

# Collin Higher Education Center

## Student Resource Guide

Fall 2017 – Spring 2018



### *Welcome*

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 Representative at CHEC. We are all here to assist you.

### *Student Services Center (SSC)*

#### **Fall and Spring Student Services Center Hours of Operation**

Monday - Thursday: 8:00 a.m. – 8:00 p.m.

Friday: 8:00 a.m.- 5:00 p.m.

Saturday: 8:00 a.m. - 12:00 p.m.

Sunday: Closed

The center is staffed by the following Collin employees:

Lori Haberberger	Administrative Assistant	972-599-3167	lhaberberger@collin.edu
Gloria Tyler	Administrative Assistant	972-985-3735	gt Tyler@collin.edu
Shadwanda Rainey	Student Services Associate	972-599-3100	srainey@collin.edu
Glinda Shaffer	Student Services Associate	972-599-3100	gshaffer@collin.edu
Jamie Mills	Director, Academic Partnerships	972-985-3734	jmills@collin.edu
Donald Weasenforth	Associate Provost, Instruction	975-599-3121	dweasenforth@collin.edu

### *Building Information*

The building is closed on Sundays. Collin College Police are on duty during all building hours.

#### **Fall and Spring Building Hours of Operation**

Monday - Thursday: 7:00 a.m. - 11:00 p.m.

Friday: 7:00 a.m. to 7:00 p.m.

Saturday: 8:00 a.m.- 5:00 p.m.

Sunday: Closed

#### ➤ **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, which is the first light after US-75.

Turn right onto the service road at Spur 399 intersection.

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.  
Take the Medical Center Drive exit.  
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 answers CHEC’s main phone line (972-599-3100) and may assist with general inquiries, directions, and visitors. 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.
- On Collin College recognized holidays, CHEC will be open if your home university has a class scheduled at CHEC, but the Student Services Center will be closed. The Student Services Center 2017 - 2018 holidays include:

- Mon, Sept 4.....Labor Day
- Wed, Nov 22 – Sun, Nov 26.....Thanksgiving Holiday
- Sat, Dec 23 – Tue, Jan 2 .....Winter Break
- Mon, Jan 15.....Martin Luther King Day
- Fri, Mar 16 – Sat, Mar 17 .....Spring Break
- Fri, Mar 30 – Sat, Mar 31 .....Spring Holiday
- Mon, May 28.....Memorial Day
- Wed, July 4 .....Independence Day

➤ **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. Students should not be in the classrooms without an instructor.

➤ **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 most eateries within a mile of CHEC is available at the Information Desk and 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.

➤ **Children**

By college policy, minor children, 16 years of age and under, 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. This includes all electronic cigarettes. 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 from a campus phone.
- Faculty and 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>. This service is free, but your wireless carrier's usual text fees may apply for text alerts.
- Effective August 1, 2017, Texas Government Code, Section 411.2031, CARRYING OF HANDGUNS BY LICENSE HOLDERS ON CERTAIN CAMPUSES will be implemented at Collin College. Policies and Procedures are located online [http://pol.tasb.org/Policy/Download/304?filename=CHF\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/304?filename=CHF(LOCAL).pdf)

### *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, by Student Services. Stairwells are located just east of the elevator (to the second floor only). Also in the northwest and northeast corners of the building.
- 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, university offices and computers for student use. 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 computers for accessing your home university's library services, general use, 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 with a department in that location.

### *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**

- Printing costs 10 cents per page for black and white, 25 cents for color prints. Copying cost is 10 cents a page and only available in black and white. 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.
- 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.
- The photocopier is located in the hall near room 100. This copier 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.

### *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 study room in the LRC is equipped with assistive technology devices for student use. Please contact your University Representative for more information.

➤ **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 you university librarian for information on how to utilize Tex-Share at CHEC.

*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 mail folder. 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 Services Center is staffed. Mail folders are not automatically set up. Please see the center staff to locate your mail folder. This mail folder can also be used to leave items for students.

➤ **Messages**

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

*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 Student Services Center.
- 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:

<b>Texas A&amp;M University-Commerce</b>	903.468.6000	<a href="mailto:HelpDesk@tamuc.edu">HelpDesk@tamuc.edu</a>
<b>Texas Tech</b>	806.742.4357	<a href="http://www.askit.ttu.edu">www.askit.ttu.edu</a>
<b>Texas Woman’s University</b>	940.898.3971	<a href="mailto:helpdesk@twu.edu">helpdesk@twu.edu</a>
<b>The University of Texas at Dallas</b>	972.883.2911	<a href="mailto:assist@utdallas.edu">assist@utdallas.edu</a>
<b>University of North Texas</b>	940.565.2324	<a href="https://web3.unt.edu/helpdesk/email/email.php">https://web3.unt.edu/helpdesk/email/email.php</a>

*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.

<b>TAMU-C</b>	<b>Andrew Baxley</b> (Full-Time)	972.599.3122	<a href="mailto:andrew.baxley@tamuc.edu">andrew.baxley@tamuc.edu</a>
<b>TTU</b>	<b>Andi West</b> (Advisor Full-Time)	972.599.3172	<a href="mailto:andi.west@ttu.edu">andi.west@ttu.edu</a>
<b>TWU</b>	<b>Nikki Young</b> (Hours vary)	972.599.3124	<a href="mailto:nyoung1@twu.edu">nyoung1@twu.edu</a>
	or <b>Stephanie Stephens</b> (offsite)	214-689-6525	<a href="mailto:sstephens4@twu.edu">sstephens4@twu.edu</a>
<b>UNT</b>	<b>Myra Hafer</b> (Full-Time)	972.599.3126	<a href="mailto:myra.hafer@unt.edu">myra.hafer@unt.edu</a>
<b>UT Dallas</b>	<b>Judy Jones</b> (Full-Time)	972.599.3127	<a href="mailto:judyjon@utdallas.edu">judyjon@utdallas.edu</a>

➤ **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. Additionally, the on-site university representatives can offer assistance in these areas.

➤ **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 the 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*

A current degree list can be reviewed at <http://www.collin.edu/chec/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.

➤ **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).

➤ **Graduate Degrees**

Students who have earned a bachelor's degree should review the list of graduate programs for program information.

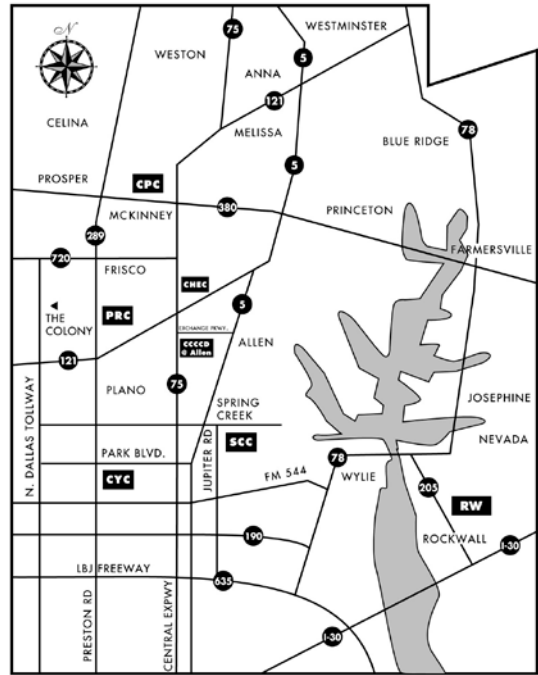
### *CHEC Web-Site*

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

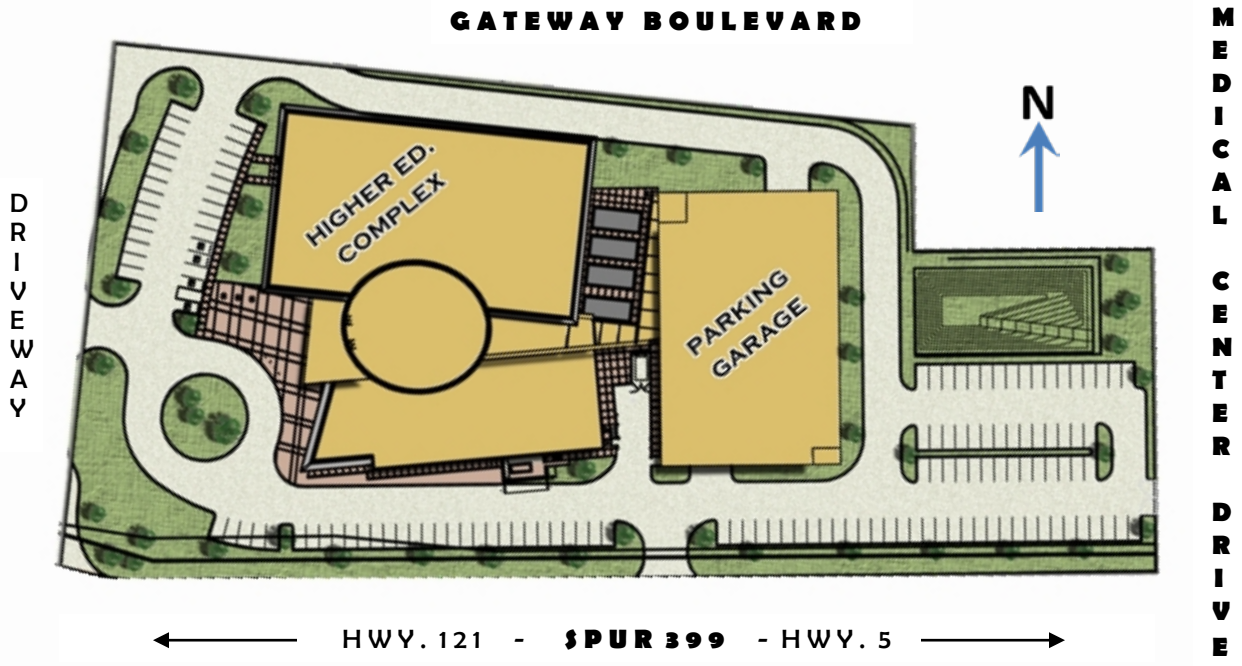
<http://www.collin.edu/chec>

*Maps*

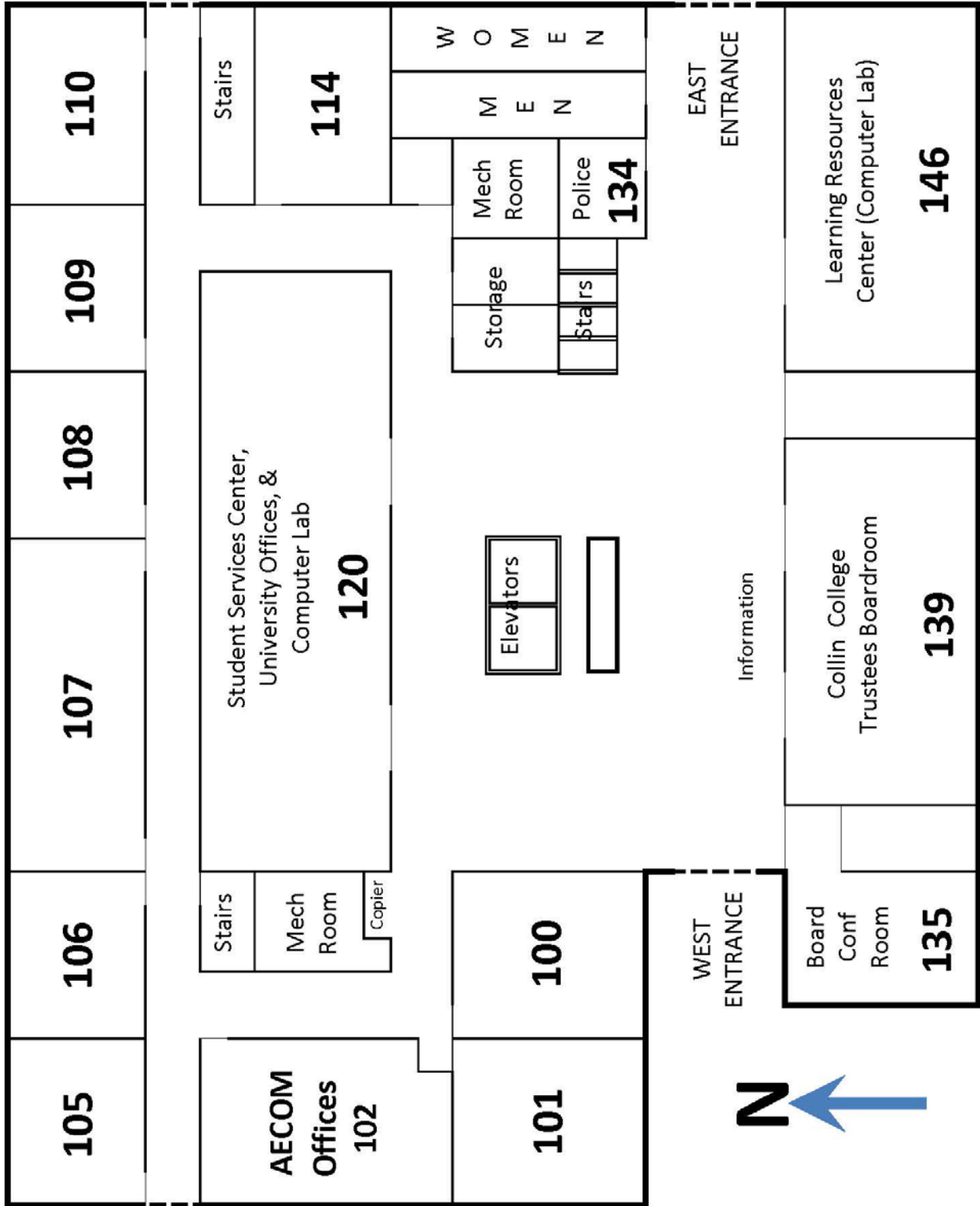
- District Campuses and Locations
  - Collin @ Allen** – inside Allen High School
  - CHEC** – Collin Higher Education Center
  - CPC** – Central Park Campus
  - CYC** – Courtyard Center
  - PRC** – Preston Ridge Campus
  - RW** – Rockwall Higher Education Center
  - SCC** – Spring Creek Campus



- CHEC Site and Parking Map
  - There is ample parking in the 5-level parking garage

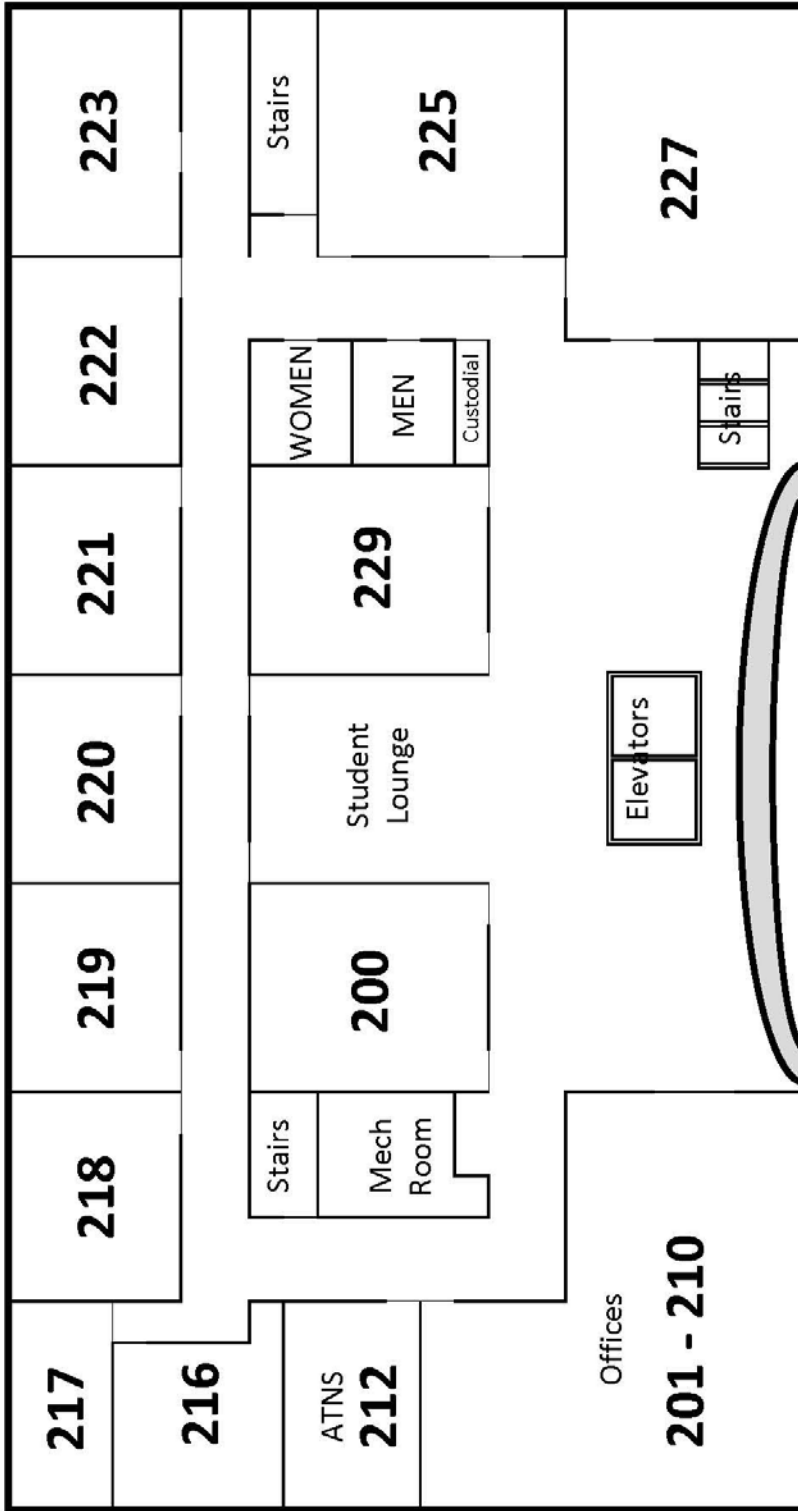


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3452 Spur 399  
McKinney, TX 75069  
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Saturday, 8:00am-5:00pm