

v.2

student handbook & planner 2012-2013



Student Handbook.



Get in. Get out. Get hired.

Welcome to TSTC Harlingen



Students and their success are focal points for Texas State Technical College Harlingen. At TSTC you will find individualized attention and state-of-the-art facilities. Whether you are exploring new horizons or you are locked into definite goals, please use our extensive resources as stepping stones. Whether you seek a direct route to a career after graduation or pursue a higher degree, or both, TSTC offers challenges to prepare you for the future. Our experienced and dedicated leadership team promotes the highest standards of academic and technical excellence by advancing relevant course work that prepares students for the modern work environment and life-long learning.

Activities and networking opportunities to enhance your critical thinking skills are an important aspect of the TSTC experience. We encourage you to become involved with campus activities and program organizations to broaden your perspectives. You will find that the communication skills and contacts you gain will be invaluable resources for personal and professional development. We hope you will reflect upon your college years as a time of intellectual growth and fond memories.

Please use this handbook to find information that leads to the enhancement of your education. We encourage you to call upon our many qualified experts to assist you in any way possible with academic, financial aid and job placement questions or related services we provide.

We want to help you aim high and achieve more because your successes are our successes; together we are TSTC.

Dr. Cesar Maldonado, P.E.
President

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6 | HELPFUL NUMBERS

Advisement Center **364.4989**
Student Services Building
 Monday-Thursday 8 a.m. - 6 p.m.
 Friday 8 a.m. - 5 p.m.

Admissions and Records **364.4320**
Student Services Building
 Monday-Thursday 8 a.m. - 6 p.m.
 Friday 8 a.m. - 5 p.m.
 Saturday* 8 a.m. - 12 p.m.

Bookstore **364.4441**
Student Center
 Fall/Spring Semester
 Monday-Thursday 7:45 a.m. - 5:30 p.m.
 Friday 7:45 a.m. - 5 p.m.
 Summer Semester**
 Monday-Friday 8 a.m. - 5 p.m.

Cafeteria **364.4450**
Student Center
 Serving Hours:
 Monday-Friday Breakfast 7 a.m. - 10:30 a.m.
 Lunch 11 a.m. - 2 p.m.

Cashier **364.4413**
Student Services Building
 Monday-Thursday 8 a.m. - 6 p.m.
 Friday 8 a.m. - 5 p.m.
 Saturday* 8 a.m. - 12 p.m.

Student Receivables **364.4409**
Student Services Building
 Monday-Thursday 8 a.m. - 6 p.m.
 Friday 8 a.m. - 5 p.m.

Counseling/Advisement Center **364.4310**
Student Services Building
 Monday-Thursday 8 a.m. - 6 p.m.
 Friday 8 a.m. - 5 p.m.
 Saturday* 8 a.m. - 12 p.m.

Financial Aid & Veteran Services **364.4330**
Student Services Building
 Monday-Friday 8 a.m. - 5 p.m.
 Monday-Thursday Counter open 5 p.m. - 6 p.m.
 Saturday* (counter only) 8 a.m. - 12 p.m.

Learning Resource Center **364.4608**
 Monday-Thursday 7:30 a.m. - 8 p.m.
 Friday 7:30 a.m. - 5 p.m.
 Saturday* 10 a.m. - 4 p.m.
 Sunday 1 p.m. - 4 p.m.
 Semester breaks Monday-Friday 7:30 a.m. - 5 p.m.

Student Health Services **364.4305**
Student Center (Day Nurse)
 Monday- Friday 8 a.m. - 1 p.m. & 2 p.m. - 5 p.m.
Student Housing Office (Evening Nurse) **364.4235**
 Monday-Thursday 4:30 p.m. - 9:30 p.m.

Support Services **364.4520/voice**
364.4526/TDD
Student Services Building
 Monday-Friday 8 a.m. - 12 p.m. & 1 p.m. - 5 p.m.

Testing Center **364.4308**
Student Center
 Monday-Friday 8 a.m. - 5 p.m.
 Thursday 8 a.m. - 9 p.m.
 Saturday* 8 a.m. - 12 p.m.

Wellness & Sports Center **364.4340**
 Monday-Thursday 8 a.m. - 9 p.m.
 Friday 8 a.m. - 2 p.m.

Emergency
TSTC Police
Auxiliary Services Building
 Monday-Friday 364.4220
 Emergency 364.4911
 Emergency After 5 p.m. 873-COPS (2677)
 Harlingen Ambulance 9.911
 Emergency Assistance 9.911
 Fire Department 9.911
 Emergency 9.911
 Police 9.911

Hospitals
 Valley Baptist Medical Center 389.1100
 Harlingen Medical Center 365.1000

Texas State Technical College Doctor
 Dr. Homero Aguilar
 2401 Ed Carey Drive
 Harlingen, Tx 78550
 Office 421.9181
 Hospital Exchange 423.5520

Frequently Used Numbers
 Career Services 364.4106
 College Housing 364.4235
 Continuing Education 364.4615
 Distance Learning 364.4950
 Marketing 364.4111
 President's Office 364.4021
 Student Life 364.4304
 Student Development 364.4300
 Student Recruitment 364.4117
 Student Success 364.4109
 TSTC Operator 364.4000 or
 1.800.852.8784

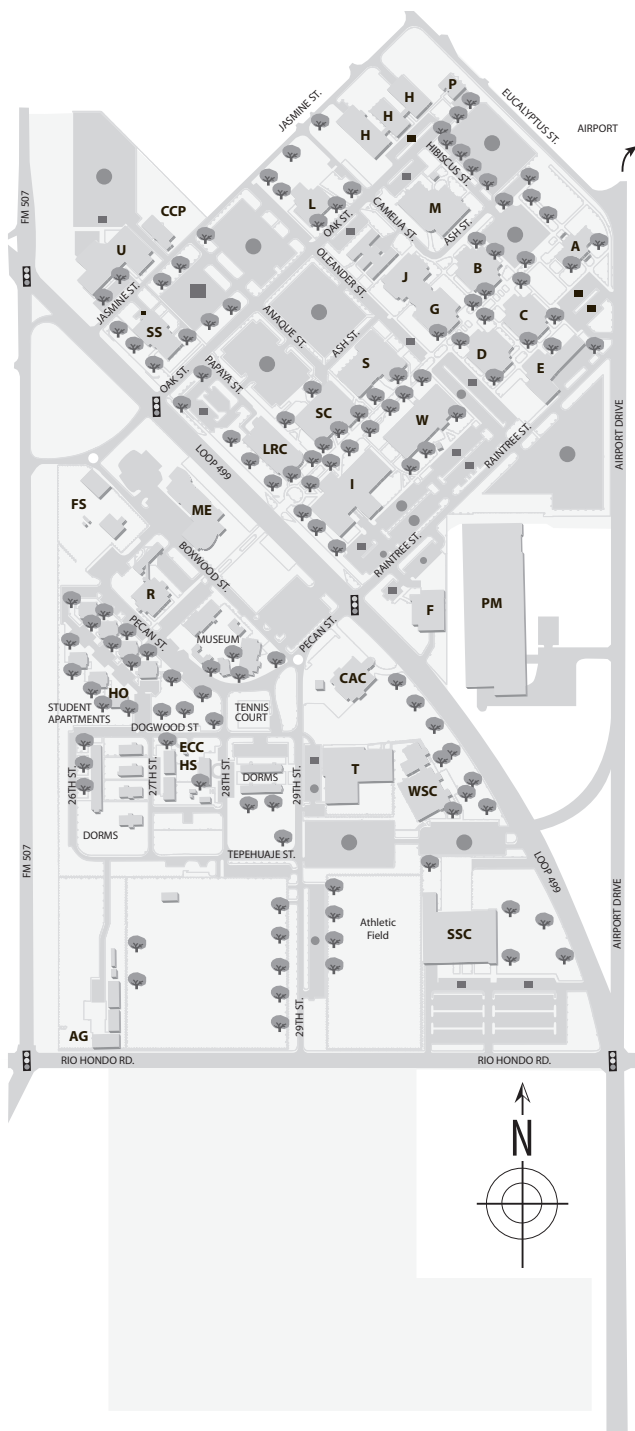
*Saturday holidays closed. ** Hours may vary

DEPARTMENT CONTACTS | 7

Academic Core	EA	John Garrett	956.364.4760
of Study: Business	BUSI	Ruby Campuzano	956.364.4763
Field of Study: Communication	COMM	Felicidad Balcos	956.364.4711
Academic Math		Michael Murphy	956.364.4878
Academic Physics		Fernando Figueroa	956.364.4978
♀ Architectural Design & Engineering Graphics	ADEG	Hector Yanez	956.364.4695
AS Degree in Biology	BIOL	Paul Leonard	956.364.4678
♀ AS Degree in Academic Computer Science	COSC	Rene Saldivar	956.364.4641
♀ AS Degree in Engineering Science	ENGR	Fernando Figueroa	956.364.4978
AS Degree in Health Professions Preparation	HPRS	Paul Leonard	956.364.4678
AS Degree in Mathematics	MATH	Michael Murphy	956.364.4878
AS Degree in Nursing Preparatory	NUPR	Paul Leonard	956.364.4678
AS Degree in Physics	PHYS	Fernando Figueroa	956.364.4978
♀ Agricultural Technology	AGT	Armando Duarte	956.364.4639
♀ Air Conditioning & Refrigeration Technology	ACT	Ruben de la Rosa	956.364.4667
♀ Auto Collision Technology	AUB	Jose Vargas	956.364.4659
♀ Automotive Technician/Ford MLR	AUT	Abel Castillo	956.364.4576
♀ Aviation Maintenance Technology	AER	Tom Cross	956.364.4787
Biology		Paul Leonard	956.364.4678
♀ Biomedical Equipment Technology	BET	Robert Rivera	956.364.4674
♀ Building Construction Science	BCS	Adan Gutierrez	956.364.4860
Business and Behavioral/Social Science		Ruby Campuzano	956.364.4763
♂ Business Management Technology	BMT	Elvia Silva	956.364.4650
♀ Chemical-Environmental Technology	CET	Jessica Leal	956.364.4717
Communication and Humanities		Felicidad Balcos	956.364.4711
♀ Computer Networking and Security Technology	CNST	Cesar Ibarra	956.364.4799
Computer Systems Management Technology	CSMT	Alex Alcoser	956.364.4685
Culinary Arts	CA	Carl Eads	956.364.4753
♂ Dental Assistant	DEA	Eva Euler	956.364.4704
♂ Dental Hygiene	DEH	Raquel Rico	956.364.4702
Dental Laboratory Technology	DLT	Randy Bauer	956.364.4726
Developmental English		Billie Becker	956.364.4710
Developmental Math		Michael Murphy	956.364.4878
Digital Media Design Technology	DMDT	J.J. Vavra	956.364.4721
♂ Education and Training	ET	Dr. Tony Desjardins	956.364.4747
English/Foreign Languages		Dr. Daniel Gonzalez	956.364.4898
♀ Game & Simulation Programming	GASP	Tony Lozano	956.364.4686
♂ Health Information Technology	HIT	Deborah Woods	956.364.4768
High School Dual Enrollment		Clarisa de la Fuente	956.364.4188
♀ Machining Technology	MGT	Rick Limas	956.364.4632
♀ Mechatronics Technology	MT	Adam Hernandez	956.364.4982
♂ Medical Assistant	MEA	Melissa Nieto	956.364.4879
♂ Medical Information Specialist/Transcriptionist	MIS/T	Deborah Woods	956.364.4879
♂ Nurse Assistant	NA	Jean Lashbrook	956.364.4797
Registered Nursing	RN	Rachel Wilson	956.364.4983
Student Success		Norma Salazar	956.364.4557
♂ Surgical Technology	ST	Robert Sanchez	956.364.4805
♀ Telecommunications Technology	TET	Juan Villarreal	956.364.4843
♂ Vocational Nursing	VN	Susann East	956.364.4751
♀ Welding Technology	WLT	Kenny Moore	956.364.4814
♀ Wind Energy & Turbine Technology	WET	Enrique Carrillo	956.364.4729
♀ Wind Energy & Turbine Technology (Ingleside)	WET	George Lister	361.238.2013

♀ Non-traditional program of study for female students

♂ Non-traditional program of study for male students



- A** Auxiliary Services
EMT / Fire Academy / Police Academy / TSTC Police
- AG** Agricultural Technology AGT
- B** Corporate College College Readiness & Advancement / Student Success
- C** Office Occupations BMT / ET
- D** Biomedical/Dental Lab DLT / BET
- E** Transportation Technology AUT
- F** Autobody Collision Technology AUB
- G** Computer Science Programs CSMT / GASP
- H** Building Systems Technology BCS / ACT
- HO** Student Housing Office
- I** Administration/Industrial Technology
WLT / MGT / President's Office
- J** Chemical/Environmental Technology CET
- L** Health Information Technology
HIT / MIS/T
- LRC** Dr. J. Gilbert Leal Learning Resource Center
- M** Advanced Manufacturing Technology
- ME** University Center Continuing Education
- P** Tech Prep
- PM** Engineering Center
- R** Early College High School
- S** George F. Young Engineering Technology Center DMDT / CDDT / CNST
- T** Aviation Technology AER / TET / MT
- U** Senator Eddie Lucio Health Science Technology
CA / DEA / DEH / NA / MEA / ST / VN
- W** State Rep. Irma Rangel Science and Technology ADN / EA
- SC** Student Center Cafeteria / Student Government / Career Services / Student ID Center & Game Room / Bookstore / Health Services / Testing Center
- SS** Student Services Financial Aid / Admissions / Cashiers / Student Recruitment / Counseling / Student Accounting / Support Services
- SSC** Service Support Center Human Resources / Marketing
- WSC** Wellness & Sports Center Gym / Weight Room / Aerobics Room / Cardio Room / Racquetball Courts / Walking Trail / Athletic Fields

- Student Parking
- Employee Parking

Dr. Cesar Maldonado, P.E.	President
Adam Hutchison	Provost
Catherine S. Maples	Vice President of Student Development
Teri Zamora	Executive Vice President of Financial & Administrative Services
Stella Garcia	Chief of Staff
Mary Adams	Associate Vice President of Enrollment Management
Barbara Bennett	Associate Vice President of Student Learning (Engineering/Industrial/Allied Health)
Javier De Leon	Associate Vice President of College Readiness & Advancement
Dr. Regina Garza-Mitchell	Associate Vice President of Student Learning (Education & Humanities/Computer)
Charles Smith	Associate Vice President of Administrative Services



Accreditation (SACS) Statement

Texas State Technical College Harlingen is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Science and Associate of Applied Science degrees and certificates of completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Texas State Technical College Harlingen. Students may review accreditation records in the TSTC Harlingen Office of the President.

Discrimination Prohibited

Employment at the college and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or disability. All recruitment and admissions material complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act Amendments Act (ADAAA).

Inquiries regarding TSTC's compliance with ADAAA can be made to the ADA Coordinator located at the Administration/Industrial Technology Building (I). Requests for accommodations for prospective students or current students with disabilities can be directed to the Coordinator of Disabilities by visiting Support Services located in the Student Services Building or by contacting the office at 956.364.4520 (voice), 956.364.4526 (TDD).

Students who believe they have been discriminated against because of their race, religion, color, gender, age, national origin, disability, or sexual orientation or students who believe they have been denied accommodation to which they are entitled, should follow the grievance procedure outlined in this handbook.

Student Right to Know

In compliance with the Department of Education's Student Right-to-Know Act, TSTC Harlingen provides the following information at www.harlingen.tstc.edu/righttoknow:

- Campus crime statistics
- Financial assistance available and eligibility
- Cost of attendance
- Current academic programs
- Services for students with disabilities
- Alcohol policy
- Title IV refund policy
- Important information about bacterial meningitis
- Copyright compliance
- Safety tips from the TSTC Police Department
- Work study position opportunities
- Graduation and transfer rates
- Current technical programs
- Drug policy
- Requirements for withdrawing from the institution
- Name of agency accrediting the institution
- Missing housing student notification
- Gainful employment

TSTC Programs of Study

TSTC Harlingen offers seven Associate of Science degree programs of study, four Fields of Study, the Academic Core Curriculum, 29 Associate of Applied Science degree programs of study, and 31 Certificates of Completion. Contact information for these programs of study is found on page seven (7) of this handbook.

Course & Instructor Information (HB 2504)

For information about individual courses at TSTC and the instructor of record, visit TSTC Harlingen's Web site at <http://www.harlingen.tstc.edu> and click on the Course Schedules link on the Quick Links drop down menu.

Mandatory New Student Orientation

All students new to TSTC Harlingen are required to attend New Student Orientation, either online or on campus. To register, contact the Office of Student Recruitment located in the Student Services Building or call 956.364.4117 or 956.364.4128. New students must complete orientation prior to registration for courses.

Copyright Compliance

The unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, is against federal copyright laws. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act. Violators of civil copyright infringement may be ordered to pay either actual damages or "statutory" damages not less than \$750 or more than \$30,000 per work infringed. "Willful" copyright infringement carries a civil penalty up to \$150,000 per work infringed and a criminal penalty of imprisonment up to five years and fines up to \$250,000 per offense. See Title 17, United States Code, Sections 504, 505. For more information, see the U.S. Copyright Office Web site at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Copyright infringement, including illegal downloading or unauthorized distribution of copyrighted materials using the college's information technology system, is a violation of the TSTC Code of Student Conduct. Violators will be subject to appropriate disciplinary action depending on the severity of the violation, including loss of information resource access privileges and suspension from the college. The TSTC Harlingen copyright authority is the Vice President for Student Learning. For additional college copyright information, go to <http://www.system.tstc.edu/copyright.asp>.

WebAdvisor

WebAdvisor (WA) is a Web interface that allows you to access information contained in the administrative database used by Texas State Technical College. WebAdvisor allows access to your personal profile that is part of your official records at TSTC. TSTC students are provided a WebAdvisor account within 24 hours or the following business day after your application is processed.

With your personal profile, you can review:

- Academic profile
- Payment due dates
- Current & past grades
- Grade Point Average by term
- Financial profile
- Financial summary by term
- Financial aid status by year

You can also:

- Review your class schedule
- Register for classes
- Search for classes
- Update your mailing address and phone number
- Submit work study and student worker hours
- Review communication to determine if documents need to be submitted
- Review your degree plan
- Print registration statement
- Add a class

Access to Web Services for New Students

To access these services, you must log in successfully to WebAdvisor (WA).

1. Open Internet Explorer. Go to <https://my.tstc.edu>.
2. Click on the WebAdvisor tab.
3. Click the "Click here to enter WebAdvisor" link.
4. Click the blue "Login" button in the top right corner.
5. Log in to WA.

Note: Your WebAdvisor ID (WAID) is printed at the bottom of your TSTC invoice. Your default password is the last six (6) digits of your student ID. If you don't know your WAID, select "What's my User ID?" If you are unable to log in with your WAID and default password, please call the TSTC Help Desk at 956.364.5000 to have your password reset.

6. To change the default password, log in to Self Service Password Utility (SSPU) to set up your hint and challenge questions.

Go to <http://sspu.tstc.edu>.

7. Log in to the myTSTC Portal. Go to <http://my.tstc.edu>. The username and the password are the same as your WAID and password.
8. Select the Learning Resources tab. Click the "Log in to MyLearning" link. You will see a list of your courses.

myLearning

For technical assistance with WebAdvisor, contact the Help Desk at 956.364.5000 or 1.800.852.8784, Extension 5000 or send an email through Web Services Web site: <https://www.tstc.net/helpdesk.asp>.



Log in to myLearning

Click the text above or the image at left to log in to TSTC cc

MyMail powered by Google

Students now have an official TSTC e-mail account. **This account is the official e-mail address to which TSTC will send electronic communications and from which you must reply.** You can expect to receive official information from your instructors and college staff regarding course information, deadlines, policy/procedure changes, changes in degree requirements, special events, course schedule changes, regulatory changes, emergency notices, and other useful information. Please check your e-mail at least twice weekly. To begin accessing your account, visit <http://mymail.tstc.edu> and use your WebAdvisor login and password.

With the MyMail account, students can get organized, consolidate e-mail, reply by chat, stay on schedule, get your calendar on the go, get class notes from a friend, ace your team project, make it easier to get together, share files instantly and, call friends for free. If students need help accessing the TSTC e-mail account, contact the student help desk at 956.364.5000.

EMERGENCY NOTIFICATION SYSTEM

TSTC has chosen Everbridge to provide critical notification services during emergencies. Should you receive an emergency notification, you will be told the nature of the emergency and will be prompted to follow simple message confirmation steps.

New students are automatically registered into the system; it is the student's responsibility to keep contact information up-to-date. Follow this process to update your information:

1. Visit the ENS Registration System (<http://www.harlingen.tstc.edu/advisory/ens.aspx>)
2. Log in using your WebAdvisor username and password. (You may retrieve a forgotten password at <https://sspu.tstc.edu>)
3. Enter your contact information.
4. Set your EMERGENCY contact priority. Selecting "N/A" tells the system not to contact you on that communication path.
5. Accept the disclaimer located at the bottom of the page.
6. Save your entries and close the browser.

Remember, this system will only be used in emergency situations, and the information provided is for immediate awareness.

Prioritize your contact information to correspond with your phone and e-mail usage. You may not want to enter your home or work phone or e-mail address as the first priority contact if you do not check them regularly.

This system has the capability of notifying you with text messaging. To be contacted via text, enter your cell phone number in the SMS Text field.

Prioritize your contact information by selecting the appropriate numbers in this column

Emergency Priority	Standard Priority	Contact Method	Phone Number or Address
2	1	E-mail Address	someone@harlingen.tstc.edu
N/A	N/A	E-mail Address 2	
N/A	N/A	E-mail Address 3	
3	3	Home Phone	956-555-5000 Wait time 0 (1-120 secs)
1	2	Mobile Phone	956-555-5555 Provider T-Mobile
N/A	N/A	Other Phone	Wait time 0 (1-120 secs)
N/A	N/A	BEC	Ext. Wait time 0
N/A	N/A	SMS Text	

Do not edit the BEC field.

Enter all phone numbers in phone number format (000-000-0000)
(This includes the SMS Text field)

You must accept the disclaimer located at the bottom of the information entry page. Click "Save" to save your information and close the browser window.

Disclaimers

Disclaimers ☒ Accept

SAVE

Admissions and Records Office / Student Services Building / 364.4320

The requirements for admissions to TSTC Harlingen, registration procedures, and instructions for adding/dropping courses and withdrawing from school are outlined in detail in College Operating Procedures and the college catalog found on the college Web site. Students are responsible for reading and becoming familiar with these policies and procedures. It is the student's responsibility to ensure that all requirements are met. The admission requirement for a bacterial meningitis vaccination for all new students under the age of 30 is detailed on page 37 under Health Services Office.

Change of Personal Information

Students are responsible for maintaining accurate personal information on their educational records to ensure communication with college departments. Official changes to personal information are made at the Admissions and Records Office on a Data Change Form although changes of address, email address, and telephone numbers may be made online through Web Advisor. Some changes require additional documentation as outlined below. All changes are processed immediately upon receipt.

Name changes must be completed in person at the Admissions Office. Students must provide legal documentation, such as an original marriage license or certificate, passport, court order, divorce decree, birth certificate or naturalization papers. A driver's license or Social Security card will not be accepted. Name changes for graduation candidates must be completed by the graduation application deadline. A student's permanent academic record, TSTC diploma or certificate and commencement program must reflect the same name.

Social Security number changes must also be completed in person at the Admissions Office. The student must present an original Social Security card as documentation.

Transcript Requests

Transcripts may be requested electronically through WebAdvisor. Students may also obtain a copy of their official transcript by completing a transcript request form found at www.harlingen.tstc.edu/Admissions/documents/RequestforOfficialTranscriptform.pdf and submitting by mail or fax. There are no fees for transcripts, but the request form will require a signature and a telephone number where the student may be contacted in the event that additional information is needed.

Use of Student Photographs and Signatures for Publications

TSTC may use photographs or signatures of students for publication purposes unless the student requests that photographs or signatures should not be used. It is the student's responsibility to notify TSTC in writing of his/her desire not to be used in photos or publications by completing the appropriate form at the Admissions and Records Office.

Family Education Rights and Privacy Act of 1974 (FERPA)

Under the Family Education Rights and Privacy Act of 1974, the following is designated as directory information and may be made public unless the student desires to withhold all or any portion of it: name, local address, classification of coursework level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of college attendance, degrees, certificates and awards received and most recent previous educational agency or institution attended by the student. A currently enrolled student may prohibit the release of directory information by completing an appropriate request form in the Office of Admissions and Records during registration or within the first five (5) class days of each term. Under the Privacy Act of 1974, official records are not open to the public and will not be divulged without consent from the student. Minors attending the college have the same right regarding their records as adult students. If a student is still a legal dependent of a parent or guardian, the parent has the right to access the records of the dependent student provided the parent can establish this dependency as defined by the Internal Revenue Code of 1954, section 152. This request must be made in person at the Office of Admissions and Records by providing a copy of the most recent federal income tax return and required picture identification.

TSTC Harlingen complies with the Family Educational Rights and Privacy Act and informs students of their rights under the act. Student's rights covered by the act are as follows:

1. the right to inspect and review the academic record.
2. the intent of TSTC Harlingen is to limit the disclosure of information contained in a student's academic record under the following circumstances:
 - a. with the student's prior written consent;
 - b. as an item of directory information which the student has not refused the college to disclose; or
 - c. under the FERPA provisions which allow a college to disclose information without the student's prior written consent.
3. the right of a student to consent to the release of semester credit hours taken at other institutions to the Texas Higher Education Coordinating Board.
4. the right of a student to petition TSTC Harlingen to amend or correct any part of his/her academic record which is believed to be inaccurate, misleading, or in violation of the privacy or other rights of the student. When the college decides it will not amend or correct a student's record, the student has the right to a hearing to present evidence that the record is inaccurate, misleading,

or in violation of the privacy or other rights of the student.

5. the right of any person to file a complaint with the Family Education Rights and Privacy Act Office, Department of Education, Family Policy Compliance Office, 400 Maryland Avenue SW, Washington, DC 20202-4605, if TSTC Harlingen violates the FERPA.

If you have any questions concerning disclosure of information, contact the Office of Admissions and Records at 956.364.4320.

Registration

Students must register for classes prior to the beginning of the semester of attendance. Attending class or doing coursework for a course in which they are not properly registered (which includes paying fees) is prohibited and grounds for dismissal from the college.

Students who are in good standing with TSTC Harlingen may register for classes during the scheduled registration period. Good standing is defined as follows:

1. the student is clear of any indebtedness to the college.
2. the student has a GPA of 2.00 or greater from the previous semester.
3. the student has no registration restrictions documented in college files.

Student Interruption of Enrollment

Students re-enrolling at TSTC after an interruption of enrollment of one year or more must submit an application for re-admission and undergo re-evaluation of previously earned credit(s).

Adding or Dropping a Course(s)/Withdrawing

To make schedule changes prior to the first day of class, students should report to their academic advisor for consultation and processing of changes.

To drop a course from TSTC on the first class day or thereafter, the student should:

- report to the Admissions and Records Office to obtain a Course Schedule Change Form,
- proceed to obtain required signatures,
- report to the Financial Aid Office and the Business Office to review his/her financial status based on the desired schedule changes, which can directly impact student accounts, and;
- turn in the completed Course Schedule Change Form to the Admissions and Records Office for processing. The student should receive a copy of the form to verify its submittal.

To withdraw from TSTC on the first class day or thereafter, the student should:

- follow the drop-a-course procedure and in addition:
 - see the Counseling Office for an exit interview.
 - housing students must obtain a signature from the Housing Supervisor.

The student is responsible for:

- initiating the change to add or drop a course/courses,
- obtaining the required signatures and initials from college faculty and other officials,
- when applicable, submitting the completed currently adopted Course Schedule Change Form to the Admissions and Records Office; and,
- when applicable, presenting a copy of the signed Course Schedule Change Form to a faculty member to enter a newly added course.

Limitation on the number of drops for students

Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in Fall 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Contact the Texas State Technical College Harlingen Registrar's Office at 956.364.4322 for more information before you drop a course.

Absences on Religious Occasions

TSTC grants an excused absence from class attendance to a student to observe a holy day or religious occasion. Students should contact the Admissions and Records Office to request an excused absence for the date of the holy/religious day within the first 10 days of the term.

Officially Excused from Class

Students may be excused from classes to allow them to participate in special activities. Approval of the Vice President for Student Learning is required for such cases, and the student must complete all course work missed during his/her absence from class.

Unexpected situations such as severe weather conditions or power outages may require classes to be canceled. This decision is made by the TSTC President who will notify students through the emergency notification system. Please be sure you are registered to receive these notifications. Instructions for registering are found on page 11.

Course Load

Students in good standing may register for a course load equivalent to that specified for the program. They may register for less than a normal credit load but must maintain 12 or more credits to be considered a full-time student, nine to 11 credits for 3/4 time, six to eight credits for 1/2 time and one to five credits is 1/4 time. With prior approval from his/her faculty advisor, a student may register for a maximum of 18 credits. Enrollment for more than 18 credits per term requires approval from the Vice President for Student Learning.

Repeat Courses

Students are allowed to repeat courses only when the initial grade earned was below a grade of "B". When a student repeats a course, only the last grade issued, regardless of whether higher or lower than the first grade, is calculated into the cumulative grade point average; however, the previous grade is retained on the transcript. See COP 3.09 for more information at <http://harlingen.tstc.edu/services/policy.asp?Policy=3.09#policy>.

Credit by Examination (Challenge Exam and CLEP)

Students who feel that they meet the objectives of a TSTC technical course(s) may receive credit by applying to take a challenge examination within the first five days of the term. The department chair offering the course must approve by signing the Credit Award for Assessments and Training form available at the Admissions and Records Office. Students may or may not be enrolled in the course to attempt the challenge exam. Students not enrolled in the course should take the form to the cashier and pay the approved challenge exam fee. This fee is not refunded if the test is not passed. There will be no entry on the transcript of the exam failure. Students who do not pass the test should enroll in the course and pay the remaining designated fee for the course to receive credit. Students who score a "C" level or better on the test return the completed form to the Admissions Office where they will be awarded a grade of "CR" on the transcript. Grade points will not be assigned nor included in the calculation of the GPA. Students who have failed a course are not eligible to challenge that course by examination. For more information, see Policy 7.57 Credit Award for Assessments and Training at <http://www.harlingen.tstc.edu/services/policy.asp?Policy=7.57#policy>.

Students who wish to challenge an academic course are directed to take the appropriate College Level Examination Program subject area examination.

For more information, visit the Testing Center at the Student Center, Room 138.

Transfer Credit

To receive transfer credit, students must:

- submit an official transcript from all previously attended college-level institutions to the Admissions and Records Office,
- request an evaluation from the Admissions and Records Office of the potential transfer credit(s) prior to, but no later than, the end of the student's first term of enrollment at TSTC,
- have earned transfer course credit from a regionally accredited college-level institution,
- have earned a grade of "C" or better from the originating institution for course(s) accepted for transfer to TSTC.

Substitution Credit Assignment

Applicants or students may submit a substitution credit evaluation request to their potential or current major Department Chair. The request must be accompanied by the student's TSTC transcript containing the courses the student wishes to substitute. The transfer process must be completed before students may receive substitution credit for course work taken at another post-secondary institution.

Change of Major

A student may change majors only between terms or prior to the 11th class day of a 15-week semester, the 5th class day of a 12-week semester or the 4th class day of a 6-week session. To change a major program, a student must:

- request a "Change of Major Form" from the Admissions and Records Office,
- obtain the necessary signatures on the form,
- deliver the form to the Admissions and Records Office for processing, and
- enroll for a minimum of six semester hours of course work within the receiving major's curriculum during his/her term immediately after receiving the change of major.

Class Participation

The responsibility for class attendance rests with the student. Regular and punctual attendance in all classes is expected. TSTC reserves the right to act on individual cases of non-participation at any time. TSTC does not require faculty to take attendance; however, they have the right to do so if they choose and may set participation standards. Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend lecture and laboratory sessions in accordance with requirements of the course as established and communicated by the instructor. A student who fails to meet these class participation requirements will earn a failing grade (F) in the course.

The following guidelines apply when faculty administers participation policies:

- an absence can be issued whenever a student does not attend a regular scheduled instruction period, whether it is a theory or laboratory class,
- the instructor determines whether an absence is excused or unexcused. An excused absence is defined as one due to illness or an emergency situation beyond a student's control. A satisfactory written explanation from an appropriate authority should be given to the instructor. An absence for any other reason is considered as unexcused.

Academic Fresh Start

Texas Senate Bill 1321, entitled "Right to an Academic Fresh Start," allows a person who is a resident of Texas to apply for admission and not have coursework completed 10 or more years prior to the date of anticipated enrollment included as consideration in the admission decision. This allows students to begin a new course of study with a clear academic record.

- This is an all or nothing option. Students are not able to pick and choose which courses to ignore and which courses to count. This option clears only the student's academic record. If the student chooses the "Academic Fresh Start" option, the student does not receive any credit for any courses taken 10 or more years prior to the re-enrollment. This means that:
 - Courses taken previously cannot be used to fulfill new prerequisite requirements
 - Courses taken previously cannot be counted toward a new degree
 - Courses taken previously will not be counted in the student's GPA calculation
- The student must still complete the usual admissions process, including providing information on all colleges or universities previously attended and provide official copies of transcripts from all schools attended.
- Once the "Right to an Academic Fresh Start" provision has been claimed and the student has enrolled, the provision cannot be reversed.

Grading Policies:

TSTC Grading System

TSTC measures student achievement of skills, knowledge and competencies. It also reports student performance for each course attempted or credited based on the following scale:

Numerical grade requirement	Letter grade	Performance level	Grade Points Awarded
90-100	A	Excellent/Superior	4 grade points per semester
80-89	B	Above Required	3 grade points per semester
70-79	C	Minimal Required	2 grade points per semester
60-69	D	Below Required	1 grade point per semester
0-59	F	Failure to meet requirements	0 grade points per semester
	IP	In Progress (course completion beyond control)	None
	W	Withdraw (Course Drop)	None
	CR	Credit (transfer, credit by exam, articulation)	None
	AUD	Audit of course; grade points not awarded	None
	S	Satisfactory	None
	U	Unsatisfactory	None
	X	No Grade Assigned	None
	IM	Incomplete Military Leave	None

Medical Information Specialist/Transcriptionist, Surgical Technology, Health Information Technology, Dental Hygiene, Dental Assistant, Medical Assistant, and Vocational Nursing use the following grading scale:

Numerical Grade Requirement	Letter Grade
93-100	A
86-92	B
78-85	C
0-77	F

Grading Criteria

Students must receive a letter grade of “C” or better in each major course to receive credit. A temporary grade of “IP” may be given and indicates that a student has not satisfactorily completed a course. This grade will be given only when the deficiency is due to an authorized absence or other cause beyond the control of the student. When the quality of work finished has been acceptable for satisfactory completion of the course, a grade will replace the “IP.” A student must complete the required work within the period of time specified in the contract between the student and instructor. If it is not, the “IP” will be administratively converted to an “F”.

Grade Point Average

A student's Cumulative Grade Point Average is calculated by taking the grade points earned for every A, B, C, D or F and multiplying it by the number of credit hours assigned to each course. Next, the grade points and credit hours are totaled separately. Finally, the total grade points are divided by the total credit hours. The quotient is carried to two decimal points and rounded to the nearest one-hundredth of a point.

GPA Definitions

- Term GPA refers to the GPA for courses in one particular term.
- Standards of Progress Cumulative GPA includes developmental courses.

Transcripts include all course work taken, the student's Cumulative GPA and the Term GPA. The Program GPA will appear on the transcript as part of the program completion information.

Changing a Grade on the Transcript

A grade recorded on a student's transcript can be changed only to correct a calculation error, a mistake made recording the grade, or by following the procedure for altering an incomplete (IP) grade. A grade change must be made within one year of the issuance of the grade.

Scholastic Standing

- Good Standing - student maintains at least a 2.00 Standards of Progress Cumulative GPA and Term GPA.
- Scholastic Probation - student whose Standard of Progress Cumulative GPA and/or Term GPA falls below 2.00.
- Scholastic Suspension - occurs when a student on Scholastic Probation has a term and a cumulative GPA below 2.00.

Scholastic probation is intended as a serious alert so that students refocus attention on their studies. Students on scholastic probation will probably also have financial aid consequences. However, scholastic probation and financial aid probation are NOT the same. Students on probation are not allowed to register early for the upcoming semester. They must wait until their grades are posted for the semester in which they are enrolled to ensure they earn at least a 2.0 term grade point average. Students on probation are also required to meet with their faculty advisor. When the cumulative GPA returns to 2.0, students on probation return to Good Standing.

Students on probation whose cumulative and term GPAs fall below 2.0 will be placed on scholastic suspension. Students on suspension may not register for classes at TSTC for a period of one semester. However, they may formally appeal to the Vice President for Student Learning or designee. If the appeal is granted, the student will be required to participate in a special program called HATSS (Helping a TSTC Student to Succeed) Mentoring Program as a condition for registration.

Graduation Awards

TSTC awards the Associate of Science Degree, the Associate of Applied Science Degree, an Academic Core Institutional Certificate, and Certificates of Completion to students who complete those college requirements. These degrees and certificates are awarded in formal graduation ceremonies held at the end of each semester. Students receiving other recognition and credit who meet criteria in short instructional programs, such as Marketable Skills Awards and noncredit Continuing Education course work, do not participate in graduation ceremonies.

Graduation Orientation

Students expecting to graduate are highly encouraged to attend Graduation Orientation generally scheduled about three weeks before the end of the semester prior to the student's graduation semester. Students will receive invaluable information regarding eligibility, the application process, certification, and job placement services.

Graduation Application

Students must complete the online Graduation Application Form prior to the posted deadline approximately one month after the start of the graduation semester.

The Admissions and Records Office will certify that the student has met graduation criteria and requirements. The student will then receive notification of graduation eligibility. A signed form certifying graduation status will be placed in the student's permanent file. Diplomas are awarded after the final grades have been recorded on the student's transcript and the student has been certified as a graduate.

Graduation Ceremonies

Candidates for graduation who have been certified by the Admissions and Records Office are eligible to participate in graduation ceremonies held at the end of each semester. Participation is voluntary; however, only those students who participate in the graduation ceremony receive diploma covers, as well as honor cords and medals if eligible. Students not planning to attend the graduation ceremony may pick up their diplomas at the Admissions and Records Office upon notice of graduation eligibility. Diplomas not picked up within two weeks after the ceremony will be mailed to the graduate at the address in the college's administrative database.

Candidates for graduation participating in the graduation ceremony must wear only TSTC-designated regalia (cap, gown, tassel) which may be purchased at the TSTC Bookstore. Other commencement items available at or ordered through the Bookstore include invitations, announcements, and rings.

Board of Regents Honor Graduates

Candidates for graduation who are certified with a cumulative GPA of 4.00 for all credits attempted will be named a Board of Regents Honor Graduate and recognized at the graduation ceremony.

Honor Graduates

Candidates for graduation who are certified with a cumulative GPA between 3.50 and 3.99 for all credits attempted will be named an Honor Graduate and recognized at the graduation ceremony.

Requirements for Graduation

Students graduating from a regular instructional program must meet the following criteria:

- All course work required under the student's degree plan must be satisfactorily completed, including grades of "C" or higher in the student's major courses and technical support. For an Associate Degree and Certificate of Completion, 25 percent of the total credit hours of the required course work must be earned from TSTC Harlingen.
- A student could earn a second Associate Degree (AS or AAS) or Certificate of Completion (CC). Credit earned in the first program, whether an AS, AAS or CC, may be applied toward credit for a second program. This would occur when the first program course credit is support course work for the second program or when the first program may be treated as transfer credit with approval from the Department Chair of the second program. If a student simultaneously pursues two Associate Degrees or CCs, the program in which the student enrolled first would be considered as the first program. The major Department Chair would submit in writing to the Admissions and Records Office all courses and credit applied toward graduation in the second program.
- Settlement of all financial obligations to TSTC must be made prior to graduation. If any business is pending with TSTC by commencement, TSTC withholds the diploma until clearance approval.
- Texas Success Initiative (TSI) standards must be met for the Associate degree. (Includes Associate of Science, Associate of Applied Science and Academic Core.)
- The student's cumulative TSTC Grade Point Average must be 2.00 or higher.

Student Success Office / Corporate College Building B, Rooms B101 & 114A / 956.364.4163

Introduction

The Office of Student Success Office was established to help students overcome barriers to their education so that they can successfully complete their studies. The Office of Student Success coordinates the campus-wide student retention efforts. Programs that are administered by this office include Supplemental Instruction, tutoring, mentoring initiatives, career exploration, Achieve Texas initiative, Helping a TSTC Student Succeed (HATSS) Mentoring Program for students on financial aid and/or scholastic suspension, and Learning Communities.

Tutoring/Supplemental Instruction

- **Open Lab Tutoring:** Tutoring is available to students in different levels of mathematics, English, developmental reading/writing, chemistry, biology and computer literacy.
- **Supplemental Instruction:** This option is available as part of traditionally difficult courses. Supplemental instruction leaders (tutors) work closely with instructors and students to provide intensive small group instruction and tutoring that supplements actual classroom material.
- **Computer-based tutoring:** This option is available in English, math, biology and social sciences. Computer-based tutoring utilizes software to help students practice English and math skills and review biology and social science materials. The software is textbook compatible and provides students with practice / review test questions.

Peer Mentoring

The objective of the mentoring program is to provide students with a support person who can help them navigate college, set academic goals, and encourage them to remain in college in order to achieve academic success. Peer Mentors can assist students individually or in group settings. Participation in the Peer Mentoring Program is voluntary. Students may be referred to the program by a TSTC faculty member, advisor, or staff person; however, students can also simply seek assistance themselves by contacting the Office of Student Success.

Achieve Texas Initiative

The goal of Achieve Texas is to help students who have taken Advanced Technical Credit (ATC) courses while in high school during the last 15 months immediately prior to enrollment at TSTC, redeem their banked credits for college credit. ATC courses must follow a TSTC career pathway to be eligible for possible college credit, as well as meet other criteria. For more information, students should contact the Office of Student Success.

Learning Communities

A Learning Community is a scheduling, advising and instructional approach that treats students engaged in the learning experience as a community of learners who interact with a community of instructors to increase student performance and persistence. Learning Communities are scheduled each semester by linking at least two courses together and sharing a common curriculum.

Helping a TSTC Student to Succeed (HATSS)

HATSS is a program designed to help students achieve academic success through mentoring. Students meet with their mentor on a regular basis and participate in other mentoring activities. Students placed on scholastic suspension must participate in the HATSS Program, and they will be referred to the program by the Office of Student Learning. When a student is recommended for the HATSS Mentoring program, the following interventions will be implemented:

- Students granted an appeal will be allowed to register for no more than 2 courses during the semester.
- Students must attend a Saturday College 101 for HATSS Students seminar, which is designed to inform HATSS participants about scholastic policies and other policies and procedures that may affect their academic success.
- Students will be required to complete and follow a My Plan for Success, which is a plan designed to help students set academic goals for the semester and stay on track to success.
- Students will be required to participate in tutoring, if tutoring services are available in the subject areas in which the student is enrolled.
- Students will be required to attend two one-hour sessions on knowledge and application of learning strategies coordinated through the Office of Student Success, or other workshops as approved by the HATSS Program.

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Workshop topics include:

- How to calculate your GPA
- Learning styles/multiple intelligence
- Critical thinking
- Time Management
- How to read a textbook
- Cornell Note-Taking Method
- Studying and test-taking skills

Students will be assigned a mentor for the semester through the Office of Student Success. Mentors will meet with their assigned student on a regular basis throughout the semester. Students will be tracked for success and a report on student participation will be sent to the Financial Aid Department and the Division Director at the conclusion of the semester. **Students who fail to comply with program requirements may be administratively withdrawn from all their courses for noncompliance.** Students will then be suspended for one semester. Upon their return, students must appeal once again to the Vice President of Student Learning or designee.

Students who choose not to appeal their **scholastic** suspension have the option to “**sit out**” the next semester. Upon their return, students must again follow the appeal process and appeal to the Vice President of Student Learning or designee. If appeal is granted, students will be required to participate in the HATSS Mentoring Program as a condition for registration.



Financial Aid & Veterans Programs / Student Services Building / 956.364.4330

The Financial Aid Department supports the mission of the college and the Financial and Administrative Services Division by providing federal, state, institutional, and veteran financial resources, services, and a wide variety of activities and events in order to enhance student educational experience, personal growth and development, retention, and student success. The department is proactive and collaborative and strives to provide exemplary customer services.

The Financial Aid Office offers a variety of financial assistance programs to help eligible students with the cost of attending TSTC. The funds provided through these programs can be in the form of a grant, payment for part-time employment (Work Study), Direct Loan, scholarship, veteran benefits, or a combination of any of these programs.

- A grant is gift aid that does not have to be repaid.
- The college Work Study program is part-time employment that allows students to earn money and provides them with the opportunity to gain work experience.
- A scholarship is competitive aid, which does not have to be repaid.
- A Direct Loan is borrowed money and must be repaid with interest.

See TSTC's Financial Aid Web site at www.harlingen.tstc.edu/financialaid for a complete listing of programs.

Parent/Student Obligation

It is the primary responsibility of the student (and/or parents) to provide for the educational expenses of the student from personal assets, earnings and other taxable and non-taxable income. Student aid resources are available to assist the family with the educational expenses.

Determination of Your Award

TSTC attempts to meet the educational financial needs of students. Financial need is determined by subtracting the parent(s)' and/or student's expected family contribution (EFC, as determined by the Free Application for Federal Student Aid, known as FAFSA), from the total estimated cost of attendance or COA. Educational Financial Need = COA - EFC. Students are awarded aid based on financial need and the availability of funds. Financial aid programs have limited funds; therefore, the Financial Aid Office may not be able to meet the student's financial aid packaging expectations, but it will try to meet the direct educational needs. Students will need to have a balance of gift aid and self-help assistance. Students are responsible for notifying the office about all resources provided to the student.

Student Cost of Attendance Budget (12 months)

Budget Components	On Campus	Off Campus	With Parents	Less than half time	TSTC Employees and Dependents
Tuition & Fees*	\$6,099	\$6,099	\$6,099	\$896	\$720
Books & Supplies	\$1,484	\$1,484	\$1,484	\$720	\$1,484
Room & Board	\$7,560	\$10,056	\$5,635	\$0	**
Personal Expenses	\$2,703	\$3,240	\$2,124	\$0	**
Transportation	\$1,510	\$2,012	\$2,012	\$1,510/\$2,012**	\$2,012
Total	\$18,967	\$22,399	\$17,023	\$3,126/\$3,628**	\$4,216

* Based on 15 credit hours enrollment per semester.

** Transportation cost will be based on the housing code reported on the student's FAFSA.

- Dependent care may be added, whenever the student submits a request and documentation for childcare expenses, for children 12 and under.
- TSTC Employees and their eligible dependents are charged the adjusted tuition rate approved by the TSTC Board of Regents (SOS: HR 2.3.19)
- Non-resident tuition is \$3,810 plus \$690 designated tuition. Total non-resident mandatory tuition for 15 credit hours per semester is \$4,500.

Net Price Calculator

The Net Price Calculator is a tool that will help current and prospective students, families and other consumers estimate the individual net price of an institution of higher education for a student. The Net Price Calculator can be used to determine the Cost of Attendance and give you a rough approximation of financial aid (if accurate data is entered into the calculator). You can use this tool to compare the net price of multiple institutions. Visit <http://collegeforalltexas.com/apps/CollegeMoney>.

Financial Literacy

Texas State Technical College, joined by other colleges and universities throughout the country, is concerned about student debt and financial literacy. In an effort to help students and their families, TSTC is providing money management tools right at their fingertips. There are many reports and statistics that indicate that having high debt affects a student's enrollment, retention, and graduation. Students are encouraged to use the tools outlined in the USA Funds Life Skills Student Guide. Students have an opportunity to set up their own personal profile and learn at their own pace, for free. Students can also download a helpful mobile device application called Borrowing for College. The USA Funds Borrowing for College Calculator helps students manage their student loan borrowing responsibly. <http://www.usafunds.org/schools/Pages/Borrowing4CollegeApp.aspx> Get your free app today. <http://www.harlingen.tstc.edu/FinancialLit/>

To be eligible for assistance, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA). Be sure to complete the correct application for the year that you are applying for.
 - For Fall 2012 through Summer 2013 semesters, complete the 2012-2013 FAFSA
 - For Fall 2013 through Summer 2014 semesters, complete the 2013-2014 FAFSA. (Available starting January 1, 2013)
 - Verification documents and other forms may need to be submitted after the office reviews the application.
- Complete the admissions requirements, be accepted for enrollment, and enroll in an eligible program.
- Meet the TSTC financial aid standards of academic process.
- Be a United States citizen or an eligible non-citizen.
- Other rules for foreign students and non-citizens may apply.
- Be registered with the U.S. Selective Service (if you are a male born after December 31, 1959). All males residing in the United States are required to register for Selective Service immediately following their 18th birthday. For Selective Service information go to <http://www.sss.gov/>.
- Not be in default on an educational loan or owe a refund on any federal grants.
- Be registered each semester and pay tuition no later than the 11th class day of the 15-week semester; the 9th class day of the 12-week semester; or by the census date for the class/classes registered for. Students registering after the 11th class day of the 15-week semester; the 9th class day of the 12-week semester or after census date may not be eligible for financial aid for that semester. Other rules apply to short summer sessions and online or distance education courses.

Note: Class no-shows affect financial aid eligibility. When the student is reported as not attending class prior to census, the student's award may be affected.

Awards are based on full-time enrollment. Awards will be reduced when students register for less than 12 credit hours. Due to time constraints, the student may not receive immediate notification of the adjustment; therefore, students should monitor their awards and balances on WebAdvisor.

Packaging Philosophy

The Federal Pell Grant is awarded based on eligibility and enrollment status. Students enrolled for 12 or more credit hours receive the maximum Pell entitlement, nine to 11 credit hours receive 3/4, and six to eight credit hours receive 1/2 the award. Less than half-time students who qualify receive the Pell amount determined for enrollment between one and five credit hours. Other grants, loans, and scholarships may be canceled if the student is enrolled for one to five credits.

Additional financial aid is awarded on a first-come, first-served basis or based on program eligibility. Due to limited funds, precedence may be given to full-time students who meet priority deadlines. Students who are enrolled at least half-time may request to be considered for additional assistance. Funds are not guaranteed due to the limited availability.

Denial of Aid and/or Repayment

Financial assistance may be reduced, denied or canceled, and students may owe repayment if they:

- Purposely give false or misleading information (they may be fined \$20,000, sent to prison, or both)
- Are on academic/financial aid suspension;
- Owe money to TSTC or the Department of Education;
- Fail to report any changes in circumstances that may affect the award such as assistance from Workforce Investment Act (WIA), Department of Assistive and Rehabilitative Services (DARS), outside scholarships, day care and other programs;
- Withdraw from TSTC or drop below half-time at any time of the semester; or fail to meet eligibility requirements;

- Fail to begin attendance in one or all classes between the first day and census day;
- Are awarded Federal Pell Grant for more than one school for the same period of time;
- Stop attending classes without officially dropping or withdrawing;
- Fail to notify TSTC about aid awarded at other institutions;
- Default on a student loan.

Withdrawing While on Financial Aid

Financial aid is awarded based on the assumption that the student will attend the entire semester. If students completely withdraw from classes prior to 60 percent of the semester, they will owe payment of the Title IV aid not earned to the Department of Education and/or to TSTC Harlingen. Students must stop by the Financial Aid Office, Counseling/Advisement Office and Financial Services before withdrawing from all classes. Unofficial withdrawal is when the student stops participating in all the classes during the semester, and all final semester grades are F's. Students will be responsible for repaying federal aid based on return of Title IV calculations.

Change in Circumstances

Financial aid awards are based on information reported on the financial aid application and the student's enrollment status. Any financial situation that has recently changed because of, but not limited to, loss of job or benefits, death or other hardship may qualify a student for a Special Circumstance evaluation. The document is available at the Financial Aid Office or can be obtained online at: <http://www.harlingen.tstc.edu/financialaid/onlineforms.aspx>.

Re-applying/Renewal Applications

Financial aid is not automatically renewable. **The FAFSA must be submitted each calendar year.** Applications for the following academic year are available each year beginning January 1. The priority application deadline for the fall semester is March 29. An academic year includes three semesters: fall, spring and summer.

Verification of Information

All applications and forms must be completed carefully and accurately. The Department of Education or TSTC may select your application for verification. You may visit our Web site to download the necessary documents or you can request them at the Financial Aid Office. Parent and/or student/spouse Federal Income Tax Transcripts, W-2's, Social Security, unemployment, child support paid or received, or other income benefit documentation will be required. Students are responsible for submitting accurate information in order to prevent a delay in the processing of the application. Failure to complete the verification process will prevent financial aid awarding.

Note: Documents submitted should be official documents from agencies such as IRS, Social Security, Office of Attorney General or other agencies.

Payment Information

Grant and scholarship recipients: Once a student is deemed eligible for financial aid, the student may deduct tuition and books during registration. If the charges are less than your award, the Student Receivables Department will issue you a disbursement for the balance. The department will determine the date in compliance with regulations.

William D. Ford Federal Direct Loan Program

TSTC Harlingen participates in the William D. Ford Federal Direct Loan Program.

- First-time Federal Direct Loan borrowers will need to attend a pre-loan counseling session before completing the loan process. Visit our Web site at <http://fas.harlingen.tstc.edu/moodle> for a counseling session schedule and online sessions.
- Returning borrowers will need to complete the loan request process and return the Loan Request forms to the Financial Aid Office and complete the entrance counseling online at www.studentloans.gov.

If the student is on financial aid suspension, the application will not be approved. The student will need to meet satisfactory academic progress guidelines.

The U.S. Department of Education will disburse loan funds electronically to the Financial Aid Office at TSTC Harlingen. The Financial Aid Office will release loan funds on the scheduled disbursement dates; however, the student's eligibility will be verified before releasing loan funds. First-year, first-time borrowers must wait 30 days before their first disbursement can be released. To be eligible for a loan, students must have a current financial aid application on file, must be enrolled for six credit hours, not be on financial aid suspension or on default, and meet any other current eligibility requirements.

TSTC candidates for graduation who have borrowed a Direct or FFEL loan are required to complete a loan exit counseling session at www.nslds.ed.gov before graduation. This should be done before graduation in order to avoid graduation holds.

College Work Study Program

The Federal College Work Study Program is funded under the authority of the Economic Opportunity Act of 1964 and subsequent amendments. This program is jointly funded by the federal government under Title IV. In addition, the Texas College Work Study Program provides eligible, financially-needy students with jobs, which is partly funded by the state of Texas. All students considered for employment under the Work Study Programs are given an equal opportunity without discrimination regardless of race, color, gender, religion, national origin, age or disability.

Federal and Texas Work Study Programs allow students to work part-time to help them pay for educational expenses. The programs encourage community service jobs as well as work related to the student's chosen program of study. At all times, the priority should be given to the student's academics. Therefore, the work study program is not intended to interfere with the student's education. Student work study employees cannot work during scheduled class time.

Students who are interested in applying for the Work Study Program may indicate their interest in work study on the Free Application for Federal Student Aid (FAFSA). Students must be meeting the Financial Aid Standards of Academic Progress. Funds awarded are subject to change due to the enrollment status or failure to meet program requirements.

Students must submit a resume to the financial aid office. A background check is required for all work study prospects. Once a student is selected for the Work Study Program, the student will be notified via MyMail with placement instructions. The student will be required to attend a work study orientation and will be notified regarding the work study orientation dates.

Work study opportunities and availabilities are found at <http://www.harlingen.tstc.edu/FinancialAid/wspositions.aspx>.

Scholarships

The Financial Aid Web site offers information on featured scholarships such as the Lozano Long Promise Opportunity Scholarship (for full-time and part-time), STARS, Investment in Competitive Texas, Shell Merit and Texas Top 10 Percent.

Scholarships assist students with the cost of education. Scholarships are awarded on the basis of academic criteria, but might also include financial need, campus/community activities, leadership positions and work experience. Scholarships are designed to reward, encourage, and assist students in pursuing academic excellence and leadership roles. Scholarships do not need to be repaid, but may have specific criteria for you to remain eligible (i.e. grade point average, program, enrollment status etc.). A scholarship committee will review all applications. Recipients and non-recipients will be notified. Merit-based and non-need based scholarships are available.

Please visit our scholarship section at <http://www.harlingen.tstc.edu/FinancialAid/Scholarships.aspx> to view the requirements needed for award.

To assist you with the application process, the Financial Aid Office will have scholarship workshops scheduled before the deadline to have the application completed and reviewed before submission. Scholarships are awarded on a first-come, first-served basis if all the requirements are met. Incomplete scholarship applications will not be considered. Please take advantage of the assistance we are providing to make this process easier for you.

Deadlines for TSTC Scholarships are as follows:

Semester	Deadline	Workshop
Fall 2012	June 22, 2012	6/6/12
Spring 2013	October 26, 2012	10/4/12
Summer 2013	February 8, 2013	1/24/13
Workshops are held at 10 a.m. and 3 p.m..		

NOTE: Incomplete scholarship applications will not be considered. Completion of the FAFSA would also be to your benefit if you wish to be considered for any of the financial need-based awards that comprise a portion of these scholarship programs. The FAFSA should be completed as soon as possible after January 1 for the following academic year and can be submitted online at www.fafsa.gov.

Paying for College Options

- Tuition Waivers - see your high school counselor or financial aid administrator for more information. www.collegefortexans.com
- Valedictorian Exemption Program – provides free tuition for two semesters for students that are the highest-ranking in their graduation class.
- Temporary Assistance for Needy Families (TANF) Exemption Program – exempts a student's tuition and fees for one year for those students whose parents receive TANF for six months during their senior year.
- Foster Care or Adopted Students Exemption Program – provides free tuition and fees to certain students who were once in foster care under the Texas Department of Protective Service.
- Blind or Deaf Exemption Program – provides free tuition and fees to certain students who meet the state definition of being deaf or blind.
- Exemptions for Texas Veterans (Hazlewood Exemption) - provides an education benefit to honorably discharged or separated Texas veterans or to qualified dependent children.

Hints to Maximize your Financial Aid Award

- 2013-2014 Free Application for Federal Student Aid (FAFSA) is available beginning January 1, 2013. Apply early at www.fafsa.ed.gov.
- Request your Personal Identification Number (PIN) at www.pin.ed.gov. Students and their parents should apply for a PIN.
- Review your financial aid application response for accuracy and signature requirements.
- Financial documents need to be provided to the Financial Aid Office, when selected for verification by the processing center or the school.
- Apply with Admissions early and provide all necessary transcripts. The online application is available at <http://www.harlingen.tstc.edu>. Select "Apply for Admissions".
- Apply for Scholarships – use all school and community resources.
- Scholarship - www.fastweb.com
- For Additional TSTC Scholarship Opportunities: <http://www.harlingen.tstc.edu/FinancialAid/Scholarships.aspx>.

Financial Aid Standards of Academic Progress

Students who receive financial aid must be enrolled in an eligible program and are required to maintain the following standards of satisfactory academic progress (SAP). These measurements shall be used to determine eligibility for all federal Title IV aid, state and institutional aid, and for other financial assistance unless the terms of a particular grant or funding source require additional terms. SAP is calculated at the end of each term. Some aid programs require higher standards, such as higher grade point averages (GPA) or specific enrollment status. Students receiving financial aid must have a declared major in a degree or eligible certificate program. Students are expected to be continually aware of their progress toward their completion. A student who fails to meet the SAP will be notified by email at the email address on the student record; however, failure to receive notification will not change the SAP status.

Qualitative Progress Measure: Minimum Grade Point Average (GPA) achieved after each evaluation period or semester.

To continue receiving financial aid, you are expected to successfully complete your classes with passing grades. You must have at least a 2.00 Cumulative GPA (based on all terms of enrollment) and at least a 2.00 Term GPA during each period of enrollment. All courses, including college level and developmental will be evaluated.

Quantitative Progress Measure #1: The Pace of Progression or Completion Rate each Semester

When you enroll in classes and receive financial aid to pay for those classes, you are expected to successfully complete those classes. You must complete at least 67 percent of the credit hours in which you enrolled during each term. You must also achieve a cumulative completion rate of 67 percent of all courses attempted during your enrollment. Only passing grades count as successful completions. Incomplete, in progress, failing grades, and drop/withdrawals are not considered completed courses, but are considered attempted courses, and will be calculated in the 67 percent completion requirement.

Quantitative Progress Measure #2: Maximum Time to Complete a Degree/Program

To ensure that you complete your program in a reasonable amount of time, a limit set by law has been placed on the number of hours that you can attempt. That limit is 150 percent of the minimum number of hours required to complete your program. For example, if your degree program requires 72 credit hours for completion, you must complete your degree or certificate program within a maximum of 108 attempted credit hours. Once you reach the 150 percent limit or we determine that you cannot complete your program within the 150 percent limit, you will no longer be able to receive financial aid. Several variables are considered when calculating the 150% limit and the satisfactory progression rules. These variables include, but are not limited to:

1. All attempted credit hours are counted even if you were not receiving aid to pay for them. Attempted hours are the hours in which you are enrolled in every semester.

2. Any transfer hours that are accepted from other colleges and applied toward the completion of your program are counted in the maximum time frame. If you have previously attended any college, you must submit official transcripts from all previous colleges prior to any financial aid being released.
3. If you repeat a course, both attempts will be counted in the maximum credit hours and progression calculation, even if you did not receive aid for both attempts. Financial aid will only pay for two (2) attempts in a college-level course. Separate rules apply for developmental courses.
4. If you withdraw from a course(s) after the census date for that course, it is still counted as an attempted course and is included in the SAP calculation.
5. All periods of enrollment and attempted credits will be evaluated, as they apply to the current program of study, whether or not financial aid was awarded during prior enrollment periods.

When you receive financial aid to help pay for a program of study, you are expected to complete that program within the specified time frame for that program. You should not enroll in classes that are not required for your chosen program of study. Classes not required for your degree plan are not eligible for financial aid. Additionally, audit courses, continuing education courses, previously passed courses and courses for which you enroll after the census date are also not eligible for financial aid.

Change of Major and Transfer Credits

Students receiving financial aid must have a declared certificate- or degree-eligible program. Students should register for courses approved for their designated degree plan/catalog year. Change of Program requests will be considered. Change of Program request forms must be submitted to the Financial Aid Office. A program/major change will be documented to ensure that the student's new program is tracked for SAP. Students are responsible for notifying the Financial Aid Office and for completing the financial aid documents required when a student changes their program/major at the Admissions and Records Office.

Transfer credits will be counted in the attempted credits and will be applied to the student's degree plan, if applicable.

Additional Certificates and Degrees

Additional certificates and degrees will be considered or reviewed on a case-by-case basis. The student must be meeting SAP requirements. Changing programs will not change a student's current status. The student's time frame and continued eligibility will be re-evaluated at the time of the review.

Additional SAP Rules: Remedial or Developmental Coursework

You may be able to take up to 27 hours of remedial or developmental course work and receive financial aid to pay for those costs. These courses will be included in the qualitative and quantitative measurements for SAP. All courses, including failures, incompletes, in progress, or drop/withdrawal are counted toward the maximum 27 credit hour limit. Once you have attempted 27 credit hours of remedial or developmental classes, you will not be able to receive additional financial aid to pay for those courses. Enrollment in these courses is indicated by testing or as recommended by counseling.

Financial aid will NOT pay for:

- Courses taken by audit.
- Courses taken outside of your degree plan requirements.
- Courses attempted more than two times (except remedial/developmental courses) or credits exceeding the 27 maximum credits for developmental courses.
- Courses previously passed unless the course grade failed the minimum grade requirement for the program of study. Only two attempts will be approved if a course was previously passed. A third attempt will not be paid by financial aid. The student's degree plan must specify the minimum course grade required.
- Credit hours earned by placement tests.
- Continuing education courses.
- Courses for which you register after the official census date of the term.
- Credit hours in excess of the 150 percent maximum program limit.
- Courses taken without having a declared eligible program (enrolled as undeclared, undecided, or non-degree seeking).

Failure to Meet the Financial Aid Standards of Academic Progress

Warning Status

This status is assigned to students who fail to make Standards of Academic progress at the end of a semester. Students in a 'warning' status may receive financial aid without completing an appeal.

The first time that a student fails to meet the qualitative (minimum 2.0 semester or cumulative GPA) or quantitative requirements (minimum 67 percent courses completed for the term or cumulatively), the student will be placed on financial aid warning. The only

exception is for exceeding maximum hours, which results in immediate suspension. Failing to meet any one of the SAP measurements during the warning period will place a student on suspension.

Suspension

There are several conditions that may place a student on suspension. The student is responsible for paying all expenses during any enrollment period(s) while on suspension. Students can be placed on suspension after a warning or probation status. Reaching the maximum time frame for the program of study can also lead a student to suspension.

A student who fails to meet any of the standards of academic progress measures during a warning period will be placed on financial aid suspension and will lose eligibility for all financial aid until all SAP measures have been met.

Students on probation who fail to meet the academic or Success Plan measurements will be placed on suspension.

If the Financial Aid Office mathematically determines that a student cannot complete the program of study within the 150 percent limit, the student will immediately be placed on financial aid suspension. Once the 150 percent limit has been met, the student cannot regain satisfactory progress or financial aid eligibility.

Warning – Following Suspension Status

A student who was placed on financial aid suspension and who regains eligibility for financial aid by achieving a cumulative GPA of 2.0 or higher; a Term GPA of 2.0 or higher for their last term of enrollment, a 67 percent cumulative completion rate and a 67 percent term completion rate for their last term of enrollment will be placed on Warning Status. While on warning after a suspension status, a student must meet all satisfactory academic progress requirements in order to retain aid eligibility.

Probation – After Appeal Approval

This status is assigned to a student who fails to make SAP and who has appealed, due to mitigating circumstances, and has had eligibility for Title IV reinstated. While on probation status a student must be making progress according to an academic plan which dictates that a student must achieve a Term GPA of 2.0 or higher and a term completion rate of at least 67 percent in order to continue to retain aid eligibility. Failure to meet the academic plan outlined will be cause for suspension.

Notification of Financial Aid Warning, Probation, or Suspension Status

Standards of Progress statuses will be updated at the end of each semester. All students, whether on financial aid or not, will be notified via email regarding warning, probation, or suspension status. However, failure to receive notification will not change the student's financial aid status. Not enrolling for one or more terms does not remove the probation or suspension status.

Reinstatement

If you are on financial aid suspension for reasons other than reaching the maximum timeframe, you may have your aid reinstated in one of the following manners:

1. Continue to attend Texas State Technical College without financial aid until you are able to achieve both:
 - A Cumulative GPA of 2.0 or higher along with 2.0 GPA for your last term of enrollment.
 - A 67 percent cumulative completion rate along with a 67 percent completion rate for your last term of enrollment.

Once you have met both of these standards, you will be placed on continued financial aid warning and may receive aid as long as you continue to maintain academic progress. It may require multiple terms for students with an extremely low GPA and or completion rate to regain financial aid eligibility.

2. File an appeal demonstrating mitigating circumstances and be approved and be placed on warning status.

Note: If you have reached the maximum time frame, you may not regain eligibility to receive additional financial aid.

Appeal Process

Note: Appeals submitted without documentation will be denied.

The student is responsible for any payments and meeting payment deadlines during the appeal process. The student should not miss payment deadlines while waiting for a response. Failure to pay for tuition and fees may result in deregistration. The student is responsible for balances due if the student withdraws before or after an appeal is denied. Appeals will only be granted for conditions causing extreme hardship to the student, such as the death of a family member, illness or injury of the student, or other mitigating circumstances. The appeal must include supporting documentation regarding the mitigating

circumstance, such as medical statements or death certificates, or other supporting documentation. Appeals for mitigating circumstances will be considered during a student's enrollment at TSTC on a case-by-case basis. Submitting an appeal does not guarantee approval of the appeal. The Financial Aid Office will consider recommendations from counselors or advisors when reviewing appeals. The Financial Aid Office will review the appeal and approve or deny it. The decision of the financial aid office appeal process is final.

- Level 1 Appeal - Financial Aid Officer/Representative
- Level 2 Appeal - Assistant Director
- Level 3 Appeal - Director
- Level 4 Appeal - Financial Aid Advisory, Appeals and Scholarship Committee (final appeal level)

An appeal must include the following:

- A completed Satisfactory Academic Progress Appeal Form,
- Your name, TSTC ID number and e-mail address,
- A written description of the mitigating circumstances,
- Documentation to support any claims,
- If appealing because you have exceeded the maximum hours limit or because of a change in major, a degree plan must be submitted showing the number of hours remaining until graduation,
- A description of the steps you have taken to remedy the situation (Success Plan).

Once you are notified of not being eligible for financial aid (financial aid suspension), you have five (5) working days to submit an appeal or up to the subsequent semester census date, whichever comes first. If your appeal is denied at any level (with the exception of a Level 4 appeal) and you wish to appeal to the next level, you must submit a written notice immediately to the next level.

Note: Education and career planning tools, such as the Discover assessment, are available for students. The assessment may be required for students requesting reinstatement, appeals, or change of program.

Standards of Academic Progress Appeal Form is found at
www.harlingen.tstc.edu/FinancialAid/documents/AcademicProgressAppeal.pdf

Repayment of Federal Funds: Return of Title IV

If you receive federal financial aid and stop attending or withdraw from all courses at or before 60 percent of the term is completed, you will be required to repay all or a portion of the federal aid you received, including that used to pay for your college expenses. If you received a grade of F in all courses for any term, you will be required to repay a portion of the federal aid received, based on last date of participation, unless an instructor certifies and documents that you were participating in at least one class after the 60 percent point of the term or until the end of the term. A term may consist of one or more blocks or modules.

Financial Aid Questions and Answers

Q: What is Financial Aid?

A: It is any type of financial assistance that helps students pay for the educational cost of attending college. This includes any grants, scholarships, work study, loans, tuition and fee waivers and exemptions, and any other educational resources.

Q: What are Title IV funds?

A: The federal funds that TSTC administers are: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), and Federal College Work Study.

Q: What happens if I do not make a 2.00 semester GPA and I had a satisfactory status?

A: You will be placed on financial aid warning for the subsequent semester that you enroll.

Q: What if I do not make a 2.00 semester GPA during the semester that I am on financial aid warning?

A: You will be placed on financial aid suspension the following semester of enrollment. You may enroll without financial aid, but you must meet all standards of satisfactory academic progress (SAP) measures.

Q: Will all of my grants, college workstudy and student loans be canceled if I am on suspension?

A: Yes.

Q: If I am returning to TSTC and was on warning or suspension when I left, will I be satisfactory when I resume taking courses?

A: No. Your grades from previous semesters will be reviewed and you will return with the same status whether you received financial aid or not.

Q: What if I withdraw from TSTC while I am on suspension?

A: If you were on suspension, you will remain on suspension the subsequent semester of enrollment.

Q: Can I apply for a student loan if I am on suspension?

A: No.

Q: What happens to my financial aid if I do not attend one or all of my classes?

A: You will owe part or all of the aid awarded to you. You will be considered a no-show in the class and this will affect your financial aid and your satisfactory academic progress.

Q: Will I be notified about financial aid changes?

A: All changes to awards are reflected on the student's WebAdvisor account. Students are encouraged to use WebAdvisor to access their current information.

Q: Am I required to notify financial aid if I receive aid from scholarships, WIA, Support Services, DARS, exemptions, VA or any other resource?

A: Yes, all resources need to be reported to the financial aid office in compliance with federal regulations.

Q: When will my funds be transferred to pay for my classes?

A: Funds will be transferred to pay for tuition 10 days prior to the start of the class. Enrollment status will determine how much is released.

Q: Where can I find out how much aid I have or what my balance is?

A: Don't wait in line. Log on to WebAdvisor. You can access your financial aid, registration, grades, payments and registration statement through WebAdvisor.

Q: When can I purchase my books using Financial Aid?

A: You may purchase your books using financial aid funds at the TSTC Harlingen bookstore once funds have been transferred to pay for your classes. Normally, funds are transferred 10 days prior of the first class day. You have up to the first Saturday of the semester to purchase your books using financial aid funds. Take a valid state or student ID card and a copy of your registration statement to the bookstore for the purchase of your books.

Financial Aid Computer Lab for TSTC Students

Students may use the Financial Aid Computer Lab to apply online for the FAFSA, to search for scholarship information, to apply for Loans by Web, or to complete entrance and exit counseling sessions.

Financial Aid Office Computer Lab Hours

Monday - Friday, 9:00 a.m. to 4:00 p.m.

Saturday - 9:00 a.m. to 11:00 a.m.

Closed holidays and holiday weekends

TSTC Financial Aid Office

Monday through Thursday: 8 a.m. - 6 p.m.

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

Saturday: 8 a.m. - 12 p.m., closed holiday weekends

Email: financial.aid@harlingen.tstc.edu

Federal student aid contact information:

Financial Aid Assistance

1.800.4FE.DAID TTY users

Student Loans

Federal Direct Loans: 1.800.848.0979

Processing Center for FAFSA

1.800.433.3243

Veteran Affairs

1.800.827.1000 | Houston: 918.687.2500

Veteran Services

Texas State Technical College recognizes the sacrifice of those who have served in the United States Armed Forces. TSTC Harlingen is committed to providing excellent resources and services to our military veterans. Contact Elizabeth Silva in the Counseling Center or Steve Guevara in the Financial Aid Office for information.

Veterans Financial Aid and Veterans Benefits

Veterans interested in using their GI Bill benefits must submit the following documents to the Financial Aid & Veteran Services Office before enrollment certification can be submitted to the VA Education Department:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov and submit VA Form 22-1990.
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Admissions & Records Office).
- VA Form 22-1905 – required for veterans using Chapter 31 (Vocational Rehabilitation & Employment Division)
- DD Form 2384 (NOBE) – required for Veterans using Chapter 1606 or REAP.
- Transcript Evaluation Form
- VA Form 22-1995 – when changing major field of study or incoming transfer student.

Dependents using GI Bill Chapter 35 or Chapter 33 must submit the following documents:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1954.
- DD Form 214 (member 4) – Chapter 33 exempt, if Veteran is on active duty.
- Veteran's service-connected compensation claim, decision letter (Chapter 35).
- University/College transcripts (to the Admissions & Records Office).
- Transcript Evaluation Form.
- VA Form 22-5495 - (Chapter 35) when changing degree plan or incoming transfer student.

Veterans and Dependents are encouraged to review all benefits and "Road Map to Success" at www.gibill.va.gov before applying for educational benefits.

Texas Veterans and their dependents may be eligible for benefits under the Texas Hazlewood Act. The Texas Hazlewood Act encompasses many different tuition exemptions and/or waivers for eligible Veterans and their dependents. Please visit www.collegeforalltexas.com to view all eligibility requirements.

Texas Veterans interested in using the Hazlewood Tuition Exemption must submit the proper application and all supporting documentation to the Financial Aid & Veteran Services Office.

Attendance Policy for Veterans and Dependents using GI Bill or Tuition Exemption

This attendance policy is required for institutions offering courses for veterans or other eligible persons enrolled in undergraduate/certificate degree programs approved under Title 38, United States Code, 3676.

This policy is established to set minimum standards of attendance for a student(s) enrolled in undergraduate degree/certificate programs receiving veteran education benefits. Wherever the word "veteran" is used, it is intended to include all persons receiving veteran education benefits.

Veterans enrolled in undergraduate degree/certificate programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours or five consecutive class days. Veterans are responsible for submitting a Veterans Attendance Form (VACATT) to the school's VA Certifying Official on the 20th day of each month. The form must be signed by the instructor for each class the Veteran has been certified. Failure to submit form VACATT in a timely manner will cause an interruption in benefits. Students must submit a completed VACATT to the Financial Aid & Veterans Services Office each month by the last business day of the month. The form can be found at www.harlingen.tstc.edu/FinancialAid/veteranaffairs.aspx.

The interruption will be reported to the Veterans Administration within 30 days of the last date of attendance (use VA Form 22-1999b). Enrollment interruptions will cause an overpayment and the veteran will be responsible for repayment to the VA Education Department.

No Show Status

Veterans reported as a no show will have their enrollment certification interrupted and may lose their seat for one or all their courses. Overpayment due to a no show status is the veteran's responsibility and money may be owed to TSTC and/or VA Education Department.

Enrollment Certification

Only classes that earn credit toward the veteran's signed degree plan will be certified to VA. Veterans are responsible for meeting with their Program Advisors and registering for the required classes. Veterans may request a print out of their program evaluation from their Program Advisor or Financial Aid & Veterans Services Office.

Course Repeat

Veterans will not be certified for repeat courses that are considered completed. If an unacceptable grade has been assigned for the original course and again for the repeat course, an overpayment will be created for the original unacceptable grade.

For example: A student takes a math course two times and receives F and F grades. The first F must be reported to VA because it is no longer calculated in the student's Cumulative GPA. An overpayment is created for the first F received in the math course.

TSTC Veteran's Affairs – Educational Benefits Checklist

Follow these guidelines when applying for VA benefits at Texas State Technical College Harlingen:

Eligibility

Students must be eligible under one of the following programs:

1. Chapter 30 - Montgomery GI Bill
 2. Chapter 31 - VA Vocational Rehabilitation
 3. Chapter 32 - Post Vietnam-Era VA benefits
 4. Chapter 33 - Post 9/11 GI Bill
 5. Chapter 35 - Survivors/Dependents education benefits
 6. Chapter 1606 - Selective Reserve Montgomery GI Bill
 7. Chapter 1607 (REAP) - Reserve Educational Assistance Program
 8. Hazlewood Tuition Exemption
- Documents Needed*

Chapter 30 requires:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1990 or contact 888.442.4551
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Admissions & Records Office)
- VA Form 22-1995 – When changing major field of study or incoming transfer student.
- Transcript Evaluation Form
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Chapter 31 requires:

- VA Form 22-1905 – required for Veterans using Chapter 31 (Vocational Rehabilitation & Employment Division)
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Admissions & Records Office).
- Transcript Evaluation Form
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Chapter 32 requires:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1990.
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Admissions & Records Office)
- DD Form 2384 (NOBE) – Required for Veterans using Chapter 1606 or REAP
- Transcript Evaluation Form
- VA Form 22-1995 – When changing major field of study or incoming transfer student.
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Chapter 33 requires:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1990 or contact 888-442-4551
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Admissions & Records Office)
- VA Form 22-1995 – When changing major field of study or incoming transfer student.
- Transcript Evaluation Form
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Chapter 35 requires:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-5490
- DD Form 214 (member 4) – Chapter 33 exempt, if veteran is on active duty
- Veteran's service-connected compensation claim, decision letter: (Chapter 35)
- University/college transcripts (to the Admissions & Records Office)
- Transcript Evaluation Form
- VA Form 22-5495 - (Chapter 35) Required when changing major field of study or incoming transfer student.
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Chapter 1606 and 1607 (REAP) requires:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1990
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Admissions & Records Office)
- DD Form 2384 (NOBE) – Required for veterans using Chapter 1606 or REAP
- Transcript Evaluation Form
- VA Form 22-1995 – When changing major field of study or incoming transfer student.
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Hazlewood benefits will be available for a maximum of 150 credit hours:

- Certificate of Eligibility – Required for veterans who served after September 10, 2011. Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1990.
- DD Form 214 (member 4)
- Hazlewood application
 - HE-V – Veterans using the benefits, Veterans transferring the their unused hours to an eligible child dependent
 - HE-D – Spouse and children dependent of a Veteran with 100 percent service connected disability or for children dependent receiving (Legacy) transferred unused hours.

Note:

- Chapter 33 Veterans who are eligible for Hazlewood can use Hazlewood to "stack" on top of their 33 benefits to pay any remainder of tuition and fees ONLY not paid by Chapter 33 benefits.
- All students must apply for Hazlewood each semester they intend to use the tuition exemption.
- You MUST be enrolled in classes in order for the exemption to be posted. Please do NOT submit the application before enrolling.

Hazlewood Hours Account: To create an account for your Hazlewood benefits, or to log in to your account to obtain your hours used, go to the College for All Texans website: www.collegeforalltexans.com.

Veteran Student Alliance Club

TSTC has established a Veteran Student Alliance Club that's purpose is to provide outreach and to assist with identifying and meeting the needs and goals of our Veterans. The club mission is to provide every individual who seeks guidance the resources and knowledge to accomplish any task. As a group, the club will promote a feeling of energy, support, knowledge and excitement to face the challenges they will encounter. Visit the Office of Student Life for more information.

Veterans Service Advisory Committee

The main purpose of the committee is to provide advice about the direction TSTC should follow in providing services to military veterans. Membership includes representatives from administration, faculty, staff and the veteran student body.

Veteran Support Groups

Veteran support groups, led by licensed practitioners, assist veterans and their families with issues and concerns they face coping with re-entry into the community and enrollment in college. Both day and evening groups are available. For information, visit the Counseling Center located in the Student Services Building, Room 144.



Student Accounting / Student Services Building / 956.364.4409

Hours

Student Accounting: 8 a.m. - 5 p.m., Monday - Friday

Cashiers' Windows: 8 a.m. - 6 p.m., Monday -Thursday; 8 a.m. - 5 p.m., Friday; 8 a.m. -12 p.m., Saturday.

The cashiers collect funds owed to TSTC from students, faculty, staff or others. Cashiers provide documentation for tuition installment payments, emergency tuition loan payments, parking fines and charges, housing, insurance, meal plans, returned checks, GED test fees, and more. All approved fees may be paid with cash, check, credit card or debit card. The cashiers also issue reimbursement checks.

Student Payments

Student charges for tuition and fees are due and payable on or before either the first class day of the term or the first class day for courses in which students are enrolled. All tuition and fees may be paid by cash, check or credit card at the cashier's office or online through the student's WebAdvisor account. The Installment Payment Plan, Emergency Tuition Loan, and Student Financial Aid constitute additional forms of payment. However, all payment arrangements must be formally completed before the first class day to avoid deregistration from classes.

Past Due Accounts

A student with a past due unpaid balance is considered to have a delinquent status. The delinquent student may not register for subsequent terms, receive credit for work done that term, receive grades and transcripts, or add courses. Delinquent accounts may be turned over to a collection agency, potentially affecting students' personal credit ratings. Students with delinquent accounts are responsible for any charges associated with the collection of delinquent accounts.

Refunds

A student who withdraws from TSTC may be eligible for a refund based on the date the Course Schedule Change Form is completed and returned to the Admissions Office. Withdrawal clearance from the Admissions Office is necessary before the Student Accounting Department provides a refund. Refunds are disbursed via the TECHOne Card (Official student ID card). A check may be mailed upon the student's request.

Housing and meal plan refundable amounts are prorated, based on the date of the withdrawal. Students requesting a refund from housing and meal plan fees should contact the Student Accounting Office. Insurance and immunization fees are non-refundable.

Students who drop or withdraw from TSTC are eligible for a tuition refund at the following rates:

15-Week Session		12-Week Session		6-Week Session		5-Week Session	
prior to first class day	100%	prior to first class day	100%	prior to first class day	100%	prior to first class day	100%
1st-14th class day	70%	1st-11th class day	70%	1st-5th class day	70%	1st-5th class day	70%
15th-19th class day	25%	12th-15th class day	25%	6th-7th class day	25%	6th class day	25%
after 19th class day	No Refund	after 15th class day	No Refund	after 7th class day	No Refund	after 6th class day	No Refund

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refund of normally non-refundable fees could be approved in cases when the student is not accepted for enrollment by TSTC or when a class is canceled. TSTC reserves the right to withhold refunds when a student is suspended for disciplinary reasons. No refunds will be processed until time has elapsed for a check to clear the bank. Refunds are given to a student after receipt of the withdrawal notice from the Admissions and Records Office. Cash refunds are not permitted. Financial aid balances and other credit balances are disbursed via the TECHOne card on the date announced at registration.

For more information on Payment Plans and Emergency Tuition Loans, see the Student Accounting Web site at www.harlingen.tstc.edu/studentaccounting.

Student ID Center / Student Center / 956.364.4352

ID Center hours: 8 a.m. - 5 p.m., Monday - Friday

Game Room hours: 9 a.m. - 5 p.m., Monday - Thursday; 9 a.m. - 4 p.m., Friday

Students must go to the ID Center after registering for classes to take their photo for the official TSTC ID card, the TECHOne card. TECHOne Card is the student's official identification and can be used as a meal card⁽¹⁾, Mustang Bucks card⁽²⁾, and access to the Learning Resource Center, Wellness & Sports Center and other college functions. Also, the TECHOne card is used to receive Financial Aid refunds from TSTC. TECHOne Card allows the student to make the refund selection of their choice: TECHOne Account or Direct Deposit.

For more information about the ID Center visit www.harlingen.tstc.edu/idcard. For more information regarding the TECHOne card, to activate a card or to check balance information, visit www.techonecard.com and select the TSTC Harlingen campus.

⁽¹⁾ Students may purchase a meal plan at the Business Office. ⁽²⁾ Students may purchase Mustang Bucks by depositing cash which can be used for vending machines, copy machines, Cafeteria and Bookstore transactions.

Identification Card

Students should carry their identification card at all times to access college services and certain facilities. ID cards must be presented before using a computer lab, cashing checks, paying fees, checking out library books, obtaining official or unofficial academic transcripts, entering the Wellness & Sports Center or other designated facilities and activities. Misuse of an identification card could result in disciplinary action.

Game Room, Cool Room & eSpace Cafe / Student Center / 956.364.4352

The Game Room offers, for a small fee, pool tables and air hockey. The Cool Room, located inside the Game Room, features consoles and PCs perfect for any video gamer. eSpace Cafe in the Student Center cafeteria offers a relaxed atmosphere to surf the Internet.

Mustang Café / Student Center / 956.364.4450

Hours: Monday - Friday with breakfast from 7 a.m. - 10:30 a.m. and lunch from 11 a.m. - 2 p.m..

Closed on scheduled holidays and during semester breaks. Other hours and catering by special request. Payment by cash, credit card, Mustang Bucks, or meal plan.

A variety of meal plans are offered to meet student needs. Weekly menus and meal plan details can be found at www.harlingen.tstc.edu/cafeteria.

The cafeteria is one of the primary social hubs on campus. Students are welcomed in the cafeteria even if they bring their own food. Diners are responsible for cleaning up after themselves following each meal.

College Bookstore / Student Center / 956.364.4441

Fall/Spring Semester Hours: 7:45 a.m. - 5:30 p.m., Monday - Thursday; and 7:45 a.m. - 5 p.m., Friday.

Summer Semester Hours: 8 a.m. - 5 p.m., Monday - Friday (Summer hours may vary)

VISA, MasterCard, Discover and American Express credit cards are accepted for purchases.

The TSTC Bookstore looks forward to serving your needs for textbooks, supplies, academically priced software, clothing, gifts, graduation items and much more. Our staff is here to help you.

Textbooks

While you are under no obligation to purchase your books from the TSTC Bookstore, we hope you will check us out before making your purchase decision. Course material information is available online at <http://bookstores.tstc.edu/tstcharlingen>. Course materials may be purchased in the store or online, and can be mailed or held for pick-up. The bookstore also now offers textbook rentals.

Please visit our website for information on Refund, Return and Buy-Back Policies.

Counseling Center / Student Services Building, Room 144 / 956.364.4310

Testing Center / Student Center, Rooms 127 & 138 / 956.364.4308

Counseling Hours: Monday - Thursday, 8 a.m. – 6 p.m.; Friday, 8 a.m. – 5 p.m.

Testing Hours: Monday, Tuesday, 8 a.m. – 5 p.m.; arrive no later than 1:30 p.m. to begin Accuplacer testing.

Wednesday, Friday - GED testing only. Registration session required. Call 364.4316 for more information.

Thursday, 8 a.m. - 9 p.m.; arrive no later than 6 p.m. to begin Accuplacer testing.

Saturday, 8 a.m. - 12 p.m.; arrive no later than 9 a.m. to begin Accuplacer testing.

Mission

The Counseling/Advisement and Testing Center (CAT) at Texas State Technical College Harlingen is dedicated to creating a positive, healthy atmosphere for our student population, working hand in hand with students, faculty and staff to provide an environment that promotes career, personal and social development. Our commitment is to help each student have a productive and rewarding experience at TSTC Harlingen.

Counseling Services

Professional counselors are available at the Counseling Center to discuss personal, social, educational and career concerns on an individual basis with students, as well as to provide student workshops on a wide range of topics designed to enhance student critical thinking skills. Counselors are available to assist students with behavioral and social problems as well as drug and alcohol concerns. The ultimate goal and objective of the center is to enhance the quality of life for all members of the TSTC community.

Mental Health Counseling Services include individual, couples, family and group counseling. Counselors aid in a variety of mental health issues including adjustment, anxiety, depression, bipolar, schizophrenia, PTSD, etc. We also provide counseling services related to relationship issues, identity issues and self esteem. Counseling services include a Substance Abuse Program, Anger Management Program, Communication and Stress Management Program, Love is Not Abuse Program and a Community Re-Integration Program. Referrals to appropriate outside agencies are provided as needed.

Counselors and Advisors are also available to help you reach your educational goals by assisting with high school and/or college transcript(s) evaluation, determination of testing needs, assistance with choice of major and discussion of appropriate developmental and/or academic course load. The Counseling/Testing Center is responsible for monitoring Texas Success Initiative (TSI) and assigning the student developmental plan. This plan guides students through the remedial education necessary to complete the state TSI guidelines.

Testing Services

Testing services are provided to assist students in obtaining maximum results from educational opportunities. Students will be tested, assessed and placed on a developmental plan based on reading, writing, and mathematics skills.

The Counseling/Advisement/Testing Center offers Accuplacer, a placement test that can be taken in lieu of the THEA test. Students are required to take the Accuplacer Test or an approved alternative during the admission process and prior to registration.

What other tests are offered?

- College Level Examination Program (CLEP): For students who wish to gain credit-by-examination.
- General Education Development (GED): For students interested in attaining certified high school-level academic skills.
- Health Occupations Basic Entrance Test (HOBET): For students interested in enrolling in the Surgical Technology Program.
- Test of Essential Academic Skills (TEAS): For students interested in enrolling in the Dental Hygiene program.
- Discover: Career Search, Skills and Work Values Assessment: For students wanting to explore various career options based on their interests, skills and work values.
- LPN Step: For students interested in the Nursing Program.

Behavior Intervention Team (BIT)

The Behavior Intervention Team (BIT) is a team of college employees, chaired by the Director of Counseling and comprised of members from Support Services, College Police, Student Life, Housing, Health Services, Faculty and Staff Senates. The BIT provides a systematic response to any student whose behavior is perceived as a threat to themselves or others in order to protect the health, safety and welfare of the entire college community. The BIT meets weekly to review persons of interest.

Any member of the college community who has reason to believe that a student may pose a direct threat to him/herself or others may report the concern by completing the incident report form found at the BIT Web site at <http://www.harlingen.tstc.edu/bit> or by contacting College Police, the Vice President of Student Development or any BIT member.

Health Services Office / Student Center, Room 132 / 956.364.4305 / 956.364.4235**Hours: Day nurse:** 8 a.m. - 1 p.m. and 2-5 p.m., Monday - Friday, Student Center Room 132, 956.364.4305**Evening nurse:** 4:30-9:30 p.m., Monday -Thursday, Housing Office, 956.364.4235

Students must present a current TSTC Harlingen ID card to receive services. When the Health Services Office is closed, first aid assistance is available by calling the TSTC Police Department at 956.364.4911.

The TSTC Health Clinic offers limited health care to all students. The services include: administering a selection of over-the-counter medication, rendering first aid for minor wound care, free health screenings, and providing supportive counseling regarding your personal health matters. If you are required to see a physician, you will be referred to your private physician. If you do not have a physician, you will be referred to a local physician in the Harlingen area. In the case of an emergency, all students are responsible for any medical fees that occur. This may include ambulance transfers, hospitalizations, emergency room visits, or medical facilities.

Student Health Services offers two vaccinations on campus. The tuberculosis skin test is administered Mondays and Tuesdays only, for a fee of \$5. The bacterial meningitis vaccination is administered Monday through Thursday by appointment, for a fee of \$85. To be able to obtain the vaccinations you must be a registered student or have a student ID number with a submitted application. The vaccination must be paid in full at the cashier's window and a receipt must be presented to the nurse prior to administration. The bacterial meningitis vaccination is required for all students under the age of 30 and is effective for five years. The TB skin test is valid for one year, although some programs on campus may require the test to be repeated every six months. Continuing Education students may receive vaccinations prior to the start of training with proper verification. The Valley Aids Council provides a free and confidential clinic for all students. The health screening offers testing for HIV, syphilis, gonorrhea, chlamydia, and Hepatitis C. The VAC clinic is held at the Nurse's Office in the Student Center. Please contact the campus nurse or refer to the Mustang E-blast newsletter for upcoming testing dates.

Student Insurance

Accident & Sickness or Accident Only Insurance coverage is available for purchase through Macori Administration at TSTC. Students should obtain and carefully read the student insurance booklet prior to purchasing an insurance plan. The booklet will explain the types of coverage and benefit exclusions each policy offers. The policies may not cover any pre-existing medical conditions. Insurance coverage is offered on a semester basis and may be purchased until the ninth class day of each semester. Proof of Accident & Sickness Insurance may be required by certain instructional programs. The insurance policies do not offer 100 percent coverage or reimbursement of expenses and all students are responsible for the balance due at each doctor visit. For additional information visit www.macori.com/TSTC

Students with Contagious Diseases

TSTC recognizes that contagious diseases are a serious threat to public health and is committed to encouraging an informed and educated response to issues concerning these diseases. Individuals with HIV or Hepatitis B will not be discriminated against in admission to academic programs, health benefits or access to facilities. Students with HIV or Hepatitis B may attend any function or event if they are physically and mentally able to do so and they do not pose health risks to others. All information regarding the medical status of students is confidential.

Bacterial Meningitis

Texas law (SB 1107) requires all new students under age 30 to have a vaccination against bacterial meningitis. This also includes returning students who take a leave of absence from school in either a fall or spring semester. The vaccination must have been received during the five-year period preceding and at least 10 days prior to the first day of the first semester enrolled or re-enrolled. For details and forms, visit the TSTC Harlingen home Web page and click on the bacterial meningitis vaccination button.

Bacterial meningitis is a potentially deadly disease that can progress extremely fast. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease affects about 3,000 Americans each year, including 100 to 125 in colleges or universities, leading to five to 15 deaths among college students every year. There is treatment, but those who survive could develop severe health problems and disabilities. An antibiotic treatment, if received early, can save lives and increases the chance of recovery.

Symptoms of bacterial meningitis include: high fever; rash or purple patches on skin, sensitivity to light, confusion, sleepiness, lethargy, severe headache, vomiting, stiff neck, nausea, seizures. There might be a rash of tiny, red-purple spots caused by bleeding under the skin. These could occur anywhere on the body. The more symptoms, the higher the risk. When these symptoms appear, seek immediate medical attention.

For more information, visit the college nurse, your private health care provider, the Texas Department of State Health Services at www.dshs.state.tx.us/idcu/disease/meningitis, or the Centers for Disease Control and Prevention at www.cdc.gov/meningitis.

Support Services Office / Student Services Building
956.364.4520 voice / 956.364.4526 TDD

The Support Services Office reflects the college's commitment to meeting special needs of individual students. The staff coordinates with community assistance programs and serves as a resource for students identified as belonging to a special population. The staff also provides awareness and sensitivity training for faculty and staff about disability-related issues or issues involving special population students.

Any applicant for admission with a disability who needs an alternate format should contact the Support Services Office. Individuals with hearing impairments may utilize RELAY TEXAS to communicate with any faculty or staff member at TSTC. The Support Services Department can be reached at 956.364.4520 (voice) or 956.364.4526 (TDD) and is located in the Student Services Building (SS). The college's EEO/AA Officer can be contacted at 956.364.4042.

Americans with Disabilities Act

TSTC recognizes that its basic responsibility is to identify and maintain academic and technical standards that are fundamental to providing quality academic programs while ensuring the rights of individuals with disabilities. To meet this obligation, TSTC:

1. has the right to identify and establish the abilities, skills and knowledge necessary for success in its programs and to evaluate applicants, students and employees on this basis;
2. has the right to identify and establish the abilities, skills and knowledge that are fundamental to programs/courses and to evaluate each student's performance against these standards. Fundamental program and course standards may not be waived;
3. has the right to request and receive documentation that supports requests for accommodations. TSTC has a right to deny a request if the documentation demonstrates that accommodation is not necessary, or if the individual fails to provide such documentation;
4. has the right to select among equally effective accommodations for individuals with a disability;
5. has the right to refuse an unreasonable accommodation or one that imposes an undue hardship on TSTC;
6. has the responsibility to ensure that its recruitment information and activities are available in accessible formats;
7. has the responsibility to evaluate applicants based on their abilities in a nondiscriminatory manner;
8. has the responsibility to select and administer tests used to evaluate students to best ensure that test results accurately reflect aptitudes or competencies and do not discriminate against an individual with a disability. Tests designed to measure specific skills related to fundamental standards/essential job functions are allowable even when those skills are impacted by the disability;
9. has the responsibility to ensure that all of its programs, viewed in their entirety, including, but not limited to, course offerings, housing, student organizations, counseling and placement services are accessible and usable;
10. has the responsibility to adapt or substitute any academic requirements that unfairly discriminate against a student with a disability and that are not essential to the integrity of the student's academic program;
11. has the responsibility to make reasonable accommodations for a qualified student with a disability in the delivery, instructional method and evaluation system of a course as long as such individualized accommodations do not adversely affect the delivery of instruction and evaluation of non-impaired students in courses and/or programs;
12. has the responsibility to inform its applicants and students about the availability of auxiliary aids and the range of possible accommodations, as well as the procedures for requesting them. If a request for an accommodation is denied, TSTC has the responsibility to inform the individual of his/her right to appeal the decision and the procedures for initiating an appeal and;
13. has the responsibility to ensure that all of its facilities are accessible.

Responsibilities of Individuals with Disabilities

A qualified individual with a disability has a right to an equal opportunity to participate in and benefit from programs offered at TSTC. To ensure this right, qualified individuals with disabilities at TSTC have the following responsibilities:

1. to meet the same obligations as any other student to maintain TSTC's academic and technical standards;
2. to contact the Support Services Office and demonstrate or document how their disability(ies) limit their participation in and/or success from a particular delivery system, instructional method or evaluation criteria when they make a request for accommodation. The qualified individual must provide documentation from an appropriate professional;
3. to inform TSTC's staff and faculty members of disabilities that require accommodations in the educational process;
4. to follow published procedures as stated above for making such requests and to do so in a timely fashion so that instructors and Support Services staff may plan for those accommodations;
5. to follow published procedures for filing an appeal (please refer to the Procedure for Discrimination Grievances ADA on page 56 this Student Handbook); and
6. to advocate for their own individual needs and to seek information, counsel and assistance as necessary to be effective self-advocates.

Contact Support Services at 956.364.4520 (voice), 956.364.4526 (TDD) or by visiting the office located in the Student Services

Building. Individuals with hearing impairments may utilize the services of RELAY TEXAS to communicate with any faculty or staff member at the college. TDD: 800.RELAYTX (800.735.2989) VOICE: 1.800.RELAYTX (800.735.2988). The TSTC Support Services Director can be contacted at 956.364.4520, and the college's EEO/AA officer can be contacted at 956.364.4042.

Non-Traditional Services

Non-traditional career pursuant students are either females or males pursuing "a field in which either gender comprises less than 25 percent of the current enrollment." Support Services assists qualifying students that are enrolled full-time in a technical non-traditional program of study at TSTC Harlingen with the following services: child care referrals, textbook assistance, community referrals, and sensitivity and personal development workshops.

Single Parent/Displaced Homemaker

Support Services assists qualified Single Parents, Displaced Homemakers and Expectant Single Mothers that are enrolled full-time in a declared technical program of study leading to an Associate of Applied Science Degree or a Certificate of Completion at TSTC Harlingen.

Students applying for Single Parent, Displaced Homemaker or Expectant Single Mother services must submit documentation to determine eligibility.

Qualifying Single Parents, Displaced Homemakers and Single Expectant Mothers are eligible for the following services: child care referrals, textbook assistance, community referrals, and sensitivity and personal development workshops.

Child Care Services

The Support Services Office makes referrals to the following agencies to aid students in securing reliable child care assistance: Cameron Works Child Care Management Services, TSTC Head Start Center, TSTC Early Childhood Head Start Center, and Workforce Solutions Child Care Services (serves Hidalgo, Starr, & Willacy County residents).

TSTC Support Services also assists a limited number of qualifying students with subsidized child care when funding is available. Students must complete an application every semester and selections are made based on need.

- TSTC Early Childhood Head Start Center: 956.425.4085
- TSTC Head Start Center: 956.425.5292
- Cameron Works Child Care Management Systems: 888.589.4200

Textbook Assistance

Support Services provides qualifying Non-Traditional, Single Parents and Displaced Homemaker students with Textbook Assistance. To be eligible for these services, you must meet the following guidelines:

- be enrolled full-time in a technical program of study that can be completed at TSTC Harlingen;
- complete an application for Non-Traditional, Single Parent and Displaced Homemaker Services programs and;
- submit documentation verifying status for qualifying program.

Services are funded through the Carl D. Perkins Vocational & Applied Technology Act and are contingent upon availability of funds each semester and the adherence to program policies. Textbook Assistance is provided on a first-come, first-served basis.

Lending Library

The Support Services Office offers a Lending Library comprised of many commonly used textbooks. The Lending Library is available for students who do not qualify for the Non-Traditional, Single Parent or Displaced Homemaker programs. The Lending Library offers books at no purchase or rental cost to students. Contact Support Services for a schedule and for book availability.

College Police Department / Auxiliary Services Building / 956.364.4220 or 364.4221

TSTC Harlingen has a commissioned, state-licensed police force. Students, faculty, and staff should report criminal activities, emergencies, and incidents that occur on TSTC property to College Police. College Police investigates incidents for possible action which can include referral to the Vice President for Student Development or designee for cases involving student discipline, further investigation by TSTC Police, or request for assistance from another law enforcement agency.

TSTC is not prohibited from disclosing to an alleged victim of violence the result of any disciplinary proceeding conducted by the college against the alleged perpetrator of the offense, with respect to that offense (as defined in Section 16, Title 18 of the U.S. Code).

Campus crime awareness information and statistics may be found on the College Police Web site at www.harlingen.tstc.edu/police. A paper copy is available upon request.

Students may also contact the department for assistance with keys locked in a vehicle, dead vehicle batteries, or to request an escort to their vehicle.

Hours: 7:30 a.m. - 5:30 p.m., Monday through Thursday; 7:30 a.m. - 5:00 p.m., Friday.
Officers are on duty for weekends and holidays, but the office is closed on those days.

Emergency Phone Numbers After Hours and Weekends

Emergency Line: 956.364.4911 or 956.873.2677

Registering Vehicles

After enrollment, TSTC students who operate motor vehicles must register those vehicles with the TSTC Police Department. TSTC traffic rules and regulations and a valid parking decal will be provided to all motorists. Parking decals should be displayed on the outside right rear windshield. All TSTC housing students who operate motor vehicles must also register their vehicles with the Housing Office. Students who falsify vehicle registration or display decals improperly obtained will be subject to disciplinary action.

Temporary Parking Permits

Students with valid parking permits who bring a different vehicle onto campus must contact the College Police Department to request and obtain a temporary parking permit. Use of temporary parking permits may not exceed 10 days per semester.

Where to Park

Students should park on a "first-come, first-served" basis in lots designated for students. Students shall not park in areas or spaces reserved for visitors, service, maintenance, nurse, handicapped, emergency or employees. Students whose vehicles are found in restricted areas or spaces will be issued a TSTC Parking Citation and, in some circumstances, may be issued a State of Texas Justice Court Citation.

Citations

TSTC traffic and parking violations will result in the issuance of a TSTC citation that must be paid at the cashiers' window. Each citation will stipulate the fee imposed and the payment deadline to avoid further penalty. Each registered owner/operator of a vehicle will be responsible for all citations issued when the driver of the vehicle is not present. Lost or destroyed citations are the responsibility of the owner/operator.

State of Texas Justice Court Citations

State of Texas Justice Court Citations will be issued in motor vehicle situations involving a violation of the State of Texas Transportation Code. Disposition of these citations will rest with the criminal courts of the judicial system.

Fines and Penalties

The TSTC System Board of Regents approved the following fines and penalty charges.

Parking Fines: First Offense: \$10, Second Offense: \$15, Third Offense: \$20

Vehicles will be immobilized by the TSTC Police Department for outstanding traffic/parking violation citations.

Fees

Citation delinquent fee is \$5 (charged for appearing later than 30 days after the date of the notice).

Duplication of Report Fee: \$2

Additional information about parking regulations, violations and fees can be obtained from the TSTC Harlingen Student Traffic/Parking Regulation Handout or the TSTC Police Department.

Appeal of Citations

TSTC-issued citations can be appealed through the TSTC Citation Appeals Board. Citations must be appealed within 10 days of issuance by requesting a TSTC citation appeal information packet from the TSTC Police Department. The TSTC Citation Appeals Board makes final decisions involving citation appeals.

Sexual Assault

Any student who becomes the victim of a sexual assault should report the incident to the Title IX Coordinator, TSTC Police Department, and/or the Vice President for Student Development as soon as possible. The college's policies regarding sexual offenses are available at the Title IX Coordinator's Office and the Office of the Vice President for Student Development. Any employee, administrator, or instructor who has received a report or complaint from a student relating to sexual assault should immediately notify and refer the student to the Title IX Coordinator located at the Student Services Building Support Services Office or at 956.364.4520.

Sex Offender Registration

Students with felony sexual convictions are required to comply with Texas Code of Criminal Procedure Article 62.153 Registration of Workers or Students at Institutions of Higher Education. Failure to register with the TSTC Police Department within the period of time specified in the code will result in severe disciplinary action, including suspension.

Skateboarding/Roller Skating/Rollerblading

Skateboarding, roller skating and/or rollerblading are prohibited on TSTC property, including sidewalks and parking lots, unless otherwise designated by College Police and posted signage.

Missing Student Notification

Commuter Students: Individuals who have information that non-housing TSTC students may be missing should contact local law enforcement. Should College Police be notified of a missing student, College Police will immediately notify local law enforcement and assist with any investigation as requested.

Housing Students: Individuals who have information that a housing student may be a missing person must notify College Police as soon as possible. College police will immediately investigate the report and notify local law enforcement when the student has been missing for 24 hours unless circumstances warrant a faster implementation (e.g. witnessed abduction).

Lost and Found Items

Lost and found items are stored at College Police located in the Auxiliary Building. All reports of losses should be filed with College Police immediately. Students claiming lost items will be required to provide proof of identity. The college is not responsible for loss of money or personal property. Abandoned or unclaimed property whose owner is unknown or whose owner has not made claim of the item within the guidelines of the Texas Code of Criminal Procedures 18.17 will be discarded according to the law.

If students find a lost item on campus, it must be taken immediately to the College Police Department for safekeeping or turned over to a college employee who will route it to College Police. Students should not keep found items as their own.

Office of Student Life / Student Center, Room 123 / 956.364.4304

Hours: 8 a.m. - 12 p.m. and 1 p.m. - 5 p.m., Monday- Friday

The Office of Student Life provides activities that enhance students' educational and personal development. Activities are open to all full-time, part-time and evening students, and TSTC encourages students to take advantage of activities offered by the college. Dual enrollment students do not participate in Student Life activities.

Student Government / Student Center / 956.364.4343

The Student Government Association (SGA) is comprised of representatives elected by the student body. The SGA serves as the voice for students for many activities and policies. SGA members serve on committees and gain the opportunity to meet people seeking improvements for TSTC's academic, social and cultural environment. The SGA discusses and studies issues pursuing the best interests of students that do not conflict with TSTC policies and regulations. The SGA also represents TSTC at annual regional and national student government conventions. SGA encourages all students to assist in the continual improvement of TSTC and ask that they do so by completing the various student surveys administered throughout the academic year. Student feedback is reviewed and considered toward excellence at TSTC. Your voice is important. Participation is open to any student enrolled at TSTC.

Clubs and Professional Organizations

Students are encouraged to join or organize clubs with the guidance of a TSTC faculty member or staff advisor. Dual enrollment students may join selected student clubs. That list is available at the Office of Student Life. Clubs can be related to professional careers or non-academic interests. The advisor is responsible for students' actions in any activity sponsored by the organization or club. The Director of Student Life must approve all clubs or professional organizations.

To obtain such approval, each club or organization must abide by the following requirements:

- Register the name of the organization with the Office of Student Life.
- Allow members who are either a TSTC student or employee.
- Present its constitution to the Office of Student Life for approval.
- Conduct its affairs and activities in accordance with TSTC rules and regulations.
- Deposit all funds with the TSTC Student Receivables Department.
- Not use funds to purchase any type of alcohol or illegal drugs.
- Not involve alcohol or illegal drugs in any of the organization's activities, whether on campus or off campus.
- Receive approval from the Office of Student Life for fund-raising activities, whether on campus or off campus, to ensure that the fund-raiser does not conflict with other school events.
- Each organization, when conducting business, will understand that TSTC will not be liable for any debts incurred by the organization.
- Each officer must complete the annual risk management training program.
- Each advisor must complete the risk management training program.
- At the end of each school year, each organization or club must submit an annual report to the Office of Student Life. That annual report should include the organization's activities, number of meetings held, the number of students attending each meeting and a fiscal report (yearly income from fund-raisers, yearly income from membership dues - if applicable - and itemized expenditures).
- Meeting rooms for a club or organization should be requested in advance from an appropriate staff or a faculty member.
- Each organization or club advisor must ensure that students participating in on-campus or off-campus activities abide by TSTC rules and regulations.
- Abide by all rules and procedures set forth in the Handbook for Student & Employee Organizations.

For more information please contact the Office of Student Activities 956.364.4370.

Risk Management Training

Officers and advisors of student clubs and organization are required by Texas law to complete a risk management training program. Failure to complete the training will disqualify the officer and advisor from serving in an official capacity and puts the club's approval at risk. By law the training must address the following topics:

- Possession and use of alcoholic beverages and illegal drugs
- Hazing
- Sexual abuse and harassment
- Fire and other safety issues
- Student travel guidelines
- Behavior at parties and other events held by the club or organization
- Adoption of risk management policy

Student Travel

Official student travel is defined as travel involving one or more students traveling to an event or activity that is organized or sponsored by TSTC and is located more than 25 miles from the college. International travel is not permitted at TSTC. The faculty/staff member or student club advisor is responsible for ensuring that all TSTC rules and regulations are followed. During any trips requiring an overnight stay, the advisor(s) and students must stay in the same hotel facility/complex. Students and advisor(s) must travel together during any off-campus trips. Prior to the sponsored trip, the faculty/staff member or club advisor must submit the official Travel Request Form and a Field Trip Release Form for each student participating in the trip. Forms are available at the Office of Student Life located in the Student Center, Room 123.

TSTC Guidelines on Freedom of Speech and Expression

As an institution of higher learning, TSTC is dedicated to maintaining a college community that values and encourages the free exchange of ideas. The college will honor the rights of free speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution. TSTC maintains the right to set forth time, space, location, and manner restrictions regarding acts of expression and dissent.

Any activity that is disruptive to normal functioning of the college or that infringes on the rights of others will be prohibited. Access to and from classes and any offices or buildings on campus must not be blocked in any way. Pedestrian and vehicular traffic cannot be blocked or obstructed in any way.

Picketing and the distribution of literature are permitted with prior permission from the Student Life Office. Picketing is not allowed inside campus buildings. Literature may only be distributed in the Free Speech Zones and each piece of literature must contain the name of the sponsoring organization.

Acts of symbolic protest, such as displaying a sign, gesturing, wearing symbolic clothing, and other types of silent protest are permissible as long as they are not disruptive or impeding access. No acts of expression, including noise, are allowed to block an audience's view or prevent the audience from being able to hear a speaker or participate in an activity.

Contact the Student Life Office, located in the Student Center, Room 123 for additional information.

Free Speech Zones

A "Free Speech Zone" is a designated area on the TSTC campus set aside and used by any persons and/or organizations desiring to exercise their constitutional rights of speech and assembly. Students or campus groups who wish to reserve a Free Speech Zone must complete a request form at the Office of Student Life, located in the Student Center, Room 123 at least 48 hours in advance of the event. College-sponsored activities usually have first priority when reserving space for an event. TSTC reserves the right to locate any event or assembly to ensure it does not interfere with the normal operation of the college or impede on the rights of others. Free speech zones include:

- Student Mall Area – concrete area, including covered patio, between the Student Center and the Administration/Industrial Technology (I) Building.
- Cultural Arts Center – meeting area located inside the Cultural Arts Center.
- Other campus facilities may be designated as "temporary" Free Speech Zones after receiving approval from appropriate college administration.

Political Activities

TSTC allows engagement in political activities when the activity is student-sponsored and is planned and executed according to prescribed college procedures. All candidates for public office are provided equal opportunity. For more information, contact the Student Life Office at the Student Center, Room 123.



Career Services / Student Center, Room 140 / 956.364.4106

Job Search, Résumé Assistance, Cooperative Education

Career Services assists students, candidates for graduation, and alumni to secure employment, either full-time or part-time. Students and alumni can log in to TSTC JobStar to search local, regional and state listings as well as connect directly with employer Web sites. Students may register as early as their first semester by going to <https://www.myinterfase.com/tstc/student>. This online service is also available to TSTC alumni throughout their careers. Employers want TSTC graduates. Assistance in establishing and managing your account is available on a drop-in basis.

Services available by request include résumé writing, mock interviews, completing applications and job search. There are three computers available for job search and filling out online applications. Cooperative Education students are assisted in locating semester-long employment in their technical field.

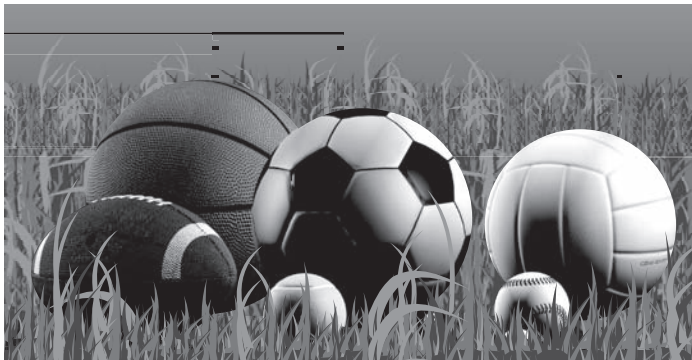
Intramural Sports / Wellness & Sports Center / 956.364.4340 or 956.364.4341

Hours: 8 a.m. - 9 p.m., Monday-Thursday; 8 a.m. - 2 p.m., Friday

The Intramural Program offers faculty, staff and students indoor and outdoor sports and facilities throughout the year. The Wellness and Sports Center (WSC) offers a gymnasium, a cardio room, weight room, two racquetball courts, two outdoor athletic fields, a walking trail, outdoor basketball courts, and two outdoor tennis courts. Indoor sports offered are basketball, volleyball, racquetball, soccer, dodge ball, and kickball league play and tournaments. Outdoor sports offered are flag football, softball, soccer, and kickball league play and tournaments. The Intramural Program also has afternoon and evening aerobic classes and cardiovascular and muscle toning classes.

Only TSTC students, staff, and faculty are allowed to use the facilities with proper identification. Students must have a valid TECHone card and staff/faculty must provide their TSTC employee badge. Dual enrollment students do not have access to the WSC. Concurrently enrolled students do have access to the WSC.

TSTC is not responsible for injuries or lost/stolen items. In case of emergency, call 364.4911.



Quality Enhancement Plan (QEP) and Critical Thinking Workshops / 956.364.4300

Every 10 years, TSTC Harlingen is required to renew its accreditation by the Southern Association of Colleges and Schools (SACS). This process requires the development of a Quality Enhancement Plan (QEP), a course of action to improve a particular aspect of student learning. TSTC's QEP is designed to enhance student's critical thinking which is defined as the ability to use higher order thinking skills to make informed decisions. Our goal is to have a critical thinking component embedded in every course and workshop offered at the college to assist students to become productive critical thinkers.

To learn more about the critical thinking workshops offered during this academic year and how to register, please visit the Support Services Web site at <http://www.harlingen.tstc.edu/supportservices> and click on the Critical Thinking Workshops link.

Student Publications / Marketing Department / Service Support Center / 956.364.4260

Students interested in writing, publication design or photography are invited to contribute to the TSTC student magazine, the Mustang Magazine. www.harlingen.tstc.edu/mustang

Housing Office / 2701 Dogwood, Apt. G-2 / 956.364.4235

College housing for nearly 400 residents is available to students attending TSTC or the University Center. Residents must be at least eighteen years of age except by individual approval.

Housing Application

Applicants should submit the following to the Housing Office located at 2701 Dogwood, Apt. G-2, preferably one semester in advance: the Housing Application with \$150 deposit, the Release of Background Information Form and the non-refundable criminal background check fee of \$8, copy of state ID, and proof of bacterial meningitis vaccination 10 days prior to move-in. Students are not allowed to move into housing during the last thirty days of a semester. Application forms are available on the housing Web site at www.harlingen.tstc.edu/housing.

Prospective residents will be notified by mail of the results of the criminal background check. Those deemed not eligible will have their deposits refunded and may appeal the decision to the Housing Supervisor.

Types & Rates of Student Housing Available

Single Students

Palo Blanco Dormitories (efficiency/kitchenette, two students)	\$725 per semester
Las Palmas Dormitories (efficiency/micro-fridge, two students)	\$725 per semester
Oak Tree Dormitories (two-bedroom apartment, four students)	\$655 per semester

Family Housing is available to full-time students (minimum 12 semester hour credits) who are married or the custodial parent of dependent children. Proof of marriage is required for married students. The \$150 deposit plus \$8 criminal background check fee per adult member of family, and first month's rent are paid prior to move-in. A waiting list is maintained on a first-come, first-served basis. Apartments are unfurnished with a stove and refrigerator provided.

Family Apartments (two bedrooms, four-person maximum)	\$455 per month
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Dorm Assignment Changes

Any student that moves from one room to another room will be assessed a moving fee before the change. The Housing Office retains the right to deny room change requests. The Housing Office also reserves the right to move students to another dormitory to conserve energy, for safety reasons, during repairs or remodeling, or for other circumstances.

Housing Insurance

TSTC does not have rental insurance coverage, but a student may purchase insurance coverage from a private agency. TSTC is not liable for lost or damaged items left in dormitories during a semester break or a holiday.

Vacating Housing

Students who vacate housing during a semester will receive a pro-rated refund of paid rent. No refunds are made during the last 10 days of a semester. A residence must be inspected by the Housing Supervisor and all keys returned. Deposits are refunded based on the condition of the dorm as assessed by the Housing Supervisor. Deposits may also be used to pay other charges the resident owes TSTC, such as parking or library fines, loans, etc.

Students who withdraw from the college or graduate must vacate TSTC Housing.

All residents must vacate dorms for semester breaks and holidays except by individual approval from the Housing Supervisor.

Smoking Policy

Smoking is prohibited inside all college housing and within 25 feet of all buildings.

Alcohol & Drug Policy

The possession and consumption of any alcoholic beverage and/or empty containers is not permitted. A Zero Tolerance drug policy is in effect. Residents found in possession of illegal drugs or paraphernalia will be permanently evicted and immediately suspended from the college for one year.

Bacterial Meningitis Vaccine Requirement

All new housing residents must have the bacterial meningitis vaccine 10 days prior to moving into college housing.

Missing Housing Student Notification

Any individual on campus who has informed that a housing student may be a missing person must notify College Police as soon as possible. College police will immediately investigate the report and notify local law enforcement when the student has been missing for 24 hours unless circumstances warrant a faster implementation (e.g. witnessed abduction).

As part of the housing application process, a housing student age 18 and above or an emancipated minor may designate a confidential contact person(s) to be notified by College Police no more than 24-hours after the time the student is determined to be missing; otherwise, the emergency contact on the housing application will be notified. This designation will remain in effect until changed or revoked by the student. College Police will notify a custodial parent or guardian of any student under the age of 18 no more than 24 hours after the time the student is determined to be missing.

Health Services

A nurse is available at the Housing Office during the evening from 4:30-9:30 p.m., Monday through Thursday. Only TSTC housing students are eligible for health services.

Learning Resource Center / 956.364.4608

TSTC's Learning Resource Center (LRC) provides a variety of services designed to help students meet their educational goals. The 35,364-square-foot, two-story facility also houses the Media Center, the Learning Resource Center boardroom, a library instruction classroom equipped with top of the line Alienware laptops, a spacious lobby, a circulation area, display cases showcasing various academic disciplines and student hobbies in addition to the reference and general collection areas.

The facility offers 60 desktop computers for student use, and laptops for in library use. Wireless Internet connection is available for all these laptops. A fax machine and scanner are also available at no charge.

Printing is available for 5¢ a page for black and white and 50¢ for color. Students will receive \$5 on a print account at the beginning of the semester to help cover the cost of printing at the LRC. Two copiers are available for student use, and copies are available for 10¢ a page for black and white and 50¢ a page for color. You must have money on your Mustang Bucks card to activate the copiers. The LRC also provides nine study rooms, including two larger study rooms for larger group discussion of six (6) or more people. Also available for checkout are: models, a flight simulator, DVD's, and much more.

The LRC's regular hours during semesters are: 7:30 a.m. - 8 p.m. Monday through Thursday, 7:30 a.m. - 5 p.m., Friday, 10 a.m. - 4 p.m., Saturday and 1 p.m. - 4 p.m., Sunday. The LRC is closed on public holidays. For further information please visit www.harlingen.tstc.edu/library.

**Developmental English / 956.364.4710 and Developmental Math / 956.364.4878**

The Developmental English and Developmental Math Departments support TSTC's academic and technical programs by offering courses to assist students in improving their reading, writing, and math skills and preparing them for the work-place and/or college-level courses. Faculty and lab assistants in both departments maintain the highest standards while working diligently with students to deliver this instruction.

Distance Learning Department / State Rep. Irma Rangel Science and Technology Building, Room 104 / 956.364.4950 / Fax: 956.364.5104 / www.harlingen.tstc.edu/dl distance.learning@harlingen.tstc.edu

Distance Learning: Full-Online Courses.

Distance learning offers TSTC students a flexible, convenient way to earn college credit. Instead of attending traditional classes on-campus, students satisfy course objectives using Web-based instructional technologies, giving busy students access to coursework virtually anytime, anywhere.

Distance learning courses are just as rigorous as face-to-face courses and deadlines do exist. In addition to basic computer and Internet skills, success will require commitment and self-motivation. Distance learning students are encouraged to communicate with faculty and students in the online classroom to share ideas and become part of the online learning community.

Each distance learning class has an instructor who leads the course and provides assistance. Assignments may include reading textbooks, watching videos, participating in discussion boards, using interactive software, and writing papers. Exams are taken on campus and at other approved testing sites and are coordinated through the Distance Learning Department.

Students new to distance learning begin with a mandatory distance learning orientation. After successful completion of the orientation, students can register for courses and will then receive course syllabus, course login, faculty contact, exam and book information.

The Distance Learning Department will help students understand distance learning requirements and expectations, select appropriate distance learning courses, and address Student Services questions related to online and distance learning. All distance learning students have access to the Learning Resource Center and all TSTC services.

All standard TSTC enrollment and registration procedures apply. New students should refer to the TSTC Web site for information on how to apply and begin taking college credit courses. <http://www.harlingen.tstc.edu>. New students are required to complete New Student Orientation; either online or on campus. Register by contacting the Office of Student Recruitment at 956.364.4117 or 956.364.4126. Current and returning students in good standing may register for TSTC-delivered online courses with their advisor or online. Registration for Virtual College of Texas courses must be completed at the Office of Distance Learning. Visit the Distance Learning Department Web site at <http://www.harlingen.tstc.edu/dl> for complete details on dates and times.

Degrees and Courses Delivered Online

TSTC students may enroll in online college credit courses that lead toward a certificate or degree. More than 50 percent of the coursework toward the following degrees can be completed online:

- Associate of Science Degree in Biology
- Associate of Science Degree in Health Professions Preparatory
- Associate of Science Degree in Nursing Preparatory

Below is a sample list of full online TSTC courses. The list is not all inclusive. Refer to the Distance Learning Departmental Web site for a complete list.

BIOL 2301	ECON 2302	ENGL 2314	HIST 1302	PSYC 2314
BIOL 2302	ENGL 1301	GOVT 2301	MATH 1314	SOCI 1301
BIOL 1108	ENGL 1302	GOVT 2302	MATH 2314	SPAN 1311
ECON 2301	ENGL 2326	HIST 1301	PSYC 2301	SPAN 1312



Student Rights & Responsibilities

As members of the college community, TSTC Harlingen students are entitled to certain rights associated with attending an institution of higher education. These rights include those expressed below and others written into college operating procedures available on the college Web site.

General Rights

1. The right to freedom from discrimination on the basis of race, sex, age, religion, creed, national origin, disability, or sexual orientation.
2. The right to develop one's individual potential.
3. The right to expect a quality education.
4. The right to pursue an education without undue interference.
5. The right to be free from hazing, threats, stalking, violence, and other harassing actions.
6. The right to petition the appropriate college unit or body for address of grievances in accordance with college procedures.
7. The rights to confidentiality of official records, transcripts, disciplinary records and other educational records consistent with the Family Educational Rights & Privacy Act (FERPA) of 1974 (Buckley Amendment).
8. The right to communicate with administrators, faculty, and staff through appropriate processes.
9. The right to publish and distribute information through the appropriate forums subject to the standards of reasonable journalism and applicable regulations/statements of the U.S. Constitution, the Federal Communications Commission and the college.
10. The right, in accordance with law and college procedures, to freedom of speech and assembly which are subject to college requirements for the maintenance and order and the protection of rights and privileges of other members in the college community.
11. The right and opportunity to participate in the formulation of procedures directly affecting students through membership or appointment to appropriate committees as determined by the College President, the Student Government Association, and other recognized groups within the college.
12. The right of access to college-designated facilities through college approved/recognized student organizations for business meetings, special meetings, and programs open to the public in accordance with college procedures.

Academic Rights & Responsibilities

Academic Freedom - Students and all other members of the college community are guaranteed the rights freely to study, discuss, investigate, teach, conduct research and publish as appropriate to their respective roles and responsibilities. In the classroom and in conference, students have the right within the scope of the course of study to state divergent opinions, challenge ideas, and take reasoned exception to the data or the views offered.

Responsibility - Students and faculty share the responsibility to protect and to preserve conditions that are conducive to the learning process, including withholding judgment on matters of opinion, ensuring a fair hearing for divergent viewpoints, and observing rules of courtesy in the classroom.

Academic Standards - Students have the right to know the standards of academic performance established for each course in which they are enrolled.

Responsibility - Students are responsible for seeking clarification of any standard in question at the beginning of the term, for preparing assignments in advance of each class session, and for learning the content of any course of study for which they are enrolled. Rules applying to academic dishonesty must be followed, including those related to plagiarism and cheating.

Academic Evaluation - Students have the right to be evaluated solely on an academic basis, without regard to issues of diversity, opinions or conduct in matters unrelated to academic standards. Students have the right to review tests and other written works after the instructor has evaluated them and are accorded protection through the Academic Appeal Procedure against prejudiced or capricious academic evaluation.

Responsibility - Students are responsible for bringing academic grievances first to the attention of the instructor who performed the evaluation in an effort to resolve the issue. If the matter cannot be settled at this level, it may be appealed in writing as outlined in the Academic Appeal Procedure.

Improper Disclosure - Except when disclosure may be required by state or federal law, students have the right to confidentiality of information about views, beliefs and political associations which they may share privately with instructors, advisers or academic counselors. Judgment of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Responsibility - Students have the responsibility to state clearly what is and what is not confidential disclosure.

Disruptions - Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/ learning process.

Responsibility - Students may not disrupt class or any other college process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information).

Non-Discrimination - Students have the right to learn in a classroom environment where diversity is respected.

Responsibility - Students are responsible for respecting diversity and for behaving courteously to both faculty members and other students in the classroom regardless of difference in race, creed, color, religion, age, nationality, gender, sexual orientation or disability status.

Intellectual Property - Students have the right to expect that presentation of material in a class will be in compliance with copyright law and that their own creative work will not be disseminated or published without their permission.

Responsibility - Students who receive written notification from a faculty member that the information provided in his or her course is the faculty member's intellectual property shall not distribute, use for commercial purpose, or create derivative works of the intellectual property without obtaining the express permission of the faculty member. Students shall not assume permission absent written notification from a faculty member. Students shall also respect and treat in similar manner the intellectual property of other students.

Scholastic Integrity

Students should engage in academic pursuits in a way that reflects their original ideas or creativity and accurately gives attribution to sources used to compose an assignment or project. Students should maintain honesty and integrity with activities involving class assignments, lab exercises, or research work.

Scholastic dishonesty includes, but is not limited to, cheating, plagiarism and collusion on academic work. Examples of cheating include copying another student's test answers or other academic work; use of materials during a test without prior authorization from an instructor; unauthorized collaboration between students on a test or in the preparation of academic work, or knowingly using, buying, selling, stealing, or transporting contents of a test without an instructor's permission. Plagiarism involves using another person's work or ideas without acknowledging the other person's contribution to the student's work offered for a grade or credit. Collusion refers to unauthorized collaboration with another person while preparing any work offered for a grade or credit.

Any student found guilty of scholastic dishonesty is subject to disciplinary action. Faculty should be the first authority to investigate and discipline a case of possible scholastic dishonesty. The suspected student(s) may appeal the faculty member's decision following the Academic Appeal procedures below.

Academic Concerns / Grievances

It is the intent of TSTC to maintain the academic integrity of all instructional programs while affording students a fair process for appealing grades and/or other elements of instruction. An academic concern/grievance can consist of any of the following:

- A contention of an arbitrary or capricious action taken by an instructor against a student;
- A dispute over an accusation of cheating or dishonesty;
- A dispute over a grade, or;
- Any other dispute over a matter which has impacted the final course grade.

These procedures are for academic grievances only and apply to credit and non-credit on-campus students and off-campus distance learning students. For distance learning students, available and appropriate technology will be utilized to facilitate the procedures.

1. At the start of each term, faculty members will provide their students with a written statement about the course objectives, required assignments, and grading policy. If the faculty member deems it necessary to modify the assignments or grading policy within the term, students will be provided with information about those modifications; ideally, written information regarding the changes will be provided to the affected students. Faculty members will appraise students of their classroom performance in a timely fashion.
2. If, during a term, a student has an academic concern (a dispute about a test or assignment grade or the nature of an assignment/activity), he or she should first discuss the matter with the faculty member. This discussion should take place within one week of the occurrence of the disputed matter. If the matter cannot be resolved between the student and the instructor, the student should consult with the department chair within one week. (In the event that the instructor is the department chair, the

student would bring an academic concern to the Division Director.) The department chair should gather as much information as is needed to make a fair ruling regarding the grievance and should apprise the faculty member and the student as to the ruling. The department chair will make his or her ruling within one week of hearing the student's grievance. If the grievance cannot be resolved at the department level, the following Academic Appeal Process is followed.

Academic Appeal Process

1. If, after the department chair has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may appeal in writing to the Division Director. The student's written statement should be filed within one week of receiving the department chair's ruling and should include a clear description of the original problem and why the actions taken by the college are not satisfactory. The Division Director should gather as much information as is needed to make a fair ruling regarding the academic appeal and should appraise the department chair, the faculty member, and the student as to the ruling. The Division Director will respond in writing to these parties within two weeks of receiving the student's written appeal.
2. If, after the Division Director has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may appeal in writing to an Associate Vice President for Student Learning (AVP). The student's written statement should be filed within one week of receiving the Division Director's ruling and should include a clear description of the original problem and why the actions taken by the college are not satisfactory. The AVP should gather as much information as is needed to make a fair ruling regarding the academic appeal and should apprise the division director, the department chair, the faculty member, and the student as to the ruling. The AVP will respond in writing to these parties within two weeks of receiving the student's written appeal.
3. If, after the AVP has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may file a written request for a committee hearing with the Vice President for Student Learning. This written request must be submitted within one week of receiving the ruling from the AVP. Within three working days of the receipt of the written request, the Vice President will appoint a three-person appeal committee. Students may obtain committee procedures from the Office of the Vice President for Student Learning. The Vice President for Student Learning will review the committee's ruling and notify the student of the decision in writing. The Vice President's decision is final and ends the appeal process.

Code of Student Conduct

TSTC Harlingen encourages fair, efficient, and equitable solutions to problems arising from the student/college relationship and to meet the requirements of state and federal law. Students at TSTC neither lose the rights nor escape the responsibilities of citizenship. They are expected to obey and conduct themselves in accordance with local, state, and federal law and the Code of Student Conduct as authorized by the TSTC System Board of Regents. They may be disciplined by the college for violating these standards of conduct on the campus or in connection with any college-related, sponsored or oriented activity. The college will hold each student responsible for compliance with these policies, rules and regulations. Each student should be acquainted with all published policies, procedures, rules and regulations of TSTC which are available for review at the college Web site. This code is subject to change by action of the TSTC System Board of Regents or authorized college officials.

Students who violate any provision of these laws and regulations are subject to disciplinary action, including expulsion or suspension. Related action taken by civil authorities based upon a student's violation is possible. Special care is taken to assure due process under the U.S. Constitution. Students should be advised of their appellate options whenever they feel any of their rights have been violated.

Each student is expected to act in a manner consistent with the college's function as an educational institution. Specific examples of misconduct for which students could be subject to disciplinary action include, but are not limited to, the following:

1. Engaging in conduct that constitutes a criminal offense under federal, state or local law, whether or not the violation occurs on TSTC property or in connection with college-related, sponsored or oriented activities;
2. Failure to comply with the reasonable directives of an institutional official (including resident/community assistants) acting in the performance of his/her duties, including loitering on college property after being warned to leave by a person in charge;
3. Failure to meet a contractual or financial obligation to the college, or writing a check on an account that is closed or has insufficient funds;
4. Stealing, damaging, defacing, destroying or misusing college property or property belonging to an employee or student of the college;
5. Misuse of fire or other life-saving equipment of the college or in college facilities, including housing facilities;
6. Giving false or misleading testimony or other evidence at a college disciplinary conference, investigation, hearing or other proceeding;
7. Use, possession, exhibition or display of ammunition, or explosive device, firearm, firearm facsimile (including air guns, blow guns, knives, swords, daggers, numchucks, etc.) or any other weapon prohibited or regulated by local, state or federal law enforcement on college property;

8. Conducting oneself in a manner that endangers the health or safety of any person (including guests and visitors) on college property or in connection with a college-related, sponsored, or oriented activity;
9. Conducting oneself in a manner that significantly interferes with or disrupts a college teaching, research, administrative, disciplinary, student service, public service or other college activity, including disruption of class as defined by Vernon's Texas Code, annotated, Education Code 4.33 (Disruption of Class);
10. Possession of, or making use of, college keys for unauthorized purposes or unauthorized access to college facilities;
11. Engaging in hazing in any form or manner or voluntarily submitting to hazing. Any acts against a student by a group will be considered hazing if the act is considered humiliating or degrading to that person(s);
12. Use, possession or distribution of intoxicating beverages (alcohol) on college property, including classrooms, buildings, laboratories, auditoriums, housing, library or faculty or administrative offices, at an intercollegiate or intramural activity, or any other areas of the campus, either managed by the college or under agreement with an outside agency;
13. Being intoxicated in a public area or common area of the campus;
14. Use or possession of intoxicating beverages during or in connection with any college-related, sponsored or oriented activity;
15. Providing minors or any other individual intoxicating beverages in violation of any local, state or federal law, or any illegal possession, use or distribution of alcohol on college property or as part of any of its activities;
16. Violation of college regulations and policies, including residential life policies, housing contracts or motor vehicle regulations;
17. Gambling in any form on college property or in connection with college activities;
18. Possession, use, sale or distribution of any quantity, whether usable or not, of an illicit drug, narcotic, controlled substance or illegal drug paraphernalia or equipment on college property including residential facilities, or as part of any of its activities;
19. Being under the influence of an illicit drug, narcotic or controlled substance on college property or during a college-related, sponsored or oriented activity;
20. Engaging in speech, either oral or written, that is directed to incite or produce lawless action or in writing, that is directed to incite or produce lawless action or is likely to incite or produce such action; advocating or recommending, either orally or in writing, the conscious and deliberate violation of a local, state or federal law or a college rule or regulation;
21. Forgery, alteration, falsification, failure to provide requested information, or misuse of a college document, form, record, or identification card, or providing false information on a college document, form, or record (including, but not limited to, applications for admission, housing, financial aid, attendance verification forms, transcripts, course schedule change forms);
22. Violation of a rule or regulation relating to residential life policies, or breach of housing contract or lease agreement;
23. Unauthorized possession, ignition, or detonation on college property of an explosive device, firework, liquid or object that is flammable or that could cause damage by fire or explosion to persons or property;
24. Unauthorized entry into or use of a college building, facility, equipment or resource, including unauthorized use of telephones or telephone systems;
25. Misuse or abuse of computer equipment, programs or data, including unauthorized use of computer resources or use of computer resources for unauthorized purposes; accessing or copying programs, records or data belonging to the college or another without permission; attempting to breach or breaching the security of another user's account or depriving another user of access to the college's computer resources; using the college's computer resources for personal or financial gain; transporting copies of college programs, records or data to another person or computer site without written authorization; and use of college computers to access lewd, offensive or pornographic material;
26. Failure to heed an official summons to the office of an administrative officer within the designated time, or failure to heed an official summons issued by a college disciplinary or appeals proceeding (includes failure to identify oneself to an institutional representative in response to a request), or when acting in the performance of their duty;
27. Failure to maintain a current official mailing address in the Admissions and Records Office, or giving a false or fictitious address to an institutional representative;
28. Knowingly initiating, communicating or circulating a false alarm or report that ordinarily would result in action by an agency organized to deal with emergencies, place a person in fear of imminent serious bodily injury, or prevent or interrupt the occupation of a building, room or mode of conveyance (i.e. bomb threats, false fire alarms, etc.);
29. Harassment by a means in which an individual intentionally threatens to take unlawful action against a person and by this action intentionally, knowingly or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient; or without good cause unreasonably bothers, follows, annoys or interferes with another's privacy. This includes stalking of a student or employee;
30. Obstruction or disruption of teaching, teaching functions, administrative, or disciplinary procedures or other college activities, including the college's public service functions or other authorized activities on college property;
31. Campus disruptive activities as defined in that section of this publication;
32. Use of vulgar, indecent or abusive language, or use of any language spoken with the deliberate purpose of inciting a breach of peace or lawless action, including the display of offensive or vulgar material, regardless of the medium used to display the material, in a public place;

33. Disorderly conduct as defined by state law is any activity that includes, but may not be limited to: physical or verbal abuse, injury to another person, indecent displays or use of indecent language, non-consensual acts of sexual contact or disrespect for the rights and privileges of others;
34. Engaging in any conduct defined as sexual harassment in the College Policy and Procedures Prohibiting Sexual Harassment;
35. Engaging in any conduct defined as racial harassment in the College Policy and Procedures Prohibiting Racial Harassment;
36. Scholastic dishonesty as defined in that section of this publication;
37. Aiding, abetting, conspiring or being an accessory to any act prohibited by this code is to be considered the same as completed violations;
38. Abuse of the campus judicial system, including, but not limited to: failure to obey the summons of a campus official pertaining to a judicial case or falsification, distortion or misrepresentation of information to a campus official or judicial body;
39. Inappropriate dress, grooming and personal hygiene while attending class or participating in an on- or off-campus class or event;
40. Inappropriate behavior (i.e. insubordination, inappropriate sexual behavior, etc.);
41. Smoking in a designated non-smoking area or building;
42. Psychological or physical abuse to insult, intimidate, harass or injure any person on campus or at an off-campus college-sponsored event.

Zero Tolerance Drug Policy

TSTC is a drug-free college and workplace with zero tolerance.

Students on campus shall not unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 CFR 1300.11 through 1300.15. This includes drug paraphernalia.

Any student violating this drug-related policy or convicted of a criminal drug offense occurring in the workplace is subject to an immediate one-year disciplinary suspension from TSTC, as well as permanent eviction from student housing, if applicable. Workplace includes any school premises, any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the college's jurisdiction.

Students should contact the Counseling Center for information about drug counseling, treatment and rehabilitation programs.

Alcohol Policy

TSTC Harlingen policy prohibits the possession, sale, or use of alcoholic beverages on college premises. Students on college property or at a college-related, sponsored, or oriented activity under the influence of alcohol will be referred to College Police. Upon the initial alcohol-related violation of the Code of Student Conduct, students will be referred to the Vice President of Student Development or designee and given a written warning with a requirement to attend TSTC's Alcohol Awareness Course, a six-hour workshop provided by the TSTC Counseling Office designed to assist the student in understanding his or her alcohol-related behavior and to improve decision-making skills. Upon a second alcohol-related violation, the student will be placed on disciplinary probation; other conditions may also be attached to the probation depending on the severity of the violation. Should a third alcohol-related violation occur, the student will be suspended from TSTC for a period of one year. Violators may also be subject to criminal prosecution.

Students should contact the Counseling Office for information about alcohol counseling, treatment and rehabilitation programs.

Unacceptable Use of Computer Resources

Students violating the college's acceptable use of computer resources policy (1.59), including viewing copyright infringement and the of lewd, offensive, and/or pornographic material, will be subject to disciplinary action by the Vice President for Student Development. This may include the loss of TSTC Information Resources access privileges, suspension or expulsion, as well as civil and criminal prosecution, depending upon the severity of the violation.

Food and Beverages on Campus

Food and beverages are not permitted in classrooms, laboratories or lecture rooms. Consumption of food and beverages is permitted in hallways and lounges. The respective Building Director must approve an exception to the policy with the agreement of the Department Chair involved.

Smoking

Smoking is prohibited in all TSTC buildings and within 25 feet of all entrances to buildings. It is the policy of TSTC to achieve an environment as close to smoke free as possible to create a healthy, safe campus atmosphere for students, employees, and guests.

Campus Disruptive Activities

Regarding disruptive activities, pursuant to Vernon's Texas Code Annotated Education Code, Subsection 4.30 (Disruptive Activities), TSTC shall adhere to the following rules and regulations as reproduced in its entirety:

1. No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.
2. For the purpose of this section, "disruptive activity" means:
 - obstructing or restraining the passage of persons in an exit, entrance or hallway of any building without the authorization of the administration of the school;
 - seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research or other authorized activity;
 - preventing or attempting to prevent by force or violence, or the threat of force or violence, any lawful assembly authorized by the school administration;
 - disrupting by force or violence, or the threat of force or violence, a lawful assembly in progress,
 - obstructing or restraining the passage of any person at an exit or entrance to the campus or property, or preventing, or attempting to prevent, by force or violence, or by the threat thereof the ingress or egress of any person to or from the property or campus without the authorization of the administration of the school.
3. For the purpose of this section, a lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to the use of force or violence, or due to a reasonable fear that force or violence is likely to occur.
4. A person who violates any provision of this section is guilty of a misdemeanor, and upon conviction is punishable by a fine not to exceed \$200 or by confinement in jail for not less than 10 days nor more than six months, or both.
5. Any person who is convicted a third time of violation of this section shall not thereafter be eligible to attend any school, college or university receiving funds from the state of Texas for a period of two years from the third conviction.
6. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the U.S. Constitution or the Constitution of the state of Texas.

Non-Academic Disciplinary Procedures

The Vice President for Student Development or his/her designee shall have primary authority and responsibility for administering student discipline for non-academic code violations. When a student is alleged to have violated the TSTC Code of Student Conduct or any policy that might result in disciplinary action by the college, the Vice President for Student Development shall investigate the allegation(s). The student may be subject to interim discipline as described in the next section. Should the investigation by the Vice President find cause, the following actions will take place:

1. If personal contact cannot be made, the student will be summoned in writing to a hearing before the Vice President for Student Development either by receipted hand delivery or by certified U.S. mail to the address appearing on the student's permanent record in the Admissions and Records Office. A letter to this address will constitute full and adequate notice. Failure of a student to provide an address change will not constitute good cause for failure to comply with a summons. This letter will identify the alleged violation, as well as the date, time and place of the hearing.
2. At the hearing, the Vice President for Student Development shall receive all testimony and evidence relative to the allegations or charges. If, after hearing the testimony and examining the evidence, the Vice President for Student Development determines the allegations or charges to be true, he/she will assess the penalty and provide written notification to the student about his/her action. Possible disciplinary penalties that could be imposed by the Vice President of Student Development include, but are not limited to, the following sanctions:
 - oral or written warning;
 - requirement to perform community service;
 - requirement that the student complete a special project that could be, but is not limited to, writing an essay, attending a special class or lecture or attending counseling sessions. The special project might be imposed only for a definite term;
 - cancellation of the college housing contract;
 - disciplinary action for a definite time period with the stipulation that future violations could result in disciplinary suspension;
 - ineligibility for election to student office for a specified time;
 - removal from a student or organizational office for a specified period of time;
 - prohibition from representing the college in any special honorary role;
 - withholding of an official transcript, degree or Certificate of Completion;

- bar re-admission for a specific period of time;
 - restitution or reimbursement, whether monetary or by specific duties for damage to or misappropriation of college, student or employee property;
 - denial or non-recognition of a degree;
 - suspension of rights and privileges including participation in athletic, extra-curricular or other student activities for a specified period of time;
 - withdrawal from a course;
 - failing or reduction of a grade on a test, in a course, or in other academic work and/or performing additional academic work not required of other students in a course;
 - suspension from the college for a specified period of time. During such suspension a student shall not attend classes or participate in any college activities;
 - loss of or ineligibility for a student grant or loan;
 - expulsion from TSTC, and
 - blocking a student from enrolling until the student performs a specified act.
3. After imposition of the penalty, the Vice President for Student Development shall advise the student of his/her right to appeal the decision and/or penalty before the Appeal Hearing Committee. Notice of appellate right shall include substantive information on how to initiate the appeal, procedures used to form the committee, and procedures governing the Appeal Hearing Committee. The student shall be advised in writing that the appeal must be filed no later than 72 hours (i.e. three work days) following written notice of the Vice President for Student Development's decision and imposition of the penalty.
 4. Failure of the student, without justifiable cause, to attend the hearing before the Vice President for Student Development after proper notification will be noted in the hearing transcript, and the disciplinary procedure will continue as previously outlined. Failure to appear at the hearing before the Vice President for Student Development shall not alter the student's right to appeal.

Interim Disciplinary Action

The Vice President for Student Development may take immediate interim disciplinary action, including suspension, pending a hearing for student violation of college rules and regulations. Such interim disciplinary action, including suspension, occurs in all drug-related offenses and when the continuing presence of the accused student poses a danger to person or property or is an ongoing threat of disruption to the scholastic process. When such interim disciplinary action occurs, the official who issues the suspension shall, if possible, meet with the student to discuss reasons for the interim suspension and to allow the student a rebuttal pending a full hearing.

Immediate interim disciplinary action, including blocking a student from enrollment, may be taken against a student who has outstanding financial obligations to TSTC. The student has the right to immediately discuss the penalty with the Registrar, who would immediately refer the student to the appropriate department for discussion of the block. The student could then request that the case be reviewed pursuant to the normal disciplinary procedures.

Immediate interim disciplinary action, including suspension, may be taken against any student who issues a check or similar sight order that is returned to the college unpaid. Upon receipt of the unpaid draft, the student will be notified by certified mail and given 10 days to make full restitution, plus any service charge that might be imposed. Failure to make payment in full as stipulated will result in the student being immediately withdrawn from TSTC.

Appeal Hearing Committee for Non-Academic Code Violations

At the hearing with the Vice President for Student Development, if a decision is rendered against the student and a penalty imposed, the student shall have the right to appeal the decision and/or penalty to the Appeal Hearing Committee. The request for an appeal hearing must be received in writing at the office of the Vice President for Student Development within three (3) work days of the initial hearing. Upon receipt of the student's notice of appeal, the Vice President for Student Development shall form the appeal hearing committee using the following procedures:

1. Two full-time students will be selected by the Vice President to serve on the committee. Students who are selected and agree to serve on the committee shall not be on scholastic or disciplinary probation, nor shall they be subject to any pending disciplinary action.
2. Three faculty/staff members from the standing College Discipline Committee will be selected by the Vice President to serve on the committee. In no event shall a faculty member from the appeal student's major program be selected to serve on the committee.
3. The chair of the committee shall be elected by the committee members by majority vote. The chair shall be a non-student member.
4. At least three committee members must be present at the appointed time of the appeal hearing. Of those present, at least one member must be a selected student and at least one member a selected employee.
5. Prior to the committee's review of the evidence, the committee will be provided with a thorough orientation of the appeal process.
6. The appealing student may challenge the impartiality of a committee member at any time prior to the introduction of any evidence. The chair of the Hearing Committee shall determine the validity of any challenge. If upheld, then the chair shall declare the member disqualified. Any member of the hearing body must withdraw from the hearing if the member has personal knowledge

6. The Vice President for Student Development will convene the committee for review of the appeal and will be present during the hearing as a non-voting resource person.
7. The Vice President for Student Development will provide to the accused student written notice of the date, time and place of the review by the Appeal Hearing Committee. The review shall not occur less than five working days, nor more than 12 working days, after receipt of the written request for a hearing, except upon written waiver by the student.

For information concerning Appeal Hearing Committee Procedures, contact the Office of the Vice President for Student Development.

Within five class days after receiving verbal or written notice of the findings and recommendations of the Appeal Hearing Committee, the accused student may appeal the decision to the College President. Notice of appeal must be submitted in writing and filed with the Vice President for Student Development, who will notify the President of the student's intent. The President will review the case by using the hearing transcript or summary. The parties involved may submit written arguments to support their positions. For consideration of the appeal, all necessary documentation, including written arguments, must be filed with the President's Office within five class days after the notice of appeal is given.

After all appeal requirements are met, the President will review the case. Following review, the President may approve, reject or modify the decision in question, or he/she may require that the original hearing be reopened for presentation of additional evidence and/or reconsideration of the decision. The decision of the President is final.

A student who has been suspended for disciplinary reasons from TSTC will not be permitted on campus during the period of such suspension without the prior written approval of the Vice President for Student Development or College Police. Violators will be subject to arrest for criminal trespassing.

notes

[illegible]

Student Non-Academic Complaints/Grievances

Students are encouraged to handle non-academic concerns or complaints through routine college channels as outlined in the steps below; however, the TSTC Customer Service Representative may be contacted for assistance at any time during the process. The TSTC Customer Service Representative for TSTC Harlingen is the Vice President for Student Development located at the Student Center, Room 140 and available at 956.364.4300.

Academic grievances should be filed according to the Academic Grievances procedure on page 49 of this handbook.

Routine Complaint/Grievance Procedure for Non-Academic Issues

Step 1. Discuss the issue or alleged complaint with the TSTC employee with whom there is an issue or alleged complaint. If the issue is not resolved to the student's satisfaction within five working days of the day that the problem or the alleged complaint was discussed with employee, proceed to Step 2.

Step 2. Discuss the issue or alleged complaint with the employee's supervisor within three working days of decision provided in step 1. If the problem was not resolved to the student's satisfaction within five working days of discussing the issue or alleged complaint with the employee's supervisor, then proceed to step 3.

Step 3. Discuss the issue or alleged complaint with the Division Director or Vice President of the employee's department within three working days of the decision provided in step 2. If the issue or alleged complaint is not resolved to the student's satisfaction within five working days of discussing the issue or alleged complaint with the Division Director or Vice President, then proceed to the Formal Written Complaint Handling Procedure that follows.

Failure of the complainant to process his/her grievance to the next step within the specified time limit throughout the process shall constitute abandonment of the complaint, unless a time extension has been agreed upon. Failure of college personnel to give an answer within the prescribed time limit, unless an extension has been agreed upon previously, authorizes the student to process his/her complaint to the next step.

For Disability Discrimination related complaints, please proceed to the Disability Discrimination Grievances Procedure on page 57.

Formal Written Complaint Handling Procedure (Compact with Texans)

Step 1: Submit a complaint by filling out the Effective Customer Relations Form found on the TSTC Web site at www.harlingen.tstc.edu/compact.htm or by visiting the Office of the Vice President for Student Development located at the Student Center, Room 140.

Step 2: The Customer Service Representative will acknowledge receipt of the complaint in writing within five working days. The notice will let the student know the matter is receiving attention and estimate the length of time it will take to resolve the issue.

Step 3: The complaint will be investigated.

Step 4: A solution that is consistent with TSTC policies, as well as applicable local, state and federal laws, will be proposed in writing to the student within the time frame specified in Step 2.

Step 5: If dissatisfied with the proposed solution or if the provisions of the solution have not been implemented within 10 working days of the proposal, the student may request that the Dispute Resolution Committee appointed by the College President consider the complaint. This request must be made in writing to the Vice President for Student Development within 10 working days of receipt of the letter outlining the solution and must specify what in the solution is not satisfactory. The committee will meet within 10 days of receiving the student's request to review all available documentation. The committee's decision will be final.

Discrimination Prohibited

Employment at TSTC and access to its programs or activities shall not be limited on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, or political affiliation. Students who believe they have been discriminated against should follow the Formal Complaint Procedure (Compact with Texans) above.

Disability Discrimination Grievances

Students enrolled at TSTC Harlingen, or persons attending programs or activities of TSTC, with complaints alleging violations of Title II of the Americans with Disability Act (ADA) and Section 504 of 1973 as amended, and the Americans with Disabilities Act Amendments Act (ADAAA), shall proceed with the following steps. The complaint shall be made as soon as the complainant becomes aware of the alleged violation but, no later than 15 working days after the alleged action occurred.

Steps 1-3: Same as Routine Complaint/Grievance Procedures on page 56. If the issue is not resolved to the student's satisfaction at the conclusion of step 3, proceed with step 4 below.

Step 4 - Appeal: The student is to submit a written complaint to the ADA Coordinator, or designee, located at the Administration/Industrial Technology Building (I) within 10 working days of the decision provided in step 3. The time for submitting a written complaint can be waived for good cause as determined by the ADA Coordinator. The following should be included in the written complaint: the name and address of the person filing it, a brief description of the alleged violation, and any documents supporting the complaint. If the student needs an accommodation in order to file the complaint, he/she should inform the person taking the complaint.

The ADA Coordinator or designee will investigate the complaint and provide the student a response within 15 working days of receipt of the complaint. An extension of time can be made, not to exceed 15 working days, if the student is notified by the ADA Coordinator or designee. The ADA Coordinator shall forward a copy of the response to the student.

Step 5 - Final Appeal: If the student is not satisfied with the decision of the ADA Coordinator or designee a written appeal may be submitted to the ADA Coordinator for the ADA Compliance Committee within 10 working days of the decision provided in step 4. The appeal must include the name and address of the person filing it and a description of the reason for the appeal. Upon receiving the appeal, the ADA Compliance Committee will review it within 15 working days. An extension of time can be made, not to exceed 15 working days, if the student is notified by the ADA Compliance Committee. The ADA Compliance Committee shall forward a copy of the response to the student.

The ADA Compliance Committee's decision will be final.

Step 6: If the student is not satisfied with the decision of the ADA Compliance Committee, a written appeal stating why the decision is unsatisfactory may be made to the TSTC College President within 10 working days of the receipt of the determination statement from the ADA Compliance Committee. The President shall review the determination of the ADA Compliance Committee and will send a written decision to the student within a reasonable time, not to exceed 30 working days from the date of receipt. There can be an extension of time, not to exceed 10 working days, if the student is notified in writing by the President. The decision of the President shall be final.

Failure to Proceed with or Process a Grievance

Failure of a complainant to process his or her grievance to the next step within the specified time limit shall constitute abandonment of the complaint. Failure of college personnel to give an answer within the prescribed time limit, unless an extension has been previously granted, authorizes the complainant to advance his or her complaint to the next step.

Racial Harassment

Allegations of racial harassment should be referred to the Title IX Coordinator located in the Support Services Office in the Student Services Building or at 956.364.4520 and/or the Office of Vice President for Student Development located in the Student Center Room 140 or at 956.364.4300. Any employee, administrator, or instructor who has received a report or complaint from a student relating to racial harassment should immediately report the incident.

Sexual Harassment

If a student or employee feels that they have been the victim of sexual harassment at TSTC, they should immediately report the incident to the Title IX Coordinator located at the Student Services Building Support Services Office or at 956.364.4520 and the Human and Organizational Development Office located at the Service Support Center Building or at 956.364.4042. Any employee, administrator, or instructor who has received a report or complaint from a student relating to sexual harassment should immediately notify and refer the student to the Title IX Coordinator.

Web sites Helpful to Students

Texas State Technical College

<http://harlingen.tstc.edu/catalog> - TSTC's catalog

<http://harlingen.tstc.edu/handbook> - PDF of the current handbook

<http://harlingen.tstc.edu/services/policy.asp> - TSTC's list of policies and procedures

<http://www.harlingen.tstc.edu/mustang> - Read about college life from our student-produced magazine. PDF version also available.

Motivation and Self-Awareness

www.motivation123.com

www.maximumimpact.com - John Maxwell website with an opportunity to sign up for his free e-newsletter

www.multi-intell.com - information on multiple intelligences

www.topachievement.com - articles on accomplishing goals

Critical Thinking/Creative Thinking

www.criticalthinking.org - articles on critical thinking

www.mindtools.com - helpful articles on learning strategies and thinking

www.bemorecreative.com - offers links to creativity Web sites

www.creativityforlife.com - articles on creativity

Writing, Research, and Search Engines

www.how-to-study.com

www.aresearchguide.com

www.powa.org - writing Web site

www.wordtrip.com - poetry and writing Web site

www.refdesk.com - fact finder Web site

www.google.com - search engine

www.altavista.com - search engine

www.metacrawler.com - advanced search engine

Jobs and Money

www.betterbudgeting.com

www.personalbudgeting.com

www.monster.com

www.jobhuntersbible.com - career and job searching Web site supplement to Richard Bolle's book *What Color Is Your Parachute?*

<http://careerjournal.com> - career articles from The Wall Street Journal

<http://careeronestop.org>

<http://online.onetcenter.org>

Student Planner.



Get in. Get out. Get hired.

Educational Expenses

Tuition \$ _____

Books \$ _____

Health insurance \$ _____

School supplies
(copying, pencils, test forms, online services,
notebooks, computer paper, calculators) \$ _____

Other \$ _____

Housing

Room and board, mortgage
and association fees \$ _____

Electricity, gas \$ _____

Phone \$ _____

Water, sewage, garbage \$ _____

Other \$ _____

Food

Groceries \$ _____

Fast foods \$ _____

Campus meal plan \$ _____

Beverages \$ _____

Other \$ _____

Other Living Expenses

Personal care (hair, toiletries) \$ _____

Laundry and dry cleaning \$ _____

Clothing/shoes/hats \$ _____

Gifts \$ _____

Monthly membership dues/
subscriptions \$ _____

Other \$ _____

Transportation

Car payments \$ _____

Gasoline/diesel \$ _____

Normal car maintenance \$ _____

License and registration fees \$ _____

Auto insurance \$ _____

Bus, taxi, carpool \$ _____

Bus or plane ticket home \$ _____

Other \$ _____

Entertainment

Movies \$ _____

Concerts \$ _____

Sports events \$ _____

Dining out \$ _____

Health club memberships \$ _____

Parties \$ _____

Cable Television/Satellite \$ _____

Theater and plays \$ _____

Electronic equipment (software, CDs) \$ _____

Sports/recreation equipment \$ _____

Other \$ _____

Child Care and Pet Care

Daycare \$ _____

Medical/veterinary \$ _____

Toys \$ _____

Special foods \$ _____

Clothes \$ _____

Other \$ _____

Expecting the Unexpected

Traffic tickets \$ _____

Car repairs \$ _____

Medication \$ _____

Dental care \$ _____

Library fines \$ _____

Other \$ _____

Other

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Next, subtract your total monthly expenditures from your total monthly income.

Total monthly income: \$ _____

Total expenditures:
(sum of your expenses above) \$ _____

ENDING BALANCE \$ _____

SEPTEMBER 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2013

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2014

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JULY 2014

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2014

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



Most colleges are about getting **IN**.
We're all about getting

OUT

Get in. Get out. Get Hired.



Academic Calendar.



Get in. Get out. Get hired.

08.12 09.12 10.12 11.12 12.12

5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

september

2012

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 First Day of Class Fall Semester SGA Info Tents	28 SGA Info Tents	29	30	31	1 Saturday Classes Meet
2	3 Labor Day Holiday Staff & Student Holiday	4 Registration Begins "No Gain, No Pain" Weight Loss Program Welcome Week	5 GED Registration Pre-Loan Session	6 Wellness & Sports Center Open House & All Sports Night	7 GED Registration Volleyball Rosters Due	8
9	10 HigherOne Refunds	11 11th Class Day Official Record Date Patriot Day Activity Patriot Day Begin Pro-Rated Rent	12 Housing Orientation & Block Party	13 Learning to Lead Workshop Pre-Loan Session	14 Registration Deadline "No Gain, No Pain" Weight Loss Program	
16	17 Constitution Day	18 Pre-Loan Session	19 Open Mic Night	20	21 Last Day to Drop with a Refund	22 Student Organization Leadership Conference
23 30	24 SGA First Aid Workshop	25 SGA First Aid Workshop	26 Second Installment Payment Due Learning to Lead Workshop	27	28 Emergency Tuition Loan Due Last Day to Apply for Fall Graduation	29

2012

30
October

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1 Guys Night Out FAFSA Spring Priority Deadline	2 Club Olympics	3 GED Registration	4 Candlelight Vigil & Clothesline Project Scholarship Workshop	5 GED Registration 7-on-7 Flag Football Rosters Due	6
7	8 Disabilities Awareness Week	9 Pre-Loan Session	10 Hispanic Heritage Celebration	11 Learning to Lead Workshop Pre-Loan Session	12	13
14	15 Registration Begins Spring Semester	16	17 Think Pink Party Wellness Walk Pre-Loan Session	18 Pre-Loan Session	19 Mid-Term Grades Due (D&F Only) Direct Loan Fall Deadline	20
21	22 Pingpong Tournament Red Ribbon Week	23	24 Community Resource Fair Learning to Lead Workshop Bench Press Competition	25	26 Spring Scholarship Deadline	27 SGA National Make a Difference Day
28	29	30 Oktoberfest	31 Final Installment Payment Due Halloween GED Registration	1	2	3

● TSTC Closed | 🌙 Holiday | ■ TSTC Event | ★ Critical Thinking Mini-Institute

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12.11

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2012

november

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31 ★	1	2	3
4  Daylight Savings Ends (Turn Clocks Back)	5	6	7	8 Interview Practicum Open Mic Night Exit Loan Session	9 GED Registration Last Day to Drop with a "W" CT Mini-Institute Graduation & L2L Advancement Ceremony Veterans Day Ceremony	10
11 Veterans Day	12 Dodgeball Tournament	13 Wellness Walk/Jog Spirit Week Activity Day	14 Graduation Orientation for Spring Graduates Movie on the Lawn ★	15 Fajita Cook-Off & Letter Burning Exit Loan Session →	16	17
18	19	20	21	22 Thanksgiving Staff & Student Holiday	23 Staff & Student Holiday	24 Saturday Classes Do Not Meet
25	26 Final Exams Begin Graduates Only End of Pro-Rated Rent	27 Cramfest	28 Cramfest Housing Last Day to Move In	29 All Sports BBQ	30	1

2012

december

● TSTC Closed | ● Holiday | ■ TSTC Event

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January

2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30 New Year's Day	31 New Year's Day	1 New Year's Day Staff & Student Holiday	2 Payment Deadline for Spring Classes Quick Review Course	3 Housing Move-In Day	4	5
6	7 First Day of Class Spring Semester	8 Registration Begins "No Pain, No Gain," Weight Loss Program	9 Pre-Loan Session	10	11	12
13	14	15 Welcome Week	16	17 All Sports Day Pre-Loan Session	18 Registration Deadline "No Pain, No Gain," Weight Loss Program Soccer & Basketball Rosters Due	19 Saturday Classes Meet
20	21 Martin Luther King, Jr. Day (Observed) Staff & Student Holiday	22 HigherOne Refunds 11th Class Day Official Record Date Begin Pro-Rated Rent	23 Pre-Loan Session Spring Housing Orientation	24 Scholarship Workshop	25	26
27	28	29 Open Mic Night	30 GED Registration	31	1	2

[illegible]

2013

february

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	27	28	29	30	31	1 Last Day to Drop with a Refund (15-Week Semester) GED Registration	2
	3	4	5	6 Second Installment Payment Due Pre-Loan Session ★	7 Emergency Tuition Loan Due	8 Last Day to Apply for Graduation Spring Semester Summer Scholarship Deadline GED Registration	9
	10	11	12 Wellness Walk/Jog Pre-Loan Session	13 Valentine's in Vegas Bash	14 Valentine's Day	15	16
	17	18	19 Pingpong Tournament Culture Week	20 ★	21 Pre-Loan Session →	22 Softball Rosters Due	23
	24	25	26	27 GED Registration	28	1	2

● TSTC Closed | 🌙 Holiday | ■ TSTC Event | ★ Critical Thinking Mini-Institute

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
24	25	26	27	28	Mid-Term Grades Due (D&F Only) GED Registration FAFSA Summer Priority Deadline Student Loan Deadline	2
3	4	5 Spring Break Conference Bench Press Competition	6 Spring Break Conference Spring Break Hook-Up Wellness Walk/Jog ★	7	8 Fall High School Scholarship Deadline	9 Saturday Classes Meet
10 Daylight Savings Begins (Move Clocks Ahead)	11 Spring Break for Students Only	12	13 Final Installment Payment Due	14	15 →	16 Saturday Classes Do Not Meet
17 St. Patrick's Day	18 Registration Begins Summer & Fall Semesters SGA Elections	19	20 CT Mini-Institute Graduation & L2L Advancement Ceremony	21 →	22 Housing Last Day to Move In	23
24 31 Easter	25 Registration Begins Summer & Fall	26 Make Your Own Flip Flops	27 Interview Practicum	28 Interview Practicum	29 Last Day to Drop with a "W" FAFSA Fall Priority Deadline Good Friday Staff & Student Holiday	30

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2013

april

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2 Single Tennis Tournament	3 Graduation Orientation Summer Semester GED Registration Open Mic Night	4 Sexual Assault Awareness Gathering & Silent Walk Job Fair Exit Loan Session Family Housing Picnic	5 GED Registration	6
7	8	9	10 Techsan Day	11 All Sports BBQ Exit Loan Session	12	13
14	15	16 Wellness Walk/Jog	17 Golf Putting Contest	18 SGA Leadership Banquet	19	20 Final Exams Begin (All)
21	22	23 Final Grades due for Graduates Only	24 Pre-Loan Session	25 Housing Payment Deadline	26 End of Semester Graduation Housing Move Out Day	27
28	29 Final Grades Due (All)	30	1	2	3	4

● TSTC Closed | 📅 Holiday | ■ TSTC Event

04.13

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2013

may

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1 Payment Deadline for Summer Classes GED Registration Quick Review Course	2 Housing Move-In Day (15-Week Semester)	3 GED Registration	4
5	6 First Day of Class Summer Semester 12- & 15-Week	7	8	9 Housing Move-In Day (12-Week Semester)	10	11
12 Mother's Day	13	14 Pre-Loan Session Welcome Week	15 Housing Orientation	16 9th Class Day Official Record Date (Summer 12-Week)	17 5-on-5 Soccer & 4-on-4 Volleyball Rosters Due	18
19	20 11th Class Day Official Record Date (Summer 15-Week) Summer Loan Deadline HigherOne Refunds Begin Pro-Rated Rent	21	22 Professional Development Day	23 Pre-Loan Session SGA Memorial Day Flag Tribute	24	25 Saturday Classes Meet
26	27 Memorial Day Student & Staff Holiday	28	29 Second Installment Payment Due (15-Week) ★	30	31 Last Day to Drop with a Refund (12 Week)	1

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2013

June

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3 First Day of Class Summer Mini-Session I	4 GED Registration	5	6 4th Class Day Official Record Date (Summer Mini-Session I) Emergency Tuition Loan Due GED Registration	7 Scholarship Workshop Last Day to Apply for Graduation Summer Semester	8
9	10	11	12 Dodgeball Tournament	13	14 Mid-Term Grades Due 12-Week Semester (D&F Only)	15 End Pro-Rated Rent (12-Week Semester)
16	17	18	19 Open Mic Night	20	21 Mid-Term Grades Due Summer Mini-Session I 3-on-3 Basketball Rosters Due Fall Scholarship Deadline	22
23 30	24	25	26 Final Installment Payment Due	27	28 Mid-Term Grades Due 15-Week Semester (D&F Only)	29

● TSTC Closed | ► Holiday | ■ TSTC Event | ★ Critical Thinking Workshop

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2013

July

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1	2	3 GED Registration SGA Independence Day Celebration	4 Independence Day Staff & Student Holiday	5 End of Summer Mini-Session I Registration for Mini-Session II GED Registration	6
7	8 First Day of Class Summer Mini-Session II	9 Pingpong Tournament	10 Interview Practicum★	11 Interview Practicum	12 4th Class Day Official Record Date (Summer Mini Session II)	13
14	15	16	17 Graduation Orientation for Fall Graduates Pre-Loan Session	18	19 Last Day to Drop with a "W" 15-Week Semester	20 Final Exams Begin (All) 12-Week Semester
21	22 End Pro-Rated Rent (15-Week Semester)	23 Pre-Loan Session	24	25 Exit Loan Session	26 End of Semester 12-Week Semester Mid-Term Grades Due (Mini-Session II) Housing Move-Out Day	27 (12-Week Semester)
28	29 Final Grades Due (12-Week Semester)	30 Housing Last Day to Move In (15-Week Semester)	31 GED Registration Exit Loan Session	1	2	3

2013

august

● TSTC Closed | 🌙 Holiday | ■ TSTC Event | ★ Critical Thinking Workshop

2012 FALL SCHEDULE

[illegible]

Instructors	Instructors
Name: _____	Name: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____
Name: _____	Name: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____

Fall Semester.



Get in. Get out. Get hired.

78 | AUGUST 26 -
SEPTEMBER 2

AUGUST 2012

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SEPTEMBER 2012

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SEPTEMBER | 79

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80 | SEPTEMBER 16 -
OCTOBER 29

SEPTEMBER 2012

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OCTOBER 2012

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SEPTEMBER 30- | 81

OCTOBER 13

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NOVEMBER 2012

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OCTOBER 28 - | 83
NOVEMBER 10

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84 | NOVEMBER

11 - 24

NOVEMBER 2012

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DECEMBER 2012

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NOVEMBER 25 - | 85

DECEMBER 8

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86 | DECEMBER
09 - 22

DECEMBER 2012

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JANUARY 2013

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DECEMBER 23 - | 87

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Instructors

Name: _____

Phone: _____

E-mail: _____

Name: _____

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Instructors

Name: _____

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Spring Semester.



Get in. Get out. Get hired.

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JANUARY 20 - | 91

FEBRUARY 02

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MARCH 2013

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FEBRUARY 17 - 93

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96 | MARCH 31 -
APRIL 13

APRIL 2013

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APRIL 17 - 27 | 97

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MAY 04

MAY 2013

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Get in. Get out. Get hired.



100 | 2013 SUMMER SCHEDULE

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Instructors	Instructors
Name: _____	Name: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____
Name: _____	Name: _____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____

Summer Semester.



Get in. Get out. Get hired.

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JUNE 1

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JULY 2013

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JUNE 16 - 29 | 105

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106 | JUNE 30 -
JULY 13

JULY 2013

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14 - 27

14_{Sun} __________
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AUGUST 10

AUGUST 2013

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11 - 24

11 Sun _____

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