INSTRUCTOR GUIDE
FOR
DIVISION AND PROGRAM POLICIES

Our Vision –
To be a globally recognized leader in Continuing Education programs.

Our Mission –
To provide quality learning opportunities for workforce training, professional development and educational, cultural, and personal enrichment.
Courtyard renovation is set to begin later this month – the first major building renovation since College occupancy in the early 80's.

After project completion in December, the building will have an upgraded air conditioning system, restrooms will be remodeled, rooms will have new paint and carpet, and additional rooms will be available for classes.

During renovation, many administration offices will be moved – some more than once – but phone numbers will not change.

We are working to minimize impact on classes, but room assignment changes may be required that will affect some of your classes. We will notify you of changes that affect your classes and post signs for students. For any last-minute changes, please check the plasma display before each class session and suggest the same to your students.

Please pass along the following information to your students.

**Phase I construction – tentative dates 6/25 – 9/24**

1. CE offices relocated to B431
2. Admissions and Records relocated to A106
3. Bookstore remains in the current location
4. Site Coordinator/Instructor area relocated to B313
5. Media Services relocated to B345
6. Student lounge area on third floor unavailable – no vending machines
7. Men’s room – one on first floor only
8. Ladies’ room – second, third and fourth floor (north end of building)

**Phase II construction – tentative dates 9/25 – completion (more details as the date nears)**

1. New room numbering system (“A” & “B” prefixes eliminated)
2. CE offices remain in temporary location on fourth floor
3. Media Services moves to permanent location: 415
4. Admissions and Records moves to permanent location: left side of lobby entrance
5. Bookstore moves to permanent location: right side of lobby entrance
6. Student lounge area on third floor is again available
7. Ladies’ room – one on fourth floor only (south end of building)
8. Men’s room – all available EXCEPT first floor

We will keep you posted of any changes.
CougarWeb

CougarWeb is an Online Portal which allows you to:

Access class rosters, E-mail students, check paystub information, as well as information management

Access CougarWeb by going to: https://cougarweb.collin.edu/

Your Username and Login are your Novell ID and Password.
RESET YOUR PASSWORD THROUGH VIRTUAL OFFICE

You may reset your password from anywhere online through our virtual office tool. While connected to the Internet, access Virtual Office at the following link: https://virtualoffice.collin.edu (No WWW in the address)

Enter your username and password. Click Login.

If your password is expired and you have a grace login available, after submitting your login information you will be prompted to change your password. Enter your old password and new password. Submit this information. You are finished. You will now see the Virtual Office Homepage.

If the login fails, your password is expired and you have no remaining logins available. To change your password, you must click the Forgot your password? link found at the bottom of the login page. Enter your Username and click Submit. You will be prompted to answer two of your challenge questions. Once you successfully answer your challenge questions, you will be allowed to change your password. Enter a new password you have chosen and click Submit. You are now finished. You will see the Virtual Office Homepage.

Please note: for this feature to work properly, you must have set up your challenge questions previously. Challenge questions are normally set up during your initial login on campus when entering your username and password to the Novell Client for Windows login screen.

If your password is NOT currently expired, but you wish to change your password, you will log in successfully after submitting your login username and password. At the top of the Virtual Office homepage, you will see five blue round buttons. Click on the blue round button to the far right (features a picture of a padlock on it). By clicking on this button, you will be accessing the Universal Change Password page. Enter your old password and the new password you choose. Click Submit. You are finished.

**Password Guidelines**
- Passwords are not case sensitive
- Passwords must be a minimum of 8 characters
- There must be at least 1 number in your password
- There cannot be more than 7 numbers in your password
- A character can be repeated no more than 4 times sequentially
- Passwords expire every 90 days
- All passwords must be unique for 180 days
- You have 6 grace logins after your password expires

If you need further assistance, please contact us.
This tab contains links to Online Tutorials and other relevant information you need to know about CougarWeb.
Call 9-1-1

Emergency Procedures

General Procedures:
- KNOW the location of the nearest phone.
- Have someone call while you remain at the scene.
- NOTIFY site coordinator or plant operations that emergency personnel are en route.
- NEVER transport individuals personally!! You may assist in securing transportation via emergency vehicle or family/friend.

Site Coordinators
Courtyard Campus
  Daytime  972-985-3766
  Night/Weekend  972-985-3853
Plano Senior High Campus  972-519-8500

Computer Support
Evening and Weekend
Allen High School Campus  972-377-1069
Central Park Campus  972-548-6877
Courtyard Center Campus  972-985-3756
Spring Creek Campus  972-881-5969

Plant Operations
Courtyard Campus  972-985-3777
Central Park Campus  972-548-6690
Preston Ridge Campus  972-377-1690
Spring Creek Campus  972-881-5690

To contact a CCCCDD Public Safety officer pick up any district phone and dial **5555** or **972-578-5555** from outside lines.
Emergency Closing of the College

**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 district. CougarAlert will not be used for promotional purposes or for scheduled closures, such as holidays. To subscribe to CougarAlert, visit [http://www.collin.edu/cougaralert.html](http://www.collin.edu/cougaralert.html).

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

If classes have been canceled, local radio and television stations will make the announcement. A decision to cancel classes will usually be made by 3:00pm for evening classes and by 6:00am for day classes.

**Radio Stations:**

- KLIF 570 AM
- WBAP 820 AM
- KERA 90.1 FM
- KLYT 94.9 FM
- KSCS 96.3 FM
- KEGL 97.1 FM
- KDMX 102.9 FM
- KHKS 106.1 FM

**Television Stations**

- KDFW Channel 4
- WFAA Channel 8
- KXAS Channel 5
- KTVT Channel 11

**Additional Resources**

[www.krld.com](http://www.krld.com)  [www.kdfw.com](http://www.kdfw.com)  [http://www.nbc5i.com/closings](http://www.nbc5i.com/closings)

(on this web site, you can register your email to be automatically notified when school is closed.)

Emergency closing information is also available on our website:

[www.collin.edu](http://www.collin.edu)
MEMORANDUM

TO: Faculty and Staff
FROM: ACCESS Office
SUBJECT: Accommodations in the Classroom

The Staff of the ACCESS office feels it is urgent that we remind all faculty and staff of our responsibilities under federal and state laws as it pertains to students with disabilities and other special needs. As more and more students with disabilities enroll at Collin County Community College District and as students become more aware of their legally enforceable rights, we are beginning to experience many questions. Students who believe that their legal rights have been withheld may file complaints with the CCCCD ADA Compliance officer, 972-985-3737, and with the U.S. Office of Civil Rights.

Collin County Community College District is committed to providing services to students with disabilities as legally mandated under section 504 of the Rehabilitation Act of 1973 and the recent American with Disabilities Act of 1990. Failure to do so can lead to significant ramifications for the institution and its faculty and staff while creating unnecessary hardship for students. However, faculty and staff continue to work very hard to provide appropriate accommodations.

Instructors are expected to maintain the standards that apply to all members of the class. With the exception of minor adjustments in presentation or requirements of the course, the content will not be altered. Adjustments made for students with disabilities are usually compensatory in nature, allowing the student to bypass usual channels, but still obtain results similar to other students. Accommodations should apply to course procedures and processes, not to course content.

A variety of support services are available here at Collin County Community College District for students with disabilities. These services may include, but are not limited to, interpreters, note-takers, readers, assistance with taped texts, tape recorders, assistance with the registration process, adaptive equipment and test accommodations. All services are elective and must be requested by the students.

Request and arrangements for services for students with disabilities may be made directly through the ACCESS office, Spring Creek Campus, Room G200.

For more information, please visit our Services for Students with Disabilities website at http://www.collin.edu/studentservices/swd.html.
What Do I Do When I Receive an Accommodation Request?

**First**, read the accommodation request carefully. It is a formal notice documenting that the student has furnished the college with documentation of a disability which he or she feels will impact the teaching or learning situation.

**Second**, discuss the request with the student privately. The form lists accommodations for which the student has provided proof and the types of adaptations which have been recommended by the learning or physical disabilities specialist in the ACCESS office.

**Third**, remember that the request is just that, not a command. All students, regardless of disability must be able to meet the essential competencies for your course; if the student cannot meet the competencies without accommodations, he/she must be given an opportunity to meet them with reasonable accommodations.

Please do not hesitate to call our office with questions in reference to accommodations for students with disabilities or visit our website.

[http://www.collin.edu/studentservices/sworth.html](http://www.collin.edu/studentservices/sworth.html)
Student Code of Conduct

For the complete Student Handbook, please visit:

http://www.collin.edu/studentresources/deanofstudents/conduct.html

Then click on any of the links listed or click the picture of the cougar to download the handbook.
Administrative

Stephen Hardy, Assoc. V.P. of CEWD
Rhona Simonsen, Office Manager
Phyllis Martin, Weekend CYC Site-Coordinator *
Stephanie O’Donnell, Weeknight (M-R) CYC Site-Coord.*
Sue Bailey, Morning (M-F) CYC Site-Coordinator *
Shelly (Lori) Ostlund, Fri & Sunday, CYC Site-Coordinator *
Lynn Simmons, Plano Senior High Site Coordinator *

Phone
972-985-3751
972-985-3752
972-758-3853
972-758-3853
972-758-3766
972-758-3766
972-519-8500

Continuing Education

Janet Sheppard, Associate Dean of Continuing Education
972-985-3755

John Byers, Professional Development Program Director
Computer Education
Computer Applications in Business
Computer-Aided Design
972-985-3753
Digital Photography
Comp TIA Certifications
Cisco Networking

Jim Merritt, Workforce Development Program Director
Bus. Communication and Management
Business Finance
Business Mediation
Business Writing
Communications Improvement (ESL)
972-985-3747
Exam Preparation
Foreign Languages
Marketing
Human Resource Management
Logistics and Materials Management
Project Management
Small Business Development
Strategic Language Institute
Supervisory Management
Training and Development

Kelli Albrecht, Health Care Program Director
Medical Coding & Billing
Health Unit Clerk
Practice Administration
Rehabilitation Aide
972-599-3117
Health Professions
Medical Terminology
Healthcare Leadership
Massage Therapy CE
Pharmacy Technician
Electrocardiography
Home Health Aide
Healthcare CE

Carol Luckock, Associate Program Director
Aviation
Real Estate
Dental Assistant
Travel
Financial Planning
972-985-3758
Teacher Training
Technical Trades
Nursing Home Activity Director
Art & Photography
Home & Garden
Payroll Professional
Electrical Code
Optician/Ophthalmic
Creative Writing
Counselor Education

Jennifer Askew, Continuing Education Assistant
Phyllis Martin, Program Director Assistant
Alice Hoock, Program Director Assistant
Betty Wilson, Program Assistant
DiAnn Lewis, Program Assistant *
972-985-3757
972-985-3739
972-985-3749
972-985-3750
972-985-3759

Law Enforcement Academy

Ron Spears, Director, Law Enforcement Academy- CPC
Charlotte Brown, Division Secretary- CPC
Terry Blevins, Clerk- CPC
Gina Hight, Police Training Officer- CPC
Jackie Carter, Police Training Officer- CPC
972-548-6861
972-548-6561
972-548-6863
972-548-6862
972-548-6813
Center for Workforce and Economic Development

Natalie Greenwell, Director of Workforce Development 972-985-3768
Amy Capshaw, Marketing Analyst & Sales Assistant 972-599-3130
Marie Piet, Solutions Provider 972-985-3764
Bryan Humphreys, Solutions Provider 972-985-3760
Marcae Lee, Program Director Assistant 972-985-3762
Jean Martin, Sail Secretary 972-985-3788
Fax: CWED 972-985-3727

Center for Teaching, Learning and Professional Development

Sabrina Belt, Director for Teaching, Learning & Prof. Dev. 972-377-1066
Kathy Di Benedetto, Administrative Assistant 972-377-1065
Rachel Vogt, Assistant Director 972-377-1067
Jyo Pai, Coordinator 972-377-1061
Nancy Dlabaj, TCP Advisor* 972-377-1064
Liza Plummer, TCP Advisor* 972-377-1064
Melissa Cotton, ARO - Day* 972-377-1060
Asia Alzai, ARO - Evening/Weekend* 972-377-1060

Collin Small Business Development Center

Marta Frey, Director 972-985-3771
Gloria Daniel, Division Secretary 972-985-3770
Jennifer Spara, SBDC Assistant 972-985-3770
Alan Beckley, Consultant * 972-985-3770
Sherry Darden, Consultant * 972-985-3770
Michael Daley, Consultant * 972-985-3770
Steve Falldine, Consultant * 972-985-3770
Frederik Tylim, Consultant * 972-985-3770

*denotes part-time position  Rev. 7/12/10
How New Instructors are Hired

Advertisements for positions to teach continuing education courses are run continuously through the year. As applications are received through the Human Resources Office, they are acknowledged and sent immediately to the Program Director’s Office for distribution and review.

Interviews are scheduled and references are checked by the Continuing Education Division and after the interviews, potential new instructors complete all the necessary personnel forms.

Contracts are prepared and distributed by the Continuing Education Division. A Part-time Instructor Agreement and Course Completion Form is signed and approved by the Continuing Education Office and forwarded to the Human Resources Office for review and payment on the next appropriate payroll period.

Continued employment beyond the term of the written contract is not implied or guaranteed. Assignments planned for future semesters are subject to change based on factors such as student enrollment, schedules and divisional needs.
When Do I Get Paid???

Our fiscal year begins September 1 ending August 31.

The Agreement to the Conditions of Employment form only has to be signed once.
Return signed original. Keep instructor’s copy for your records.

Payroll Cut-Off is on the 15th of every month

IF…
Your class begins on or before the 15th of the month and ends before the end of the same month, you will be paid 100% in that month.

IF…
Your class begins after the 15th of the month but ends in the following month, you will be paid 100% in the following month.

IF…
Your class begins after the 15th of the month and ends the same month, you will be paid 100% in the following month.

IF…
Your class begins on or before the 15th of the month and extends through multiple months, your pay will begin the month the class starts and end the month the class ends. Payments will be equally divided.
Viewing Your Paystub

Your monthly paystubs are available ONLINE.

Log in to Cougar Web: https://cougarweb.collin.edu/

Enter your Novell ID and Password
Then click the My Workplace Tab

Click the My Workspace Tab
Then click on Pay Stub
Collin College
Authorization Agreement For Automatic Deposits (ACH Credits)

I (we)______________________________ (please print), hereby authorize COLLIN COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter called COLLEGE, to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my (our)____ checking (970) or _____ savings/money market (960) account (please select only one) in the name(s) indicated below and the depository institution named below, hereinafter called DEPOSITORY, to credit and/or debit the same to such account.

**PLEASE PRINT**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee SS#</th>
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<td>___________________</td>
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</table>

Depository Name:____________________ Depository Phone #:_________________________
Branch:_________________ City:_________________________ State/Zip:________________

Please call you depositor institution to verify the transit/ABA number for a payroll direct deposit to your account. This will help ensure accurate processing of your deposit.

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<tr>
<th>Transit/ABA Number:</th>
<th>Account Number:</th>
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<td>___________________</td>
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This authority shall remain in full force and effect until the first payroll following the COLLEGE’S receipt of written notification from me (or either of us) of its termination in such time and in such manner as to afford COLLEGE and DEPOSITORY a reasonable opportunity to act on it.

Name (Names if joint account)

________________________________________________ ________________________
(Please print) (Date)

Signed X_________________________________ Signed X____________________________

Return completed form to the Payroll Office at Courtyard Center by the monthly payroll cut-off date for implementation on the month-end payroll.

**NOTE:** Your first paycheck after enrollment will not be direct deposited; it is processed as a pre-note for confirmation only. The second actual payroll check will be direct deposited to your account.

**NEW HIRES & OTHER NEW ENROLLEES IN DIRECT DEPOSIT:** YOUR FIRST PAYCHECK WILL BE AVAILABLE FOR PICK UP FROM YOUR DEPARTMENT/DIVISION OFFICE.
Collin College
Agreement to the Conditions of Employment for
Continuing Education and Workforce Development Instructors

1) The Instructor acknowledges that Collin College (CCCCD) has not adopted any policy, rule, regulation, law or practice providing for tenure; no right of tenure is created by accepting an assignment with CCCCD; and no property interest, expressed or implied, is created by or through such assignment.

2) The Instructor agrees that all CCCCD teaching assignments are conditioned upon (i) sufficient enrollment in the course and upon the schedules of full-time faculty; (ii) ensuring that all certificates, transcripts and other documents required by Collin College are on file with the Human Resources Office before classes begin, but in any event, not later than 30 calendar days after the first day of employment; and (iii) in federally or categorically funded positions, an assignment is conditioned upon the availability of full and adequate funding for the position.

3) The Instructor agrees that any CCCCD assignment may be terminated at any point during the semester, at the sole discretion of Collin College, at which time, the agreement shall be null and void and of no other force and effect.

4) If the Instructor is unable to attend a class for any reason, the program director shall be notified eight (8) hours, if possible, before classes. Absence from scheduled classes may, in the sole discretion of Collin College, result in salary deductions.

5) The Instructor shall comply with all policies, rules, and regulations of Collin College in effect, or as may be adopted during the life of this agreement. Failure to meet any of the Collin College policies, rules and regulations, including but not limited to, time schedules regarding classes, completion of all rolls, student evaluations, grades, and personnel materials, may result in termination of this Agreement, or the withholding or deduction of salary as determined in the sole discretion of Collin College.

6) Instructor will not, nor will Instructor permit or allow any entity, firm, person, corporation, or business owned or controlled by Instructor to directly or indirectly engage in any business activities which results from working for the Continuing Education and Workforce Development Division of CCCCD within Collin County, Texas directly or indirectly.
   a. Engage in teaching and/or training employees of employers who seek or purchase development training with CCCCD; and
   b. Induce any CCCCD students or induce any of the employees of CCCCD students to patronize any business which competes with the Continuing Education and Workforce Development Division of CCCCD; and
   c. canvass, solicit or accept any similar business offered by the Continuing Education Division of CCCCD from any CCCCD students or employer of a CCCCD student; and
   d. employ any employee of the Continuing Education and Workforce Development Division of CCCCD in, or solicit or induce any such employee to become employed by anyone other than CCCCD.

7) Instructor acknowledges that breach of the obligations under this Agreement would cause irreparable damage to CCCCD, and CCCCD shall be entitled, in addition to other legal or equitable remedies available, to an injunction to restrain the violation by Instructor of the provisions of this agreement.

8) Instructor agrees that the scope of the covenant contained in Paragraph 6 is reasonable as to time, area or persons and is fairly necessary to protect CCCCD. Instructor further agrees that in the event any portion of this Agreement shall be held to be invalid or unenforceable due to the unreasonableness of the time, geographic area and to the extent as may be determined to be reasonable by a court of competent jurisdiction.

9) The Instructor agrees that this contract includes teaching the assigned class(es), as well as the preparing for class, grading, being available for student consultations and other related instructional activities as identified by the program director executive director.

I hereby submit the Instructor Agreement with Collin College and agree to the “Conditions of Employment for Continuing Education and Workforce Development Instructor” as stated.

_____________________________________   ______________________
Instructor Signature   Date   Social Security Number

_____________________________________
Instructor Name (please print)

Collin College does not discriminate on the basis of race, color, national origin, age, sex, religion, disability or veteran status.
# PART TIME CONTINUING EDUCATION INSTRUCTOR ASSIGNMENT

## COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

**Education Division**

This agreement is made and entered into between the Collin County Community College District, as Employer, and the undersigned Employee for the term, purpose and consideration herein stated.

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>ACCT/OFF/PROG</th>
<th>PAY RATE</th>
<th>CONTRACT MAX. HRS.</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>CONTRACT AMOUNT</th>
<th>ASSIGNMENT/ACTIVITY (SEMESTER/COURSE/SECTION)</th>
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**THIS AGREEMENT** is subject to schedule changes, sufficient enrollment and / or personnel changes based upon administrative decisions.

**THE OBLIGATIONS** of the Employer are conditioned upon the faithful and timely performance by the Employee of duties herein described and such other duties and requirements as may be specified by the attachments hereto, and subject to the "Conditions of Employment." If any of the information listed above is incorrect, please contact the CE offices at 972-885-3750.

If you are now employed or in the future begin or end employment with another college or public school in which you are an active participant in the Teacher's Retirement System of Texas, you must notify the Human Resources office at 972-881-5660.

**EMPLOYEE'S SIGNATURE**

---

**DATE**

---
EXTRA SERVICE AGREEMENT FOR NON-TEACHING ACTIVITIES
OF PART-TIME EMPLOYEES

Name: _________________________________ SSN: _________________________________

Please check primary campus:
[ ] Central [ ] Spring Creek
[ ] Courtyard [ ] Preston Ridge
[ ] Other: _______________________________

Dean’s / Director’s Approval: _________________________________

VPI’s / President’s Approval: _________________________________

***HR Approval: _________________________________

DESCRIBE ASSIGNMENT IN SPACE BELOW: (Use attachment to list specific duties & expectations.)
Total Project: $_______ Authorized begin date: _____ Authorized End Date:_____ Cost Center
Acct________
[ ] Monthly payments through authorized end date. OR [ ] Lump Sum Payment upon completion.
(Required for summer assignment)
***NOTE: Pay rates must be approved in advance by the appropriate administrator and the Human
Resources Office.

FOR PAYROLL USE ONLY: Job Code________ Position #________ Division____

PLEASE ANSWER ALL QUESTIONS: This form will not be processed if any question is left unanswered
[ ] Yes [ ] No Have you during this academic year worked in a benefits-eligible (50% or more) position in a
public school or college and are you or did you participate in TRS (Teacher’s Retirement System of
Texas)? (9/1 to 8/31)

If yes, give name of school district/college: _________________________________

If yes, give dates of benefits-eligible employment there: _________________________________

[ ] Yes [ ] No Have you during this academic year worked in a benefits-eligible (50% or more) position in a
public school or college and are you or did you participate in ORP (Optional Retirement Program) in lieu of
TRS? (9/1 to 8/31)

If yes, give name of college/university: _________ ORP Carrier: _________ Agent Name: _________

Agent Business Phone: _________ Dates of benefits-eligible employment there: _________

[ ] Yes [ ] No Are you currently receiving monthly retirement benefits from TRS?

If you do not currently work in a benefit-eligible position at CCCC or other public school or college and answered “NO” to
each of the above, you must participate in the part-time employee retirement program which went into effect July 1, 1991.
You must make an election before payroll can be processed. Please contact the Human Resources office at Central Park
Campus at 881-5660 for more information. NOTE: The election between Metropolitan Life and Social Security may not be
revoked until employment terminates with CCCC. You may not participate in both plans.

I accept the above assignment for the contract amount indicated and agree to the Conditions of Employment stated on
the reverse side of this form.

Employee Signature   Date   Payroll Office   Date

Collin College does not discriminate on the basis of race, age, national origin, color, sex, religion, disability or veteran status.
1. The employment acknowledges that Collin College has not adopted any policy, rule, regulation, law or practice providing for tenure; no right of tenure is created by this Agreement; and no property interest expressed or implied, is created and continued beyond the contract term.

2. The employee agrees that this Agreement is conditioned upon (i) filing all certificates, transcripts and other documents required by Collin College with the Human Resources office; and (ii) in federally or categorically funded positions, this Agreement is conditioned upon the availability of full and adequate funding for the position.

3. The employee agrees that this Agreement may be terminated at any point during the semester, at the sole discretion of Collin College, at which time, this Agreement shall be null and void and of no other force and effect.

4. If the employee is unable to complete a portion of the assignment for any reason the administrator shall be notified eight (8) hours in advance, if possible. Absence from non-teaching activities may, in the sole discretion of Collin College, result in leave and/or salary deductions, in compliance with college policy and Federal FLSA guidelines.

5. The employee shall comply with all policies, rules, regulations of Collin College in effect, or as may be adopted during the life of this agreement. Failure to comply with any of Collin College’s policies, rules and regulations, including, but not limited to, time schedules, completion of personnel materials and/or assignments may result in termination of this Agreement, or the deduction of leave and/or salary in compliance with college policy and federal FLSA guidelines as determined is the sole discretion of Collin College.
Miscellaneous Tidbits…

**Absences & Substitutes:** If you MUST miss a class, call your Program Director Assistant (PDA) as soon as you can, so we can notify students. If an emergency occurs after office hours (5:00 pm) call the site coordinator at 972 985-3853, she will put a sign on your classroom door.

*Computer Instructors:* You must call your PDA to arrange a substitute or makeup for that class. **LEAVE & SUB forms must be filled out by both parties.**

*All other instructors:* Call your PDA to discuss a makeup day or a possible substitute.

**Course Packets:** Will be at the location where you are teaching (at the Courtyard Campus, go to the Faculty Office, temporarily located in B313, and your packet will be in the lateral file cabinet under your name). If you cannot find the packet, ask your PDA or the site coordinator for assistance. See the following pages for specific campus procedures.

**Dress Code:** NO SHORTS. You are a professional, addressing other professionals. Please dress accordingly.

**Dry Erase Markers:** Running dry…throw it away, the site-coordinator will replace them.

**Room Assignments Registries at the Courtyard Campus:** Courtyard campus room assignments are located on the LCD screens near the elevators on each floor.

**Textbooks:** *(Computer Instructors)* Loaned to you by your PDA prior to the beginning of your class and should be returned after your class is over.

**Transcripts:** An official college transcript of noncredit courses/contact hours may be obtained by a student from the CCCCCD Registrar Office, 972 985-3721. Students will receive a transcript, if they request one, only if they have attended 90% of their class. The transcript will serve as official attendance verification. **No certificates unless specified as a certificate program or series.**

**Tuition Refund Policy:** If a student drops a class 2 days before the first scheduled class day, 100% of tuition is refunded. If dropped the day before or on the day of the first scheduled class, 80% is refunded. Drops after that result in no refund. Allow two to four weeks to receive the refund. The student may call the Admissions & Records Office at 972-985-3711 to drop a class or go to CougarWeb to drop a class. The student may also fill out a “Request for Exception to Refund” form available in the Registration Office.
Transcript Policy – 90% Table

We will be sending transcripts to those qualifying students who request one from our office. Your students can call or send a note to us after the course is completed. After our staff verifies the student’s attendance of 90% on the returned class roll, we will mail the transcript to the student. Please inform your students “at the beginning of the class” of the number of classes they must attend in order to qualify for a transcript. Thank you for your cooperation!

The following is the criteria that must be used to determine who is eligible to receive a Continuing Education transcript.

<table>
<thead>
<tr>
<th>NUMBER OF CLASS SESSIONS SCHEDULED PER COURSE</th>
<th>ABSENCES ALLOWED PER COURSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cannot miss any</td>
</tr>
<tr>
<td>2</td>
<td>Cannot miss any</td>
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<td>Can miss TWO</td>
</tr>
<tr>
<td>20</td>
<td>Can miss TWO</td>
</tr>
</tbody>
</table>
Here are the details for all Continuing Education instructors teaching at SCC:

Access to your classroom -

All general classrooms are open at all times – a key will not be needed – if your room is locked please call Plant Operations at 972-881-5690 or 5690 if calling from a campus phone.

I123 has a key pad – the code to access the lab is 92383 – the room will lock automatically after one minute so you will need to prop the door open for student access. Please be sure if you take a break and you are not in the room, to close the door.

I122 has a key pad – the code to access the lab is 494637 – the room will lock automatically after one minute so you will need to prop the door open for student access. Please be sure if you take a break and you are not in the room, to close the door.

J129/I230 (computer labs) will require a key – procedures for acquiring the key are below –

1. Call Plant Operations (972-881-5933) and let them know when you will be coming in to get your key and verify that we've sent in a key request for you. (Let Jennifer or John know if they do not have it.)
2. Go before your class starts and sign the paperwork and pick up your key. Plant Operations is located in the basement, Monday-Friday, 8AM – 5 PM. Take the elevator located in the “K” wing down to the basement - go left off the elevator to the end of the hall – office is located last door on the right.

Get a Key to the Podium

1. Go to the 2nd floor of the Learning Resource Center (located in the center of the Campus) and find the Media counter – to the right of the stairs within the LRC.
2. Ask for a Podium key and sign the paperwork. You will be issued a key on the spot. : )
3. If you would like, set up a time for the media folks to give you a quick “how to” on the equipment. (Optional)

Books

Students are to purchase books before they arrive in class (that is in a perfect world). If they have not – they may purchase the book from the bookstore on the SCC campus. Books will NOT be delivered to the classroom.

Get your Roll and other important office mail -

1. Find the Associate Faculty office on the 2nd floor of the K area, room K237. If the Office is locked use code 73955 to unlock the door. Be sure to wait for the green light.
2. Locate the file cabinet with a drawer assigned to Continuing Education – in the back section of the office. In there you will have a folder with your name on it.
3. If you want to send anything back to us, locate an interoffice mailing envelope and drop it in the out box there in the Adjunct Faculty office or write my name and Courtyard Center on the envelope and put it on the desk when you first walk in to the office.
4. Markers, erasers etc. may also be parceled out from there. If not we will send over a supply box from here. Pencils for filling out scantron forms are available in the adjunct faculty office. There will also be a box in the classroom. Remember also that floppy disks are no longer a requirement for any class. If a student wishes to save to a floppy and there is a drive for doing this they may but they must supply their own disk.
5. There are extra student data forms and instructor evaluation forms in a folder in the front of the CE filing cabinet. If you notice these getting low please let your PDA know and we will send more over.
6. If you need to make copies you may use the copier in the hall outside the office – you will need to put in the code 68293
7. To contact the adjunct faculty office call 972-881-5759, if you are calling from a phone on campus you may dial 5759.
8. If your class is a one day class, you will not receive an official roll. Please mark your attendance on the printout provided – add any students that may have enrolled after we sent the packet and place this sheet back in your packet with the student data forms and evaluations and return them to the CE office either via campus mail (take it back to the adjunct faculty office) or return it in person.
9. There is a phone located in each classroom – you may only call 911 or any phone on the campuses using the last four digits of the number - no outside calls however, you can receive incoming calls.

Computer assistance

1. Any software installations beyond what we've done for you at the Courtyard will need to be sent to me preferably prior to the class.
2. For assistance with the computers or network call **Randy Culver if you are teaching in **LI23 or L129 at 972.881.5868 or call the Help Desk at 972-548-6555.

3. For assistance with computers or network call **Pat Schaefer if you are teaching in **LI22 at 972-881-5877 or call the Help Desk at 972-548-6555.
Here are the details for all Continuing Education instructors teaching at PRC:

**Where to get your roll and other important office mail - if your class is in -**

**UNIVERSITY HALL** - Contact person Caroline Langton 972.377.1587 - **U111** (rolling cart w/hanging folders)
**HERITAGE HALL & L BUILDING** - Contact person Mary Jane Gibbons 972.377.1585 - **L241** (burgundy rack) sign on room says L241 - Printing
**FOUNDERS HALL** - Contact person Kim Costello 972.377.1506 - **F243**
**D BUILDING** - Contact person Earlene Knox 972-377-1554 – **D158** (On file cabinets just inside the Instruction Office)

1) Find the Adjunct Faculty office from the info above based on where your class is located
2) Locate the “in” box located towards the back of each office area that will be clearly marked “Continuing Education”. Your packets will be placed in that rack. Just locate your packet.
3) **If you want to send anything back to us, locate an interoffice mailing envelope in the Adjunct Faculty office or just write your PDAs name and COURTYARD campus on the packets and drop it in the Outgoing mail rack located in L225.**
4) You can reach the adjunct faculty office from any phone on campus by dialing just the last four digits of the number listed above.
5) If you need to make copies you may use the copier in the hall outside the office – you will need to put in the code 68293
6) If your class is a one day class, you will not always receive an official roll. Please mark your attendance on the printout provided – add any students that may have enrolled after we sent the packet and place this sheet back in your packet with the student data forms and evaluations and return them to the CE office either via campus mail (take it back to the adjunct faculty office) or return it in person.

**Books**
Students are to purchase books before they arrive in class (that is in a perfect world). If they have not – they may purchase the book from the bookstore located in Founders Hall on the PRC campus. Books will **NOT** be delivered to the classroom.

**COMPUTER LAB ACCESS, ETC.**
**Access to computer labs -**
You must now have an access code to enter all computer labs. The code for both U131 and H124 is the same – **282468**.

**Access to U131** - Enter the code given above – light should flash green – you have about 10 seconds to then turn the “large” knob to the right until you hear it unlock – the room will stay unlocked at this point so no need to prop the door open for student access. If you leave for a break - you will need to lock the room. **To lock** - enter the code – light will flash green – turn the “large” knob to the left until you hear it lock.

**Access to H124** - Enter the code given above – light will turn green and you will hear the door unlock – you have one minute from the time you hear that to then enter the room - you will need to prop this door open for the students to have access as this door will relock after one minute. You will not need to lock the room upon leaving as stated above - this door relocks itself.

**Get a Key to the Podium**
Go to Founders Hall Rm 161 (same key as used at Spring Creek)
Computer assistance

1) Any software installations beyond what we've done for you at the Courtyard will need to be sent to John prior to the class.

2) Each lab has a generic login/password, **CEU131 for U131** and **CEH124 for H124**. This is the login and password you will need to give to your students so that they may log in to the network to access the folders that you create for them on the I: drive (or they may create their folder - your choice). You will need to copy the files for your class and put them in the folder that is created for your class that will be located on I: drive at the following path **I:\ CONTINUING EDUCATION\ PRC**.

3) If you do not see a Novell login located on your desktop, you may access it through start/all programs/Novell (Common)/Novell login

4) For assistance with the computers or network call **Lean Poeten 972.377.1706 for lab H124** and **Jianwei Yang 972.377.1565 for lab U131**
Here are the details for all Continuing Education instructors teaching at CPC:

**Access to the room**
Plant Operations has a copy of the scheduled classes scheduled Central Park. They will have the regular classrooms open about 15 min. before the class is scheduled to begin. Computer labs they will also have open but they generally will not unlock those until right before the class begins. If you need the room opened earlier than those times, you may contact them at 972.548.6690 and someone from Plant Ops will meet you at your room at whatever time you would like to be there or you may contact the Instruction office at 972.548.6832 to have it unlocked.

**Get a Key to the Podium**
Contact media services at 972.548.6871 to arrange to get a podium key for access to the computer.

**Books**
Students are to purchase books before they arrive in class (that is in a perfect world). If they have not - they may purchase the book from the bookstore located on the first floor. Books will NOT be delivered to the classroom.

**Get your Roll and other important office mail**
1) Find the Adjunct Faculty office located on the 3rd floor in room B305 – Leah Whitehead is the evening Secretary in the Instruction office.
2) Locate the “in” box located towards the back of the office area that will be clearly marked “Continuing Education”. Your packets will be placed in that box. Just locate your packet.
3) If you want to send anything back to us, locate an interoffice mailing envelope in the Adjunct Faculty office or just write your PDAs name and COURTYARD campus on the packets and drop it in the out box there in the Adjunct Faculty office.
4) You can reach the adjunct faculty office from any phone on campus by dialing just the last four digits – 6832 or the full number from your own phone 972.548.6832
5) If you need to make copies you may use the copier in the hall outside the office – you will need to put in the code 98502
6) If your class is a one day class, you will not receive an official roll. Please mark your attendance on the printout provided – add any students that may have enrolled after we sent the packet and place this sheet back in your packet with the student data forms and evaluations and return them to the CE office either via campus mail (take it back to the adjunct faculty office) or return it in person.

**Computer assistance**
1) Any software installations beyond what we've done for you at the Courtyard will need to be sent to John Byers prior to the class.
2) For assistance with the computers or network call Charles Deckard 972.548.6877
Procedures for Continuing Education instructors teaching at CHEC

Where to get your roll and other important office mail
1) Packets can be picked up from the Student Services desk (inside suite 120). During the day Gloria Tyler 972.985.3735 (Mon-Wed) is there and during the evenings until 8pm, Glinda Shaffer 972.985.3735 (Mon-Thur) is there. During other times, Stephanie Hanson 972.985.3735 and/or Eric Yeager 972.599.3121 can assist you.
2) If you want to send anything back to us, mail may be dropped outside the mailroom (room 115).
3) If you need to make copies you may use the copier in the alcove between Student Services and classroom 100 – you will need to put in the code 68293.
4) If your class is a one day class, you will not always receive an official roll. Please mark your attendance on the printout provided – add any students that may have enrolled after we sent the packet and place this sheet back in your packet with the evaluations and return them to the CE office either via campus mail (see no. 2 above) or return it in person.

BOOKS
Students are to purchase books before they arrive in class (that is in a perfect world). The bookstore will be delivering books on the first day of your class.

COMPUTER LAB ACCESS, ETC.
1) Any software installations beyond what we've done for you at the Courtyard will need to be sent to John prior to the class (Internet Explorer and MS Office)
2) You will need to copy the files for your class and put them in the folder that is created for your class that will be located on I: drive at the following path I:\CONTINUING EDUCATION\CHEC. You can go to I:\CONTINUING EDUCATION\Instructional Files and then search for the publisher to get the class files that will need to be copied to your folder.
3) If you do not see a Novell login located on your desktop, you may access it through start/all programs/Novell (Common)/Novell login. The login and password is 221. Students will need this information to access the I:drive as well – they will be able to access just their class folder by logging in to the Novell client.
4) For assistance with the computers or network call Media Services at 972.599.3170 which can be dialed from the classroom telephones.

ADDITIONAL INFORMATION
1) Please feel free to park in the parking garage - parking stickers are required at CHEC and may be obtained at the information desk, student services or the campus police.
2) There is a student lounge on the 2nd floor across from the elevators – soda and snack machines as well as supplies such as pens and pencils – can be located there.
Continuing Education Instructors Teaching at Allen High School

Get into your room
1. If you are scheduled in one of the Q rooms within the Quad C area of the High School, your room will be unlocked. Should it be closed and locked up, anyone in the reception area will be able to open it for you.
2. If your class is scheduled in the Allen High School area, the AHS security personnel will open your classroom no sooner than 15 minutes prior to the start of your class. If it is not opened at the appointed time, go to the Quad C reception area and have them page Security for you.

Get a key to the podium
1. The podiums are unlocked for you so unless you have a podium key for another campus, there is no need to get one for Allen.

Get your roll and other important office mail
1. Find the Faculty Mail Boxes located in the reception area.
2. If this is your first time teaching at Allen, you will also find a High School Policies and Procedures packet. One of the Collin College personnel will help you on the first day of your class.
3. If you want to send anything back to us, locate an interoffice mailing envelope (ask the site coordinator or any of the Teaching and Learning staff in the office for one) and drop it in the outgoing mail basket located in the same reception area.
4. Markers, erasers, etc. will be placed in your room.
5. To contact your evening site coordinator, or any of the helpful ladies that work there during the day, call 972-377-1060.
6. The official roll will be emailed to the address on file for the instructor. Please be sure and update any change to your email address on file. If there isn’t an email address on file, the class roll will be send via interoffice mail to Allen High School. If you have not received your official class roll by the third class date, you can email DiAnn Lewis – dlewis@collin.edu and request a copy.

Get computer assistance
1. To request additional or new software installations at Allen, first call your Program Director to make sure the software is available and licensed.
2. For assistance with the computers and the network or to schedule a pre-class visit of the lab, call Steve Kirchner at 972-377-1069 or email him at skirchner@collin.edu or call the Help Desk at 972-548-6555 for after-hour computer emergencies.

Continuing Education Instructors Teaching at Plano Sr. High School

1. The site coordinator (972-229-3536) will assist you with whatever needs you might have. He will bring your packet of information to your classroom as well as your class roll.
2. There is a small workroom inside the main office in Building B where CE materials are kept. Upon completion of your class, please return your packet of information to this workroom or to the site coordinator.
Course Syllabus

Instructors are expected to present their students and Continuing Education a syllabus at the first class or shortly thereafter.

Call your program director, if you need assistance in preparing your syllabus.

Your syllabus can be structured in any formats as long as it contains the vital information about your course that students need in order to understand our expectations, time frame and topic for each session.

Please see the next page for a sample of the syllabus.
Course Title: Introduction to Personal Computers

Date/Time/Sessions:

Instructor:
Phone:
E-mail:
Class Web Site:

Course Description:
This course is for the new computer user. Learn about the computer's hardware. Explore the potential of application software. Learn how files are saved and organized. Understand terminology needed to upgrade, expand, or buy a PC.

Course Prerequisite(s):

Course Objectives:
Student Expectations:

Textbook(s):
Practical Computer Literacy
Parsons and Oja; Course Technology

Certification Notes:

Next Class Possibilities:
Microsoft Windows XP or Introduction to Mac OS X
Electronic Portfolios Using Adobe Acrobat Pro
Going Wireless: Configuring Wireless Home Networks

Instructor Notes:

Lesson Plan – by week or session
Session 1: Chapter 1, Computer Hardware
Chapter 2, Peripheral Devices
Session 2: Chapter 3, Computer Software
Chapter 6, Getting Started with Application Software
Session 3: Chapter 5, Working with Files
Chapter 20, Computer Risks and Benefits
Session 4: Chapter 17, Networks
Chapter 18, Working with Email
THE OPEN LAB AT THE COURTYARD CENTER IS TEMPORARILY UNAVAILABLE DURING THE RENOVATION PERIOD

Procedures for Open Lab – Courtyard A228

This is an open access practice lab for students enrolled in classes at Collin County Community College and the general public. There is no instructional assistance for users.

The workstations available on a first come first served basis.

Instructors may obtain the login and password for the open lab from your Program Director or Program Director Assistant. Instructors should give the students this information at the first class meeting.

There are no print services provided in the Courtyard Open Lab. Please inform your students of this to avoid any potential problems.

Hours:

- Monday-Friday: 9:00am – 10:00pm
- Saturday: 9:00am – 6:00pm
- Sunday: 12:00pm – 5:00pm

Lab personnel will be on duty Monday through Sunday.

Policies:

- **NO** programs are to be installed on lab machines without the approval of the lab supervisor
- No food, drink, or children are allowed in the open lab
- Files can only be saved to a personal storage device (i.e. flash drive)
- No improper use of the Internet is permitted
- Failure to comply will result in denial of access to the open lab

Equipment Problems at Courtyard:
In the open lab – contact the lab supervisor on duty in A230.

**Open labs are also available at SCC, CPC, PRC and Allen. Students must request a student I.D. to use those labs and may not be able to access the I: drive and their file folders**
Continuing Education Lab
How-To Tip Sheet Regarding Log-Ins, Folders, and Lessons

TO LOG IN:

Instructors – To log on, use your Novell Log-In User ID and Password (Hint: First initial plus last name for User ID. Password includes first and last initial of your name plus the last four digits of your social security number). The student machines have an automatic log-in, therefore no user id or password is needed.

TO ACCESS THE I: DRIVE FOLDERS:

Instructors – for a shortcut, type in I:\CONTINUING EDUCATION\CE
OR for the long route, using your NETWORK TREE click on the I: Drive, then choose the CE folder OR there is also a folder your computers with your room number on it and all files for your class are in the folder with your name on it.

Next, choose the folder corresponding to your location, i.e. CYC. Once in that folder choose your room number. Lastly, click on the folder labeled with your class and your last name. In it you should find your instructor folder holding your application lab exercises, if there are any, and numbered folders for your students to save their work in.

Lessons – if you are missing any folders or lessons, please contact your ACS person right away. Please help us keep track by coming in before class and checking that your lessons correspond with your textbook and application. Those instructors teaching in the MOC and MAC labs will not have network folders.

Please be sure to let your Program Director or Program Director Assistant know if you need any special setup or installs at least 1 week before class starts so that appropriate measures can be taken in time for your 1st class date.
Looking for forms?

Forms can be found in the Faculty Office temporarily located in room B313 on the shelves.

We have…

- Students Not on Class Roll Forms
- Class Roll Request Forms
- ESL Transfer Students Forms
- ESL Passing Course Form
- ESL Not Passing Course Form
- Student Evaluation Forms
- Request for Duplicating Forms
- Request for Media Equipment Forms
- Media Equipment Problem Forms
- CYC Classroom Situation Resolution Sheet
  (find correct computer room #) Forms
Keeping Track of Attendance, A Must…

You will receive a **Class List** for the first session. Keep track of present and absent students on this list. Once you receive the **Class Roll**, no later than the 3rd session, transfer the P’s and A’s and continue taking attendance through the last session.

IF…
Student’s name does not appear on **Class List**, add student name and CWID to your list. Once you receive the Class Roll, check if that student is on the roll.

IF…
Student’s name does not appear on **Class Roll** you must let CE know by filling out the Students Not on Class Roll form, found in the Faculty Office. Place in CE basket.

IF…
Your course is only 1 session you will receive the Class Roll immediately.

Please use **ink** for class roll. **Sign and date** (bottom right hand corner of class roll).

**Students Not on Class Roll**

Date: _______________

Instructor: __________________________________________

CRN: __________ Course Title: __________________________

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<tr>
<th>Print Student’s Name</th>
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*Instructors: Please leave in CE mailbox in Faculty Office, Room A228B.*
# Official Class Roll Sample

**Class Roster**

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<th>Term</th>
<th>CRSE/SUBJ</th>
<th>Course Title</th>
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<th>End Date</th>
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**Instructor:**

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<th>Number of Sessions</th>
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<table>
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<tr>
<td>1</td>
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</tr>
<tr>
<td>2</td>
<td>Sharstad, Matt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Smith, Craig</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Visconti, Matt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certification of Enrollment: I hereby certify that this attendance report is correct.

Please sign and date in blue or black ink

Indicate attendance in the following manner:

- **P** = Present
- **A** = Absent
- **PC** = Passed Competencies
- **NP** = Not Passed Competencies
# Official Class List Sample

## CE Student List by CRN and Term
2/9/2009 - 9:12:23 AM

<table>
<thead>
<tr>
<th>Term</th>
<th>200872</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>CE:Workforce Dev/Language</td>
</tr>
<tr>
<td>Instructor</td>
<td>Susan N Weber</td>
</tr>
<tr>
<td>CRN / Course</td>
<td>72675 / XESC-1001.0</td>
</tr>
<tr>
<td>Title</td>
<td>Vocabulary Improvement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Building</th>
<th>Room</th>
<th>Start Date</th>
<th>End Date</th>
<th>Begin Time</th>
<th>End Time</th>
<th>Meeting Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBD</td>
<td>TBD</td>
<td>02/10/2009</td>
<td>03/31/2009</td>
<td>1230</td>
<td>1430</td>
<td>TR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Id</th>
<th>Student Name</th>
<th>E-mail Addresses</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boggs, Fernanda</td>
<td>Personal:</td>
<td>Home:</td>
<td>Cell:</td>
</tr>
<tr>
<td></td>
<td>Cougar:</td>
<td></td>
<td>BU:</td>
</tr>
<tr>
<td>Devkota, Shyam Prasad</td>
<td>Personal:</td>
<td>Home:</td>
<td>Cell:</td>
</tr>
<tr>
<td></td>
<td>Cougar:</td>
<td></td>
<td>BU:</td>
</tr>
<tr>
<td>Hernandez, Gloria Esther</td>
<td>Personal:</td>
<td>Home:</td>
<td>Cell:</td>
</tr>
<tr>
<td></td>
<td>Cougar:</td>
<td></td>
<td>BU:</td>
</tr>
<tr>
<td>Kim, Jung Sun</td>
<td>Personal:</td>
<td>Home:</td>
<td>Cell:</td>
</tr>
<tr>
<td></td>
<td>Cougar:</td>
<td></td>
<td>BU:</td>
</tr>
</tbody>
</table>
Evaluation forms can be filled out in black ink or pencil. Each room has a supply of pencils, look for the white basket.

Critical areas to fill:
- Course Title
- CRN
- Instructor

Designate one student to:
- Collect evaluations and place them in the white envelope provided. Make sure to seal the envelope.

Instructor—Please leave the room while students are filling out forms.

Place evaluation envelope along with signed class roll in original packet and return to Continuing Education wall pocket in the Faculty Office.

Thank you!
Collin College / Continuing Education Division
Student Evaluation of Instruction

Thoughtful student reaction aids in evaluating instructional effectiveness. Honest feedback is appreciated. A signature is not required.

Course Title: ___________________________ CRN # ___________________

Instructor: _______________________________

Bubble in only ONE choice per number

1. I registered for this course by:
   - [ ] Telephone
   - [ ] Walk-in
   - [ ] Fax
   - [ ] Online
   - [ ] Other (Please specify): ___________________________

2. I learned about this course through:
   - [ ] Schedule of Classes
   - [ ] Word of Mouth
   - [ ] Newspaper
   - [ ] Website
   - [ ] Other (Please specify): ___________________________

3. I enrolled in this course for:
   - [ ] Enjoyment
   - [ ] Job Improvement
   - [ ] Obtain a Job
   - [ ] Self-Improvement
   - [ ] Social Contact

For the next set of statements, please indicate the degree to which you agree or disagree by using the scale provided. Completely fill in the bubble that best indicates your opinion.

1=Strongly Agree (SA)  2=Agree (A)  3=Disagree (D)  4=Strongly Disagree (SD)  5=Not Applicable/No Opinion (NA)

4. Instructor clearly defined the course objectives.  
   [ ] [ ] [ ] [ ] [ ]

5. Instructor met the objectives of the class.  
   [ ] [ ] [ ] [ ] [ ]

6. Instructor was able to communicate effectively.  
   [ ] [ ] [ ] [ ] [ ]

7. Instructor was prepared for each class.  
   [ ] [ ] [ ] [ ] [ ]

8. Instructor displayed mastery of the subject matter.  
   [ ] [ ] [ ] [ ] [ ]

9. Instructor displayed enthusiasm about teaching the subject matter.  
   [ ] [ ] [ ] [ ] [ ]

10. Course was well-organized.  
    [ ] [ ] [ ] [ ] [ ]

11. Course was appropriate in length to cover course description.  
    [ ] [ ] [ ] [ ] [ ]

12. Course content encouraged student participation.  
    [ ] [ ] [ ] [ ] [ ]

13. Course textbook made a valuable contribution to the course.  
    [ ] [ ] [ ] [ ] [ ]

14. Course handouts were relevant to the subject matter.  
    [ ] [ ] [ ] [ ] [ ]

15. Course was worth the fee charged.  
    [ ] [ ] [ ] [ ] [ ]

16. Course is one I would recommend to others.  
    [ ] [ ] [ ] [ ] [ ]

Please see other side ------------->
Part II: The primary purpose of the following questions is to give you an opportunity to comment on specific aspects of the course, instructor, textbook, technology used, etc. Please make your responses as detailed as possible and answer each question, if possible.

1. A. What did you like about the course?

   B. Was there anything you disliked about the course?

2. A. What specifically did the instructor do to make this a successful learning experience?

   B. Was there anything the instructor did that was unsuccessful?

3. What other courses would you be interested in taking that we currently do not offer?

May we use your comments in future publications? If yes, please sign below. Yes __ No

Signed permission to use comments: ________________________________

This course or customized courses can be brought to your business. Please supply referral information.

Name ___________________________ Company ___________________________

Position _________________________ Phone ____________________________

Would you make an introduction? ________

(Optional) Your Name ______________________ Your Phone ________________________

THANK YOU
Collin College / Continuing Education Division
Student Evaluation of Instruction
English As A Second Language

Thoughtful student reaction aids in evaluating instructional effectiveness. Honest feedback is appreciated. A signature is not required.

Course Title: ___________________________ CRN #: ___________________________

Instructor: ___________________________ 

Bubble in only ONE choice per number

1. I registered for this course by:
   □ Telephone
   □ Walk-in
   □ Fax
   □ Online
   □ Other (Please specify): ___________________________

2. I learned about this course through:
   □ Schedule of Classes
   □ A Friend
   □ Newspaper
   □ Website
   □ Other (Please specify): ___________________________

3. I enrolled in this course for:
   □ Enjoyment
   □ Job Improvement
   □ Obtain a Job
   □ Self-Improvement
   □ Social Contact

For the next set of statements, please indicate the degree to which you agree or disagree by using the scale provided. Completely fill in the bubble that best indicates your opinion.

1=Strongly Agree (SA)   2=Agree (A)   3=Disagree (D)   4=Strongly Disagree (SD)
5=Not Applicable/No Opinion (NA)

4. Instructor wants the student to do his/her best.  1   2   3   4   5

5. Instructor is excited about the subject and enjoys teaching.  1   2   3   4   5

6. Instructor teaches the material without confusing me.  1   2   3   4   5

7. Instructor explains what students will learn in this class.  1   2   3   4   5

8. Instructor was able to communicate effectively.  1   2   3   4   5

9. Instructor respects the students and is patient.  1   2   3   4   5

10. Instructor begins and ends the class on time.  1   2   3   4   5

11. Instructor wants students to ask questions.  1   2   3   4   5

12. Instructor uses interesting ways to ask questions.  1   2   3   4   5

13. Instructor is a good teacher.  1   2   3   4   5

14. Course was well organized.  1   2   3   4   5

15. Course was worth the money.  1   2   3   4   5

16. Course is one I would recommend to other people.  1   2   3   4   5

17. Textbook is good.  1   2   3   4   5

18. Textbook is clearly written.  1   2   3   4   5

Please see other side →
Part II:  The purpose of the following questions is to give you an opportunity to comment on specific things about the course, the instructor, the textbook, and anything else you would like to share your opinions about. Although writing may be difficult, please make your responses as detailed as possible and just do the best you can.

1. What are some things about the instructor that made this class good?

2. Was there anything that you did not like about this class?

3. In general, what did you think about the class? Would you recommend this instructor to another person? Please explain.

4. What other classes would you like us to offer?

THANK YOU
English as a Second Language (ESL) Program

PASS

To: ___________________________  SID: ___________________________
    (Student’s Name)        (Student ID)

After a review of your performance in ___________________________,
    (Course Title)

it has been determined that you have successfully completed this course. Congratulations.

The next level for which you are eligible is ___________________________.
    (Course Title)

Instructor: ___________________________

Date: ___________________________
English as a Second Language (ESL) Program

NO PASS

To: ____________________________ SID: ____________________________
   (Student’s Name)                      (Student ID)

After a review of your performance in ____________________________,
   (Course Title)
it has been recommended that you repeat this same course.

This does not mean that you have failed, on the contrary, you have
made great improvement. However, it is felt by the instructor of this
course that it is in your best interest to repeat.

Instructor: ____________________________

Date: ____________________________
Copyright© Laws and Course Hand-Outs—Only original work typed by the instructor will be copied and distributed. Copyright laws will be strictly adhered to so, if you are wanting to copy articles, book passages, etc., for your class, publisher/author permission must be secured. If you have previously obtained permission, please provide a copy of the permission letter to your Program Director and attach a copy of the permission letter with your copy request.

If you need to show the class a picture or article from a copyrighted publication, you may use an opaque projector. A Request for Media Equipment form should be completed for use of opaque projector. If you need instructions on how to use the projector, please indicate that on request form. Place form in Media basket in A228B.
Collin County Community College
Continuing Education Division

Request for Duplicating

Continuing Education staff will process all copy work. To ensure your class has the necessary handouts at the start of class, we must have requests for duplicating 5 business days prior to the day the handouts are needed. It is difficult to process last minute copy work.

PLEASE ALLOW US 5 BUSINESS DAYS TO COMPLETE

Instructor: ____________________________

Course Title: ____________________________

Today's Date: ____________________________ Date Needed: ____________________________

Date Completed: ____________________________ Processed By: ____________________________

REQUEST:

# of Originals ____________________________ Stapled ____________________________

Quantity Wanted ____________________________ 3-hole Punched ____________________________

Collated ____________________________ Transparency ____________________________

SPECIAL REQUESTS/COMMENTS

__________________________

__________________________

__________________________

__________________________
Instructors and Students!!!

Your car may be towed at your own expense if you park in lots not belonging to Collin College (i.e. Hampton Inn or Homewood Suites).

If the parking lot is full, please park in the Courtyard Free Parking Garage – adjacent to the Courtyard Center.
Continuing Education
Acronyms & Definitions

Commonly Used Acronyms

**ARO** - Academic Records Office
This department registers all students for all classes

**BANNER** - Banner is a suite of products produced by Sungard to upgrade our systems for student information, financial aid, human resources and finance.

**BSG** - Business Solutions Group
Contract Training department provides training to local and area businesses.

**CCCCD** - Collin College

**CE** - Continuing Education
A department within the College and/or any course not offered for transferable credit towards a degree.

**CEU** - Continuing Education Units
One CEU represents ten contact hours of participation in an organized continuing education experience under responsible, qualified direction and instruction.

**CEWD** - Continuing Education and Workforce Development

**Cougar Web** - Online Portal which allows you to:
Access class rosters, E-mail students, check paystub information, as well as information management

**CYC** - Courtyard Center
ESL - English as a Second Language

PDA - Program Director Assistant

SACS - Southern Association of Colleges and Schools
   Our regional accrediting organization headquartered
   In Atlanta, Georgia.

SAIL - Seniors Active in Learning
   Offers classes and events to seniors 50+.

THECB - Texas Higher Education Coordinating Board (aka Co-board) State
   organization responsible for all public Higher Education Issues
   including funding.

WECM - Workforce Education Course Manual
   Statewide course identifying rubric system implemented in 1997 to
   enhance quality of vocational education.

Defined Terms

Class Made - Minimum number of students has been met to run the class

ED2GO - Instructor Facilitated Online Courses

MultiView - Electronic student scheduling tool on the CCCCD web site

SchedWare - Customized database and scheduling tool
Core Values

We have a passion for:

LEARNING
SERVICE AND INVOLVEMENT
CREATIVITY AND INNOVATION
ACADEMIC EXCELLENCE
DIGNITY AND RESPECT
INTEGRITY
Collin College: A Smart Move

Since offering its first classes at area high schools in 1985, Collin College has expanded to serve about 44,000 credit and continuing education students each year. The only public college in the county, the college offers more than 100 degrees and certificates in a wide range of disciplines.

A Proven Leader in Education

Collin College was the first Texas community college to offer the university pre-admission program, allowing students to earn credit at Collin College and a major university simultaneously. Pre-admission allows students to complete their first two years of their bachelor’s degrees at Collin College, apply for pre-admission to any of the eight partner universities and be guaranteed admission to the partner university when admission requirements are met.

Partner universities include Austin College, Baylor University, Southern Methodist University (SMU), Texas A&M University, Texas A&M University–Commerce, Texas Tech University, Texas Woman’s University (TWU), The University of Texas at Dallas (UTD) and the University of North Texas (UNT).

In response to the critical need for classroom teachers, Collin College became the first community college in the nation to offer alternative teacher certification. The college’s Alternative Teacher Certification Program was one of only 10 in the nation to receive a “Teaching By Choice Award” from the American Association of Community Colleges. In 2005, Collin College launched the associate of arts in teaching to further assist with the teaching shortage.

In addition to the core curriculum, Collin College offers extensive training in the health professions and public service fields, including nursing, respiratory therapy, dental hygiene, emergency medical services, health information technology, surgical technology, fire science, and law enforcement. Certificates can be earned in a wide range of high-tech fields, as well. Augmenting the computer networking technology program, Collin College is one of six Cisco Certified Network Professional (CCNP) Instructor training centers in the U.S.

The Best Faculty in the U.S. and Texas

In 2007, a second Collin College professor was named U.S. Professor of the Year, a highly-coveted award presented by the Council for Advancement and Support of Education (CASE) and the Carnegie Foundation for the Advancement of Teaching. The U.S. Professor of the Year award is considered the pinnacle of collegiate teaching. Collin College is the only college or university in Texas to have two national honorees. In addition, a Collin College professor took the honor of top college or university professor in Texas and was named Texas Professor of the Year in 2006.

The college faculty also includes four Minnie Stevens Piper Professors, one of Texas’ highest honors bestowed upon college and university professors and an honoree of the Teaching Excellence Award, presented by the Texas Mathematical Association of Two Year Colleges. Moreover, the faculty is comprised of countless authors, patent holders, noted scholars and experts who have been honored for their research.
A World of Knowledge and Scholars

Collin College students are locally and nationally recognized scholars. The Collin chapter of Psi Beta, a national honor society in psychology, earned second place in the Outstanding Chapter category at the American Psychological Association national convention, and the Collin chapter of Phi Theta Kappa, an international honor society for two-year college students, is now a “Five-Star Chapter.”

Recently, the college’s Model United Nations won four awards at the American Model United Nations Conference. Also, Collin College’s Young Adult Council of the League of United Latin American Citizens (LULAC) was named the National Council of the Year at the annual national convention in 2007. This is the second year in a row that the Collin College LULAC council has won this honor and the third since 2003.

Among Collin College’s nationally recognized programs are Learning Communities and Service-Learning, which earned the National Bellwether Award for outstanding and innovative practices presented by the National Council of Instructions Administrators and the Institute of Higher Education. The Dance Repertory has consistently won Gala Awards and is the only community college program in the nation to win three times in four years. And the college’s theatre program is consistently ranked among the top programs in the nation at the American College Theatre Festival.

Moreover, the college offers students a comprehensive college experience through a wide variety of theatre, music and dance performances, art exhibits, athletic events, and several guest lecture series’ which bring renowned scholars nationally known personalities to Collin College campuses, including Nobel Laureate Dr. Norman Borlaug, goodwill ambassador Harriet Mayor Fulbright, U.S. Secretary of Defense Dr. Robert Gates and critically acclaimed American author, poet and naturalist Diane Ackerman.

IN YOUR NEIGHBORHOOD

Collin College offers credit and continuing education courses on campus, at area businesses, or via the Internet. In addition to providing core curriculum courses, each location offers a wide selection of electives and specialty classes.

Central Park Campus
2200 W. University Drive in McKinney

Collin College opened its first campus, the Central Park Campus (CPC), in McKinney in January 1986. Located on just west of U.S. Highway 75 on Highway 380, the campus includes a facility that offers transferable, general education classes as well as allied health programs. Housed at Central Park are the James and Pat Aston Center for Health Studies, a dental clinic, a fire academy building, a fire rescue complex, a hospital lab and a law enforcement academy.

Additionally, community members and medical personnel who desire access to a wide variety of credible health-related materials can visit the campus’ Consumer Health Information Center. The center provides a number of resources, including Internet databases and links, medical journals, videos, brochures and books.

In August 2007, Collin College officials kicked off construction to expand the original campus. The expansion will include an approximately 73,000 square-foot Jeffersonian-style library and classroom space, an approximately 20,000 square-foot student development and bookstore space, four new science labs, a surgical technology lab and a parking garage.
The expansion will also include classrooms and offices and will be home to the Learning and Enhanced Academic Performance (LEAP) Center, where students can receive assistance with algebra, biology, physics, chemistry, writing and more.

The Collin Higher Education Center
Intersection of State Highway 121 and U.S. Highway 75

The college is developing a new site, the Collin Higher Education Center. The 5.5 acre-acre parcel is located in McKinney on the northeast corner of State Highway 121 and U.S. Highway 75. At this location, Collin College and university partners will offer junior- and senior-level college courses, as well as graduate degree programs. In addition to the Collin Higher Education Center, the new campus will house selected administrative departments now located at the Courtyard Center in southwest Plano.

The concept will encourage students to complete an associate degree at Collin College and complete university bachelor’s or master’s degrees without leaving Collin County.

The college expects to open the doors of the Collin Higher Education Center in spring 2010.

Spring Creek Campus
2800 E. Spring Creek Parkway in Plano

The Spring Creek Campus (SCC) opened in fall 1988 and is located at the intersection of Jupiter Road and Spring Creek Parkway in Plano. The facility houses the Honors Institute, the Center for Scholarly and Civic Engagement, the 356-seat John Anthony Theatre, THE ARTS gallery, a state-of-the-art dance studio and the Brinker Tennis Stadium. Spring Creek’s many core offerings include classes in fine arts, communications and humanities, business and computer science, mathematics and natural sciences and the social sciences.

Preston Ridge Campus
9700 Wade Blvd. in Frisco

In July 1995, Collin College opened its third campus, the Preston Ridge Campus (PRC), located north of Highway 121 and east of State Highway 289 (Preston Road) in Frisco. Preston Ridge Campus centers on a grand library building integrated with art studios, music labs, a large lecture hall, science and technology classrooms and faculty offices. In addition, the college’s culinary arts program will move to the Preston Ridge Campus in 2009.

PRC also houses the college’s high-tech and business programs including electronic engineering technology, semiconductor and manufacturing technology, computer network technology, computer-aided drafting and design, and telecommunications technology. The campus is home to the first academic “Convergence Lab” in the state of Texas, which is the centerpiece of the Convergence Technology Center, a National Science Foundation (NSF) initiative. One of 33 NSF Centers, Collin College’s Convergence Technology Center serves as a national clearinghouse for Convergence Technology educational materials and training.
Courtyard Center for Professional and Economic Development  
4800 Preston Park Blvd. in Plano

The Courtyard Center for Professional and Economic Development (CYC) opened in 1993. Located on Preston Park Boulevard in Plano near the intersection of Park and Preston, the CYC complex houses the Continuing Education and Workforce Development Division, the Collin Small Business Development Center, the college’s Foundation and Development Office and the Business Solutions Group, which provides customized training to area businesses. Courses offered at CYC include career development, contract and corporate training, and Seniors Active in Learning (SAIL).

CCCD@ALLEN  
Allen High School, 300 Rivercrest Blvd. in Allen

Located within Allen High School, this site opened in the fall of 1999 and offers credit and continuing education classes. The facility currently houses Collin College’s culinary arts program and the Teacher Certification Program. In 2009, the culinary arts program will move to the Preston Ridge Campus in Frisco.

Higher Education Center At Rockwall  
1050 Williams St. in Rockwall

Collin College offers courses to the community in Rockwall at the Rockwall Independent School District’s Administration/Education Center, located at 1050 Williams Street. Community members may enroll in day or evening classes designed to transfer to universities.

MISSION STATEMENT

Collin College is a student and community-centered institution committed to developing skills, strengthening character, and challenging the intellect.

CORE VALUES

We have a passion for:

- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity
PURPOSE STATEMENT

Through its campuses, centers and programs, Collin College fulfills its statutory charge to provide:

- Academic courses in the arts and sciences to transfer to senior institutions.
- Technical programs, leading to associate degrees or certifications, designed to develop marketable skills, and promote economic development.
- Continuing, adult education programs for academic, professional, occupational, and cultural enhancement.
- Developmental education and literacy programs designed to improve the basic skills of students.
- A program of student support services, including counseling and learning resources designed to assist individuals in achieving their educational and career goals.
- Workforce, economic, and community development activities designed to meet local and statewide needs.
- Other purposes as may be directed by the Collin College Board of Trustees and/or the laws of the state of Texas.
Collin County Community College

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