Collin College

CORE VALUES

We have a passion for:

Learning

Service and Involvement

Creativity and Innovation

Academic Excellence

Dignity and Respect

Integrity

The Core Values have been defined by the Board of Trustees, District President, students, faculty, staff and administrators of Collin College.
Collin College

Campus Legend
Allen Site, Allen, TX
Central Park Campus, McKinney, TX – CPC
Collin Higher Education Center, McKinney, TX – CHEC
Courtyard Center for Professional and Economic Development, Plano, TX – CYC
Higher Education Center at Rockwall, Rockwall, TX – RW
Preston Ridge Campus, Frisco, TX – PRC
Spring Creek Campus, Plano, TX – SCC
## 2010-2011 Student Handbook

Collin College

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Directory

Allen Site

General Information ........................................... 972.377.1060

Divisions

Center for Teaching, Learning, and
Professional Development ................................ 972.377.1062

Central Park Campus

Student Services

Academic Advising ........................................... 972.548.6782
ACCESS .................................................................. 972.881.5898
Admissions and Records ..................................... 972.548.6710
Blackboard 24/7 Support ..................................... 972.881.5828
Bookstore ........................................................ 972.548.6680
Career Services and Student Employment .............. 972.548.6747
Center for Academic Assistance ......................... 972.548.6505
Collin College Police Department ........................ 972.578.5555
Counseling Services – Personal ............................ 972.548.6615
Distance Learning: Online Student Support Center .... 972.881.5870
Financial Aid/Veterans Affairs ............................ 972.548.6760
Fitness Center .................................................. 972.548.6891
Global EDGE Tech Prep ..................................... 972.548.6723
Information Center ........................................... 972.548.6790
Library ............................................................. 972.548.6860
Math Lab ......................................................... 972.548.6896
Open Lab/Student Computer Lab (SCL) ................. 972.548.6877
Student Development Center ............................. 972.548.6770
Student Life ..................................................... 972.548.6788
Student Success Program (SSP) ......................... 972.548.6782
Testing Center ................................................ 972.548.6849
Transfer Programs ........................................... 972.985.3734
Writing Center ............................................... 972.548.6857

Administrative Departments

Associate Faculty Office .................................. 972.548.6830
Cashier’s Office ............................................. 972.548.6616
CPC Dean of Academic Affairs ............................ 214.491.6270
Dean of Students Office ................................... 972.548.6771
Instruction Office ............................................. 972.548.6830
Plant Operations ............................................. 972.548.6690
Texas Success Initiative (TSI) Information ...................... 972.881.5902
Vice President/Provost Office .................................. 972.548.6800

Divisions
Business, Information, and Engineering Technologies .......... 972.377.1731
Communications and Humanities ................................ 214.491.6270
Developmental Education ....................................... 972.548.6830
Fine Arts .......................................................... 972.548.6830
Health Sciences and Emergency Services .......................... 972.548.6679
Mathematics and Natural Sciences ................................ 214.491.6270
Social and Behavioral Sciences .................................... 214.491.6270

Collin Higher Education Center

Student Services
Associate Dean of the Collin Higher Education Center ........... 972.599.3121
Collin College Police Department ................................ 972.578.5555
Cougar News (College Newspaper) ................................ 972.599.3142
Information Center ............................................... 972.599.3100
Transfer Programs .................................................. 972.985.3734

Administrative Departments
ADA/Title IX/504 Coordinator .................................... 972.985.3781
Business Office ...................................................... 972.758.3820
Foundation (Scholarships) ........................................ 972.599.3145
Plant Operations ..................................................... 972.599.3155
President’s Office ................................................... 972.758.3800
Public Relations ....................................................... 972.758.3895
Vice President of Academic and Institutional Effectiveness .... 972.758.3804
Vice President of Administrative Services/CFO ................... 972.758.3831
Vice President of Org. Effectiveness and HR ...................... 972.985.3781
Vice President of Student Development ............................ 972.599.3150

Collin Higher Education Center Four-year University Representatives
Dallas Baptist University .......................................... 972.599.3125
Texas A&M University-Commerce ................................ 972.599.3122
Texas Woman’s University ........................................ 972.599.3124
The University of Texas at Dallas ................................. 972.599.3123
University of North Texas .......................................... 972.599.3126
**Courtyard Center**

**Student Services**
- Admissions and Records ........................................... 972.985.3721
- Bookstore .................................................................. 972.985.3710
- Collin College Police Department .................................. 972.578.5555
- Information Center .................................................. 972.985.3790

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- Cashier's Office .................................................. 972.985.3724
- Plant Operations .................................................. 972.985.3777
- Texas Success Initiative (TSI) Information ..................... 972.881.5902

**Divisions**
- Continuing Education ............................................. 972.985.3750

**Higher Education Center at Rockwall**
- General Information ............................................... 972.772.5737

**Preston Ridge Campus**

**Student Services**
- Academic Advising .............................................. 972.377.1779
- ACCESS ............................................................ 972.377.1785
- Admissions and Records ........................................ 972.377.1710
- Blackboard 24/7 Support ........................................ 972.881.5828
- Bookstore ........................................................... 972.377.1680
- Career Services and Student Employment ....................... 972.377.1781
- Collin College Police Department ................................. 972.578.5555
- Counseling Services – Personal .................................. 972.377.1671
- Distance Learning: Online Student Support Center .......... 972.881.5870
- Financial Aid/Veterans Affairs .................................. 972.377.1760
- Fitness Center ..................................................... 972.377.1560
- Information Center ................................................ 972.377.1790
- Library ..................................................................... 972.377.1560
- Math Lab .................................................................... 972.377.1639
- Open Lab/Student Computer Lab (SCL) ......................... 972.377.1706
- Recruitment and Programs for New Students ................. 972.377.1750
- Student Development Center ..................................... 972.377.1770
- Student Life .......................................................... 972.377.1788
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- Testing Center .......................................................... 972.377.1523
- Transfer Programs ................................................... 972.985.3734
- Writing Center .......................................................... 972.377.1576
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Cashier’s Office ...................................................... 972.377.1638
Dean of Students Office ........................................... 972.377.1793
Instruction Office - D Building (D158) .......................... 972.377.1554
Instruction Office - Founders Hall (F243) ...................... 972.377.1506
Instruction Office - L Building (L225) .......................... 972.377.1585
Instruction Office - University Hall (U111) ..................... 972.377.1607
Plant Operations .................................................... 972.377.1690
PRC Dean of Academic Affairs .................................. 972.377.1721
Texas Success Initiative (TSI) Information ....................... 972.881.5902
Vice President/Provost Office .................................... 972.377.1550

Divisions
Business, Information, and Engineering Technologies ....... 972.377.1731
Communications and Humanities .................................. 972.377.1721
Developmental Education .......................................... 972.377.1585
Fine Arts .................................................................. 972.377.1585
Mathematics and Natural Sciences ............................... 972.377.1721
Social and Behavioral Sciences .................................... 972.377.1721

Spring Creek Campus
Student Services
Academic Advising ................................................... 972.881.5782
ACCESS ................................................................ 972.881.5898
Admissions and Records ........................................... 972.881.5710
THE ARTS gallery ................................................... 972.881.5873
Blackboard 24/7 Support ........................................... 972.881.5828
Bookstore ............................................................... 972.881.5680
Career Services and Student Employment ...................... 972.881.5781
Center for Scholarly and Civic Engagement (CSCE) ......... 972.881.5900
Child Development Lab School ................................... 972.881.5945
Collin College Police Department ................................. 972.578.5555
Counseling Services - Personal .................................... 972.881.5126
Distance Learning: Online Student Support Center ......... 972.881.5870
Financial Aid/Veterans Affairs .................................... 972.881.5760
Fitness Center .......................................................... 972.881.5848
Food Services .......................................................... 972.881.5949
Honors Institute ....................................................... 972.881.5120
Information Center .................................................... 972.881.5790
International Student Office ....................................... 972.516.5012
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<td>972.881.5800</td>
</tr>
</tbody>
</table>
**College Terminology**

**AA:** Abbreviation for Associate of Arts degree.

**AAS:** Abbreviation for the Associate of Applied Science degree.

**AAT:** Abbreviation for the Associate of Arts in Teaching degree.

**Academic Advising:** A process in which a student interacts with a Collin College academic advisor to make decisions, solve problems, and develop long-range plans related to the student's academic goals.

**Academic Advisor:** As a member of the Collin College staff, academic advisors assist students with information on various academic programs, Collin College procedures and services, degree requirements, and college transfer.

**Academic Calendar:** For the purpose of disciplinary proceedings, academic calendar days are considered Monday-Friday.

**Academic Dismissal:** When a student is readmitted after a period of suspension and does not earn a 2.0 grade point average for the current semester, they will be automatically dismissed for a period of one academic year.

**Academic Probation:** Academic standing for students who have nine earned hours or more and who have a cumulative grade point average less than 2.0.

**Academic Warning:** Academic standing for students who have nine earned hours or less with a cumulative grade point average less than 2.0.

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

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

**Advanced Placement (AP):** A student may earn college credit by enrolling in certain advanced high school courses and obtaining a specific score on standardized tests.

**Allen Site:** The Collin College campus located within Allen High School.

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

**AS:** Abbreviation for the Associate of Science degree.

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

**Attempted Hours:** The total number of credit hours attempted includes all developmental education and/or college-level courses a student enrolls in during a given semester.

**Audit:** To take a credit course without receiving a grade or credit; an audit fee is assessed at the time of enrollment.

**Authorized Collin College Official:** A person employed by Collin College in an administrative, supervisory, academic, support staff, or research position; a person serving on a Collin College governing body; or a person employed by or under contract to Collin College to perform a special task, such as an attorney or an auditor.
**Blue Book:** Paper booklet available in the college bookstore that is used for essay tests.

**Board of Trustees:** Also referred to as the Board, it is the nine (9) member-elected governing body of Collin College.

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

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

**Center for Academic Assistance:** Located on the Central Park Campus in room A104, the Center assists students with their academic success by providing group tutoring, college readiness workshops, a state of the art lounge, and access to computers for editing papers or reviewing assignments on CougarWeb. The Center for Academic Assistance is also home to the CPC Writing Center.

**Central Perks Café:** A café located within the Central Park Campus Library building offering continental breakfast fare, sandwiches, soups and salads Monday through Friday during breakfast and lunch hours.

**CHEC:** Abbreviation for the Collin Higher Education Center.

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

**Class Day:** A day when classes are regularly scheduled to meet.

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

**Collin College-sponsored Activities:** Academic, co-curricular, and extra-curricular activities sponsored by a division, department or student organization. Approved activities may take place on or off campus. These activities may include classes, field trips, and approved student organization activities.

**College Level Examination Program (CLEP):** Students may earn college credit by passing a standardized test(s).

**College Wide Identification Number (CWID):** Every student at Collin College is issued a CWID by the Admissions and Records Office. Students will use this number, when doing business with college departments, on campus or on the web.

**Competency-based Education:** An educational program designed to teach applied and/or job related clusters of skills, knowledge, and attitudes that form the basis for the evaluation of the student.

**Concurrent Enrollment:** The status of students who are enrolled in a college course while still classified as high school students, or simultaneously enrolled at Collin College and another college or university.
**Continuing Education:** A flexible program that offers courses, programs, and conferences geared toward professional development in areas such as computer training, small business development, and continuing professional education and re-certification.

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

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

**Core Curriculum:** Courses that all undergraduate students at Collin College are required to complete before receiving an Associate of Arts, Associate of Science, Associate of Arts in Teaching, or Associate of Applied Science degree.

**Co-requisite:** Refers to courses that must be taken simultaneously during the same semester.

**CougarMail:** A campus-wide e-mail system used to communicate with students and college employees.

**CougarWeb:** Using CougarWeb, students can view classes and availability, register for classes, pay tuition, view financial aid status, access CougarMail, and more.

**Course Load:** The number of semester hours for which a student enrolls in a given term.

**Course Reference Number (CRN):** A number used during online registration to register for a specific course and section.

**CPC:** Abbreviation for Central Park Campus.

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

**Credit by Exam:** Exams offered through Collin College to receive credit for a specific course.

**Credit Hour:** A unit of measurement used to fulfill the requirements for a college degree or certificate. Varies by course, but generally refers to the number of hours spent in a specific course each week. Upon successful completion of a course, the credit hours earned are applied to the student's academic transcript. Students need to earn a specific number of credit hours to complete their associate degree or certificate program at Collin College, to transfer to a college or university, and to complete their bachelor's degree at a college or university.

**Curriculum:** All the courses collectively offered at Collin College.

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

**Dean or Director:** The administrative head of a division or department.
**Dean’s List:** Students who complete 12 or more quality credit hours during a regular (16-week) semester with a current 3.5 grade point average or above qualify for the dean’s list.

**Degree Plan:** The list of courses required for a specific degree, which are outlined in the college catalog.

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

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

**Drop:** Dropping from one (1) or more Collin College courses while remaining enrolled in at least one (1) course before the college census date.

**Earned Hours:** The number of credit hours a student successfully completes during a given semester are considered earned hours. This includes college-level, developmental, non-traditional, and transfer course work.

**Electives:** Courses that do not necessarily count toward a major, but are required for most college degrees. Consult an academic advisor before deciding upon electives.

**English as a Second Language (ESL):** The ESL program develops non-native speakers’ competencies in reading, writing, listening, conversation, and grammar.

**Express Classes:** Condensed courses that start at different times throughout the semester.

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

**Fee:** A charge, in addition to tuition, that Collin College requires for services and laboratories.

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

**Full-time:** A student enrolled for 12 credit hours or more in a 16-week semester, six (6) credit hours or more in a five-week summer session, or nine (9) credit hours or more in a 10-week summer session.

**Grade Appeals Board (GAB):** A group designated to investigate allegations of capricious grading. Students must follow the grade appeals procedures before requesting assistance through the Grade Appeals Board.

**Grade Point Average (GPA):** A calculation made each semester that summarizes grades and credit hours. GPA is calculated by dividing the total number of quality grade points by the total number of quality semester hours attempted. The cumulative GPA is based upon all college-level courses completed at Collin College.
**Grade Points:** The value given to each letter grade to calculate a student's grade point average.

**Honors:** An opportunity for students with a 3.5 cumulative grade point average to take rigorous and engaging courses.

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

**Lab Sciences:** Courses utilizing scientific principles for experimentation and research.

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

**Libraries:** The libraries provide access to books, periodicals, videos, computers, electronic databases, and a knowledgeable staff to assist students.

**Major:** A student's subject area of specialization.

**Matriculate:** To go through the process of admission to a college and enroll.

**Mentor:** An experienced faculty or staff member who is available to assist students. Please refer to Section 5.22, *Mentor Program*, for more information.

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

**Non-credit Course:** A course for which no credit can be earned.

**Online Registration:** A registration system that allows students to register, pay, and obtain grades through CougarWeb.

**Orientation:** A program where students learn about campus resources, and other skills leading to success at Collin College. Please refer to Section 5.23, *New Student Orientation*, for more information.

**Overload:** Students are normally permitted to enroll in up to 18 credit hours during a given semester. A student wanting to enroll in more than 18 hours would need to obtain approval from the registrar. Classification varies for courses meeting on alternative or accelerated schedules.

**Part-time:** A student enrolled for 11 credit hours or less in a 16-week semester, five (5) credit hours or less in a five-week summer session, or eight (8) credit hours or less in a 10-week summer session. Classification varies for courses meeting on alternative or accelerated schedules.

**Permanent Record:** The cumulative record of student's courses, grades, credits, classification, address, College Wide Identification Number (CWID), etc.

**Personal Identification Number (PIN):** Used to access CougarWeb registration, pay for courses, and obtain grades. PINs are available from the Admissions and Records Office.

**PRC:** Abbreviation for Preston Ridge Campus.
**Prerequisite:** A course that must be completed before enrolling in a subsequent course. A prerequisite may also be a high school course, an appropriate assessment score, or permission from an instructor.

**President:** The Chief Executive Officer of Collin College.

**President’s List:** Students who complete 12 or more quality credit hours during a regular (16-week) semester with a 4.0 semester grade point average qualify for the President’s List.

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

**Quality Hours:** College-level credit hours a student completes at Collin College, excluding developmental, nontraditional, and transfer course work. These hours are used in calculating a student’s grade point average.

**Recitation:** Required in chemistry courses, students spend one (1) hour per week in recitation. Recitation reinforces topical course material through experimental learning. Critical thinking and analytical skill building are also strengthened.

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

**Registration Guide:** A guide with information on registration procedures, tuition and fees, pertinent dates, student services, and other important information. The Registration Guide is available at the Info Desk or online www.collin.edu.

**Required To Withdraw:** A penalty that may be sanctioned by the Dean of Students Office or designee for disciplinary reasons.

**RW:** Abbreviation for the Higher Education Center at Rockwall.

**SCC:** Abbreviation for Spring Creek Campus.

**Schedule of Classes:** An online listing of courses offered at Collin College is available through the e-schedule www.collin.edu/academics/class_schedule.html. Admitted students can view the schedule, register and pay tuition through the college's portal, CougarWeb, http://cougarweb.collin.edu/.

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

**Semester:** A term denoting the length of time a student is enrolled in a specific course.

**Semester Hour:** A unit of measurement for college work equivalent to one (1) hour of class work. A three-hour course is equivalent to three (3) lecture hours per week during a 16-week semester.

**Service-Learning:** Academically based volunteer work. Please see Section 5.25, Service-Learning, for more information.

**Session:** Courses, with beginning and ending dates, which vary from the regular 16-week semester. Typically, a session is shorter than a regular semester.
Sophomore: A student who has successfully completed 30 or more quality hours, but not earned an associate degree.

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

Student Education Record: The cumulative record of student’s courses, grades, credits, classification, address, College Wide Identification Number (CWID), etc.

Student Leadership Academy (SLA): The academy offers two (2) semester-long courses (LEAD 1301 and LEAD 2301) designed to promote leadership practices that foster teamwork and integrity in personal and professional development through scholarship and service.

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

Student Organizations Procedures Manual (SOPM): A guidebook containing the rules and regulations that govern Collin College student organizations.

Student Success Program (SSP): A program designed to help students develop an individualized plan for success and thereby maintain a 2.0 cumulative grade point average.

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

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

Tech Prep: An educational program, which helps prepare high school students for emerging, technologically advanced careers. After high school graduation, students may be eligible to receive college credit upon enrollment in Collin College.

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

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

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

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

Vice President: Senior administrative position responsible for major areas within Collin College.

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

Withdrawal: To withdraw from one (1) or more courses in a particular semester after the census date.
# Collin 2010-2011 Academic Calendar

## FALL 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>August 13</td>
<td>All College Day (All Campuses Closed)</td>
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<tr>
<td>August 23</td>
<td>Fall Classes Begin</td>
<td></td>
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<tr>
<td>September 6</td>
<td>Labor Day Holiday (Campuses Closed)</td>
<td></td>
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<tr>
<td>September 7</td>
<td>Fall Census Date</td>
<td></td>
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<tr>
<td>September 17</td>
<td>Plano Balloon Festival (Spring Creek Campus Closes at 3 p.m.)</td>
<td></td>
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<tr>
<td>September 18-19</td>
<td>Plano Balloon Festival (Spring Creek Campus Closed)</td>
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<tr>
<td>October 15</td>
<td>Fall Last Day to Withdraw</td>
<td></td>
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<tr>
<td>November 24-28</td>
<td>Thanksgiving Holiday (Campuses Closed)</td>
<td></td>
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<tr>
<td>December 6-11</td>
<td>Fall Final Exam Week</td>
<td></td>
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<tr>
<td>December 23-</td>
<td>Winter Break (Campuses Closed)</td>
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## WINTERMESTER 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>December 13-17</td>
<td>Wintermester Classes Meet</td>
<td></td>
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<tr>
<td>December 14</td>
<td>Wintermester Census Date</td>
<td></td>
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<tr>
<td>December 20</td>
<td>Wintermester Classes Meet</td>
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<tr>
<td>December 20</td>
<td>Wintermester Last Day to Withdraw</td>
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<tr>
<td>December 23-</td>
<td>Winter Break (Campuses Closed)</td>
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<tr>
<td>January 2</td>
<td>Wintermester Classes Meet</td>
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<tr>
<td>January 3-6</td>
<td>Wintermester Classes Meet</td>
<td></td>
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<tr>
<td>January 7</td>
<td>Wintermester Final Exams</td>
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</tbody>
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## SPRING 2011

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<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>January 6</td>
<td>All College Day (All Campuses Close at 11 a.m. Except for Wintermester Classes)</td>
<td></td>
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<tr>
<td>January 17</td>
<td>MLK Holiday (Campuses Closed Except for Community Activities)</td>
<td></td>
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<tr>
<td>January 18</td>
<td>Spring Classes Begin</td>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Notes</th>
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<tbody>
<tr>
<td>January 31</td>
<td>Spring Census Date</td>
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<tr>
<td>March 11</td>
<td>Spring Last Day to Withdraw</td>
<td></td>
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<tr>
<td>March 14-17</td>
<td>Spring Break (No Classes, Campuses Open)</td>
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<tr>
<td>March 18-20</td>
<td>Spring Break (Campuses Closed)</td>
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<tr>
<td>April 22-24</td>
<td>Spring Holiday (Campuses Closed)</td>
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<tr>
<td>May 9-15</td>
<td>Spring Final Exam Week</td>
<td>Collin 2010-2011 Commencement at 7 p.m.</td>
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<tr>
<td>May 13</td>
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## MAYMESTER 2011

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<th>Date</th>
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<tbody>
<tr>
<td>May 16</td>
<td>Maymester Classes Begin</td>
<td></td>
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<tr>
<td>May 17</td>
<td>Maymester Census Date</td>
<td></td>
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<tr>
<td>May 25</td>
<td>Maymester Last Day to Withdraw</td>
<td></td>
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<tr>
<td>May 30</td>
<td>Memorial Day Holiday (Campuses Closed)</td>
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<tr>
<td>May 31</td>
<td>Maymester Final Exams</td>
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## SUMMER 2011

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 6</td>
<td>Summer I and III Classes Begin</td>
<td></td>
</tr>
<tr>
<td>June 9</td>
<td>Summer I Census Date</td>
<td></td>
</tr>
<tr>
<td>June 15</td>
<td>Summer III Census Date</td>
<td></td>
</tr>
<tr>
<td>June 30</td>
<td>Summer I Last Day to Withdraw</td>
<td></td>
</tr>
<tr>
<td>July 1</td>
<td>July 4th Make-up Day for Summer I and Summer III Classes</td>
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<tr>
<td>July 4</td>
<td>Independence Day Holiday (Campuses Closed)</td>
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<tr>
<td>July 7</td>
<td>Summer I Final Exams</td>
<td></td>
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<tr>
<td>July 11</td>
<td>Summer II Classes Begin</td>
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<tr>
<td>July 14</td>
<td>Summer II Census Date</td>
<td></td>
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<tr>
<td>July 22</td>
<td>Summer III Last Day to Withdraw</td>
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<tr>
<td>August 5</td>
<td>Summer II Last Day to Withdraw</td>
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<tr>
<td>August 10-11</td>
<td>Summer III Final Exams</td>
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<tr>
<td>August 11</td>
<td>Summer II Final Exams</td>
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</tbody>
</table>
AUGUST 2010

2

Monday

3

Fall Installment Plan Available Online Tuesday

4

Wednesday
AUGUST 2010

9
Monday

10
Tuesday

11 Fall Payment Deadline 8 p.m. Wednesday
**Thursday**

**12** CougarWeb Registration and Payment Unavailable

**Friday**

**13** All College Day (All Campuses Closed)

**Saturday**

**14**

ARO, BO, Advising, Student Life, and FA Open at SCC

8:30 a.m.-12:30 p.m.

**Sunday**

**15**
16 Monday

17 Fall Student ID Cards Begin Tuesday

18 Wednesday
21 | Saturday
ARO, BO, Advising, Student Life, and FA Open Only at SCC
8:30 a.m.-12:30 p.m.
Fall Weekend College Begins
ARO, BO, Advising, Student Life, and FA Open Only at SCC
8:30 a.m.-12:30 p.m.
Student Life Welcomes Weekend Students
2 | Thursday
Student Life Welcomes Students

3 | Friday

4 | Saturday
ARO, BO, Advising, Student Life, and FA Open Only at SCC
8:30 a.m.-12:30 p.m.

5 | Sunday
<table>
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<tr>
<th>Date</th>
<th>Event</th>
<th>Day</th>
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<tbody>
<tr>
<td>6</td>
<td>Labor Day (All Campuses Closed)</td>
<td>Monday</td>
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<tr>
<td>7</td>
<td>Fall Census Date</td>
<td>Tuesday</td>
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<tr>
<td>8</td>
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</table>

SEPTEMBER 2010
SEPTEMBER 2010

13 Monday

14 Tuesday

15 Wednesday
16 | Second Tuition Installment Due

17 | Plano Balloon Festival
(Spring Creek Campus Closes at 3 p.m.)

18 | Plano Balloon Festival
(Spring Creek Campus Closed)

19 | Plano Balloon Festival
(Spring Creek Campus Closed)
SEPTEMBER
2010

Monday

Tuesday

Wednesday
SEPTEMBER
2010

27  Monday

28  Tuesday

29  Wednesday
30

Thursday

1

Domestic Violence Awareness Month

Friday

2 | Saturday

3 | Sunday
Monday

Tuesday

Wednesday

Rockin’ the Ridge – PRC
National Depression Screening Day

Thursday

Friday

Saturday

Sunday
Monday

Tuesday

Wednesday
Thursday
14 Third Tuition Installment Due

Friday
15 Fall Last Day to Withdraw

Saturday
16

Sunday
17
<table>
<thead>
<tr>
<th>1</th>
<th>National Career Development Month</th>
<th>Monday</th>
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<td>2</td>
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Thursday

Chili Cook-off – CPC

Friday

Saturday

Sunday
<p>| 22 | Monday                  |
| 23 | Tuesday                 |
| 24 | Thanksgiving Holiday (All Campuses Closed) | Wednesday |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Thanksgiving Holiday (All Campuses Closed)</th>
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<tr>
<td>25</td>
<td>Thursday</td>
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<td>26</td>
<td>Friday</td>
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<tr>
<td>27</td>
<td>Saturday</td>
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<tr>
<td>28</td>
<td>Sunday</td>
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**November Calendar**

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29 Monday

30 Wintermester and Spring Online Registration Begins Tuesday

1 World AIDS Day Wednesday
Monday

6 Fall Final Exams

Tuesday

7 Fall Final Exams

Spring Installment Plan Available Online

Wednesday

8 Fall Final Exams

Wintermester Payment Deadline 5 p.m.
9 | Thursday

Fall Final Exams

CougarWeb Registration and Payment Unavailable

10 | Friday

Fall Final Exams

11 | Saturday

Fall Final Exams

12 | Sunday
<table>
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<tr>
<th>Date</th>
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<th>Tuesday</th>
<th>Wednesday</th>
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<td>Wintermester Student ID Cards Begin</td>
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**December**

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**Thursday**

16 | Wintermester Classes Meet

**Friday**

17 | Wintermester Classes Meet

**Saturday**

18

**Sunday**

19
<table>
<thead>
<tr>
<th>Date</th>
<th>Event 1</th>
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<td>Wintermester Classes Meet</td>
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</table>
23  Monday  
Winter Break (All Campuses Closed)

24  Tuesday  
Winter Break (All Campuses Closed)

25  Wednesday  
Winter Break  
(All Campuses Closed)

26  Thursday  
Winter Break  
(All Campuses Closed)
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<th>Date</th>
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<td>Winter Break (All Campuses Closed)</td>
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<td>3</td>
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<td>Spring Payment Deadline 8 p.m.</td>
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<td>CougarWeb Registration and Payment Unavailable</td>
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</table>
6 | Thursday

Wintermester Classes Meet

All College Day (All Campuses Close at 11 a.m.

Except for Wintermester Classes)


7 | Friday

Wintermester Final Exams

8 | Saturday

9 | Sunday
JANUARY 2011

10
Monday

11
Spring Student ID Cards Begin
Tuesday

12
Wednesday
<table>
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<tr>
<th>13</th>
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<td>Friday</td>
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<tr>
<td><strong>15</strong></td>
<td><strong>Saturday</strong></td>
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<td>ARO, BO, Advising, Student Life, and FA Open Only at SCC</td>
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<tr>
<td>8:30 a.m.-12:30 p.m.</td>
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<td><strong>16</strong></td>
<td><strong>Sunday</strong></td>
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<td>Date</td>
<td>Event</td>
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<tr>
<td>17</td>
<td>MLK Holiday (All Campuses Closed Except for Community Activities)</td>
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<tr>
<td>18</td>
<td>Spring Classes Begin</td>
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**Monday, January 17, 2011**

**Tuesday, January 18, 2011**

**Wednesday, January 19, 2011**
20 | Thursday

21 | Friday

22 | Saturday

Spring Weekend College Begins
ARO, BO, Advising, Student Life, and FA Open Only at SCC
8:30 a.m.-12:30 p.m.
Student Life Welcomes Weekend Students

23 | Sunday

Spring Weekend College Begins
24 Monday

25 Student Life Welcomes Night Students Tuesday

26 Student Life Welcomes Night Students Wednesday
27 | Thursday
---
Student Life Welcomes Night Students

28 | Friday
---

29 | Saturday
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ARO, BO, Advising, Student Life, and FA Open Only at SCC
8:30 a.m. - 12:30 p.m.

30 | Sunday
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73
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<th>Date</th>
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<tr>
<td>31</td>
<td>Spring Census Date</td>
<td>Monday</td>
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<td>Job Shadowing Awareness Month</td>
<td>Tuesday</td>
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<tr>
<td>2</td>
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FEBRUARY

2011

7
Monday

8
Salsa Stand-off – SCC
Tuesday

9
Wednesday
10 Second Tuition Installment Due

Thursday

11

Friday

12 | Saturday

13 | Sunday

77
Thursday

Friday

Saturday

Sunday
Eating Disorders Screening Awareness Week

Monday

Eating Disorders Screening Awareness Week

Tuesday

Eating Disorders Screening Awareness Week
Honors Institute Scholar In-Residence

Wednesday
24 | Thursday
Eating Disorders Screening Awareness Week
Honors Institute Scholar In-Residence

25 | Friday
Eating Disorders Screening Awareness Week

26 | Saturday

27 | Sunday

M A R C H
2011

28
Monday

1
Tuesday

2
Wednesday
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<th>Date</th>
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<tr>
<td>7</td>
<td>Safe Spring Break Week</td>
<td>Monday</td>
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**MARCH 2011**
10 | Safe Spring Break Week
Thursday
Third Tuition Installment Due

11 | Safe Spring Break Week
Friday
Spring Last Day to Withdraw

12 | Saturday

13 | Sunday
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<td>Maymester and Summer Online Registration Begins</td>
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</table>
17 | Spring Break (No Classes – All Campuses Open)  Thursday

18 | Spring Break (All Campuses Closed)  Friday

19 | Saturday
   | Spring Break (All Campuses Closed)

20 | Sunday
   | Spring Break (All Campuses Closed)
Monday

Tuesday

Wednesday
28
Monday

29
Tuesday

30
Wednesday
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<tr>
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**April**

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<td>National Counseling Awareness Month</td>
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**February**

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Monday

Tuesday

Wednesday
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<tr>
<td>11</td>
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<td>12</td>
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<tr>
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<td>Earth Day–PRC</td>
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18
Monday

19
Fall Online Registration Begins
Tuesday

20
Wednesday
Spring Holiday (All Campuses Closed)

Spring Holiday (All Campuses Closed)
9 | Spring Final Exams | Monday

10 | Spring Final Exams | Tuesday
   | Maymester Payment Deadline 5 p.m.

11 | Spring Final Exams | Wednesday
   | CougarWeb Registration and Payment Unavailable
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</table>
Maymester Classes Begin  Monday
Maymester Student ID Cards Begin

Maymester Census Date  Tuesday

Wednesday
Maymester Last Day to Withdraw
Summer I & III Payment Deadline 8 p.m.
26 | Thursday

CougarWeb Registration and Payment Unavailable

27 | Friday

Summer I & III Weekend College Begins
Summer Student ID Cards Begin

28 | Saturday

Summer I & III Weekend College Begins
ARO, BO, Advising, Student Life, and FA Open Only at SCC
8:30 a.m.-12:30 p.m.

(All Campuses Open)

29 | Sunday

(All Campuses Open)
MAY 2011

30 Memorial Day Holiday (All Campuses Closed)

Monday

31 Maymester Final Exams

Tuesday

1

Wednesday
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Thursday

Friday

Student Life Welcomes Weekend Students

Saturday

Sunday
Summer I & III Classes Begin

Monday

Tuesday

Wednesday
9 | Summer I Census Date

10 | Friday

11 | Saturday

12 | Sunday

Thursday

Friday

Saturday

Sunday
JUNE 2011

20

Monday

21

Summer I Last Day to Withdraw

Tuesday

22

Wednesday
23 | Thursday

24 | Friday

25 | Saturday

Summer I Weekend College Final Exams

26 | Sunday

Summer I Weekend College

Final Exams
July 4th Make-up Day for Summer I and III Classes
Independence Day Holiday (All Campuses Closed)  Monday

Summer II Payment Deadline 8 p.m.  Wednesday
7 | Thursday
---
Summer I Final Exams
CougarWeb Registration and Payment Unavailable
Summer III Last Day to Withdraw

8 | Friday
---
Summer II Weekend College Begins

9 | Saturday
---
Summer II Weekend
College Begins

10 | Sunday
---
Summer II Classes Begin

Monday

Tuesday

Wednesday
25
Monday

26
Summer II Last Day to Withdraw
Tuesday

27
Wednesday
1  Monday

2  Fall Installment Plan Available Online  Tuesday

3  Wednesday
4 | Thursday

5 | Summer II & III Weekend College Final Exams

6 | Saturday
   - Summer II & III Weekend
   - College Final Exams

7 | Sunday
AUGUST

2011

8  Monday

9  Tuesday

10 Summer III Final Exams  Wednesday
   Fall Payment Deadline 8 p.m.

128
<table>
<thead>
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<th>Date</th>
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<tbody>
<tr>
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<td>CougarWeb Registration and Payment Unavailable</td>
</tr>
<tr>
<td>12</td>
<td>All College Day (All Campuses Closed)</td>
</tr>
<tr>
<td>13</td>
<td>ARO, BO, Advising, Student Life, and FA Open Only at SCC</td>
</tr>
<tr>
<td></td>
<td>8:30 a.m.-12:30 p.m.</td>
</tr>
<tr>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>
5.1 Academic Advising

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

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

- Advising for the Student Success Program (SSP)
- Assistance in establishing a degree plan
- Assistance in selecting a field of study
- Assistance with registration and adjustment to college
- Facts about classes and programs
- Preparation for online registration
- Procedures for dropping a class, appealing grades, registration, etc.
- Transfer information on four-year institutions
- Unofficial transcript evaluation

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

Specialized services and academic accommodations are available for students with a documented disability. The law requires that students must self-identify to the ACCESS Office and provide required current documentation to that department. Only documentation from a licensed professional (psychologist, diagnostician, or physician) is acceptable. The report must be current; on official letterhead; include the name and title of the person completing the report; their telephone number, address, and signature; the specific diagnosis; and the projected duration of the condition. Students seeking accommodations should contact the ACCESS Office at least one (1) month before the services are needed. Services are available for students at all campus locations.

It is the student’s responsibility to pick up their accommodations letter each semester to receive requested accommodations. Students should contact their ACCESS advisor immediately if they are having difficulty in their classes or having problems with their requested accommodations. Students must schedule special testing arrangements with ACCESS at least 2-5 days in advance, due to limited space. Students must take exams on the campus for which they are enrolled. Assistive technology and software are available on each campus for students with disabilities. Please contact the ACCESS Office for more information.
The Coordinator of Student Support Services gathers the required paperwork for the Deaf/Blind tuition waivers. The student must bring the following information to be considered for a tuition waiver: certificate of deafness or blindness; letter of good moral character; high school transcript, diploma, or GED; statement of purpose with degree or certificate declared; proof of residency; and meet all other entrance requirements as outlined by Admissions and Records. This information should be provided to the ACCESS Office at least one (1) month before the student attends Collin College. Students must notify the Coordinator of Student Support Services, in Room G-121 at SCC or 972.881.5128, immediately upon registering for classes each semester to obtain a tuition waiver, or their classes will be dropped. The Deaf/Blind tuition waiver does not apply to all courses and will be determined on a per course per semester basis. A tuition waiver is not an academic accommodation.

All campuses are accessible to individuals with disabilities. For information on these and related services, contact the ACCESS Office at 972.881.5898 (Voice/TTY). ACCESS Offices are located in Rooms D118(I) at CPC, F-118 at PRC, and G-200 at SCC.

### 5.3 THE ARTS gallery

The mission of THE ARTS gallery is to serve as a center for aesthetic exploration through the creative processes of fine arts faculty and students, professional artists, and arts organizations. By presenting quality, interdisciplinary art exhibitions and events, THE ARTS gallery enhances an understanding of the arts within the college and the community and enriches individual lives. THE ARTS gallery is located at the Spring Creek Campus. For further information on the gallery or its current shows, contact THE ARTS gallery at 972.881.5873.

**Hours of Operation***

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>9 a.m. - 8 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>9 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>10 a.m. - 2 p.m.</td>
</tr>
</tbody>
</table>

*Hours of operation are listed for fall and spring semesters only. Contact the gallery for summer hours.

### 5.4 Athletics

The Athletic Department is an integral part of the college’s mission to develop skills, strengthen character, and challenge the intellect. The athletic program is committed to providing opportunities and support resources to promote academic and athletic success for the student athlete.

The Athletic Department consists of men’s basketball and tennis and women’s basketball and tennis. These teams are affiliated with the National Junior College Athletic Association (NJCAA). Collin College athletic teams participate in the North Texas Junior College Athletic Conference (NTJCAC) and Region V events, which may lead to national competition. For more information, contact the Athletic Department at 972.881.5888 or go to [www.collin.edu/athletics/](http://www.collin.edu/athletics/).
5.5 Career Services and Student Employment (CSSE)

Student Employment On Campus

Eligibility: currently registered students

- Work up to 20 hours per week in departmental offices as a student assistant or federal work study student. Compensation is above minimum wage. F-1 Visa students must have Social Security number in order to work.
- Federal work study students may also work in area schools as tutors for the America Reads program. Compensation is paid at a higher level.
- To view and apply for on-campus student assistant and federal work study positions, go to https://jobs.collin.edu/applicants/jsp/shared/Welcome_css.jsp.

Student Employment Off Campus

Eligibility: currently registered students and alumni

- A web-based job bank of current positions posted by area employers is available through the e-Recruiting system. Recruiters visit campuses and positions are posted on campus bulletin boards.
- Positions range from part-time to full-time and entry-level to professional.
- Students can complete applications on-site and fax their résumés.
- Students will apply directly to employer as stated in the postings.

Career Work Experience: Co-ops/Internships

Eligibility: currently registered students who meet stated Co-op guidelines

- Valuable experience for transfer, AAS, and certificate students. Required for some degree plans, check with Co-op at least one (1) semester prior to registration.
- 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.
- 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 a faculty member, and receive an employer performance review.
- F-1 Visa students must meet additional requirements.

Job Search Coaching/Assistance

Eligibility: current students, alumni, and community

- Résumé development and critiques
- Mock interviews and coaching
- Job search seminars and job fairs

Job Market & Career Research Resources

Eligibility: current students, alumni, and community

- Online research tools for the job market
- Printed materials for career and job inquiry
- Research services for career information
- e-Discover – an online career and educational research tool
Job Postings
The Coordinator of Job Location/Development must approve all student employment job postings received from external businesses.

For more information, contact CSSE (CPC: 972.548.6747, PRC: 972.377.1781, or SCC: 972.881.5781).

5.6 Allen Site
- Admissions and registration services
- Alternative Teacher Certification Program
- Credit, continuing education, and workforce development courses

5.7 Center for Advanced Studies in Mathematics and Natural Sciences (CASMNS)
The Center for Advanced Studies in Mathematics and Natural Sciences (CASMNS) is an intensive program for talented students majoring in mathematics or natural sciences. CASMNS offers opportunities for freshmen and sophomores enrolled in select sections of biology, chemistry, geology, mathematics, and physics to participate in unique undergraduate research activities. Students must have a minimum cumulative grade point average of 3.0 to be eligible to enroll in CASMNS activities. For further information, go to www.collin.edu/casmns/index.htm or contact the Mathematics and Natural Sciences Division at 972.881.5880.

5.8 Center for Scholarly and Civic Engagement (CSCE)
The CSCE brings together faculty, students, and community partners involved in academic initiatives that focus on scholarship, leadership, and community involvement. This interest in community service serves as a catalyst to create deeper learning for students, while also instilling democratic values of citizenship and civic engagement.

The CSCE also fosters collaboration within existing programs by integrating academic activities and enhancing communication between programs. Collaborative faculty-led academic programs include the Auteur Film Series, the Book-in-Common, Community College Day at the Capitol, Constitution Day, Debate Watches and Voter Registration, the Distinguished Speakers Series, Earth Day, Passport to the World (Collin College's Cultural Connections), and Service-Learning. Collaborative partners include CASMNS, Emerging Scholars, the Honors Institute, Learning Communities, Phi Theta Kappa, Psi Beta, Student Life, Student Government Association, the Student Leadership Academy, and student organizations.

For more information on the Center for Scholarly and Civic Engagement, call 972.881.5900, e-mail csce@collin.edu or go to www.collin.edu/academics/csce.
5.9 Child Development Lab School

Collin College provides a Child Development Lab School at the Spring Creek Campus. The Lab School serves as a laboratory site for child development, early childhood education, academic courses in the social sciences, and Service-Learning.

Students, faculty, staff, and community members may enroll their children in the lab school as space permits. The children's program is designed to promote physical, social, emotional, and cognitive development in a nurturing and supportive environment. Daily activities are based upon individual children's needs and interests. Hours of operation are Monday-Friday from 7:30 a.m. to 5:30 p.m.

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

5.10 College Success Course (COSU 0300)

This study skills course offers students an opportunity to explore various methods and techniques of improving study skills and habits, including time management, note taking, reading, communication, test preparation, test taking, problem-solving, and learning styles.

5.11 College Wide Identification Number (CWID)

In order to help prevent identity theft, Collin College assigns each student a random College Wide Identification Number (CWID) instead of using a student Social Security number. The CWID is noted on all student records, except the official Collin College transcript.

The CWID is used to access student records (e.g., order transcripts, obtain grades, pay tuition and fees, obtain a student schedule, request a degree plan, etc.). The CWID is also needed to check out materials from college libraries and access student computer labs, open labs, and online classes that use Blackboard.

5.12 Collin Higher Education Center (CHEC)

Bachelor's, master's and doctoral degrees are now available at the new Collin Higher Education Center (CHEC) in McKinney. Collin College partnered with Dallas Baptist University, Texas A&M University-Commerce, Texas Woman's University, The University of Texas at Dallas, and University of North Texas to offer more than 25 different degree programs at the CHEC. Each university partner has a representative on-site at the CHEC to assist students with admissions, registration, advising, financial aid, and other student services specific to their respective university. For information about the CHEC and the university programs offered, please visit www.collin.edu/chec/ or call 972.599.3100.

Parking permits are required at the Collin Higher Education Center. Permits can be obtained free of charge, In the Student Services Center or Police Office located on the first floor. Parking in the adjacent parking garage is encouraged.
5.13 **Cougar News (College Newspaper)**

The *Cougar News* is a comprehensive college newspaper publication created by the Public Relations Department. The college newspaper contains articles related to student accomplishments and interests, faculty and staff innovations, and news. Students are encouraged to submit articles. The college newspaper is available on the college website and individuals may also subscribe to receive *Cougar News* via e-mail. For further information, contact the Public Relations Department.

5.14 **CougarWeb**

Using CougarWeb, students can view classes and availability, register for classes, pay tuition, view financial aid status, access CougarMail, and more. Log in to CougarWeb http://cougarweb.collin.edu/.

5.15 **Counseling Services**

- Personal counseling
- Career counseling
- Issues include relationships, anxiety, stress management, and other personal matters
- Crisis intervention
- Group counseling
- Substance abuse resources
- ZERO Tolerance of Violence – education/training about violence against women
- CPC, PRC, and SCC offices
- Evening hours available by appointment

5.16 **Emerging Scholars**

Recognition is the goal of the Emerging Scholars ceremony at Collin College. Each year, professors identify students who excel and show outstanding scholarship potential and advocate them for recognition as Emerging Scholars. The achievements of students who are acknowledged as Emerging Scholars serve as benchmarks for a leadership role. Collin College Emerging Scholars have gone on to become solid examples of academic excellence. In the past, selected Emerging Scholars have received scholarships to attend The University of Texas at Dallas or to continue their education at Collin College.

5.17 **Fitness Centers**

Students may use the Fitness Center at CPC, PRC, or SCC during the times posted. Students are encouraged to attend free wellness activities, which are listed at each campus. For further information and hours of operation, contact the Fitness Center (CPC: 972.548.6891, PRC: 972.377.1758, or SCC: 972.881.5848).
Central Park Campus Fitness Center consists of a weight training room, dance studio, three (3) racquetball courts, and locker room facilities.

Preston Ridge Campus Fitness Center consists of a gymnasium, dance studio, weight training room, wellness center, and locker room facilities.

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

5.18 Honors Institute

The Honors Institute at Collin College is designed to provide a challenging learning experience for students with advanced academic skills. In small classes (maximum 18 students) advanced and highly motivated students engage in discussion, research, and creative projects geared to their special abilities and commitment to learning. In an honors class of thoughtful and communicative participants, interaction among students is fundamental. Among other benefits to students are an honors course designation on the transcript and possible qualification for honors scholarships. Students must have a 3.5 cumulative grade point average to be eligible for enrollment in honors courses. General information is available on the website www.collin.edu/honors/. Inquiries should be directed to the chair of the Honors Institute, at 972.516.5003, or Academic Advising at 972.548.6778.

5.19 Learning Communities

Learning communities offer a unique format for students to take general education courses. This innovative approach to learning blends two (2) or more disciplines into a single course with a common theme or central question. The class is team-taught by professors representing each area of study. The involvement in a collaborative learning environment forms a community-like atmosphere among students and faculty.

The blending of disciplines and the restructuring of students’ time, credit, and learning experiences fosters more explicit intellectual connections between students, between students and their faculty, and between students and their community. Students in learning communities apply concepts to the world around them and exhibit commitment and interest in civic engagement.

Collin College’s Learning Communities program has been recognized by the Fund for the Improvement of Post-Secondary Education (FIPSE) and the Pew Charitable Trust. In collaboration with Service-Learning, the Learning Communities program received the national Bellwether Award for academic excellence. For more information on learning communities courses currently offered, visit www.collin.edu/learningcomm/.
5.20 Libraries

- Assistive technology
- Black/white and color printers
- Central Perks Café (CPC)
- Checkout books, video (VHS and DVD), software/interactive tutorials, music CDs, and audio books
- Consumer Health Information Center (CPC)
- Electronic resources such as e-books, databases, etc.
- Interlibrary loan
- Internet access
- Library orientation and instruction
- Print and electronic periodicals
- Photocopy machines
- Professional reference librarians
- Scanners
- Study rooms

5.21 Math Labs

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

5.22 Mentor Program

The Collin College Mentor Program matches students with a faculty or staff mentor. Applications are available from the coordinator of programs for new students. Mentors and students are encouraged to make contact at least twice a month during the semester. Students also have the opportunity to attend special events and qualify for Mentor Program scholarships. This is an excellent opportunity for networking and personal and professional growth. For additional information, contact the Office of Recruitment and Programs for New Students at 972.516.5047.

5.23 New Student Orientation

All first-time students to Collin College should attend New Student Orientation. The purpose of orientation is to assist students in planning a successful collegiate career and to provide students with a comprehensive overview of available campus services, resources, and opportunities.

New Student Orientation is a one-day program designed for students who have graduated from high school within the past three (3) years.

New Student Orientation for non-traditional students targets those returning to college after an extended break and adult students starting college for the first time. This intensive orientation is conveniently held in the evening.
For additional information including dates and reservations, please call 972.377.1750, e-mail orientation@collin.edu, or visit www.collin.edu/orientation.

5.24 Scholarships, Collin College Foundation

Thanks to many generous contributors, including individuals, corporations, and foundations, the Collin College Foundation awards scholarships annually to qualified students needing financial assistance in order to pursue their education at the college. Scholarships are available to new and continuing students. Students receiving awards are required to attend the Scholarship Awards Ceremony in August.

Students can apply online www.collin.edu/foundation 12 months out of the year. Submission deadline for fall scholarships is April 1 each year and November 15 for spring scholarships. For additional information, call the Foundation Office 972.599.3145.

5.25 Service-Learning

Collin College's award-winning Service-Learning program engages students in meaningful service to the community by matching academic course goals with community needs. Service-learning is associated with a credit bearing course and it 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 paths.

Collin College service-learning projects have included hurricane recovery efforts, mentoring at-risk youth, environmental research and restoration, emergency preparedness and response, business development and technical assistance for non-profit organizations, dental clinics for children, social service outreach to the homeless, and fine arts projects to the community.

For more information, on Service Learning, call 972.881.5900, e-mail csce@collin.edu or go to www.collin.edu/academics/servicelearning.

5.26 Student Ambassadors

Student Ambassadors are a group of students who represent Collin College at various campus and outreach activities. They provide campus tours and assist with recruiting events in the community and on campus. The ambassadors are paid and have the opportunity to set their own work schedules. For more information, contact the Recruitment and Programs for New Students Office at 972.516.5047.
5.27 Student Computer Labs (SCL)

Student Computer Labs (SCL) provide currently enrolled college students access to a computer for college related work. Students accessing these computer labs will have unlimited access to the computers but they will be required to use the Pharos printing system, which gives each student 300 free prints per semester and charges 10 cents per page after 300.

5.28 Student Government Association (SGA)

SGA is the representative organization of the student body at Collin College and advocates issues on behalf of students to college administration. Students are encouraged to get involved in college and campus governance. Membership and involvement are open to all currently enrolled students, but there are grade point average and credit hour requirements for officers. There are no membership dues. For further information, contact SGA by e-mail at sga@collin.edu.

5.29 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 Bookstore, Career Services, Computer Labs, Admissions and Records, Fitness Center, Library, Math Lab, Student Life, and the Testing Center. Student ID cards are produced by Student Life. Student ID card office hours are as follows:

<table>
<thead>
<tr>
<th>CAMPUS</th>
<th>RM NUMBER</th>
<th>DAYS</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Park Campus</td>
<td>C119</td>
<td>Monday, Tuesday, Thursday</td>
<td>8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wednesday</td>
<td>8 a.m. - 8 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday</td>
<td>8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Preston Ridge Campus</td>
<td>A185</td>
<td>Monday, Tuesday</td>
<td>8 a.m. - 8 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wednesday, Thursday, Friday</td>
<td>8 a.m. - 5 p.m.</td>
</tr>
<tr>
<td>Spring Creek Campus</td>
<td>F130</td>
<td>Monday - Thursday</td>
<td>8 a.m. - 8 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Friday</td>
<td>8 a.m. - 5 p.m.</td>
</tr>
</tbody>
</table>

Once a student has registered and paid for their courses, the student ID card will be issued in accordance with the dates posted in the Important Dates section of the Registration Guide. No fees are assessed for the first ID a student receives. Students must present valid picture ID before a card will be issued. The ID card will be valid district-wide throughout the student’s enrollment at the college. Student ID cards will be automatically reactivated each semester after the student enrolls in courses and pays the corresponding tuition and fees.

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

Developing effective servant leaders is the core mission of Collin College's Student Leadership Academy (SLA). Students with a desire to unleash their leadership potential are invited to apply for the SLA. The academy is structured as two semester-long courses (LEAD 1301 and LEAD 2301). These courses are designed to develop servant leaders through the acquisition and application of knowledge. An experiential learning environment engages students in service, research, and reflection projects that promote personal integrity, scholarship, and commitment to the community.

LEAD 1301 classes are scheduled during the fall semester. Introduction to Leadership Theory (LEAD 1301) provides an opportunity for students to apply theoretical and practical concepts of leadership. Topics in LEAD 1301 include communication and leadership styles, leading and diversity, visioning and strategic planning, relationship building and group dynamics, wellness and stress management, and problem solving, and decision-making. In addition, students develop cumulative portfolios, deliver presentations, and work in teams. Guest speakers from business, industry, and academia share their leadership experiences and the qualities they seek in potential leaders.

LEAD 2301 classes are offered during the spring semester. Advanced Leadership Theory (LEAD 2301) is an expanded leadership development opportunity for students with a desire to explore their unlimited potential. This course is designed to further leadership practices and explore the significance of teamwork and integrity. Topics in LEAD 2301 include an in-depth study of the nature, theories, power, and influence of leadership. In addition, students examine contingency approaches to leadership, leading in crisis, cognitive and emotive aspects of leadership, ethics and morality, followership, organizational design, and leading through change.

Applications may be submitted to the Center for Scholarly and Civic Engagement. Students must have at least a 2.5 cumulative grade point average, complete an application packet, provide a letter of recommendation, and submit a personal essay regarding their desire to explore their leadership potential.

For more information on the Student Leadership Academy, call 972.881.5900, e-mail csce@collin.edu or go to www.collin.edu/academics/sla.

5.31 Student Life

- Banner reservations
- Campus posting
- Civic and social events
- Cougar Den (PRC)
- Educational programs
- Entertainment and cultural programs
• Field trips
• First aid (limited to Band-Aids, cotton balls, and antiseptic spray)
• Guest speakers
• Internet access (PRC)
• Leadership training
• Local fax service
• Lost and found (CPC, PRC, and SCC)
• Officer training
• Student ID Cards
• Student organizations
• Student Organization Office (CPC, PRC, and SCC)

5.32 Student Organizations

Collin College shall provide means for students to organize and join associations to promote their common interests. An organization in which membership is limited to Collin College students, staff, and faculty may become a student organization by complying with the registration procedures that are available from the Student Life Office. The purpose of these organizations varies from honor societies to political, religious, service, and social groups.

Student organizations shall abide by Collin College policies, procedures, and guidelines, and local, state, and federal laws, including but not limited to, those regarding discrimination and harassment.

Registration does not imply approval by the Collin College of the opinions and activities of the student organization. Student organizations do not speak for the Collin College.

To achieve student organization status, each new and returning group must meet the minimum guidelines, as established by the vice president of student development and outlined in the Student Organizations Procedures Manual (SOPM), including but not limited to fiscal procedures and monthly transaction reports.

5.33 Student Success Program (SSP)

The SSP is administered by the Academic Advising Department to assist students who have been placed on academic warning, probation, suspension, or dismissal, as well as those who have repeated specific credit courses multiple times.

The goal of the program is to help students develop an individualized plan for success in order to maintain a 2.0 cumulative grade point average. Students participating in SSP will not be permitted to enroll in classes after late registration. This includes regular (16-week) classes and all express and flex-entry classes. To help determine one's academic status, students should refer to the Academic Standards section of the college catalog.
5.34 Transfer Programs

It is never too early to begin making transfer plans. Collin College offers a variety of services to help students with the transfer process. The first step is to meet with an academic advisor. Advisors can help students define transfer goals, evaluate academic progress, and assist with course selection.

To ensure a positive and successful transfer experience, visit Collin College's comprehensive transfer website http://transferu.collin.edu/. Transfer resources include:

- University and college pre-admission partnerships information
- Transfer scholarships
- Transfer guides, degree plans, and course equivalencies for colleges and universities
- University events and schedules for individual student advising
- Frequently asked questions
- Directory of college and university contacts and admissions requirements
- Texas Common Application www.applytexas.org

For more information, please call 972.985.3734.

5.35 Tutoring

Online and group tutoring is available at no charge to Collin College students. Private tutoring is available to students at their own expense. Tutoring is available on a first-come, first-serve basis. For tutoring services or to apply to be a tutor, contact the coordinator of student support services at 972.881.5128.

5.36 University and College Pre-admission Partnerships

Collin College's 10 university and college pre-admission partnerships create a seamless transition into baccalaureate programs. Qualified students have the opportunity to complete freshman and sophomore requirements for Austin College, Baylor University, Dallas Baptist University, Southern Methodist University, Texas A&M University-College Station, Texas A&M University-Commerce, Texas Tech University, Texas Woman's University, The University of Texas at Dallas or University of North Texas while enrolled at Collin College.

These agreements extend student privileges such as personal academic advising, access to libraries, and attendance to cultural and athletic events to Collin College students. Each program has admission procedures and qualifying admission requirements. For more information about the university and college pre-admission partnerships, please call 972.985.3734 or visit http://transferu.collin.edu/articulation.html.

5.37 Weekend College

Juggling the demands of work and home life can seem daunting; however, many adults have discovered that they can successfully balance work, family, and college through a unique program designed specifically for working adults – the Weekend College. The Weekend College program offers students alternatives for those unable
to attend college during the traditional time frame. Weekend College provides the opportunity to complete the entire core curriculum for the Associate of Arts (AA), Associate of Arts in Teaching (AAT), and Associate of Science (AS) degrees on Friday evenings, Saturday mornings, Saturday afternoons, Sunday afternoons, or any combination without interrupting the work week. Courses are offered in express (eight-week courses or three-weekend courses) and standard 16-week formats.

For additional information, contact the Weekend College Office at 972.881.5801, visit the Weekend College website www.collin.edu/academics/weekendcollege/, or correspond via e-mail weekendcollege@collin.edu.

5.38 Writing Centers

The Writing Centers provide students and community members with professional assistance on writing assignments across the curriculum, as well as résumés, application essays, and other writing needs free of charge. Each center's primary purpose is to improve writers' skills by guiding them through the writing process in informal, one-on-one sessions. Appointment schedules are conveniently posted near the centers, but walk-ins are welcome at posted times. Students who miss an appointment at the Writing Center without notifying the Center in advance or coming in to cancel will be denied access to the Center the following four days.

The Online Writing Lab (OWL) provides a free resource for students who seek writing help but are unable to visit any of the campus Writing Centers during operating hours. OWL tutors, like those of the campus Writing Centers, are degreed professionals with experience helping students in writing better essays. An online consultant can be reached by e-mailing owl@collin.edu.

Writing Center locations and hours of operation for fall and spring semesters are listed below. Hours will vary during mini-semesters, summer semesters, and times when classes are not in session. For further information, visit the homepage www.collin.edu/writingcenter/ or contact the Writing Centers (CPC: 972.548.6857, PRC: 972.377.1576, or SCC: 972.881.5843).

Central Park Campus (A104):
Monday-Thursday  9 a.m.-8 p.m.
Friday  9 a.m.-4 p.m.

Preston Ridge Campus (L Building - L214):
Monday-Thursday  9 a.m.-8 p.m.
Friday  9 a.m.-5 p.m.

Spring Creek Campus (Library - D224):
Monday-Thursday  9 a.m.-8 p.m.
Friday  9 a.m.-5 p.m.
Saturday  9 a.m.-4 p.m.
6.1 Academic Etiquette and the College Experience

Instructors and students at Collin College share a responsibility to develop and maintain a positive learning environment. As a student, you are asked to show respect to other students and to your instructor. As a citizen of the classroom, it is your responsibility to assist your instructor’s efforts to encourage and facilitate learning.

Students are accountable for their own academic progress and work. With that in mind, prompt submission of all work, according to the course calendar and syllabus guidelines, promote your success. It is an instructor’s responsibility to present learning opportunities through lectures, projects, in-class and out-of-class exercises and assignments. It is the student’s responsibility to complete all readings, participate in class discussions, and complete all assignments and project exercises in a timely manner. The course syllabus should provide clear instruction for successful course participation and activities.

It is a violation of the Student Code of Conduct (Section 7-2.4, Other Offenses, item S) to engage “in the use of media or telecommunication devices during class, Collin College labs or other learning environments.” This includes social networking activities such as texting, talking on the phone, and Web browsing from laptops, Smart phones, or any other relevant electronic devices during class time. Please consult the instructor for specific guidance. If you need to monitor any outside communication for emergency purposes during a specific class, set the device on vibrate and inform the instructor before class begins, so that you do not disrupt the class and interfere with the academic class work of other students. In addition to individual course guidelines, please review the Student Code of Conduct, especially Sections 7-1.6, Disorderly Conduct, 7-2.3, Scholastic Dishonesty (including Plagiarism), and 7-2.4, Other Offenses.

Most instructors regard tardiness as both an absence and as disruptive behavior. Sleeping in class, interfering with teaching by talking with other students during directed instruction, and preparing work for another class while engaged in classroom activities are behaviors that are both discourteous to other students and disruptive to the purposes of the course. Please refer to the Student Code of Conduct, Section 7-2.4, Other Offenses, item B (Disruption) and item C (Conduct), for more information.

If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance. Your instructor wants to provide you with the academic tools you need to succeed in your college career and in the profession of your choice once you obtain your degree.
6.2 Admissions and Records

FERPA
A student who needs assistance or who wishes to file a complaint under FERPA should do so in writing to the Family Policy Compliance Office, sending pertinent information through the mail, concerning any allegations to the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Grade Reports
Grade reports are not mailed to the general student population. Students may access their grades electronically using the website http://cougarweb.collin.edu/. Students will need their CougarWeb username and password to access the system. Anyone needing a paper transcript for any reason may come to the Admissions Office on any campus and it will be printed for them free of charge.

Texas House Bill 1922
With few exceptions, state law gives students the following rights regarding the information collected by Collin College about them: the right to request to be informed about the information; the right to receive and review the information; and the right to correct information that is incorrect.

6.3 Banner Reservations
College departments and student organizations can make and hang approved banners on each campus according to established procedures. Banner approval, guidelines, and reservations are available in Student Life.

6.4 Bookstore
The bookstore is an auxiliary enterprise of Collin College. Textbooks are selected by the faculty and ordered through the bookstore. Textbooks are priced at industry standard. New books are priced at a 25 percent margin. Used books, which are priced at 75 percent of the new book price, are purchased from various sources. For information on store hours, contact the bookstore, or visit the bookstore website http://bookstore.collin.edu/wm_home.htm.

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

- Books or language tapes are returnable during the first 10 calendar days of the fall and spring semesters, the first five (5) calendar days of the summer semesters, and by the second class day for wintermester and maymester.
- Students must have their original cash register receipt to receive a refund. No cash refunds will be given on credit card sales.
• Students should not write in new books until they are certain they have purchased the correct textbooks. New books that are soiled, damaged, or have been written in will not receive a full refund.
• Books and cassette tapes in shrink wrap (plastic or vinyl packaging) must be returned unopened in the original package. Books cannot be accepted if the shrink wrap has been removed.
• Defective books, missing pages, etc., purchased from Collin College bookstores will be replaced at no charge during the semester in which they are purchased.

Software Returns
Unopened software may be returned with the original receipt no later than 14 calendar days from date of purchase. Software that is opened is not returnable.

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

Graphing Calculator Buyback
The bookstore will buy students’ used graphing calculator during final exams each semester. Fifty percent of the bookstore original purchase price will be paid subject to the following conditions:
1. Calculator must be in clean and in working condition with all cords and manuals.
2. Calculators must be required for use by the college during the next semester.
3. Calculators cannot be bought back if the store is overstocked or if needs for the following semester have been filled.
4. Bookstore makes the final decision regarding model, condition, and quantity of calculators bought back.

Textbook Buyback
Books are bought back every day at their current market value. During final exams each semester, up to 50 percent of the original purchase price will be paid, subject to the following conditions:
• Books must be in clean, salable condition.
• Books must be required for use by the college during the next semester.
• Books must be current editions.
• Workbooks, lab manuals, study guides, mass-market paperbacks, books with torn covers, excessive markings, water damage, books with perforated pages, and books containing diskettes cannot be bought back.
• Books cannot be bought back if the store is overstocked or if needs for the following semester have been filled.
The instructor, not the bookstore, decides whether each textbook will be used again. Unless an instructor tells the bookstore the title will be used again, the bookstore must assume it will not be used. Books falling in this category can be bought from students only at wholesale prices. Old editions have no value and cannot be resold even to wholesalers. Some courses at Collin College are not taught every semester; therefore, students may wish to sell their books when that course is offered again, provided the faculty member requires the same books.

Payment and Check Cashing
MasterCard, VISA, and Discover cards (minimum purchase $5), as well as cash and checks, are accepted as payment. When writing a check or using a credit card, students must show a Collin College student ID card. With proper identification, checks may be cashed for $10 with or without a purchase.

6.5 Campus Postings
Collin College provides opportunities for students, staff, faculty, and community to publicize approved information only in areas or locations designated by the director of student life, in conjunction with, the campus vice president/provost and the director of plant operations. Student Life serves as the approval center for general campus posting. No person or organization may post a sign that is obscene or libelous or that contains non-permissible solicitation (see Student Life for more information).

Bulletin boards located both inside and outside the classrooms at CPC, PRC, and SCC are governed by the vice president/provost on each campus. Materials not approved will be removed and discarded. Violation of the campus posting procedure will lead to forfeiture of privileges.

For posting at the Courtyard Center, contact the Courtyard Liaison (located within Continuing Education) at 972.985.3751.

For posting at the Collin Higher Education Center (CHEC), contact Associate Dean of the CHEC at 972.599.3121.

Job Postings (External)
The coordinator of job location/development must approve all external job postings. For further information, contact Career Services and Student Employment at 972.881.5791, ext. 6769.

6.6 Collin College Police Department
Safety and security is a concern for all members of the college community including students, college employees, and visitors. The Collin College Police Department is staffed with Texas State Commissioned Law Enforcement Officers who are trained to protect life, and both college and personal property. Collin College Police have
the complete authority to apprehend and arrest anyone involved in illegal acts throughout Collin County. Officers have county-wide jurisdiction. All state and city laws and Collin College policies and regulations, including motor vehicle laws, will be enforced on all Collin College campuses. Officers patrol all district campuses 24 hours a day, seven days a week. If assistance is needed, call 972.578.5555. For further information on any Collin College Police policies or procedures, please refer to the website www.collin.edu/campuspolice/.

Access Policy
During business hours, Collin College will be open to students, parents, employees, contractors, guests, and invites. During non-business hours, access to all college facilities is by key (if issued), or by admittance via the Collin College Police Department or Plant Operations. In the case of periods of extended closing, the college will admit only those with prior written approval to all facilities.

Confidential Reporting Procedures
If you are the victim of a crime and do not want to pursue action within Collin College or the criminal justice system, you may still want to consider making a confidential report. With your permission, the chief of police, or a designee, can file a report on the details of the incident without revealing your identity. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Crime Reporting
The Collin College Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. To report a crime, or an on-campus emergency, immediately call the Collin College Police Department at 972.578.5555 or ext. 5555 from any campus phone. For medical emergencies call 911 and then call 972.578.5555.

Encouragement to Report Crimes
The Counseling Services staff is encouraged to inform their clients of the procedures to report a crime to the Collin College Police on a voluntary or confidential basis, should they feel it is in the best interest of the client. See Confidential Reporting Procedures listed above in this section.

Registered Sex Offenders
Please refer to Section 6.24, Registered Sex Offenders, for more information.

Security Awareness and Crime Prevention Programs
Periodically during the academic year, Collin College Police, in cooperation with other student organizations and departments, present crime prevention awareness sessions on sexual assault, drug abuse, theft, and vandalism, as well as educational sessions on personal safety.
Timely Warnings
In the event a situation arises, either on or off campus that in the judgment of the chief of police constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through college e-mail systems and CougarAlert to students, faculty, and staff (see Section 6.7, CougarAlert, for more information).

Weapons on Campus
Possession of firearms or illegal weapons on campus or at Collin College-sponsored events is illegal, except for commissioned police officers as prescribed by law.

6.7 CougarAlert
CougarAlert allows students and employees to subscribe for free* emergency alerts via text message, digital phone message, or e-mail. CougarAlert will be used for unscheduled closure or evacuation of a single campus or the entire College District. CougarAlert will not be used for promotional purposes or for scheduled closures, such as holidays. To subscribe to CougarAlert, visit www.collin.edu/cougaralert.html.

* While there is no fee to subscribe, standard text messaging fees from service providers may still apply.

6.8 Crime Statistics
The Collin College Police prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report is available on the web www.collin.edu/campuspolice/. Campus crime, arrest, and referral statistics include those reported to Collin College Police, designated campus officials, and local law enforcement agencies.

The Collin College Police Department maintains a daily log of police activity. For the most current information, contact the Collin College Police Department at 972.578.5555. Information provided by the State concerning registered sex offenders who are on campus may be obtained from the Collin College Police Department. The Collin College Police Department has a policy prohibiting racial profiling and offers a complaint procedure. See any Collin College police officer for further information. In compliance with the act, the following information is provided:
<table>
<thead>
<tr>
<th>January 1 thru December 31, 2009**</th>
<th>CPC</th>
<th>CYC</th>
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*None of the reportable offenses, listed above or on the next page, were considered hate/bias crimes in accordance with 42.014 Texas Code of Criminal Procedure.
+The Collin Higher Education Center did not open until January 2010.
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### 6.9 Easel Reservations
Easels may be checked out by college departments and student organizations for temporary display of promotional materials on campus, when available. For information, contact Student Life (CPC: 972.548.6788, PRC: 972.377.1788, or SCC: 972.881.5788).

### 6.10 Emergency Closing of the College District
If classes are cancelled, the announcement will be made through CougarAlert, Collin College's website www.collin.edu as well as local radio and television stations. A decision to cancel classes will usually be made by 4 p.m. for evening classes and by 6 a.m. for day classes.

#### Radio Stations:
- KLIF 570 AM
- WBAP 820 AM
- KRLD 1080 AM
- KFXR 1190 AM
- KERA 90.1 FM
- KZPS 92.5 FM
- KLTY 94.9 FM
- KHYI 95.3 FM
- KSCS 96.3 FM
- KEGL 97.1 FM
- KDGE 102.1 FM
- KDMX 102.9 FM
- KHKS 106.1 FM
- KFXR 1190 AM
- KSCS 96.3 FM
- KEGL 97.1 FM

#### Television Stations:
- KDFW Channel 4
- WBAA Channel 8
- KXAS Channel 5
- KTVT Channel 11
6.11 Emergency Procedures

If there is an on-campus emergency, immediately contact the Collin College Police Department at 972.578.5555 or ext. 5555 from any campus phone to reach the officer on duty. If it is a life threatening medical emergency, go to the nearest phone and dial 911, then contact the Collin College Police Department 972.578.5555 or ext. 5555 from any campus phone.

**Allen Site:** Report security issues to the Allen Site staff 972.377.1060 or to Allen High School Security 214.495.6702.

**Central Park Campus:** An alternate phone number for the Collin College Police Department at CPC is Plant Operations 972.548.6690.

**Collin Higher Education Center:** An alternate phone number for assistance at CHEC is Plant Operations 972.599.3155.

**Courtyard Center:** An alternate phone number for assistance at CYC is Plant Operations 972.985.3777.

**Higher Education Center at Rockwall:** Report security issues to the site coordinator at 972.772.5737. If it is an extreme emergency that is life threatening, go to the nearest phone and dial 911 or contact the Rockwall Police Department 972.771.7721.

**Preston Ridge Campus:** An alternate phone number for the Collin College Police Department at PRC is Plant Operations 972.377.1690.

**Spring Creek Campus:** An alternate phone number for the Collin College Police Department at SCC is Plant Operations 972.881.5690.

**Off-campus Locations:** If an emergency arises, notify a faculty member immediately. He or she will notify the appropriate administrator.

For more detailed information on emergency procedures, please visit the Collin College Police website [www.collin.edu/campuspolice/](http://www.collin.edu/campuspolice/).

6.12 Financial Aid

As a service to Collin College students, the Financial Aid Office administers a financial aid program that includes grants, loans, and part-time employment. Financial aid advisors are trained to assist students in realizing their educational goals. Financial aid is offered to eligible students who are registered by the College District’s official census date.

A primary purpose of the Collin College financial aid program is to provide assistance for students who might otherwise find it difficult or impossible to attend
college. All students are encouraged to apply for financial aid. Students should not withdraw from Collin College for financial reasons without first consulting with the Financial Aid Office. All financial aid students must become familiar with the standards of academic progress.

For more information, go to the Financial Aid Office webpage www.collin.edu/gettingstarted/financialaid/index.html.

Federal Law requires a financial aid student to complete at least 60 percent of each semester. If the student completely withdraws before the 60 percent point in the semester, that student will need to repay a portion of the financial aid funds received. A financial aid student who earns all F’s for the semester must have one (1) instructor provide proof to the Financial Aid Office that the student was in an academically related activity for 60 percent of the semester. Otherwise, that student will owe money back to the financial aid program.

FINANCIAL AID PROGRAMS – FEDERAL ASSISTANCE
Collin College's Title IV School Code is 016792.

Federal Pell Grant – Eligibility for the Pell Grant is based on the financial strength of the student and/or the student's family, as well as the student's enrollment status (range: $400-$5,350/year).

Federal Supplemental Educational Opportunities Grant (FSEOG) – FSEOG provides assistance for eligible students who show financial need and are making satisfactory progress toward their educational goal. Priority is given to students demonstrating the greatest financial need (range: $100-$2,000/year).

Federal Work-Study (FWS) – Students demonstrating financial need may be considered for the work-study program. Students are employed to work at various jobs on campus or at other College District sites. They are allowed to earn the amount designated in their award package (range: $3,800-$5,400/year).

Federal Stafford Loan Program – This program permits a student to borrow money from a commercial lending agency without the need for collateral provided that the student is enrolled and attending at least six (6) hours. The federal government guarantees repayment of the loan and pays interest on the subsidized amount borrowed until six (6) months after the student graduates or ceases to be enrolled at least half-time. Fixed interest rates are set at 6.8 percent. The interest rate for the 2008-2009 academic year was a fixed rate of 6.8 percent. Students may borrow $3,500 for the first year (0-30 hours) of completion in their program of study. During the second year (31 or more hours), the maximum amount is $4,500. The maximum amount a student may borrow depends upon eligibility, dependency status, year in school, previous student loans borrowed, and enrollment status for the year.
Federal PLUS Loans – Federal PLUS Loans are for parents who want to borrow money to help defray the cost of their children’s education. Like Federal Stafford Loans, Federal PLUS Loans are made from a lender such as a bank, credit union, or savings and loan association. Credit rates will vary. Parents may borrow up to the cost of the education, minus resources and aid. Fixed interest rates are set at 8.5 percent.

FINANCIAL AID PROGRAMS – STATE ASSISTANCE

Texas Public Education Grant (TPEG) – The TPEG program is a state financial aid program designed to assist students attending state supported colleges. Students must demonstrate financial need and be making satisfactory progress toward their educational goals. The actual amount of the grant varies depending upon the availability of funds to the college, the student's financial condition, and other aid the student is receiving (range: $50-$2,200/year).

Texas Public Education – State Student Incentive Grant (SSIG)  
Also known as LEAP and SLEAP
SSIG is a state program based on the financial need of the applicant. Eligibility is determined by the college and is based on the availability of funds as well as need (range: $50-$2,000/year).

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

- Texas resident
- Not convicted of a felony
- Graduated high school in the recommended or distinguished programs
- Have an estimated contribution as determined by FAFSA of 4,000 or less for initial awards and unmet need for renewal awards
- Be enrolled at least three-quarter-time (nine hours)

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

Texas Equal Opportunity Grant (TEOG) – Community college students working on an associate's degree might be eligible for this grant if they:

- Are not eligible for the TEXAS Grant
- Are a Texas resident
- Have an estimated contribution as determined by FAFSA of 2,000 or less for initial awards and unmet need for renewal awards
- Enroll at least half-time (six hours)
Additionally, students on this grant may become eligible for the TEXAS Grant once they transfer to a university. To remain eligible, the student must maintain a 2.50 cumulative grade point average and complete at least 75 percent of the coursework. For additional information on these two grants, please contact the Financial Aid Office.

ADDITIONAL FINANCIAL AID INFORMATION

Many of the financial aid programs listed are under constant federal and state review and are subject to change. For additional information on any of the above loans or grants, please contact the Financial Aid Office. Students may apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) www.fafsa.ed.gov. Collin College's Title IV school code is 016792.

Priority deadlines are:
Fall Semester May 1
Spring Semester October 1
Summer Terms March 1

INSTITUTIONAL POLICY OF SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID (Effective May 2008)

This is an official statement of Collin College policy related to the financial aid operational definition of Satisfactory Academic Progress of students for Collin College effective for 2009-2010 and subsequent academic years.

I. Incremental Measurement of Progress
The Financial Aid Office evaluates the satisfactory academic progress of Collin College students who receive financial aid including grade point average and the number of hours completed at least once each academic year.

II. Completion Requirements
1. The maximum number of hours students may attempt is limited to 90 credit hours. Students surpassing 90 attempted hours will be approved to complete one degree/certificate provided they meet all other requirements included in this policy. All hours, including those taken while not receiving Title IV aid, those taken under a different major, hours attempted during summer sessions, hours transferred in from previous institutions, etc shall be counted toward total hours attempted.*
2. Enrollment status (hours attempted) is determined by the student’s enrollment on census date (12th class day during the fall and spring semesters; fourth class day during the summer semesters).
3. Twelve or more hours is considered full-time. Nine to 11 hours is considered three-quarter time. Six to eight hours is considered half-time.
4. Students must complete 67 percent of attempted hours per academic year (an academic year equals two long semesters).
5. Students who completely withdraw from a semester while on aid (either officially or unofficially) are no longer eligible for financial aid.

6. A grade earned of A, B, C, and D is used to compile hours completed. Withdrawals, grades of F, incomplete courses, repeated courses, and noncredit remedial coursework are counted toward attempted hours.

III. Grade Point Average (GPA) Requirements
A student with a cumulative GPA of 2.0 or above and meets the requirements under Item II is considered to be making satisfactory academic progress, including enrollment during the summer semesters.

IV. Failure to Meet the Standards of Academic Progress
A student who is denied aid under this policy is once again eligible for aid after supplying the Financial Aid Office with documents proving that he/she meets the requirements under Items II and III, or is approved on appeal.

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

Return of Title IV Funds
Title IV aid is earned in a prorated manner on a per diem basis up to and including the 60 percent point in the term. After the 60 percent point all aid is considered earned. The percentage earned is calculated by dividing the number of days completed by the number of days in the repayment period. It is the unearned percentage of aid that determines the amount that must be returned to the Title IV program(s) in the following order: Unsubsidized FFEL Loan, Subsidized FFEL Loan, FFEL Parent PLUS Loan, Pell Grant, ACG, and SEOG. The student is not responsible for returning funds to any program to which the student owes $50.00 or less. The grant funds returned by the student are applied to the following sources in the order indicated, up to the total amount disbursed from that grant program minus any grant funds the school is responsible for returning to that program. Title IV Grant Program sources include: Pell, ACG, and SEOG. The Department of Education considers a student who earns all F’s to have unofficially withdrawn unless an instructor can prove otherwise. The college, as well as the student may be required to return to the federal government the unearned portion of the Title
IV funds. The institution will require students to repay charges resulting from the institution's portion of the return of unearned Title IV aid. This may cause the student to owe both the college and the federal government. Students withdrawing prior to disbursement may be eligible for a post-withdrawal disbursement. Students who are considering withdrawing should contact the Financial Aid Office for a thorough explanation of how this policy will affect them.

* The Admissions and Records Office (ARO) is the point of record for determining the number of credit hours that transfer into the institution.

FINANCIAL AID PROGRAMS – OTHER

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

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

**Admissions Waivers (Admissions and Records Office)**
Ad-valorem Tax • Concurrent Enrollment • Contract Training for Out-of-District • Dual Agreement-Dallas County • Senior Citizen

**Veterans Educational Benefits**
Students requesting veterans’ educational benefits at Collin College should submit all documentation to the Financial Aid/Veterans Affairs (VA) Office at least eight-weeks prior to registration, if possible. The steps necessary to do this include:

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

**PLEASE NOTE:** Only after an official degree plan is on file will notification of enrollment be sent to the Veterans Administration. Only classes that are on the official degree plan will be paid for. It is the student’s responsibility to ensure the degree program selected is a program approved by the State Approving Agency.
Continuing students who have previously received benefits must notify the VA Advisor in writing at the time of registration, or as soon thereafter as possible. Notification may be submitted at any Collin College Financial Aid/Veterans Affairs Office. If there has been a break of more than two (2) regular 16-week semesters, additional VA documents will be required as well as transcripts from any schools attended during the break.

Any class that is recommended, but not required by a degree program, cannot be certified with the VA. Additionally, classes required for graduation at another institution, but not by Collin College, cannot be certified.

It is assumed that continuing students wish to be certified for any subsequent enrollment unless they notify the Financial Aid/Veterans Affairs Office in writing. Though every effort is made to identify continuing students, it is still the responsibility of the student to notify the veteran certifying official in writing at the time of enrollment. Requests for certification of a prior term will be processed in accordance with standard VA policy and will not be processed ahead of the normal scheduled workload for that term.

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

A grade of “D” or better received at Collin College, or any other college, is a passing grade and may not be repeated for benefits. If a non-punitive grade of “I” is assigned to a course and it is not converted to a punitive grade, this will be reported to the Veterans Affairs Regional Office within 30 days, and benefits will be reduced accordingly. Students receiving a grade of “F” may repeat the course with benefits one (1) time at Collin College.

**COLLIN COLLEGE SCHOLARSHIP INFORMATION**

**Collin College Foundation Scholarships** – Academic scholarships for Collin College students are awarded through the Collin College Foundation. Numerous scholarships are available to new and continuing students at Collin College. These scholarships are designed to encourage and assist students in pursuing academic excellence at the college. Scholarships are awarded for several reasons, including academic achievement, merit, or financial need. All students are actively encouraged to apply for Foundation scholarship awards.
Scholarship applications are accepted online www.collin.edu/foundation. Applications become available each January for the following academic year, with a submission deadline of the last Friday in May. For further information, contact the Foundation Office at 972.599.3145.

**Collin College Athletic Scholarships** – Scholarships are available for men's and women's basketball and tennis.

**Collin College Departmental Scholarships** – Music, photography, and theater scholarship information is located in the Foundation Office, the Financial Aid Office, and on the scholarship bulletin boards at CPC, PRC, and SCC.

### 6.13 Fire Evacuation

Fire exits are posted on each floor on all campuses. If an alarm is activated, students should leave the building in a timely manner by the marked exits, unless otherwise instructed, and move as far away from the building as possible. Upon receiving verbal authorization from Collin College Police, an administrator in charge, or a faculty member, students should return to classes, quickly and quietly. If there are questions, please ask a staff or faculty member.

### 6.14 Freedom from Capricious Grading

Students have a right to be free from capricious grading and to be treated fairly in grading and classroom practices. In most circumstances, students should seek to settle any dissatisfaction concerning grades directly with the faculty member involved. If a grade dispute cannot be settled in this way, students should consult the dean or the appropriate academic chair. If the issue remains unresolved, the student may appeal to the Grade Appeals Board (GAB).

Appeals to the GAB shall be filed with the chair of the GAB no later than the last regular class day of the next long semester after receiving the grade. An allegation of capricious grading shall be handled according to Section 6.15, *Grade Appeals Procedure*, of the Student Handbook.

### 6.15 Grade Appeals Procedure

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

**Capricious Grading**

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

A. the assignment of a grade to a student on some basis other than performance in the course;

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

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

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

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

**Seeking Clarification of Capricious Grading**

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

A. The student shall confer with the professor, inform the professor of questions concerning the grade, and seek to understand fully the grounds and procedures the professor has used in determining the grade. The aim of such a conference is to reach mutual understanding about the grade, the process by which it was assigned, and to correct errors, if any, in the grade. If for any reason the professor cannot be contacted, the academic dean shall appoint the academic chair (or designee) to act for the professor.

B. If, after consultation with the professor (or designee), the student believes that a grade is capricious, the student shall confer with the appropriate academic dean. The dean shall consult and advise with both the professor and student, separately or together, in an effort to reach an understanding and resolution of the matter.

C. If steps (A) or (B) above do not resolve the problem, the student may submit a petition in writing via e-mail to the chair of the Grade Appeals Board. All supporting documents must be provided before the Grade Appeals Board will consider the petition and may be provided via e-mail or in hard copy. Examples of supporting documents may include, but are not limited to, course syllabus, copies of e-mails exchanged between professor and student, doctor's statements, etc. This form can be obtained from the Admissions and Records Office at any campus or online through CougarWeb on the *My Courses tab under Rules and Regulations*, or on the college website in the Student Resources section under Academic Support.
Again, grade appeals of any type shall be instituted no later than the last regular class day of the next long semester after receiving the grade.

Petitioning for a Grade Appeal Hearing
The petition should be written to:
   A. request a hearing with the GAB;
   B. present evidence allegedly proving that the grade is capricious as defined above; and
   C. present the student's conclusions.

The Grade Appeals Board will then contact the professor to determine the professor's position. Based on the student's petition, the professor's response, and interviews by the chairperson of the Grade Appeals Board with the student and the professor, the GAB will conduct an inquiry that may include a meeting with the student and the professor, separately or together, to ascertain and consider relevant facts.

Decision of the Grade Appeals Board
The GAB will make one of these decisions:
   A. that the grade was not assigned capriciously and the grade will stand as assigned; or
   B. that the grade may have been assigned capriciously and merits further consideration.

If further consideration is needed, the GAB may then arrange for the professor (or designee) or a group of two (2) departmental/program colleagues to re-examine all the evidence of the student's work. The GAB will, as a result of this further consideration, recommend to the appropriate vice president/provost a grade the same as or different from the original grade. If the decision is to change the grade, the Grade Change Form will be sent to the appropriate vice president/provost (or designee) for signature, and then forwarded to the registrar.

If the decision is that the grade will remain as assigned, the student will be notified in writing of that decision. The decision of the GAB will be final.
   A. At all points of the decision, the student, the professor, the academic dean, and any parties involved will be notified after each decision has been reached.
   B. If the grade is changed, the Grade Change Form will be completed by the appropriate vice president/provost and submitted to the registrar for processing. A copy of the final Grade Change Form will be distributed to the professor (or designee), the academic dean, the chairperson of the Grade Appeals Board, and other appropriate parties.
   C. In accordance with Collin College personnel procedures, no decision of the Grade Appeals Board, by itself, will be a basis for disciplinary action against a professor.
D. Students having a grievance with academic or classroom related problems, other than their final grade, should first consult the professor. If the grievance is not resolved, the student should contact the appropriate academic dean. If the matter is still not resolved, the student may appeal to the appropriate vice president/provost.

In certain instances, the problem may be handled best through other procedures; therefore, a referral for assistance may be made to another office or to a task force (e.g., human relations task force, etc.).

6.16 Graduate Guarantee for AAS Graduates

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

6.17 Health Information

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

The College District policy regarding communicable diseases FDAD (LOCAL) is available at www.tasb.org/policy/pol/private/043500/index.html.

AIDS Information

Collin College has adopted the HIV/AIDS Model Workplace Guidelines approved by the Texas Board of Health. These guidelines, the College District’s AIDS policy, and a brochure developed by the Texas Department of State Health Services (TDSHS) entitled, *HIV and AIDS: Facts You Should Know* are available upon request from Counseling Services. Confidentiality of these requests will be honored.

Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial meningitis is an infection of the brain and spinal cord that causes inflammation of the membranes that surround the brain. Several different types of bacteria can cause meningitis. The leading cause of bacterial meningitis in the United States is *Neisseria meningitidis*, also called meningococcal meningitis (Meningococcal Disease, 2007). Bacteria that cause meningitis can also infect the blood. Bacterial meningitis strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year (American College Health Association, 2008). There is treatment, but those who survive may develop severe health problems or disabilities.

*Symptoms may vary but may include some or all of the following:*

- High fever
- Severe headache
- Rash or purple patches on skin
- Vomiting
• Light sensitivity
• Confusion and sleepiness
• Lethargy

• Stiff neck
• Nausea
• Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. This is a sign of a very serious infection that needs immediate medical care.

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

How is bacterial meningitis spread?
The disease is spread when people have direct contact with oral or respiratory secretions of infected people. Direct contact can happen when people kiss, share drinks or cigarettes, or if they provide certain types of medical aid to a person with bacterial meningitis. When it is spread, exposed people may become ill within 2-10 days (Meningococcal Disease, 2007).

Who is at an increased risk of getting bacterial meningitis?
Vaccination against meningococcal disease is recommended for persons at an increased risk of getting bacterial meningitis. Those persons include, but are not limited to, adolescents from ages 11–18 years, college freshman living in dormitories (or sharing apartments), anyone who has a damaged spleen or whose spleen has been removed, and people who have been exposed to meningitis during an outbreak (Centers for Disease Control and Prevention [CDC], 2008).

What are the possible consequences of the disease?
While most people recover fully, 9-12 percent of people who have blood or brain infections caused by *Nisseria meningitidis* will die. About 20 percent of people who survive meningococcal disease will have permanent effects such as hearing loss, brain damage or the loss of a limb (Meningococcal Disease, 2007).

Can this disease be treated?
• Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
• Vaccination is available and it is recommended for college students living in dorms or sharing apartments. Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis). Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years. The cost of vaccine varies.
• The vaccination is very safe. The most common side effects are redness and minor pain at injection site for up to two (2) days. See below for more information.
How can I find out more information?

- Contact a healthcare provider.
- Contact the local or regional healthcare office. Individuals can reach Collin County Healthcare Services at 972.548.5532. Individuals can also visit their website www.co.collin.tx.us/healthcare_services/. Individuals age 18 and younger can receive vaccination at a reduced cost.
- Contact websites: the Center for Disease Control and Prevention (CDC) www.cdc.gov/ncidod/dbmd/diseaseinfo/ or the American College Health Association (ACHA) www.acha.org/.

Sources:


First Aid
Although Collin College does not employ a nurse or physician, first aid kits are available at the Information Center, Fitness Center, Plant Operations, Student Life, and academic division offices.

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

Wellness
The Collin College Student Wellness Program is dedicated to helping students enjoy a healthier and more productive way of living. The goal is to provide programs and services that promote the idea and eventual practice of health responsibility. For more information on free fitness classes, seminars, and programs visit the website http://ftp.collin.edu/ladams/new_wellness/index.htm.
6.18 Higher Education Center at Rockwall (RW)

Staff
A site coordinator is available during morning and evening hours in room R606 to answer questions and assist students. Individuals may also reach the site coordinator by phone at 972.772.5737.

Computer Room
Collin College students have access to a computer lab at the Rockwall campus. While students will be able to utilize search engines, these computers do not access Yahoo, Hotmail, AOL, GMail, or other popular e-mail sites. If students need to e-mail themselves copies of papers, projects, or assignments, they must send an e-mail to their CougarMail account. Contact the site coordinator for more information.

Parking
Students are required to have a Collin College parking decal. These decals are available free of charge from the site coordinator in room R606. Collin College has marked designated parking on the east side of the Rockwall Independent School District Administration Building. Students may park only within the designated parking area. Contact the site coordinator if the designated parking area is not available.

Smoking
Collin College students and staff are strictly prohibited from smoking anywhere on the Rockwall Higher Education Center and grounds. Smoking on school grounds is in violation of Federal and Texas State Law (Texas Senate Bill 1, 1995, Sec. 38.006), which prohibits the use of tobacco on public school property.

Textbooks
Students can purchase textbooks through one of the Collin College bookstores located at the Central Park, Preston Ridge, or Spring Creek campuses. In addition, students may purchase books through the Collin College bookstore website http://bookstore.ccccd.edu/wm_home.htm.

6.19 Libraries
Libraries are located at Central Park, Preston Ridge, and Spring Creek campuses. All libraries provide access to the Internet and online electronic resources as well as print and multimedia material.

Checking Out Materials: Students must present a Collin College student ID card for all library transactions. A student’s library account number is the barcode the library circulation desk applies to the back of the student ID card. Returning materials on time is the responsibility of the student. Due dates are given at checkout.
Expectations of Users: No food or drink is allowed in the libraries, except in designated areas. Disruptive behavior is prohibited. This includes, but is not limited to, excessive noise, intimidation, abuse, or other unruly actions. Libraries are cellular phone free zones. Damage or theft of library materials or equipment can result in fines and/or disciplinary action.

Policy on Minors: Minors (persons less than 16) must be accompanied by an adult (a person 18 or older) in college libraries at all times. Parents are responsible for monitoring their minors’ access to library services and materials.

Copyright: Libraries follow all fair use standards and practices as set forth in copyright law.

Internet Access: College libraries provide Internet access for students’ academic and research needs. If all computers are in use, a reference librarian has the authority to ask that a computer be made available for student research. Libraries support academic and intellectual freedom for library users; however, Internet users are not to create a harassing or offensive environment for other users.

6.20 Lockers
Student lockers are available in four (4) locations along the main corridor at SCC in modules B (first floor), J (first and second floor), and K (first floor). These lockers are designed for daily use only at a cost of 25 cents. Instructions for locker use are located at each site. Contents left overnight are subject to removal. Questions or concerns about the lockers should be addressed to Plant Operations. Lockers are also available outside of the CPC, PRC, and SCC Testing Centers. These lockers are free of charge while students are testing.

6.21 Lost and Found
Lost and found items will be held a minimum of one (1) month. Student Life is the lost and found headquarters at CPC, PRC, and SCC. At the Courtyard Center, contact the Admissions and Records Office for lost and found items. The Student Services Center coordinates lost and found items at the CHEC. Collin College staff coordinates lost and found at the Allen Site and the Higher Education Center at Rockwall.

6.22 Parking
Students should adhere to the following parking regulations:
- Parking stickers are required at all campuses and the stickers are provided at no charge to students. Parking stickers are available at Information Centers, Student Life Offices, and Collin College Police Offices. Allen and Rockwall students should contact college staff for stickers.
- Disabled parking is available only for vehicles with state approved permits. This parking is monitored by the Collin College Police Department and no
exceptions can be authorized by Collin College. Unauthorized vehicles can be fined up to $500.

- Vehicles parked in any area other than a designated parking space or lot may be towed at the vehicle owner's expense. For information regarding towed vehicles, contact the Collin College Police Department at 972.578.5555.

- It is unlawful to stop, stand, block, or park in Collin College fire lanes. Drivers are not allowed to block or impede lanes of traffic. Violators may be fined up to $200.

- Information regarding parking and driving policies can be found on the Collin College Police Department website http://www.collin.edu/campuspolice/.

### 6.23 Public Transportation

**CCART Information**

CCART provides many transit services in Collin County including hourly bus routes in the McKinney area. For route information and hours of operation, please visit their website http://www.cccoaweb.org/ccart.html or contact CCART at 972.562.4275.

**DART Information**

DART provides daily bus service to and from SCC and the surrounding community. Bus routes and schedules are available in the brochure rack located in the main hallway in the F-module. Students may also call DART directly at 214.979.1111 or visit their website www.dart.org/.

### 6.24 Registered Sex Offenders

In compliance with the Campus Sex Crimes Prevention Act (Section 1601 of Public Law 106-386), and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act any convicted sex offender who is a student, employee, or an individual who frequents Collin College, must register with the College Police Department upon arrival. To register, contact an officer at 972.578.5555. Information regarding registered sex offenders at Collin College may be obtained from the Collin College Police Department at 972.578.5555.

### 6.25 Religious Holy Days

In accordance with Section 51.911 of the Texas Education Code, Collin College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time. Students are required to file a written request with each professor within the first 15 days of the semester to qualify for an excused absence. A copy of the state rules and procedures regarding holy days, and the form of notification of absence from each class under this provision, are available from the Admissions and Records Office.
6.26 Repeating Courses

Grades of all courses taken will be recorded on the student's transcript. The highest grade earned will be used in computing the grade point average and applied toward degree or program requirements beginning with the fall 2009 semester. Courses repeated before fall 2009 will have only the last grade and credits (whether higher or lower) earned used in computing the grade point average and applied toward degree or program requirements. A course in which a grade (including W) has been received can be repeated only one time to replace the grade. The grade received does not affect the student's ability to repeat a course. Registration holds will be placed on courses that have been attempted twice.

Veterans should consult the director of financial aid/veterans affairs before repeating any course. Students planning to transfer to another college or university should check with the Transfer Lab or with receiving institutions for their repeat policies.

6.27 Smoking/Tobacco

Collin College is a smoke and tobacco free institution. The use of tobacco products is strictly prohibited anywhere on College District property or in campus buildings. The use of tobacco products is also strictly prohibited on the campus grounds or buildings of the Allen Site and the Higher Education Center at Rockwall (see Section 6.18, Higher Education Center at Rockwall, for more information). Violators of this policy may be issued a citation by the Collin College Police Department and face legal fines up to $200. Additionally, violators may be subject to college disciplinary action by Collin College. For assistance with cessation, contact the Wellness Program 972.881.5777.

6.28 Solicitation On Campus

Permissible Solicitation

As used in this policy, the words “student solicitation” shall mean the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution by a student or student organization.

The only student solicitation permitted in or on any property either owned or controlled by the College District are the following:

- The sale or offer for sale of any newspaper, magazine, or other publication in an area designated in advance by the vice president of student development or a designated representative for the conduct of such activity.
- The sale or offer for sale of any food or drink item in an area designated in advance by the vice president of student development or a designated representative for the conduct of such activity.
- The collection of membership fees or dues by student organizations at meetings of such organizations scheduled in accordance with the College District's regulations on use of facilities (see Section 7-1.1, Authorized Use of Facilities).
• The collection of admission fees for the exhibition of movies or other programs that are sponsored by a student or student organization, and are scheduled in accordance with College District regulations.
• The activities of a student or student organization that can present to the vice president of student development or designated representative written evidence from the Internal Revenue Service that the organization has been granted an exemption from taxation under 26 U.S.C. 501(c)(3), Internal Revenue Code. No organization may solicit under this section for more than a total of 14 days, whether continuous or intermittent, during each fiscal year.

Solicitations
No student solicitation shall be conducted on the grounds, sidewalks, or streets of any property either owned or controlled by the College District, except as approved by the campus vice president/provost, vice president of administrative services/CFO, the vice president of student development or designated representative.

Student solicitation made pursuant to the terms of this policy shall be conducted according to the following:
• The solicitation shall not disturb or interfere with the regular academic or institutional programs being conducted in buildings or on property owned or controlled by the College District.
• The solicitation shall not interfere with the free or unimpeded flow of pedestrian and vehicular traffic on sidewalks and streets and at places of ingress and egress to and from buildings owned or controlled by the College District.
• The solicitation will not harass, embarrass, or intimidate the person or persons being solicited.

If, after a reasonable investigation, the campus vice president/provost, vice president of administrative services/CFO, or vice president of student development determines that a solicitation is being conducted in a manner violating this policy, the campus vice president/provost, vice president of administrative services/CFO, or vice president of student development may prohibit the offending student or student organization from soliciting on the campus for such period or periods of time determined to be appropriate. In the case of a student organization, the vice president of student development may cancel the recognized status of the organization.

A student in violation of this policy shall also be subject to disciplinary measures as authorized by Board policies and administrative regulations. Any investigation shall afford the accused student or student organization every right guaranteed by the due process clause of the United States and the Texas Constitutions.
Fundraising
Only organizations or individuals authorized by Collin College shall be allowed to sponsor and engage in fundraising activities under the name of Collin College. All such activities must be compatible with the mission and objectives of Collin College and must be approved by the campus vice president/provost, vice president of administrative services/CFO, or the vice president of student development. Any other fundraising activities shall be submitted in advance for consideration to the college president.

Petitions, Handbills, and Literature
This section is administered by the Vice President/Provost Office at each campus. Each petition, handbill, or piece of literature shall identify the person or organization distributing it.

No person or organization may publicly distribute on Collin College property one or more petitions, handbills, or pieces of literature that are obscene, libelous, or that contain non-permissible solicitation. Distribution must be conducted so as not to interfere with free and unimpeded flow of pedestrian and vehicular traffic or to disturb or interfere with academic or institutional activities.

No person or organization may distribute literature by accosting individuals or by hawking or shouting. The distributor must clean the area around which the literature was distributed. The name of Collin College, the emblem/logo of the College District, or other recognizable symbol representing the College District shall not be used as a part of the name or masthead of any publication without the express written approval of the college president.

6.29 Strategies of Behavioral Intervention (SOBI) Committee
Collin College’s Strategies of Behavior Intervention (SOBI) Committee has designed a process that reflects the best practices for reporting, assessing, responding and assisting students who may display various levels of distressed, disturbed, and/or unregulated behavior. The Committee’s purpose is to stop and/or redirect behavior that might otherwise undermine instruction and negatively impact student learning.

SOBI actions are not a substitute for disciplinary procedures and reports of Code of Conduct violations will be referred directly for disciplinary intervention.

The SOBI Committee monitors reports that come in via a database and the report will be investigated and a series of action steps will be developed. To report concerning behaviors, contact SOBI through the “My Workplace” tab on CougarWeb or at https://publicdocs.maxient.com/incidentreport.php?CollinCollege.
6.30 Student Right to Know

Under the terms of the Student Right to Know Act, Collin College maintains and annually updates student persistence, graduation rates, transfer rates, and other relevant statistics. To access this information, go to Collin's Institutional Research Office website www.collin.edu/aboutus/statistics/.

6.31 Student Self-service Enrollment Verification

This program provides students with online access to enrollment verification services from the National Student Clearinghouse. By using a link in CougarWeb, students can achieve the following:

- Print a certificate of enrollment that can be forwarded to a health insurer, housing provider, credit issuer, employment agency, or other student services providers.
- View enrollment information that may have been provided to a student services provider.
- View electronic notifications and deferment forms that have been sent to lenders, servicers, and guarantors.
- View a list of their lenders and link to real-time student loan information detail, such as outstanding principal balance and the next payment due date that some lenders provide.

Website: Go to www.collin.edu. For detailed instructions; please refer to the college catalog or the Registration Guide.

Students may contact the National Student Clearinghouse directly at 703.742.7791 or www.studentclearinghouse.org/ for further questions concerning their enrollment verifications.

6.32 Student Suggestions and Concerns

The Dean of Students Office is responsible for issues such as student rights, student concerns, parental concerns, responding to crisis situations, harassment, and discipline. Individuals with questions or concerns can contact either the dean of students (SCC: 972.881.5604) or the associate dean of students (CPC: 972.548.6771, PRC: 972.377.1793, or SCC: 972.881.5667). Students may also reach the Dean of Students Office on the Collin College website http://www.collin.edu/studentresources/deanofstudents/. Students must provide either a CougarMail e-mail address or a phone number, if they would like to be contacted regarding their concerns.

6.33 Student Travel

Student Travel must have a Collin College direct instructional benefit. Travel is defined as any approved Collin College-related activity during or outside of usual working hours taking place anywhere other than a campus location. Students may be approved to travel with the college for three (3) reasons: academic related travel, athletic related travel, and student organization travel.
Behavior
Students shall adhere to the Student Code of Conduct located in Section 7 of this handbook.

Custodian of Records
The academic dean is the custodian of all Liability Waivers for academic student travel. The athletic director is the custodian of all Athletic Liability Waivers for athletic travel. The director of student life is the custodian of all Liability Waivers for student organization travel.

Daily Meeting
Students are required to meet as a group at least once per day during the period of travel with their advisor, advisor of record, faculty member, or other responsible party. These meetings give the group an opportunity to touch base, address any issues, and communicate information. Students are expected to arrive to programs and events on time and attend all sessions. Attending optional activities is at the discretion of each individual.

Liability Waiver Form
Each student participating in student travel must complete a Liability Waiver Form/Athletic Liability Waiver Form. A list of all attendees and copies of each waiver must be on file with the Custodian of Records, as defined above, three (3) academic calendar days (not including weekends) prior to departure. Responsible Parties must have copies of each student’s waiver in their possession throughout the trip.

Transportation
Students traveling together on a Collin College-sanctioned trip in a College District-owned or -leased vehicle or in a common carrier will use the same mode of transportation for traveling to, and returning from the designated activity. Students, who need to leave a trip early, stay late, or travel in a different manner must execute and submit a Release of Liability via Alternative Transportation form to the appropriate dean/vice president at least five (5) academic calendar days prior to the date of the event.

Collin College employees shall not transport student(s) in personal vehicles. Advanced written approval from the appropriate administrator shall be obtained before any Collin College employee transports students in a College District-owned or -leased vehicle. Travel arrangements for student groups shall be made in accordance with administrative regulations. Collin College employees are prohibited from organizing and/or sanctioning students to carpool to events.

Acceptable forms of transportation include but are not limited to:
1. Students’ personal vehicles (if the distance traveled is less than 60 miles).*
2. Students’ personal vehicles for distances more than 60 miles, with prior written approval from the vice president/provost for academic travel or vice president of student development for student organization travel.*
3. College District-owned or -leased vehicles.
4. A common carrier (plane, bus, train). **NOTE:** Bus companies must provide insurance documentation showing a minimum of five (5) million dollars in coverage.

* Students who elect to take their own vehicle or take transportation not provided by Collin College must execute and submit the Release of Liability via Alternative Transportation form. This form must be submitted for approval, at least five (5) academic calendar days (not including weekends) prior to the date of the event. For academic events, this form should be submitted to the appropriate academic dean and vice president/provost. For student organization events, this form should be submitted to the director of student life and the vice president of student development.

Only Collin College employees or contracted transportation company drivers of the College District shall be authorized as drivers of College District-owned or -leased vehicles. Any vehicle worth more than the maximum insured amount stated on the district's automobile insurance policy leased for the purpose of transporting students shall have the loss damage insurance purchased.

**Travel Exceptions**
Any exceptions to the Student Travel Policy must be requested in writing and approved by the appropriate administrator prior to travel. For academic travel, contact the appropriate vice president/provost and for student organizational travel, contact the vice president of student development or designee.

**Travel Meeting**
Students, advisors, advisors of record, faculty, and other responsible parties traveling on overnight trips with students for academic, athletic or student organization activities/events must meet with a representative from the Dean of Students Office once per academic year (September 1 – August 31) for student travel orientation. Individuals shall contact the Dean of Students Office to register for a designated meeting. Students who have not completed the required student travel orientation meeting at least three (3) academic calendar days (not including weekends) prior to their departure date will not be permitted to travel.

**6.34 Testing Centers and Assessment Services**
Testing Centers are located at CPC, PRC, and SCC for assessments for course placement, credit by exam testing, limited instructional testing, ESL assessments, tests for TSI purposes, and proctoring of correspondence exams. Collin College is an official testing site for SAT (Scholastic Aptitude Test), ACT (American College Testing Program), CLEP (College-Level Examination Program) and THEA (Texas Higher Education Assessment). The Testing Centers are monitored by surveillance equipment.
Testing Center procedures are listed below:

- A Collin College student ID card is required to take an instructional test.
- No children, food, or drink will be allowed in the testing room.
- No papers, books, book bags, or backpacks will be allowed in testing room.
- All media and telecommunication devices (e.g. PDAs, Blackberries, MP3 players, IPOD products, etc.) must be completely turned off (not on silent or vibrate) prior to entering the testing room and while taking examinations. Any individual violating this procedure will have their test collected immediately and the incident will be referred to the Dean of Students Office.
- Any individual not willing to comply with these procedures must make other arrangements for testing with their instructor.

The last instructor’s test is given one (1) hour before closing. During the 2010-2011 academic year, the Testing Centers are scheduled to be open during the following hours*:

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>8 a.m. - 9 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>8 a.m. - 3 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>8 a.m. - 5 p.m.</td>
</tr>
</tbody>
</table>

*Hours may be adjusted between semesters and for some holidays. Contact the Testing Centers for further information.

### 6.35 Texas Success Initiative (TSI)

The Texas Success Initiative mandates that all new students (unless otherwise exempt) entering Texas public colleges and universities be assessed in the basic skills of reading, writing, and mathematics. For more information, please refer to the current Collin College Catalog or Registration Guide www.collin.edu.

### 6.36 Tuition Refund Policy

Refund calculations are based on the state-mandated refund policy. One-hundred percent refunds are calculated on withdrawals and drops occurring prior to each semester’s first class day. Each semester’s first class day is always the first official day of the semester, not the first day of an individual’s class. Refunds are processed approximately five (5) weeks after the first class day. The complete refund policy is listed in the Registration Guide.

### 6.37 Vending Machine Refunds

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

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

Preston Ridge Campus: Contact the Cashier’s Office to receive a refund for money lost in the drink vending machines. To receive a refund for money lost in food vending machines, contact the Cougar Den Café.

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

6.38 Withdrawal Policy

Texas Education Code 51.907 Course Drop Limit Provisions.

Students who enroll 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 enroll 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. Collin College will not begin to count dropped courses until the fall 2009 semester. For more information, please contact Academic Advising or the Admissions and Records Office on any campus.
Collin Higher Education Center
Collin College students are both citizens and members of the academic community. As citizens and students, they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the academic community, they are subject to the obligations that are theirs by virtue of this membership.

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

1. they shall adhere to Collin College policies and municipal, county, state, and federal laws; and
2. they shall not interfere with or disrupt the orderly educational processes of Collin College.

Students are entitled to only those immunities or privileges by law as enjoyed by other citizens. For further information, contact the Dean of Students Office.

The Student Code of Conduct (hereafter referred to as the Code) applies to all Collin College students while at Collin College, on Collin College property, and/or while attending Collin College-sponsored activities on- or off-campus. Definitions of terminology used in the Student Code of Conduct can be found in College Terminology section of the Student Handbook.

CHAPTER 1 - STUDENTS’ RIGHTS AND RESPONSIBILITIES

7-1.1 Authorized Use of Facilities

A. Philosophy

Collin College is supported by public and by private funds. Those who benefit most from its activities are students. However, since Collin College is supported by all individuals in its service district, Collin College is dedicated to serving the needs of all its constituents, as appropriate. In support of this mission, Collin College encourages use of its facilities by the public.

The grounds and facilities of Collin College shall be made available to members of the Collin College community, including students and their respective registered student organizations, when such use does not conflict with normally scheduled activities or any Collin College policy. Students and registered student organizations shall be subject to Collin College rules and regulations governing the use of Collin facilities. The requesting student(s) or student organizations shall pay all expenses incurred by their use of the facilities. Such expenses are limited to the cost for required Collin College custodial, security, and building staff, and damages and/or losses.
The facilities scheduling coordinator shall assign priorities to requests for the use of Collin College facilities in accordance with Board policy. The facilities scheduling coordinator, working in conjunction with the vice president/provost, shall approve events, dates, and times, resolve conflicts and approve any deviations from the priority schedule or from the standard fee structure as deemed necessary to carry out Collin College policy in accordance with its philosophy.

Priority for use of Collin College facilities is given to instructional programs and approved extra-curricular activities. Collin College will follow the priority schedule contained in Board policy GP (Local) available on the web at www.tasb.org/policy/pol/private/043500/index.html. To reserve space or to approve activities, student organizations should contact Student Life; all other parties should contact the facilities scheduling coordinator at 972.881.5606.

B. Children On Campus
Unattended children are not allowed at Collin College facilities at any time. For the purpose of this regulation, children are defined as minors who are not currently enrolled in classes or approved programs with Collin College. Children may not be taken to orientations, classes, labs, testing centers, or other academic programs. Further, children may not be taken to work with Collin College employees, other than for approved programs with Collin College.

C. Animals On Campus
Certain animals may accompany a student or visitor on campus, within the following guidelines:

1. Instructional Animals are those required for use in teaching and research. Prior to bringing an animal on campus for instructional purposes, written permission must be granted by the appropriate academic dean, clearly designating the date, location, and purpose for its presence on campus. All animals must be on a leash, or equivalent, and fully under the control of their handler. All animals must be accompanied with documentation of current vaccinations. The care and supervision of the animal is the sole responsibility of the handler.

2. Service Animals are defined by the Americans with Disabilities Act (ADA) as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Service animals are working animals, not pets. Animals that meet this definition are considered service animals regardless of whether they have been licensed or certified by a state or local government. Service animals must be on a leash at all times and under the control of the individual with a disability. The care and supervision of the animal is the sole responsibility of the handler. Students with allergies to a service animal may request reasonable accommodation under the ADA. Students utilizing a service animal on campus must complete a registration form with Collin College’s ACCESS Office.
3. All other animals are not permitted on any Collin College campus or facility.

7-1.2 Discrimination

In accordance with applicable federal and state law, Collin College prohibits discrimination, including harassment, on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or other legally protected class. Students who believe they have experienced discrimination or harassment prohibited by law are encouraged to follow the complaint procedure available from the ADA/Title IX/504 Coordinator. For more information contact the ADA/Title IX/504 Coordinator or see Board policies FA (Local) and FLD (Local) available on the web at www.tasb.org/policy/pol/private/043500/index.html.

7-1.3 Retaliation

Collin College prohibits any form of retaliation against an individual for making a discrimination or harassment complaint in good faith. Collin College prohibits any form of retaliation against an individual for having testified, assisted, cooperated with, or participated in an investigation. However, nothing in this Code limits Collin College's right to take appropriate disciplinary action, up to and including expulsion of a student, when the student's behavior warrants such action. Furthermore, nothing in this policy shall prevent Collin College from taking appropriate disciplinary action when a student knowingly makes a false accusation or provides false testimony during investigations.

7-1.4 Harassment and Sexual Harassment

Students shall not engage in harassment of other students motivated by race, color, religion, sex, national origin, age, disability, veteran status, or other legally protected class. It is also the policy of Collin College that no member of the Collin College community may sexually harass another. All members of the faculty, staff, and student body will be subject to disciplinary action for violation of this policy. Other persons over whom Collin College has substantial control or responsibility are also subject to this policy. A substantiated charge of harassment against a student shall result in disciplinary action by the Dean of Students Office.

Definitions:
The term “harassment” includes repeated, unwelcome, and offensive slurs, jokes, or other oral, written, graphic, or physical conduct related to an individual's race, color, religion, sex, national origin, age, disability, veteran status, or other legally protected status that creates an intimidating, hostile, or offensive educational environment.

The term “sexual harassment”, includes but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
Sexual harassment of students is conduct that is so severe, pervasive, and objectively offensive that it can be said to deprive the victim of access to the educational opportunities or benefits provided by Collin College. Sexual harassment is illegal under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. In some cases, sexual harassment may also be subject to prosecution under the criminal law of the State of Texas.

Reporting:
Students who believe they have been harassed on the basis of sex, race, color, religion, national origin, age, disability, veteran status, or other legally protected class by fellow students or Collin College employees are encouraged to immediately report such incidents to the appropriate administrator. Complaints about harassment by students shall be reported to the Dean of Students Office. Complaints about harassment by faculty or employees shall be reported directly to Human Resources or the designated administrator. Oral complaints shall be reduced to writing to assist in Collin College's investigation.

Investigations:
Allegations of harassment of students shall be promptly investigated and addressed. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. All members of the Collin College community are required to cooperate in any investigation. Both the complainant and the respondent will be given the opportunity to present their side.

Protection from Retaliation:
Collin College shall not retaliate against a student who in good faith reports alleged harassment. Retaliation against any member of the Collin College community for filing a complaint or participating in an investigation is strictly prohibited and will be grounds for disciplinary action, up to and including, termination for employees or expulsion for students. Disciplinary action may also be taken against any student who files a false complaint and against any student who provides false testimony during investigations.

7-1.5 Freedom of Speech
Collin College observes the rights and freedom of speech, petition, and peaceful assembly as set forth in the U.S. Constitution. Collin College maintains its right to regulate reasonable time, place, and manner restrictions concerning acts of expression and dissent. Any act that interferes with the normal operations of Collin
College (including but not limited to, classes and Collin College business), or interferes with the rights of students, faculty, staff, and others will not be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant involved in a disruptive activity may face criminal charges.

All Collin College student organization activities must be pre-registered and approved through Student Life. The facilities scheduling coordinator shall assign priorities to requests for the use of Collin College facilities in accordance with the guidelines listed in above in Section 7-1.1, Authorized Use of Facilities. Collin College reserves the right to relocate any assembly to ensure that the activity does not interfere with the normal operation of Collin College or interfere with the rights of others.

Approved activities such as distributing literature, displaying signs, petitioning for change, and disseminating information concerning issues of public concern are protected by the First Amendment. Commercial speech is subject to Section 6.28, Solicitation On Campus, of the Student Handbook. Speech that is not protected includes fighting words, language that creates a hostile environment, slander/libel, and obscenity.

7-1.6 Disorderly Conduct

Collin College prohibits any disruptive behavior that interferes with teaching, research, administration, discipline, functions, including public-service functions, or other Collin College-sponsored activities. Disorderly conduct shall include any of the following activities occurring on property owned or controlled by Collin College or at Collin College-sponsored functions:

1. Unruly or rowdy behavior such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of the other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting where there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a Collin College building to such an extent that the employees, officers, and other persons, including visitors, having business with Collin College are denied entrance into, exit from, or free passage in such a building.

7-1.7 Hazing

Texas Higher Education Code Section 51.936 and Texas Education Code Chapter 37, Subchapter F, prohibits hazing at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus.

“Hazing” means any intentional, knowing, or reckless act occurring on or off campus, directed against a student, by one (1) person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

1. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of a student;
4. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or Collin College rather than submit to acts described above; and/or
5. any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Texas Penal Code and/or other applicable law.

A person commits a criminal offense if the person:
1. engages in hazing;
2. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. recklessly permits hazing to occur; and/or
4. has first-hand knowledge of the planning of a specific hazing incident involving a student at Collin College, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Dean of Students Office.

The Dean of Students Office shall publish or distribute annually a list of organizations, if any, that have been disciplined or convicted for hazing on or off campus during the previous three (3) years. For more information contact the Dean of Students Office or see Board policy FLBC (Legal) available on the web at www.tasb.org/policy/pol/private/043500/index.html.

7-1.8 Searches of Student’s Personal Possessions, Collin College Property, or Facilities

Collin College respects the privacy rights of students. However, authorized Collin College officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve good order and discipline.

Other searches by authorized Collin College officials of a student’s personal possessions for the purpose of enforcing this Code or investigating allegations may be conducted based on the official’s reasonable suspicion, with the student’s consent, when practicable. These restrictions do not apply to searches of Collin College property or facilities.

Authorized Collin College officials may question a student regarding the student’s own conduct or the conduct of other students. In the context of Collin College disciplinary proceedings, students have no claim to the right not to incriminate themselves.

All persons are responsible for the security of any vehicle, bag, or other item they own, possess, or bring onto Collin College property or a Collin College-sponsored activity. No person shall own, possess, place, keep, or maintain any article or material that is prohibited by law or Collin College policy in vehicles, on Collin College property, or at a Collin College-sponsored activity. Stolen items and items which are forbidden by Board policy or law may be impounded and may be used as evidence in disciplinary proceedings against the student.

When law enforcement authorities are involved in a search, a law enforcement officer with probable cause is authorized to search a student’s personal possessions for the purpose of enforcing this Code or investigating allegations of illegal or criminal behavior. Searches by law enforcement officers of a student’s possessions shall be only as authorized by law.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses to permit the vehicle to be searched, an authorized
Collin College official may contact the Collin College Police Department and/or local law enforcement officials and turn the matter over to them. An authorized Collin College official may contact the Collin College Police Department and/or local law enforcement officials and turn the matter over to them.

7-1.9 Prohibition Against Assault

Students are prohibited from assaulting any person on Collin College property or while under Collin College’s jurisdiction. Conduct by a student that results in bodily injury or threats of imminent bodily injury against individuals are strictly prohibited. This policy prohibits all forms of assaults, including but not limited to simple assaults, aggravated assaults, sexual assaults or attempted sexual assaults, as governed by the Texas Penal Code, Chapter 2 and/or other applicable law.

Note: Collin College has a process in place to report crimes. In addition, victims also have the right to submit a confidential report, even if they do not want to pursue proceedings with Collin College or the criminal justice system, see Section 6.6, Collin College Police Department, for more information.

7-1.10 Student Complaints: General

Grievances:
A student may report any alleged action that violates or inequitably applies Collin College policies or procedures through an informal or formal process, as identified below. The student (grievant) making the complaint must be personally affected by the action. Matters for which there is already a formal complaint or appeals process in place at Collin College will be referred to the appropriate department or administrator including, but not limited to, student discipline, financial aid appeals, grade appeals, complaints of alleged discrimination, harassment, or retaliation, complaints under instructional programs, and core performance standards in Collin College courses.

Informal Grievance Process:
Students are encouraged to initially resolve a grievance at an informal level. The grievant is requested to respectfully discuss his or her concern(s) with the respondent (i.e. student, faculty, staff member, or administrator) identified as causing or contributing to the grievance. If the grievance concerns a Collin College employee, the student may discuss the grievance with the appropriate supervisor, in addition to or in lieu of, directly speaking with the employee. If the student needs assistance in identifying the appropriate supervisor, he or she may contact the Dean of Students Office for more information. The appropriate supervisor shall address the grievance in accordance with established procedures, protocols, policies, guidelines, rules, regulations, the Student Code of Conduct, and/or Collin College Core Values.

If the grievance is resolved informally, the student does not need to take further action. However, if the student is not able to resolve the matter informally, the student may proceed to the formal level listed below.
**Formal Grievance Process:**
No later than 20 academic calendar days (not including weekends) from the time the student knew or should have known of the alleged incident, or events giving rise to the incident, the grievant must complete and file a *Student Grievance Form* available from the Dean of Students Office.

*The Student Grievance Form* will be reviewed and if the Dean of Students Office determines that they are the appropriate party to address the grievance, they will review the documentation provided. If the grievance is not substantiated, the matter will be closed and the grievant will be notified of the reason(s) for closure. If the grievance is substantiated, the Dean of Students Office will formally set a meeting to hear the grievance in accordance with its procedures. Appeals of grievance decisions are also governed by the procedures set by the Dean of Students Office. For information on the hearing procedures and deadlines, please contact the Dean of Students Office.

If the grievance involves a matter in which Collin College has an established formal complaint or appeals process, the Dean of Students Office will not hear the grievance. The student will be notified and the grievance form will be forwarded to the appropriate department or administrator. The Dean of Students Office will not hear an appeal of grievance that has already been addressed through an established Collin College complaint or appeals process.

**7-1.11 Student Education Records**
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that grants students certain rights in their education records and governs the disclosure of those education records.

**Access to Student Education Records**
The registrar is custodian of all student records and for all official academic records. The Dean of Students Office is the custodian of disciplinary records. Students may inspect and review their education records upon submitting a written request to the registrar. This request should identify, as precisely as possible, the record or records he or she wishes to inspect. Contact the registrar for procedures on students’ rights of inspection, review, and correction of educational records.

**Disclosure of Student Educational Records**
Collin College will disclose information from a student's education records with the student's prior written consent or as permitted by law. Examples of disclosures not requiring a student's prior written consent include the following:

A. to school officials who have a legitimate educational interest in the records,
B. to other schools to which a student is transferring,
C. to certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs,
D. in connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid,
E. if required by a state law requiring disclosure that was adopted before Nov. 19, 1974,
F. to organizations conducting certain studies for or on behalf of Collin College,
G. to accrediting organizations to carry out their functions,
H. to comply with a judicial order or a lawfully issued subpoena,
I. to appropriate parties in a health or safety emergency,
J. directory information (as defined below) in accordance with FERPA, unless the student restricts directory information,
K. to the student,
L. results of disciplinary hearing to alleged victim of a crime of violence, and/or
M. to Collin College police officers in a health or safety emergency.

Directory Information
In compliance with FERPA, information classified as directory information may be released to the general public without the student’s consent. Directory information is defined as:

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

A student may request that directory information not be disclosed by completing and filing an Authorization to Withhold Directory Information (Authorization) form with the Admissions and Records Office. If no Authorization is filed, directory information will be released in accordance with FERPA. Filed Authorizations are valid until revoked by the student in writing. For information on completing an Authorization, please contact the Admissions and Records Office.

7-1.12 Student-product Intellectual Property

Intellectual property produced by a currently enrolled Collin College student as a part of course work or research shall be owned by the student, not Collin College. However, Collin College shall be granted by the student a perpetual, worldwide, royalty free license to utilize the intellectual property and to make alterations, changes, or create updated versions of the intellectual property. Any such altered or changed intellectual property shall be owned by Collin College.
It is the responsibility of the party or parties having ownership of the intellectual property, including, but not limited to inventions, discoveries, trade secrets, computer software, creative works, materials, and processes, to secure any licenses, copyrights, or patents.

Intellectual property created by a student in the course of employment by Collin College is covered by Collin College's Board policy regarding intellectual property rights of employees. For more information, see Board policies FL (Local) available on the web at www.tasb.org/policy/pol/private/043500/index.html.

CHAPTER 2 – CODE VIOLATIONS

7-2.1 Alcohol and Drug Use Prohibited

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

Alcohol
The use of alcohol and intoxicating beverages shall be prohibited in classroom buildings; laboratories; auditoriums; library buildings; faculty and administrative offices; intercollegiate and intramural athletic facilities; and all other public campus areas, provided, however, that with the prior consent and approval of the Board, the provisions herein may be waived for specified culinary instructional programs, or with respect to any specific event that is sponsored by Collin College and/or the Collin College Foundation. State law shall be strictly enforced at all times on all property controlled by Collin College in regard to the possession and consumption of alcoholic beverages.

Controlled Substances
In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and state law, no student shall, or attempt to, possess, have under their control, manufacture, deliver, distribute, sell, purchase, use, or be under the influence of the following: alcohol; controlled substances or drugs (as defined by federal law or in the Texas Controlled Substances Act); abuseable volatile chemicals (in violation of manufacturer’s directions); dangerous drugs (as defined by state or federal law); steroids; substances referred to as “designer drugs;” and the inappropriate or illegal use of over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphoriants; look-alike products (what is represented to be any of the above-listed substances); any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs at Collin College, on Collin College property, or while attending Collin College-sponsored activities that are on or off campus.

A student who uses a prescription drug authorized by a licensed physician, in accordance with a prescription specifically for that student’s use, shall not be considered to have violated the prohibition against controlled substances.
Paraphernalia
Students shall not possess any pipe, instrument of contrivance, hypodermic syringe, needle, or any instrument adapted for the use of smoking, injecting, and ingesting, any narcotic or hallucinatory drug at Collin College, on Collin College property, or while attending Collin College-sponsored activities that are on or off campus. Look-alike drug paraphernalia is also prohibited.

Tobacco
Collin College is a smoke- and tobacco-free institution. The use of tobacco products is strictly prohibited anywhere on Collin College property or in campus buildings (see Section 6.27, Smoking/Tobacco). Violators of tobacco regulations may be issued a citation by the Collin College Police Department and may face legal fines up to $200. Additionally, violators may be subject to disciplinary action by Collin College. For assistance with cessation, contact the Wellness Program at 972.881.5777.

Possession
For purposes of this policy, possession means actual care, custody, control or management, and includes the act of taking control or occupancy of property without regard to the ownership of the property. Possession is a voluntary act if the possessor knowingly obtains or receives the things possessed or is aware of his or her control over the thing for a sufficient time to permit him or her to terminate his or her control. In addition, items in a car under the care, custody, control or management of the student will be considered to be in the student's possession.

Violations
Students who violate this policy will be subject to appropriate disciplinary action. Students will be provided the opportunity to show if they were using a prescription drug in accordance with the prescription provided by a licensed physician.

Notice
Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution. Each student taking one (1) or more classes for any type of academic credit, except for continuing education units, shall be given a copy of Collin College's policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state, or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

7-2.2 Failure to Pay Financial Obligations
Collin College may initiate disciplinary proceedings against a student who has allegedly refused to pay or failed to pay a debt (i.e. loans, fines, charges) owed to Collin College. If a student fails to pay Collin College an amount due, disciplinary action may be initiated. Disciplinary action may also be initiated if a student knowingly gives Collin College an “insufficient funds” check or stops payment on a check or draft.
7-2.3 Scholastic Dishonesty

Every member of the Collin College community is expected to maintain the highest standards of academic integrity. Collin College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher’s editions, use of information about exams posted on the Internet or electronic medium, and/or falsifying academic records. While specific examples are listed below, this is not an exhaustive list and scholastic dishonesty may encompass other conduct, including any conduct through electronic or computerized means:

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

Cheating is the willful giving or receiving of information in an unauthorized manner during an examination; collaborating with another student during an examination without authority; using, buying, selling, soliciting, stealing, or otherwise obtaining course assignments and/or examination questions in advance; copying computer or Internet files; using someone else's work for assignments as if it were one's own; or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate about an examination or any other course assignment; removing tests or answer sheets from a test site; and allowing a classmate to copy answers.

In cases where an incident report has been filed for alleged violation of scholastic dishonesty, faculty are requested to delay posting a grade, for the academic work in question, until the Dean of Students Office renders an administrative decision of the case. Students found responsible for scholastic dishonesty offenses will receive an authorized disciplinary penalty from the Dean of Students Office. The student may also receive an academic penalty in the course where the scholastic dishonesty took place. The professor will determine the appropriate academic penalty.
7-2.4 Other Offenses

Collin College may initiate disciplinary proceedings for student violations, including, but not limited to, a student who:

A. forges, alters, or misuses Collin College documents or records;
B. disrupts the orderly process of Collin College or interferes with the lawful rights of others;
C. conducts himself or herself in a manner that interferes with Collin College teaching, research, administration, disciplinary procedures, or other activities and public service functions;
D. damages, steals, defaces, or destroys Collin College property or property belonging to a student, faculty, staff member, or campus visitor;
E. knowingly gives false information in response to reasonable requests from Collin College employees;
F. physically, verbally, and/or sexually assaults, threatens, abuses, harasses, retaliates, and/or endangers in any manner the health or safety of a person at Collin College, on Collin College property, or at a Collin College-sponsored activity;
G. violates Collin College rules, regulations, the Student Code of Conduct, procedures and/or Board policies, (e.g., parking, guidelines for student events, registration of meetings and activities, use of Collin College facilities, or the time, place, and manner of public expression);
H. fails to comply with directions of Collin College employees, authorized officials, and/or police acting in the performance of their duties;
I. fails to notify Collin College of a change in residency status;
J. is convicted of a criminal offense under municipal, state, or federal law that occurred on Collin College property or at an off-campus Collin College-sponsored activity;
K. attempts to, or possesses, manufactures, delivers, distributes, sells, purchases, uses or is under the influence of alcoholic beverages, illegal controlled substances (as defined by federal law or in the Texas Controlled Substances Act), steroids, substances referred to as “designer drugs,” and the inappropriate or illegal use of over-the-counter medications, prescription medications, inhalants, herbal/“natural” euphoriants, look-alike products (what is represented to be any of the above-listed substances) at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus;
L. discriminates, harasses, or retaliates against another student, campus visitor, staff, or faculty member (includes, but is not limited to, sexual, racial, and disability harassment) and/or creates an intimidating, hostile, or offensive educational environment;
M. possesses firearms or other prohibited weapons while on Collin College premises or at a Collin College-sponsored activity, consistent with Texas Penal Code Section 46.03 and other applicable state or federal laws, without specific written permission from appropriate authorized Collin College officials. This policy also applies to persons who are licensed by
the state to carry concealed weapons. (The term “weapon” may be defined as any object or substance designed to inflict a wound, cause injury, or incapacitate. Weapons may include, but are not limited to, all firearms and look-alike products, pellet guns, martial arts devices, switchblade knives, and clubs);
N. releases restricted course call numbers to other students;
O. misuses or shares a Personal Identification Number (PIN); College Wide ID (CWID), Cougar e-mail account, and/or other restricted access codes;
P. repeatedly violates Collin College policies, procedures, or guidelines, and/or repeats less serious breaches of conduct;
Q. misuses Collin College technology and/or computing systems, including, but not limited to, sending, distributing, posting, or displaying offensive or threatening material, forging mail messages, sending chain letters, harassment, and the like;
R. participates in illegal gambling in any form, at Collin College, on Collin College property or at any Collin College-sponsored activity on or off campus;
S. engages in the use of media or telecommunication devices during class, Collin College labs, and/or other learning environments. In addition, all media and telecommunication devices must be completely turned off (not on silent or vibrate) while taking examinations and prior to entering the Testing Center testing room;
T. engages in hazing at Collin College, on Collin College property, or at any Collin College-sponsored activity, on or off campus; or
U. smokes and/or uses tobacco products on Collin College property or in Collin College facilities.

CHAPTER 3 – GENERAL PROVISIONS

7-3.1 Purpose and Application

Students of Collin College neither lose the rights nor escape the responsibilities of citizenship. Students are expected to obey municipal and county laws, and laws of the State of Texas and the United States of America. They are expected to comply with Collin College rules, regulations, the Student Code of Conduct, procedures, and Board policies. A student may be penalized by Collin College for violating the Student Code of Conduct even though the student is punished by local, state, or federal authorities for the same act.

The Student Code of Conduct applies to individual students and states the role of students in disciplinary proceedings and grievances. Collin College has disciplinary jurisdiction over a person who was a student at the time he/she allegedly violated a regulation, rule, procedure, Code, or policy.

A student who withdraws from school while disciplinary action is pending, or who is involved in misconduct that would subject him/her to disciplinary action after
withdrawal, may be required to meet with a representative of the Dean of Students Office before re-enrolling or being readmitted to Collin College.

Collin College reserves the right to apply appropriate disciplinary provisions to persons who participate in Collin College-sponsored activities, programs, meetings, registration or advising sessions, but who are not enrolled students.

7-3.2 Off-campus Conduct

When a student is alleged to have violated the Code during a Collin College-sponsored activity off campus, Collin College reserves the right to investigate and initiate disciplinary proceedings. Collin College may take action in situations occurring at off-campus, college-sponsored activities involving: student misconduct demonstrating flagrant disregard for any other student or person; or when a student's behavior is determined to threaten the health, safety, and/or property of any individual; or any other activity which adversely affects the Collin College community and/or the pursuit of Collin College Core Values.

If the Dean of Students Office determines that the conduct affects Collin College as stated above, then disciplinary proceedings may be initiated pursuant to the procedures listed in this Code. The actions of the Dean of Students Office may be independent of any off-campus law enforcement authority.

7-3.3 Reprisals

Students shall not take any adverse action (reprisal) toward any Collin College faculty, staff member, or fellow student who reports an alleged violation of the Student Code of Conduct or participates in any disciplinary proceeding. Reprisals include, but are not limited to, retaliating against, threatening to retaliate against, filing a grievance in bad faith, harassing, interfering with and/or coercing another individual to not report or participate in a disciplinary proceeding.

CHAPTER 4 – INITIATION OF DISCIPLINARY PROCEEDINGS

7-4.1 Initial Response

To initiate disciplinary proceedings, alleged violations of the Student Code of Conduct shall be submitted in writing (in hardcopy or electronic format) to the Dean of Students Office within 20 academic calendar days (not including weekends) of the alleged incident. When a violation of Collin College rules, regulations, the Student Code of Conduct, procedures, Board policies or local, state, or federal laws or regulations is alleged, the dean of students or designee may investigate the matter and may:

1. dismiss the allegation, if it is unfounded; or
2. notify the student to schedule a conference to review the allegation.
After completing the investigation, the Dean of Students Office will either:
  a. dismiss the allegation as being unfounded;
  b. proceed administratively through the Discipline Hearing Procedures; or
  c. resolve the allegation through other appropriate avenues available at Collin College.

If the allegation is substantiated, the Dean of Students Office will set a meeting to address the matter in accordance with its Discipline Hearing procedures. For information on the hearing procedures and deadlines, please contact the Dean of Students Office.

**Immediate Interim Disciplinary Action**

An authorized Collin College official may take immediate interim disciplinary action by suspending a student from classes or from campus, or otherwise altering the status of a student, when such action is in the best interests of Collin College.

**7-4.2 Notifying a Student**

A. When investigating an alleged violation, a student shall be notified to appear and provide information to assist in the investigation by any of the following methods:
   1. A sealed letter sent through campus mail in care of one of the student's professors for delivery at the end of class. The professor will be instructed to return the letter immediately after the class if the student is not in attendance.
   2. A letter mailed to the student's address as listed with the Admissions and Records Office. The student is responsible for keeping the Admissions and Records Office apprised of his or her current home address.
   3. A written communication hand-delivered by the dean of students or designee and the date, time and place of the hand-delivery is documented by the dean of students or designee.

B. The letter, message, or communication shall direct the student to schedule an appointment with the Dean of Students Office not less than three (3) academic calendar days (not including weekends) after the date of the communication. The communication shall also describe the alleged violation(s) and/or provide information regarding the purpose for the meeting. Students may schedule an appointment and meet with the Dean of Students Office prior to the three day waiting period if they sign a waiver form.

C. An authorized Collin College official may place a student on disciplinary probation or determine an appropriate penalty if the student fails, without good cause, to comply with the notification or otherwise fails to attend a scheduled meeting. In addition, an authorized Collin College official may also proceed directly through the Discipline Hearing Procedures.
7-4.3 Administrative Decision of a Violation

A. The dean of students or designee may administratively address any violation by:
   1. dismissing the allegation; and/or
   2. taking no formal disciplinary action; and/or
   3. handling the case in an informal manner; and/or
   4. initiating disciplinary proceedings; and/or
   5. referring the matter to the Discipline Appeals Task Force (DATF).

B. During a conference with the student, the dean of students or designee shall review the information in the Student Code of Conduct related to the case. The purpose of the conference is to hear and receive information from the student.

C. If a student is found responsible for the violation of the Student Code of Conduct and refuses the administrative decision of the dean of students or designee, the student is entitled to an appeal hearing.

D. If a student accepts the dean of students’ or designee’s administrative decision, he or she will sign a statement that he or she understands the violation(s), his or her student rights, and right to a hearing or to waive the same, and the penalty imposed by the dean of students or designee. This statement must be signed no later than the third academic calendar day (not including weekends) following the dean of students’ or designee’s administrative decision. Once this statement is signed, the student will not be allowed to appeal at a later date and he or she will be expected to comply with all penalties or recommendations in the administrative decision letter.

E. If a student does not sign an administrative decision acceptance statement or submit a signed written request for an appeal hearing by the third academic calendar day (not including weekends), the original administrative decision issued by the dean of students or designee will stand. In addition, since the student did not submit a request for an appeal hearing within the designated time period, the student will not be allowed to appeal at a later date and he or she will be expected to comply with all penalties or recommendations in the administrative decision letter.

7-4.4 Immediate Suspension

A. An authorized Collin College official may immediately and temporarily suspend a student without advance written notice (verbally direct a student’s immediate removal from Collin College) pending a formal investigation and administrative decision. The causes for immediate suspension without advance written notice include, but are not limited to, the following:
   1. failure to comply with a notification for a hearing;
   2. an attempt to cause or actually causing bodily harm to himself or herself and/or others at Collin College, on Collin College property, and/or while attending a Collin College-sponsored activity, on or off campus;
3. attempts to, or possesses, manufactures, delivers, distributes, sells, purchases, uses, or is under the influence of, alcoholic beverages, illegal controlled substances (as defined by federal law or in the Texas Controlled Substances Act), steroids, substances referred to as “designer drugs,” and the inappropriate or illegal use of over-the-counter medications, prescription medications, herbal/“natural” euphoriants, inhalants, look-alike products (what is represented to be any of the above-listed substances), at Collin College, on Collin College property, or while attending Collin College-sponsored activities on or off campus;

4. destruction or theft of Collin College property or another person's property;

5. possession of alcohol or intoxicating beverages in violation of this Code at Collin College, on Collin College property, or at Collin College-sponsored activities on or off campus;

6. any incident causing a major disruption or disturbance; and

7. an alleged violation of the Student Code of Conduct that the administrator considers to be a major violation or an immediate threat to faculty, staff, students, or the campus climate.

B. The student will be notified to meet with the dean of students or designee no later than five (5) academic calendar days (not including weekends) from the action of temporary suspension.

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

7-4.5 Classroom Dismissal by Faculty Member

If a student is disruptive in class (his or her behavior is disruptive or inappropriate in this setting and interferes with the teaching/learning process), a faculty member has the right to temporarily dismiss the student from class (not to exceed one (1) class). If a faculty member finds it necessary to dismiss a student from one (1) class, the appropriate academic dean should be notified as soon as possible.

A faculty member may not suspend a student from more than one (1) class without notification to the academic dean and the initiation of disciplinary proceedings. If the student’s behavior is so disruptive that it is believed that the student should be dismissed from more than one (1) class, then the academic dean and the faculty member should collectively contact the Dean of Students Office to initiate the student discipline process. Dismissal from more than one (1) class requires formal disciplinary action by the Dean of Students Office.
CHAPTER 5 – DISCIPLINARY PENALTIES

7-5.1 Authorized Disciplinary Penalties

A. Penalties for a violation(s) of the Student Code of Conduct, Board policy, Collin College regulation, procedure, or administrative rule may be imposed by an authorized Collin College official. The severity of the penalty shall be in relation to the gravity of the violation. Subject to additional considerations in rendering a disciplinary decision, Collin College will administer penalties consistently. A student’s record of previous violations, the severity of the violation, and the facts surrounding the violation may factor into the determination of the penalty or penalties. Disciplinary sanctions may include one (1) or more of the following:

1. warning
2. referral;
3. educational project assignment;
4. disciplinary probation;
5. restitution;
6. withholding of transcript or degree;
7. bar against admission or readmission;
8. suspension of privileges;
9. suspension of eligibility for participation in official athletic and non-athletic extra-curricular activities;
10. administrative re-assignment of academic grade;
11. denial of degree;
12. suspension; and/or
13. expulsion (must be approved by the Collin College Board of Trustees).

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

1. Warning: a warning that further violations of Collin College rules, regulations, the Student Code of Conduct, procedures, or Board policies will result in further disciplinary action. This penalty may be imposed for any length of time up to one (1) calendar year and the student shall automatically be removed from warning status when the period expires.

2. Referral: a recommendation for specialized help. The dean of students or designee may recommend that the student seek specialized assistance (e.g., from a family member, counselor, mental health professional, physician, etc.) if appropriate.

3. Educational project assignment: a project assignment may be arranged so that the student will have the opportunity to observe and learn specific, valued human behaviors related to his or her own conduct, which led to disciplinary problems and action. A student may be counseled to participate in some campus or community activity with rehabilitative value (e.g., Academic Traditions and Cultures seminar, essay assignment, alcohol awareness seminar, etc.).
4. **Disciplinary probation**: a penalty and status that indicates that further violations may result in suspension from Collin College. Disciplinary probation may be imposed for any length of time up to two (2) calendar years.

5. **Restitution**: an order for the student to repair damages or reimburse the affected party for damage to or misappropriation of property. This may take the form of monetary payment or payment of time and services.

6. **Withholding of transcript or degree**: a penalty that may be imposed on a student who fails to pay a debt owed to Collin College or who has a disciplinary case pending a final administrative decision with the dean of students or designee. The penalty terminates on payment of the debt or the final decision of the case.

7. **Bar against admission or re-admission**: a penalty whereby a student or prospective student may not be allowed to enter or re-enter a Collin College campus (e.g., may not enroll or participate in classes, programs, activities, etc.) if he or she were forced to withdraw for disciplinary reasons, for failure to meet financial obligations, or for disruptive or threatening behavior during the admissions, advising, or assessment period prior to entrance to Collin College. This penalty may be imposed for any period of time not to exceed two (2) calendar years.

8. **Suspension of privileges**: an elastic penalty that may impose limitations or restrictions to fit a particular case. This penalty may be imposed for any length of time up to two (2) calendar years or longer depending on the circumstances.

9. **Suspension of eligibility for participation in official athletic and non-athletic extra-curricular activities**: a penalty that prohibits a student from joining student organizations or participating in Collin College athletics and/or non-athletic, extra-curricular activities. This penalty may be imposed for any length of time up to two (2) calendar years or longer depending on the circumstances.

10. **Administrative Re-assignment of an Academic Grade**: If a student is found responsible, through the disciplinary process, of enrolling in a course or of obtaining a course grade through fraudulent means, the course grade will be changed to an “ZW” on the student's transcript by the Admissions and Records Office. A “ZW” grade on the student's transcript will note that no grade was assigned and the student was administratively withdrawn from the course due to a fraudulent act of scholastic dishonesty.

11. **Denial of degree**: a penalty that may be imposed on a student for any length of time and may include a permanent denial.

12. **Suspension**: a penalty and status whereby the student on whom it is imposed may not be initiated into a Collin College honorary or service organization, may not enter a Collin College campus except in response to an official notification, may not register for credit or noncredit classes or seminars, and may not earn academic credit in any form from Collin College for a designated period of time. No former student, who has been
suspended for disciplinary reasons from Collin College, shall be permitted on the campus or other facilities of Collin College during the period of suspension without the prior written approval of the vice president of student development and/or the dean of students or a designee. This penalty may be imposed for any length of time up to two (2) calendar years.

13. **Expulsion**: a penalty and status that permanently bars a student from enrollment at Collin College. No former student who has been expelled for disciplinary reasons shall be permitted on the campus of Collin College or other facilities. The student may not enroll or participate in any Collin College program, activity, or service and is considered permanently severed from Collin College unless the expulsion status is altered by the Collin College Board of Trustees.

C. Penalties of denial of degree, barred against admission or re-admission, suspension, and expulsion shall be reserved for major violations (or repeated violations) of Collin College rules, regulations, the **Student Code of Conduct**, procedures, or Board policies; and municipal, county, state, and federal laws.

D. The imposition of disciplinary actions in categories (B) 1-5 above, may be appealed to Collin College’s Disciplinary Appeals Task Force (DATF) through the process outlined in Chapter 6 of this Code. A decision made by DATF with respect to the disciplinary action imposed is final, binding, and non-appealable.

E. The imposition of disciplinary actions in categories (B) 6-13 above, may be appealed to Collin College’s DATF through the process outlined in Chapter 6 of this Code. If the student wishes to appeal the DATF’s decision and/or the disciplinary penalty imposed, the student may appeal the decision to the vice president of student development through the process outlined in Chapter 7 of this Code.

### 7-5.2 Disciplinary Files/Records

Student referrals due to a violation of the **Student Code of Conduct** may result in the development of a disciplinary file in the name of the accused student. Records relating to violations that result in expulsion from Collin College will be retained permanently. Records relating to all other forms of disciplinary action, including those concerning investigations that do not result in disciplinary action, will be retained for three (3) academic years.

Authorized Collin College officials may disseminate student disciplinary information to officials at other schools without prior consent in accordance with FERPA, if there is a risk to others and/or for legitimate educational interest.
CHAPTER 6 – THE HEARING

7-6.1 Discipline Appeals Task Force (DATF)

A. When a student refuses administrative decision of a violation, the student is entitled to a hearing before the DATF. The request for a hearing must be made by the student in writing to the Dean of Students Office on or before the third academic calendar day (not including weekends) following the administrative decision.

B. The DATF shall be comprised of no less than three (3) Collin College employees and a minimum of one (1) current Collin College student. The members of DATF shall be appointed by the Collin College president or designee who shall designate one (1) member as chair. All members of the DATF are eligible to vote in the hearing.

C. The dean of students or designee shall set the date, time, and place for the hearing, notify the student of the same, summon witnesses, and require the production of documentation and other evidence. For information on the hearing procedures and deadlines, see the Dean of Students Office.

D. The dean of students, or designee, shall represent Collin College before the DATF and present evidence to support the alleged violation(s). The dean of students or designee may be assisted by legal counsel. However, only the dean of students or designee, may speak on Collin College's behalf.

7-6.2 Notice of Hearing

A. The dean of students or designee shall notify the student by letter concerning the date, time, and place for the hearing. The letter shall specify a hearing date, not less than three (3) academic calendar days (not including weekends), nor more than 15 academic calendar days (not including weekends) after the date of the student’s appeal letter. The notice shall:

1. specify the allegations and violations;
2. direct the student to appear at the date, time, and place specified; and
3. advise the student of his or her rights to:
   a. have a private hearing;
   b. appear with an advisor, with a family member, or with legal counsel; however, only the student may speak on his or her behalf. The purpose of the hearing is for the DATF to hear from the student;
   c. know the identity of each potential witness who will testify against him or her, to the extent permitted by law;
   d. summon witnesses, request production of evidence on behalf of Collin College, and argue in his or her own behalf;
   e. make an audio recording of disciplinary proceedings. The student shall inform the dean of students or designee in advance if the student intends to make an audio recording of the proceedings. The student and Collin College may each request a copy of any such audio recording from the other; and
f. appeal the DATF decision to the vice president of student development or designee when the DATF upholds or imposes an authorized disciplinary penalty from Section 7-5.1, *Authorized Disciplinary Penalties*, Item B, penalties 6-13 only.

B. The dean of students or designee may postpone the hearing for good cause as long as all parties involved are notified of the new hearing date, time, and place. Students are responsible for updating contact information, including current mailing address, with the Admissions and Records Office.

C. The DATF may hold a hearing at any time if:
   1. the student had actual notice of the date, time, and place of the hearing, and the student failed to appear; or
   2. the dean of students or designee states in writing that because of extraordinary circumstances, the requirements of the above are inappropriate.

D. The dean of students or designee may suspend a student who fails to comply with a notification letter sent under this section. Further, as outlined above, the dean of students or designee, at his or her discretion, may proceed with the hearing in the student's absence. The dean of students or designee, at his or her discretion, may proceed with the hearing in the student's absence.

**7-6.3 Hearing Procedure**

A. The hearing shall be informal. The DATF chair shall provide reasonable opportunities for witnesses to be heard. Collin College may be represented by the dean of students, or designee, as designated by the vice president of student development. Hearings will be closed unless the student requests an open hearing. In the context of the hearing, if the student raises a complaint against an employee or another student, the hearing will be closed unless the accused employee or student requests or gives permission for it to be open.

B. The DATF shall generally proceed as follows during the hearing:
   1. Chair reads the complaint.
   2. Chair informs the student of his or her rights.
   3. Dean of students or designee presents Collin College's case.
   4. Student speaks and presents his or her defense. Only the student may speak on his or her behalf;
   5. DATF members may call and freely question witnesses as they deem relevant during the course of the hearing. The DATF is charged with evaluating whether or not a student has violated the *Student Code of Conduct*, not a student's character; therefore, character witnesses will not be considered during the hearing.
   6. Dean of students or designee and student may present rebuttal evidence and arguments.
7. DATF members will deliberate on evidence in closed session. DATF members will vote on the issue of whether or not there has been a violation(s) of Collin College rules, regulations, the Student Code of Conduct, procedures and/or Board policies.

8. If the DATF finds the student has violated Collin College rules, regulations, the Student Code of Conduct, procedures, and/or Board policy, the DATF shall determine whether the appropriate penalty has been imposed by the dean of students or designee and adjust the penalty, if warranted.

9. Within 10 academic calendar days (not including weekends), the DATF shall state in writing each finding and the penalty determined, if any, and may include its reasons for said finding(s) and penalty or penalties. Each DATF member concurring with the finding(s) and penalty or penalties shall sign the statement.

10. The DATF chair, or the dean of students or designee acting on behalf of the DATF, shall inform the student, in person or in writing, of the decision and penalty, if any.

11. Cross-examination will not be permitted by either the student or the dean of students or designee, and all communication, by either party, will be made directly to the DATF.

7-6.4 Evidence

A. Legal rules of evidence do not apply to hearings before the DATF. The DATF may admit evidence that possesses reasonable value to the intent of the task force. Hearsay testimony and/or evidence are admissible and may be considered on a case-by-case basis.

B. The DATF shall presume a student is not responsible of committing the alleged violation until it is convinced by a preponderance of the evidence that the student violated Collin College rules, regulations, procedures, the Student Code of Conduct, and/or Board policy.

CHAPTER 7 – APPEAL

7-7.1 Appeal of Administrative Decision

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

7-7.2 Appeal of Discipline Appeals Task Force (DATF) Decision

A. Appeals of the DATF decision are only allowed in cases where disciplinary action in categories 6-13 of Chapter 5, Section 7-5.1, Item B, Authorized Disciplinary Penalties, above have been imposed. Following the DATF hearing, if the student wishes to appeal its decision and/or the disciplinary penalty imposed, the student may appeal the decision to Collin College's vice president of student development. This appeal must be made in writing on or before the third academic calendar day (not including weekends) following receipt of notice of the DATF's decision. If a student does not file a timely written appeal
with the vice president of student development following the DATF decision, the
decision of the DATF will stand and no further appeal will be allowed.

B. If a student files a written appeal of the DATF decision, the vice president of
student development shall be provided a copy of the hearing file and review the
records related to the case. In some discipline cases, the vice president of student
development may, at his or her discretion, designate another vice president to
hear the case.

C. Within 15 academic calendar days (not including weekends) following the
appeal hearing or the date of the decision, the student shall be notified in writing
of the vice president's decision. The vice president has the right to change the
disciplinary action imposed. The decision of the vice president is considered
final, binding, and non-appealable, except where expulsion is recommended.

7-7.3 Appeal of Expulsion to the Board of Trustees

A. Following receipt of the notice of the vice president's recommendation for
expulsion, the student may appeal the decision to the Collin College's Board of
Trustees. This appeal must be made in writing and submitted to the Dean of
Students Office on or before the third academic calendar day (not including
weekends) following receipt of the vice president's or designee's decision. The
Dean of Students Office shall forward the appeal to the Collin College president.

B. If a student does not file a timely written appeal, the decision of the vice
president or designee will stand and no further appeal will be allowed. In this
case, the recommendation of the vice president or designee is forwarded to the
President's Office to be considered by the Board of Trustees.

C. In the event a timely appeal of expulsion is filed, the Collin College President's
Office shall set and notify the student of the date, time, and place where the
Board of Trustees will consider the appeal. Documentation concerning the case
will be forwarded to the Board of Trustees and no additional evidence shall be
heard, unless requested by the Board of Trustees.

D. Within 10 academic calendar days (not including weekends) following the
consideration by the Board of Trustees of the student's appeal, the student shall
be notified in writing of the Board of Trustees' decision.

7-7.4 Favorable Hearing

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

In the event that any provision in this Student Code of Conduct conflicts with the
law of the State of Texas or the United States of America, the state or federal law
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ALLEN SITE
Allen High School
300 Rivercrest Blvd.
Allen, TX 75002
972.377.1060
Higher Education Center at Rockwall

HIGHER EDUCATION CENTER AT ROCKWALL
1050 Williams St.
Rockwall, Texas 75087
972.772.5737
SPRING CREEK CAMPUS
2800 E. Spring Creek Parkway
Plano, TX 75074
972.881.5790
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