human Sciences / Texas Tech
 - Bachelor of Science** – Math (with Teacher Certification) / TWU
 - Bachelor of Science** – Nursing (RN to BSN) / TWU
 - Bachelor of Science** – Psychology / A&M-Commerce
 - Bachelor of Science** – Spanish / A&M-Commerce

Bachelor of Science – courses towards Sport & Recreation Management

➤ **Graduate Degrees**

Students who have earned a bachelor's degree should review the list of graduate programs for program information. A good starting point for potential graduate students is to prepare for and take the GRE or GMAT (for management degrees). In addition, get your resume updated and consider who could write letters of recommendation for your application to graduate school.

Master of Business Administration / UT Dallas

Master of Education – Curriculum and Instruction / A&M-Commerce

Master of Education – Administration (Education) / TWU

Master of Education – Higher Education / UNT

Master of Education – Special Education / TWU

Master of Health Care Administration / TWU

Master of Science – Accounting / UT Dallas

Master of Science/Education – Counseling / A&M-Commerce

Doctor of Philosophy – Counseling / A&M-Commerce

Doctor of Education – Educational Administration / UNT

Doctor of Philosophy/Education – Higher Education / UNT

➤ **Other Degrees**

Other degrees may be added to this list as they become available from the partnering universities. Please contact your university's representative with specific degree requests.

Faculty Correspondence / Turning in Assignments

➤ **Assignments**

Students needing to turn in an assignment to a CHEC professor may leave the assignment with a Collin employee in the Student Service Center **with prior consent** of the professor. The item will be time-stamped and placed in the professor's mailbox. We will not notify the professor so the student will need to send an e-mail to the professor that the assignment is here. This service is only available during the hours that the Student Service Center is staffed. Please do not attempt to slide assignments under the door or leave them in any other location. Mailboxes are not automatically set up.

➤ **Messages**

Students needing to inform a professor that they cannot be in class can e-mail their professor.

CHEC Web-Site

The CHEC web-site is continuously being updated to provide you with the information you need including links to helpful services on university partner web-sites. Please refer to it often at

<http://www.collin.edu/chec>

Maps

➤ District Campuses and Locations

Collin @ Allen – inside Allen High School

CHEC – Collin Higher Education Center

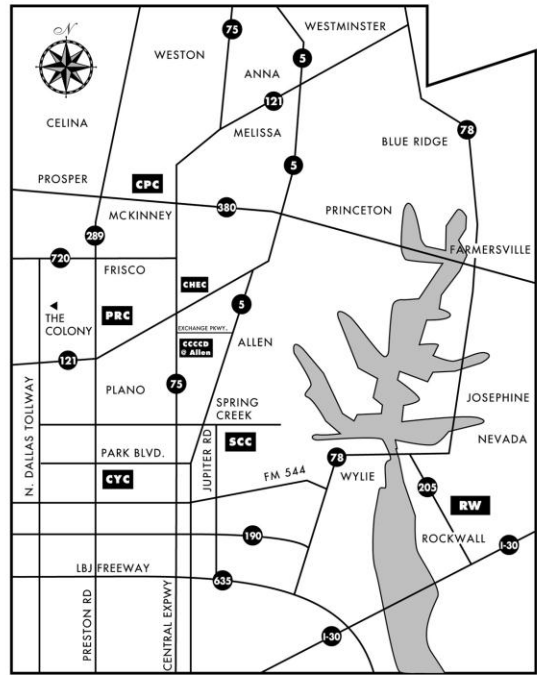
CPC – Central Park Campus

CYC – Courtyard Center

PRC – Preston Ridge Campus

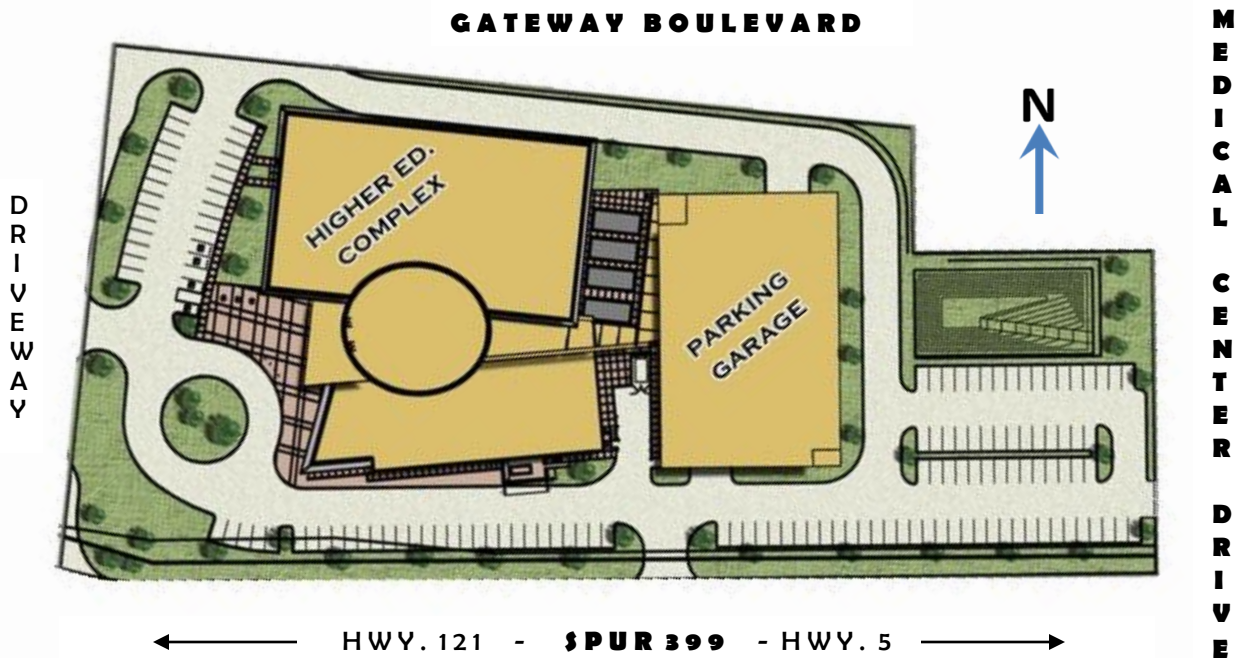
RW – Rockwall Higher Education Center

SCC – Spring Creek Campus

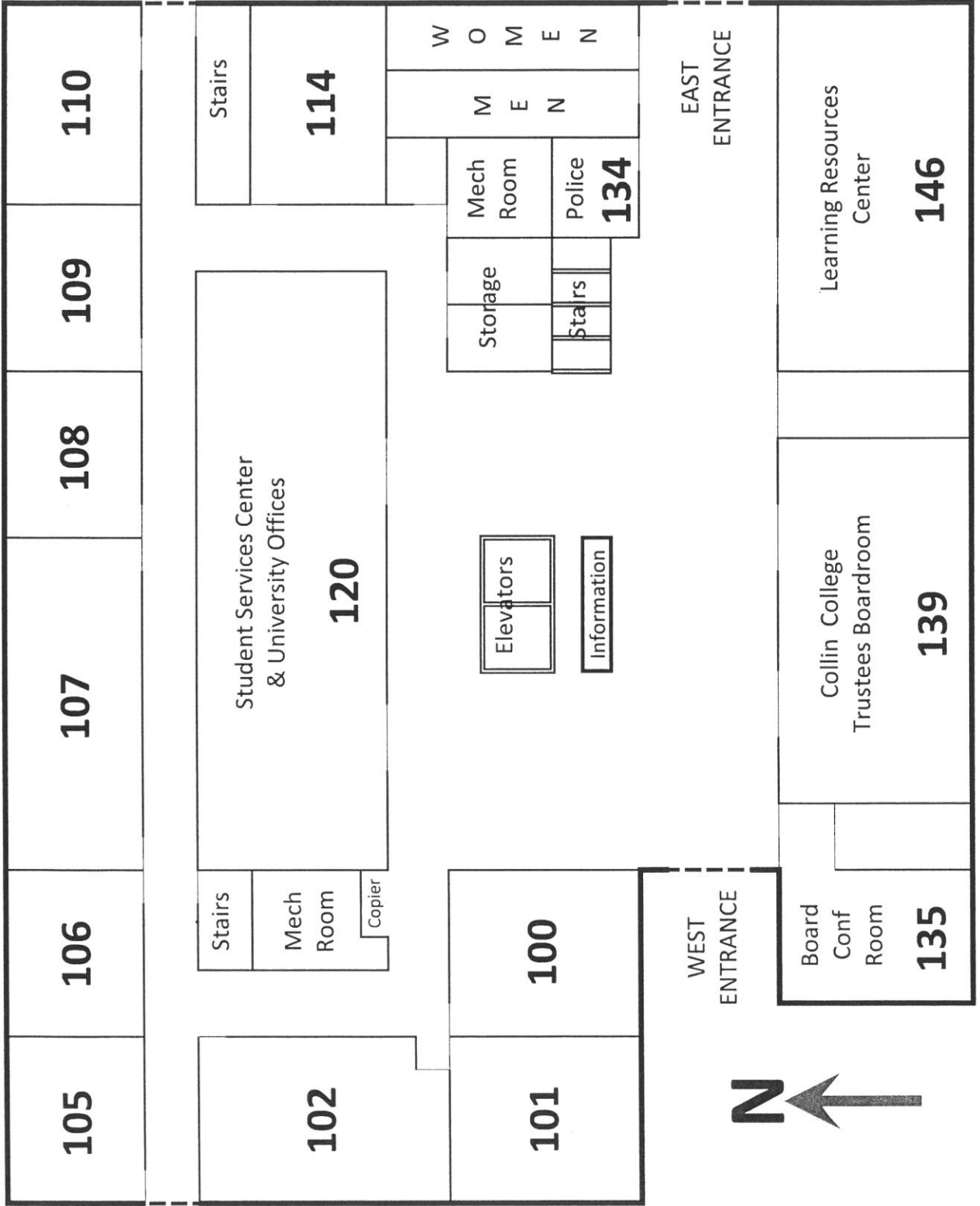


➤ CHEC Site and Parking Map

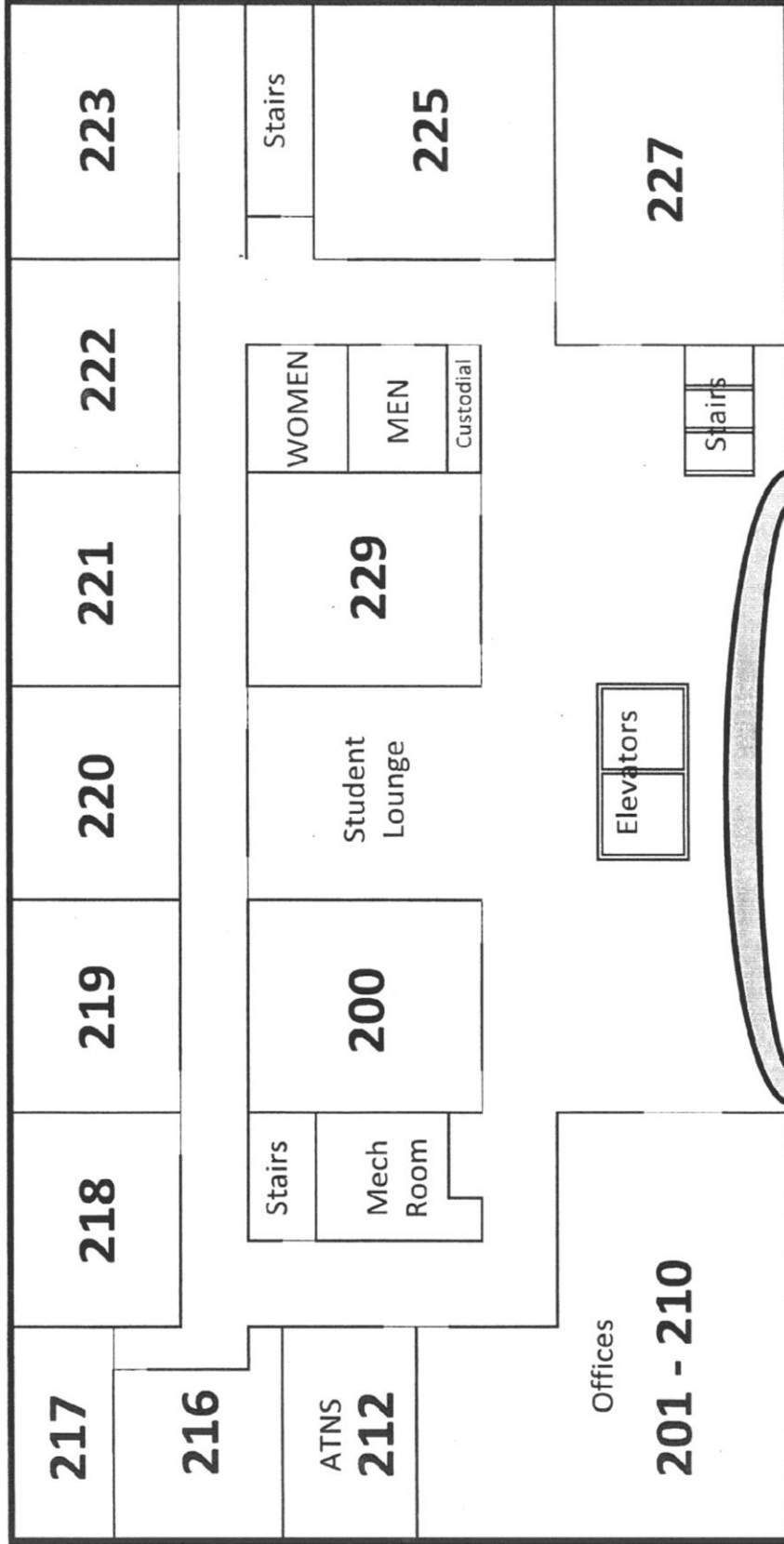
- There is ample parking in the 5-level parking garage



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3452 Spur 399
McKinney, TX 75069
972.599.3100

BUILDING HOURS:

Monday - Friday, 7:00am-11:00pm
Saturday, 8:00am-5:00pm