



# 2013-2014 STUDENT HANDBOOK AND PLANNER





# STUDENT HANDBOOK

# WELCOME

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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HELPFUL NUMBERS

<b>Admissions and Records</b> <i>Student Services Center</i> Monday-Thursday Friday Saturday*	<b>364-4320</b>  8 a.m. - 6 p.m. 8 a.m. - 5 p.m. 8 a.m. - 12 p.m.	<b>Student Health Services</b> <i>Student Center (Campus Nurse)</i> Monday-Friday  <b>Ask-A-Nurse Advice Line</b> Monday-Friday	<b>364-4305</b>  8 a.m. - 5 p.m.  <b>364-4306</b> 8 a.m. - 5 p.m.
<b>Advisement Center</b> <i>Student Services Center</i> Monday-Thursday Friday Saturday*	<b>364-4997</b>  8 a.m. - 6 p.m. 8 a.m. - 5 p.m. 8 a.m. - 12 p.m.	<b>Support Services</b>  <i>Student Services Center</i> Monday-Friday	<b>364-4520/voice</b> <b>364-4526/TDD</b>  8 a.m. - 5 p.m.
<b>Bookstore</b> <i>Student Center</i> Fall/Spring Semester Monday-Thursday Friday Summer Semester** Monday-Friday	<b>364-4441</b>  7:45 a.m. - 5:30 p.m. 7:45 a.m. - 5 p.m.  8 a.m. - 5 p.m.	<b>Testing Center</b> <i>Student Services Center</i> Monday-Friday Thursday Saturday*	<b>364-4308</b>  8 a.m. - 6 p.m. 8 a.m. - 9 p.m. 8 a.m. - 12 p.m.
<b>Cashier</b> <i>Student Services Center</i> Monday-Thursday Friday Saturday*	<b>364-4413</b>  8 a.m. - 6 p.m. 8 a.m. - 5 p.m. 8 a.m. - 12 p.m.	<b>Wellness &amp; Sports Center</b> Monday-Thursday Friday	<b>364-4340</b> 8 a.m. - 9 p.m. 8 a.m. - 2 p.m.
<b>Counseling Center</b> <i>Student Services Center</i> Monday-Friday Saturday*	<b>364-4310</b>  8 a.m. - 5 p.m. 8 a.m. - 12 p.m.	<b>Emergency</b> TSTC Police Public Safety Building Monday-Friday Emergency Emergency After 5 p.m. Harlingen Ambulance Emergency Assistance Fire Department Emergency Police	    364-4220 364-4911 873-COPS (2677) 9-911 9-911 9-911 9-911 9-911
<b>Financial Aid &amp; Veteran Services</b> <i>Student Services Center</i> Monday-Friday Monday-Thursday Saturday* (counter only)	<b>364-4330</b>  8 a.m. - 5 p.m. Counter open 5 p.m. - 6 p.m. 8 a.m. - 12 p.m.	<b>Hospitals</b> Valley Baptist Medical Center Harlingen Medical Center	  389-1100 365-1000
<b>Learning Resource Center</b> Monday-Thursday Friday Saturday* Semester breaks	<b>364-4609</b> 7:30 a.m. - 8 p.m. 7:30 a.m. - 5 p.m. 12 p.m. - 4 p.m. Monday-Friday 8 a.m. - 5 p.m.	<b>Texas State Technical College Doctor</b> Dr. Homero Aguilar 2401 Ed Carey Drive Harlingen, Tx 78550 Office Hospital Exchange	    421-9181 423-5520
<b>Mustang Café</b> <i>Student Center</i> Serving Hours: Monday-Friday	<b>364-4450</b>  Breakfast 7 a.m. - 10:30 a.m. Lunch 11 a.m. - 2 p.m.	<b>Frequently Used Numbers</b> Career Services College Housing Continuing Education Marketing Online Learning President's Office Student Life Student Development Student Recruitment Student Success TSTC Operator	  364-4106 364-4235 364-4606 364-4111 364-4950 364-4022 364-4304 364-4301 364-4117 364-4109 364-4000 or 1-800-852-8784
<b>Student Accounting</b> <i>Student Services Center</i> Monday-Thursday Friday	<b>364-4409</b>  8 a.m. - 6 p.m. 8 a.m. - 5 p.m.		

\*Closed for Saturday holidays

\*\* Hours may vary

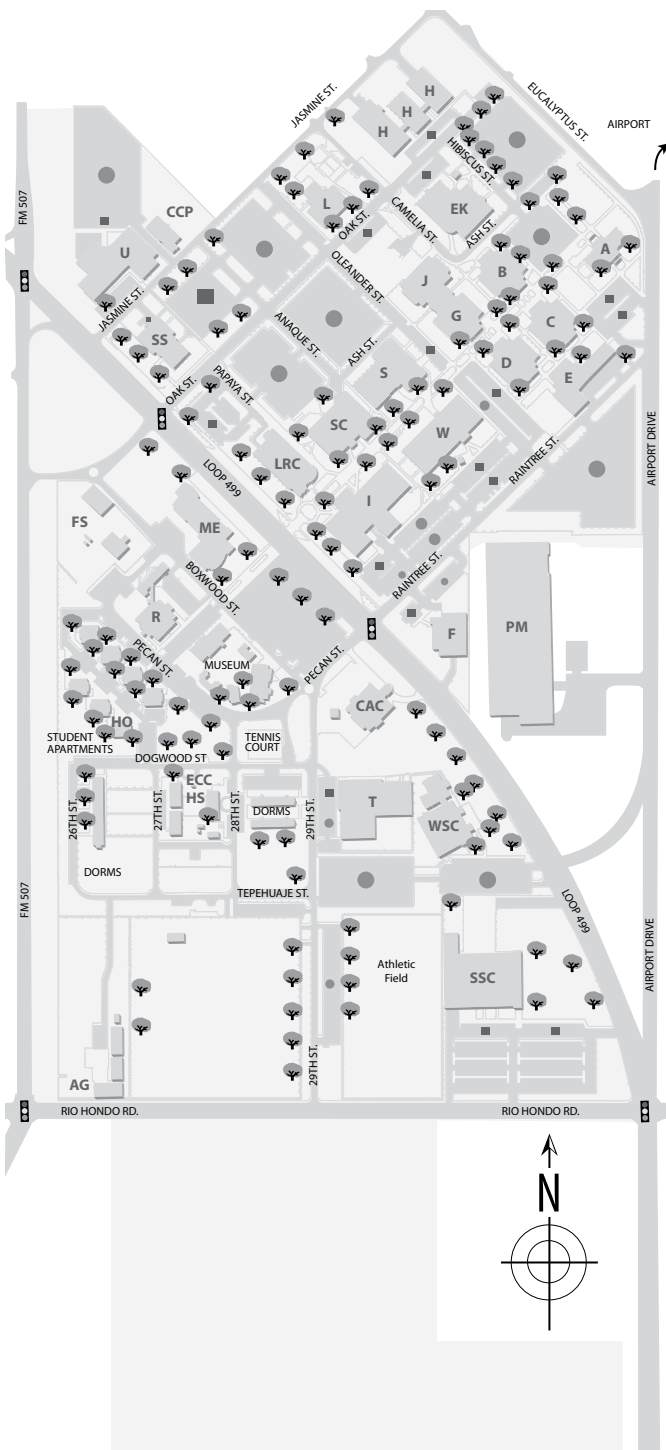
# PROGRAM/DEPARTMENT CONTACTS

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Academic Core	EA	John Garrett	Program Chair	956-364-4760
Academic Math/Physics		Michael Murphy	Interim Program Chair	956-364-4878
Allied Health Division		Jean Lashbrook	Division Director	956-364-4797
♀ Architectural Design & Engineering Graphics	ADEG	Hector Yanez	Program Chair	956-364-4695
AS Degree in Biology	BIOL	Paul Leonard	Program Chair	956-364-4678
♀ AS Degree in Academic Computer Science	COSC	Rene Saldivar	Program Chair	956-364-4641
♀ AS Degree in Engineering Science	ENGR	Dr. Fernando Figueroa	Interim Program Chair	956-364-4978
AS Degree in Mathematics	MATH	Michael Murphy	Interim Program Chair	956-364-4878
AS Degree in Physics	PHYS	Michael Murphy	Interim Program Chair	956-364-4878
♀ Agricultural Technology	AGT	Adan Gutierrez	Interim Program Chair	956-364-4639
♀ Air Conditioning & Refrigeration Technology	ACT	Ruben de la Rosa	Program Chair	956-364-4667
♀ Auto Collision Technology	AUB	Jose Vargas	Program Chair	956-364-4659
♀ Automotive Technology	AUT	Abel Castillo	Program Chair	956-364-4576
♀ Aviation Maintenance Technology	AER	Tom Cross	Program Chair	956-364-4787
Biology		Paul Leonard	Program Chair	956-364-4678
♀ Biomedical Equipment Technology	BET	Robert Rivera	Program Chair	956-364-4674
♀ Building Construction Science	BCS	Johannes Schwarz	Program Chair	956-364-4770
Business and Behavioral/Social Science		Ruby Campuzano	Assistant Program Chair	956-364-4763
♂ Business Management Technology	BMT	Elvia Silva	Program Chair	956-364-4650
♀ Chemical-Environmental Technology	CET	Jessica Leal	Program Chair	956-364-4735
Communication and Humanities		Felicidad Balcos	Assistant Program Chair	956-364-4711
Computer Information Systems Division		Dr. Edna Claus	Division Director	956-364-4819
♀ Computer Networking and Security Technology	CNST	Cesar Ibarra	Program Chair	956-364-4799
Computer Systems Management Technology	CSMT	Alex Alcoser	Program Chair	956-364-4685
Culinary Arts	CA	Carl Eads	Program Chair	956-364-4753
♂ Dental Assistant	DEA	Eva Euler	Program Chair	956-364-4704
♂ Dental Hygiene	DEH	Raquel Rico	Program Chair	956-364-4702
Dental Laboratory Technology	DLT	Randy Bauer	Program Chair	956-364-4726
Developmental English		Billie Becker	Assistant Program Chair	956-364-4710
Developmental Math		Michael Murphy	Assistant Program Chair	956-364-4878
Digital Media Design Technology	DMDT	J.J. Vavra	Program Chair	956-364-4721
Education and Humanities Division		Nicki Cone	Division Director	956-364-4820
♂ Education and Training	ET	Dr. Tony Desjardins	Program Chair	956-364-4747
Engineering Division		Dr. Fernando Figueroa	Division Director	945-364-4978
English/Foreign Languages		Dr. Daniel Gonzalez	Assistant Program Chair	956-364-4898
♀ Game & Simulation Programming	GAME	Tony Lozano	Program Chair	956-364-4686
♂ Health Information Technology	HIT	Deborah Woods	Program Chair	956-364-4768
High School Dual Enrollment		Clarisa de la Fuente	Department Director	956-364-4188
Industrial/Manufacturing Division		Adan Gutierrez	Division Director	956-364-4860
♀ Mechatronics Technology	MT	Adam Hernandez	Program Chair	956-364-4982
♂ Medical Assistant	MEA	Alicia Lugo	Program Chair	956-364-4806
♂ Medical Information Specialist/Transcriptionist	MIST	Deborah Woods	Program Chair	956-364-4879
♂ Nurse Assistant	NA	Jean Lashbrook	Program Chair	956-364-4797
♀ Precision Manufacturing Technology	PMT	Rick Limas	Program Chair	956-364-4632
♂ Registered Nursing	RN	Rachel Wilson	Program Chair	956-364-4983
Student Success		Norma Salazar	Department Director	956-364-4557
♂ Surgical Technology	ST	Robert Sanchez	Program Chair	956-364-4805
♀ Telecommunications Technology	TET	Juan Villarreal	Program Chair	956-364-4843
♂ Vocational Nursing	VN	Susann Young	Program Chair	956-364-4751
♀ Welding Technology	WLT	Kenny Moore	Program Chair	956-364-4814
♀ Wind Energy & Turbine Technology	WET	Enrique Carrillo	Program Chair	956-364-4729
♀ Wind Energy & Turbine Technology (Ingleside)	WET	George Lister	Program Chair	361-238-2013

♀ Non-traditional program of study for female students

♂ Non-traditional program of study for male students



- A Public Safety Building**  
*EMT, Fire Academy, Police Academy, TSTC Police*
  - AG Agricultural Technology AGT**
  - B College Readiness & Advancement** *HEP, WIA, CAMP, ABE, Talent Search, Student Success*
  - C Office Occupations** *BMT, ET*
  - D Biomedical/Dental Lab** *DLT, BET*
  - E Transportation Technology** *AUT*
  - EK Student Services Center**  
*Financial Aid, Admissions, Cashiers, Counseling Center, Student Recruitment Office, Student Accounting, Support Services, Advisement Center, Testing Center*
  - F Autobody Collision Technology** *AUB*
  - G Computer Science Programs** *CSMT, GAME*
  - H Building Systems Technology** *BCS, ACT*
  - HO Student Housing Office**
  - I Administration/Industrial Technology**  
*WLT, PMT, President's Office, Student Learning Office*
  - J Chemical/Environmental Technology** *CET*
  - L Health Information Technology** *HIT, MIS/IT*
  - LRC Dr. J. Gilbert Leal Learning Resource Center**
  - ME University Center** *Continuing Education*
  - PM Engineering Center**
  - R Early College High School**
  - S George F. Young Engineering Technology Center**  
*DMDT, ADEG, CNST*
  - T Aviation Technology** *AER, TET, MT*
  - U Senator Eddie Lucio Health Science Technology**  
*CA, DEA, DEH, NA, MEA, RN, ST, VN*
  - W State Rep. Irma Rangel Science and Technology**  
*Online Learning, Academic Core, EA*
  - SC Student Center** *Cafeteria, Student Government, Career Services, Student ID Center, Game Room, Bookstore, Health Services*
  - SSC Service Support Center** *Human Resources, Marketing, Business Office, Institutional Effectiveness & Research*
  - WSC Wellness & Sports Center** *Gym, Weight Room, Aerobics Room, Cardio Room, Racquetball Courts, Walking Trail, Athletic Field*



<b>Dr. Cesar Maldonado, P.E.</b> .....	President
<b>Adam Hutchison</b> .....	Provost
<b>Teri Zamora</b> .....	Executive Vice President of Financial & Administrative Services
<b>Dr. Stella Garcia</b> .....	Vice President of Institutional Effectiveness and Research & ADA Coordinator
<b>Catherine S. Maples</b> .....	Vice President of Student Development
<b>Vacant</b> .....	Vice President for Student Learning
<b>Mary Adams</b> .....	Associate Vice President of Enrollment Management
<b>Barbara Bennett</b> .....	Associate Vice President for Student Learning (Engineering/Industrial/Allied Health)
<b>Grady Deaton</b> .....	Associate Vice President of Facilities
<b>Cledia Hernandez</b> .....	Associate Vice President of Corporate and Continuing Education
<b>Javier De Leon</b> .....	Associate Vice President of College Readiness & Advancement
<b>Dr. Regina Garza-Mitchell</b> .....	Associate Vice President for Student Learning (Education & Humanities/Computer)



**Accreditation (SACS) Statement**

Texas State Technical College Harlingen is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate 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.

The Southern Association of Colleges and Schools Commission on Colleges should be contacted only if there is evidence that appears to support TSTC Harlingen's significant non-compliance with a requirement or standard related to accreditation. Normal inquiries about TSTC Harlingen, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Texas State Technical College Harlingen and not to the Commission's office.

**Nondiscrimination Policy**

It is the policy of Texas State Technical College to promote and ensure equal employment opportunities for all individuals without regard to race, color, religion, gender, national origin, age, genetic information, disability, or veteran status.

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 or current students with disabilities can be directed to the Support Services Office Disabilities Program located in the Student Services Center (Building EK), Room 216 or by contacting the office at 956-364-4520 (voice), 956-364-4526 (TDD).

Students who believe they have been discriminated against due to their race, color, religion, gender, national origin, age, genetic information, disability, or veteran status or students who believe they have been denied accommodations to which they are entitled, should follow the appropriate grievance procedure outlined on page 59 of 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.tstc.edu/harlingenrighttoknow](http://www.tstc.edu/harlingenrighttoknow):

- 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 five Associate of Science degree programs of study, one Field of Study, the Academic Core Curriculum, 27 Associate of Applied Science degree programs of study, and 23 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 website at [www.tstc.edu/harlingen](http://www.tstc.edu/harlingen) 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 Student Recruitment Office located in the Student Services Center or call 956-364-4117 or 956-364-4128. New students must complete orientation prior to registration for courses.

# WEBADVISOR/MYMAIL STUDENT EMAIL

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## 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 and 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
- Create a payment plan

## Access to Web Services for New Students via Portal

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

1. Log in\* to the Portal using your username and password: <http://portal.tstc.edu>.
2. Visit the WebAdvisor web part on the bottom left of the landing page.
3. Select the WebAdvisor for Students tab.

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, click on "User Account".

8. Select "Academic Profile" to view grades, class schedules, etc.

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 website: <https://www.tstc.net/helpdesk.asp>.

\*Works best in Mozilla Firefox

## MyMail powered by Google

Students now have an official TSTC email account. This account is the official email 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 email regularly. 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 email, 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 email account, contact the student help desk at 956-364-5000.

# EMERGENCY NOTIFICATION SYSTEM

Texas State Technical College Harlingen 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.

Accounts with default contact information are automatically created in the ENS for all registered students. If you do not wish to receive notifications, you may opt-out from the Address Change screen in WebAdvisor through the portal. Students will be required to renew their opt-in/opt-out status once a semester.

**Emergency Notification (no response equals consent):**

☒ By selecting this option, I agree to receive emergency notifications.

☐ By selecting this option, I choose NOT to receive emergency notifications.

## Opt-in/Opt-out Options

In order for this system to be effective and for your information to be accurate, you **MUST** provide your current contact information. You may update your information as necessary by following this process:

1. Log in to the Portal using your username and password: <http://portal.tstc.edu>.
2. Visit the WebAdvisor web part on the bottom left of the landing page.
3. Select the WebAdvisor for Student tab.
4. Access the Address Change screen under the User Account tab.
5. Verify and update your email address and phone number.
6. Choose your opt-in status.
7. Save your entries.

Changes will be reflected within seven days (updates occur every Sunday).

If you have trouble logging in to the portal, please contact the Help Desk. If you have any problems with the Emergency Notification System, email the administrator at [webmaster@harlingen.tstc.edu](mailto:webmaster@harlingen.tstc.edu).

WebAdvisor
WebAdvisor for Corporate College
WebAdvisor for Prospective Students
WebAdvisor for Students
User Account
What's my User ID?
Change Password
Address Change
Financial Information
Financial Aid
Communication
Registration
Academic Profile

## WebAdvisor Web Part

## Admissions and Records Office / Student Services Center / 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 website. 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 WebAdvisor. 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.tstc.edu/harlingenadmissions](http://www.tstc.edu/harlingenadmissions) 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 course work 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.

Student academic records information, other than directory information may be released without a student's prior written consent under the FERPA exception for disclosure or to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the Texas State Technical College.

Student academic records may be released to the following parties:

1. an individual employed by TSTC in an administrative, supervisory, academic, research or support staff position (including law enforcement and health staff personnel);
2. an individual appointed to the TSTC Board of Regents;



3. an individual or company employed by or under contract to TSTC to perform a special task such as an attorney, auditor or collection agency;
4. a student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks;
5. parents of an eligible student who claim the student as a dependent for income tax purposes (form available in the Admissions and Records);
6. in order to comply with a judicial order or a lawfully issued subpoena;
7. appropriate parties in a health or safety emergency;
8. an alleged victim of any crime of violence or non-forcible sex offense; the disclosure may only include the final results of any institutional disciplinary proceeding with respect to that alleged crime or offense, regardless of whether the institution concluded a violation was committed;
9. the general public if the institution determines as a result of disciplinary hearing that the student committed a crime of violence or non-forcible sex offense in violation of the institution's rules or policy or state or federal law, as authorized by state law;
10. parents of a student under the age of 21 regarding a university determination that the student violated federal, state or local law or institutional policy governing the use or possession of alcohol or a controlled substance.

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 within 45 days after the day Texas State Technical College receives a request for access. A student should submit to the registrar or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
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. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
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.

### **Registration**

Students must register for classes prior to the beginning of the semester of attendance. Attending class or doing course work 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 2.0 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). Individuals needing assistance in re-enrolling may contact the Advisement Center at 956-364-4997.

### **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 Office of Student Success 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 TSTC 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 who wishes 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. Students must be registered to receive these notifications. Instructions for registering are found on page 12.

## 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 for 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 ES 4.15 for more information at [www.tstc.edu/harlingenpolicy/educationalservices](http://www.tstc.edu/harlingenpolicy/educationalservices).

## TSTC 1101 – REQUIRED

All first-time TSTC students are required to take TSTC 1101, as are all transfer students with less than 24 Semester Credit Hours (SCH). The course is required for graduation, but it is not required for Dual Enrollment students. This one-credit-hour, student-success course will present students with the essential knowledge to accomplish their goals at TSTC. The most important class taught at the College, TSTC 1101 is a strong foundation for a student’s academic career, focusing on student development, utilizing campus resources, and building life-

long learning skills for academic and workplace success. Transient students may request a one-time exemption from TSTC 1101 from the Office of Student Learning.

### **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 COP ES 2.10 Credit Award for Assessments and Training at [www.tstc.edu/harlingenpolicy/educationalservices](http://www.tstc.edu/harlingenpolicy/educationalservices).

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 in the Student Services Center, Room 312 A/B.

### **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 course work 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 Minimum	3 grade points per semester
70-79	C	Minimal Required	2 grade points per semester
60-69	D	Below Required Minimum	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, Registered Nursing and Vocational Nursing use the following grading scale:

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

Aviation Maintenance Technology uses the following grading scale:

Numerical Grade Requirement	Letter Grade
90-100	A
80-89	B
70-79	C
0-69	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 (GPA) 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 2.0 Standards of Progress Cumulative GPA and Term GPA.
- Scholastic Probation - student whose Standard of Progress Cumulative GPA and/or Term GPA falls below 2.0.
- Scholastic Suspension - occurs when a student on Scholastic Probation has a term and a cumulative GPA below 2.0.

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 Provost 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

### 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 commencement 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.

### Commencement Ceremonies

Candidates for graduation who have been certified by the Admissions and Records Office are eligible to participate in commencement ceremonies held at the end of each semester. Participation is voluntary; however, only those students who participate in the commencement ceremony receive diploma covers, as well as honor cords and medals if eligible. Students not planning to attend the commencement 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 commencement 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.

For more information, visit the graduation website at [www.tstc.edu/harlingengraduation](http://www.tstc.edu/harlingengraduation).

### Board of Regents Honor Graduates

Candidates for graduation who are certified with a cumulative GPA of 4.0 for all credits attempted will be named a Board of Regents Honor Graduate and recognized at the commencement 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 commencement 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 (AS or AAS), Certificate of Completion and Academic Core 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 2.0 or higher.

## **Student Success Office / College Readiness and Advancement Building B, Rooms B101 & 114A / 956-364-4163**

The Office of Student Success helps students overcome barriers to their education so that they can successfully complete their studies. The following programs are offered.

### **Supplemental Instruction & Tutoring Program**

Open Lab Tutoring is available to students in different levels of Mathematics, English, Developmental Reading/Writing, Chemistry, Biology, and History. However, tutoring in select technical areas is also available. In addition to personalized tutoring, the program offers computer-based tutoring which 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 Mentors**

Peer Mentors are available to help students navigate college by providing guidance on college-related topics, such as navigating the Portal, WebAdvisor, Moodle, and MyMail; forecasting GPA; obtaining information on scholastic policies; and seeking campus and community resources. Peer Mentors also help incoming students who may have participated in an AVID program connect to the TSTC AVID Academic Achievement Center (located in B101) and other resources on campus. The center is open to all TSTC students and has laptops with wireless Internet access available for student use.

### **Helping a TSTC Student to Succeed (HATSS)**

The HATSS Mentoring Program is required as a re-enrollment condition for students on scholastic and/or financial aid suspension who have been granted an appeal through the Office of Student Learning or the Financial Aid Office. While in the program, students can register for no more than two courses and for only one semester. Students enrolled in the HATSS program are required to participate in courses offered through traditional classroom instruction and are not allowed to enroll in any online courses.

Students in the HATSS Program are required to:

- Attend a Saturday College 101 Seminar. This is a 3 ½ hour seminar that includes information about TSTC Harlingen, scholastic and financial aid policies and procedures, and other policies that may affect student success.
- Attend two college workshops throughout the semester on topics such as learning styles, time management, Cornell Note-taking, study and test taking skills.
- Meet with an assigned HATSS Mentor once per week.
- Write a My Plan for Success which contains personal goals for the semester. Progress on the plan is discussed during mentor/mentee meetings.
- Attend mid-term and end-of-term meetings with a HATSS staff member to follow up on progress and receive required assistance.
- Participate in tutoring and/or study hall. Students are required to participate in tutoring at least one hour per enrolled course each week. If tutoring is not available for enrolled courses, students must attend study hall one hour per course each week.
- Stay informed by reading email and regular mail from the Office of Student Success/HATSS Mentoring Program.
- Communicate with the HATSS Mentoring Program for additional assistance when encountering any problems, needing answers to questions, or having problems communicating with a mentor.
- Notify the HATSS Mentoring Program if contact information (e.g. phone number, email or mailing address) changes.
- Students who fail to comply with all HATSS program requirements risk being administratively withdrawn from all their courses and placed on suspension for the following semester. They will have to appeal their suspension through the Office of Student Learning and /or Financial Aid Office if they wish to re-enroll at TSTC.

Students who earn a 2.0 Term GPA or higher during the term they are enrolled in HATSS can register for classes the following semester after all grades are posted. They are not able to register during early registration periods. Students remain on probation until the Cumulative GPA is also a minimum 2.0.

Students who fail to comply with HATSS program requirements, who fail to earn a minimum Term GPA of 2.0, or who withdraw from all of their courses, will be suspended the following semester. Student on scholastic suspension who wish to re-enroll following the one-semester suspension will be required to appeal to the Office of Student Learning and, if granted, must attend the HATSS Program again. For financial aid appeals, student should speak to a Financial Aid representative.

Students who choose not to appeal their scholastic suspension have the option to not attend TSTC for one semester. Upon return, students must follow the appeal process through the Office of Student Learning. If the appeal is granted, students will be required to participate in the HATSS Mentoring Program as a condition for re-enrollment at TSTC. Students who return on financial aid suspension should speak with a financial aid representative.

## Financial Aid & Veterans Programs / Student Services Center / 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 service.

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 website at [www.tstc.edu/harlingenfinancialaid](http://www.tstc.edu/harlingenfinancialaid) 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 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
Mandatory Tuition & Designated Tuition/Fees*	\$6,099	\$6,099	\$6,099	\$1,344	\$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
<b>Total</b>	<b>\$19,356</b>	<b>\$22,891</b>	<b>\$17,354</b>	<b>\$3,574/\$4,076**</b>	<b>\$4,216</b>

\* Cost of Attendance (COA) at TSTC Harlingen is based on the number of credit hours a student is enrolled for as of the census day of each semester. The initial calculation of a student's COA is based at 15 credit hours per semester of the academic year (45 credits for 3 terms/1 year). Once census day passes for a semester, the recalculation of a student's actual credit hours enrolled for will take place.

\*\* 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 a rough approximation of financial aid (if accurate data is entered into the calculator). This tool may be used 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 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.

You can go online at <http://www.usafunds.org/schools/Pages/Borrowing4CollegeApp.aspx> or get your free app today. [www.tstc.edu/harlingenfinanciallit](http://www.tstc.edu/harlingenfinanciallit)

TG - [www.tgslc.org/students](http://www.tgslc.org/students) - The TG website offers information on how to budget, finance tools (loan calculator, interest calculator, credit card calculator) budgeting, credit cards and repaying loans information.

### 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 2013 through Summer 2014 semesters, complete the 2013-2014 FAFSA
  - For Fall 2014 through Summer 2015 semesters, complete the 2014-2015 FAFSA available starting January 1, 2014.
  - 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 [www.sss.gov](http://www.sss.gov).
- Must have a high school diploma or a GED (effective after July 1, 2012).
- 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; or
- Fail to notify TSTC about aid awarded at other institutions;
- Default on a student loan;
- Owe overpayment of grants.

**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 [www.tstc.edu/harlingenfinancialaid/onlineforms](http://www.tstc.edu/harlingenfinancialaid/onlineforms).

**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. Visit our website to download the necessary documents or request them at the Financial Aid Office. Parent and/or student/spouse Federal Income Tax Transcripts, VV-2's, Social Security, unemployment, child support paid or received, received SNAP 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 website at [www.tstc.edu/harlingenfinancialaid/entranceexitcounseling](http://www.tstc.edu/harlingenfinancialaid/entranceexitcounseling) 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](http://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.

TSTC Harlingen will be participating in a U.S. Department of Education Direct Loan Experiment Program – limiting unsubsidized loan amounts. 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](http://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 are partly funded by the state of Texas. All students considered for employment under the Work Study Program are ensured equal employment opportunities without regard to race, color, religion, gender, national origin, age, genetic information, disability, or veteran status.

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 résumé to the Financial Aid Office and be enrolled at least half-time. 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 by phone and he/she must complete the Work-Study Online Orientation through Moodle before placement is completed.

Work study opportunities and availabilities are found at [www.tstc.edu/harlingenfinancialaid/wspositions](http://www.tstc.edu/harlingenfinancialaid/wspositions).

### **Scholarships**

The Financial Aid website offers information on featured scholarships such as the Lozano Long Promise Opportunity Scholarship (for full-time and part-time students), 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 [www.tstc.edu/harlingenfinancialaid/scholarships](http://www.tstc.edu/harlingenfinancialaid/scholarships) to view the requirements needed for award.

To assist students 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. Please take advantage of the assistance provided to make this process easier for you.

Deadlines for TSTC Scholarships are as follows:

Semester	Deadline	Workshop
Fall 2013	June 21, 2013	June 6, 2013
Spring 2014	October 25, 2013	October 10, 2013
Summer 2014	February 7, 2014	January 23, 2014
Workshops are held at 10 a.m. and 3 p.m..		

**NOTE: Incomplete scholarship applications will not be considered. Completion of the FAFSA is beneficial if students 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](http://www.fafsa.gov).**

### Paying for College Options

- Tuition Waivers – see your high school counselor or financial aid administrator for more information or go online at [www.collegefortexans.com](http://www.collegefortexans.com)
- Valedictorian Exemption Program – provides free tuition for two semesters for students that are the highest-ranking in their graduation class.
- 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

- 2014-2015 Free Application for Federal Student Aid (FAFSA) is available beginning January 1, 2014. Apply early at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- Request your Personal Identification Number (PIN) at [www.pin.ed.gov](http://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 [www.tstc.edu/harlingen](http://www.tstc.edu/harlingen). Select “Apply for Admissions.”
- Apply for Scholarships – use all school and community resources.
- Scholarship – [www.fastweb.com](http://www.fastweb.com)
- For Additional TSTC Scholarship Opportunities: [www.tstc.edu/harlingenfinancialaid/scholarships](http://www.tstc.edu/harlingenfinancialaid/scholarships).

### 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, students are expected to successfully complete your classes with passing grades. Students must have at least a 2.0 Cumulative GPA (based on all terms of enrollment) and at least a 2.0 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 students enroll in classes and receive financial aid to pay for those classes, they are expected to successfully complete those classes. Students must complete at least 67 percent of the credit hours in which they are enrolled during each term. Students must also achieve a cumulative completion rate of 67 percent of all courses attempted during 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 percent 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 his/her 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 Course Work**

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 de-registration. 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.

An appeal must include the following:

- A completed Satisfactory Academic Progress Appeal Form,
- Your name, TSTC ID number and email 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 Focus 2 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.tstc.edu/harlingenfinancialaid/onlineforms](http://www.tstc.edu/harlingenfinancialaid/onlineforms).

### **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.

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](mailto: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: 1-918-687-2500





## 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: How will my current satisfactory status be affected if I do not meet a 2.0 semester GPA?**

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

**Q: What if I do not make a 2.0 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.

## 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 the School Certifying Official located at the Veterans Center for assistance.

### The TSTC Veterans Center

Veterans Center will assist in providing outreach, services, advisement, and educational success for veterans. Listed below are some of the services provided by the Veterans Center located in the Student Center, Room 138.

- Assist Veterans with Application Support – FAFSA, Admissions, Hazlewood and GI Bill
- WebAdvisor Training
- Work-Study and job information and referral
- Veteran benefits information and assistance
- Referrals to support services on and off campus
- Printing and faxing support for veteran and their dependents
- Assist with scholarship searches and the application process
- Support service referral for counseling and special programs
- Tutoring support and referral
- Computer lab access and support
- Academic Advisement
- Online specific Veterans program information
- College credit evaluation support
- Liaison for students and Veteran agencies

### 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](http://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](http://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](http://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.collegeforalltexans.com](http://www.collegeforalltexans.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, tardiness, 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 by the last business 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. The form can be found at [www.tstc.edu/harlingenfinancialaid/veteranaffairs](http://www.tstc.edu/harlingenfinancialaid/veteranaffairs).

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. Hazelwood Tuition Exemption

#### **Documents Needed**

##### Chapter 30 requires:

- Certificate of Eligibility – Apply for benefits at [www.gibill.va.gov](http://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)

# VETERAN SERVICES

- 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](http://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](http://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](http://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](http://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](http://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](http://www.collegeforalltexans.com).

## **Veteran Student Alliance Club**

TSTC has established a Veteran Student Alliance Club to provide outreach and to assist with identifying and meeting the needs and goals of 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 veterans will encounter. Visit the TSTC Veterans Center for more information.

## **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 Center, Room 208 or the TSTC Veterans Center.

## **Advisement Center/ Student Services Center, Room 101 / 956-364-4997**

### **Hours**

8 a.m. - 6 p.m., Monday - Thursday; 8 a.m. - 5 p.m., Friday; 8 a.m. - 12 p.m. Saturday

The Advisement Center is committed to helping students reach their educational aspirations by making sure that they are on the right academic path. The Center helps students choose an appropriate major in line with their career aspirations, understand their degree plan, choose appropriate developmental and/or academic coursework, and plan for future educational goals. Research shows that students who seek advisement throughout their college career are more likely to succeed.

The Advisement Center has specialized advisors for Allied Health majors, technical students and those pursuing an academic degree. In addition, students may use the designated computer lab in which they can receive assistance completing their Free Application for Federal Student Aid (FAFSA), registering for classes, making an online payment for classes, or accessing their WebAdvisor account.

### **Texas Success Initiative (TSI) Advisement:**

The Advisement Center evaluates TSI assessment scores and will advise students on appropriate coursework including development and/or academic course load. When needed, the Center will assign students a developmental plan and guide students through the remedial education necessary to comply with the State TSI guidelines.

For more information, visit the Advisement Center in the Student Services Center, Room 101, call 956-364-4997 or email [advisement.center@harlingen.tstc.edu](mailto:advisement.center@harlingen.tstc.edu).



Student Accounting / Student Services Center / 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 three business days before the start of the semester. 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 three business days before the start of the semester. Students may enroll online for the Installment Payment Plan (see "TouchNet Payment Plans" in the Financial Information section of WebAdvisor); students must apply in person for the Emergency Tuition Loan (Student Accounting Department in Student Services Building).

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

A 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 website at [www.tstc.edu/harlingenstudentaccounting](http://www.tstc.edu/harlingenstudentaccounting).

## **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<sup>(1)</sup>, Mustang Bucks card<sup>(2)</sup>, 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.tstc.edu/harlingenidcard](http://www.tstc.edu/harlingenidcard). For more information regarding the TECHOne card, to activate a card or to check balance information, visit [www.techonecard.com](http://www.techonecard.com) and select the TSTC Harlingen campus.

<sup>(1)</sup> Students may purchase a meal plan at the Business Office. <sup>(2)</sup> Students may purchase Mustang Bucks by depositing cash which can be used for vending machines, copy machines, Mustang Café 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..

Check the Mustang Café website for hours of operations between 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.tstc.edu/harlingencafeteria](http://www.tstc.edu/harlingencafeteria).

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 / 956-364-4440**

**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, clothing, gifts, graduation items and much more. Our staff is here to help you.

### **Textbooks**

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 Center, Room 208 / 956-364-4310**

**Testing Center / Student Services Center / 312 A/B / 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 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 testing.

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

### **Mission**

The Counseling and Testing Center 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 development. 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. Counseling services related to relationship issues, identity issues and self-esteem are also provided. Counseling programs 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.

### **Testing Services**

Testing services are provided to assist students in obtaining maximum results from educational opportunities. The Testing Center offers the TSI assessment as the required placement test. Students are required to take the TSI Assessment 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.
- Career Interest Test : 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.
- Online Learning Proctored Exam: For students registered for online classes

### **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 website at [www.tstc.edu/harlingenbit](http://www.tstc.edu/harlingenbit) 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**

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

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 Health Clinic offers limited medical care to all students. The nursing services include: administering a selection of over-the-counter medication, rendering first aid for minor wound care, health screenings, medical equipment loaning, and health education. The Ask-A-Nurse Advice Line provides the option to call and speak with a nursing staff member regarding a health concern during normal clinic hours. Referrals are available for physician, counseling, weight management programs, support services, STD/HIV testing, and family planning services. 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. Please refer to the college calendar and Mustang E-blast newsletter for upcoming health and awareness event dates.

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 Friday by appointment, for a fee of \$70. To be able to obtain the vaccinations you must be a registered student or have a student ID number with picture identification. 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.

**Student Insurance**

Accident & Sickness or Accident-Only insurance coverage is available for purchase. Insurance coverage is offered by semester and may be purchased at the cashier's window until the tenth class day of each semester. Proof of Accident & Sickness insurance may be required by certain instructional programs. The insurance policies do not offer complete coverage or reimbursement of expenses. The policies also may not cover any pre-existing medical conditions. For additional plans and information, call the Health Services Department at 956-364-4305 or 956.364-4306.

**Students with Contagious Diseases**

TSTC recognizes that contagious diseases are a serious threat to public health. We are committed to encouraging an informed and educated response to issues concerning infectious diseases. Individuals with HIV or Hepatitis will not be discriminated against admission to academic programs, health care, or access to facilities. Students with HIV or Hepatitis may attend any function or event if they are physically able to and do not pose any 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 the age of 30 to be vaccinated 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 within a five-year period and at least 10 days prior to the first class day of the first semester enrolled or re-enrolled. For details and forms, visit the TSTC Admissions or Health Services web page.

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 increase 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 Campus Nurse, a health care provider; the Texas Department of State Health Services at [www.dshs.state.tx.us/idcu/disease/meningitis](http://www.dshs.state.tx.us/idcu/disease/meningitis), or the Centers for Disease Control and Prevention at [www.cdc.gov/meningitis](http://www.cdc.gov/meningitis).

**Support Services Office / Student Services Center****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 Office can be reached at 956-364-4520 (voice) or 956-364-4526 (TDD) and is located in the Student Services Center ( Building EK). The college's EEO/AA Officer can be contacted at 956-364-4042 or by visiting the Human Resources Office located in the Service Support Center Building SSC.

**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 Disability Discrimination Grievances section on page 59 of 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.

**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, students 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 offers books at no purchase or rental cost to students. Contact Support Services for a distribution schedule and for book availability. Students must be enrolled and have been accepted into a technical program of study to qualify.

**College Police Department / Public Safety 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 website at [www.tstc.edu/harlingenpolice](http://www.tstc.edu/harlingenpolice). 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 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 cashier's 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

## Appeal of Citations

## Sexual Assault

Any employee, administrator, or instructor who has knowledge or received a report or complaint from a student relating to sexual assault should immediately notify and refer the student to the TSTC Police Department, Title IX Coordinator, and/or the Vice President for Student Development.

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.

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 immediate action (e.g. witnessed abduction).

Lost and found items are stored at College Police located in the Public Safety 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 Article 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. Student may not keep found items as their own.

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## 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.
- A designated 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 fundraisers, 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.

Contact the Student Life Office, located in the Student Center, Room 123 for information. about specific guidelines

**Leadership Development**

Students have the opportunity to earn TSTC Certified Student Leader status by participating in a variety of leadership workshops offered through the "Learn to Lead" workshop series in the Fall and Spring Semesters. TSTC also provides leadership development opportunities at an annual Fall Leadership Conference.

**Volunteerism**

The Student Activities Department sponsors a wide array of community service opportunities in which students may volunteer, such as the annual National Make a Difference Day project and monthly service events. Students are also invited to join the TSTC Service Squad.



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## Housing Office / 2701 Dogwood, Apt. G-2 / 956-364-4235

College housing for approximately 300 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 \$15, 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 website at [www.tstc.edu/harlingenhousing](http://www.tstc.edu/harlingenhousing).

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 \$15 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.

**Health Services**

The Health Services Clinic provides continuous services throughout the lunch hour from 8:00 a.m. - 5:00 p.m., Monday through Friday. The Ask-A-Nurse Advice Line provides the option for housing students to call and speak with a nursing staff member regarding a health concern during normal clinic hours.

**Missing Housing Student Notification**

Any individual on campus who has 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 immediate action. (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.

**Learning Resource Center / 956-364-4609**

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 Tutoring Center, 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 68 computers in the main lab and 30 computers upstairs 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 \$10 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. Student must have money on their 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.

**Overdrive**

The LRC provides access to Overdrive, an e-book management system. Students can search for content and read immediately, or download to a computer or mobile device. Hundreds of e-books and audio books are available. Access Overdrive online at [www.tstc.edu/harlingenlibrary](http://www.tstc.edu/harlingenlibrary).

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. on Friday, 12 p.m. - 4 p.m. on Saturday and closed on Sunday. The LRC is closed on public holidays.

For further information please visit [www.tstc.edu/harlingenlibrary](http://www.tstc.edu/harlingenlibrary).



## **Online Learning Department / State Rep. Irma Rangel Science and Technology Building, Room 104 / 956-364-4950 / Fax: 956-364-5154 / [www.tstc.edu/harlingenol](http://www.tstc.edu/harlingenol)**

### **Online Learning Overview**

Online 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 course work virtually anytime, anywhere. Courses may be completely online (100 percent of course instruction is online) or hybrid (50-85 percent of instruction takes place online).

Online 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. Online 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 online learning class has an instructor who leads the course and provides assistance. Assignments may include reading materials, watching videos, participating in discussion boards, using interactive software, and writing papers. Proctored examinations may be taken on campus at the Testing Center in the Student Services Center. Any testing off campus must be at an approved testing site and coordinated by the Online Learning Office.

The Online Learning Office will support online students by providing: the Student Online Learning Orientation (SOLO), resources that can be found on the Online Learning Office website, and face-to-face learning management system (LMS) tutorial sessions. The Online Learning Office staff will also address student questions and concerns related to online learning.

### **Registering for Online Courses**

All standard TSTC enrollment and registration procedures apply. New students should refer to the TSTC website for information on how to apply and begin taking college credit courses. [www.tstc.edu/harlingen](http://www.tstc.edu/harlingen). 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 online courses with their advisor or on their own through WebAdvisor. Registration for Virtual College of Texas courses must be completed through the Online Learning Office. Visit the Online Learning Office website at [www.tstc.edu/harlingenol](http://www.tstc.edu/harlingenol) to access TSTC online course listings.

Students who have not taken and passed (with a C or better) a TSTC online course must successfully complete the Student Online Learning Orientation (SOLO-0100). Students can register for the orientation through WebAdvisor. For more information about SOLO, visit the Online Learning Office website. After successful completion of the orientation, students will be allowed to register for online courses.

### **Application of Online Course Credits to Certificates & Degrees**

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

- Associate of Science Degree in Biology
- Associate of Science Degree in Math
- Associate of Science Degree in Physics
- Academic Core

For a complete list of online courses, visit the Online Learning Office website at [www.tstc.edu/harlingenol](http://www.tstc.edu/harlingenol).

## 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 website.

### General Rights

1. The right to freedom from discrimination on the basis of race, color, religion, gender, national origin, age, genetic information, disability, or veteran status.
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 five working days 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 five working days. (In the event that the instructor is the Department Chair, the student would bring



# RULES & REGULATIONS

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 five working days 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 five working days 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 10 working days 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 five working days 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 10 working days 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 five working days 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 recommendation 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 out of 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 website. 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. Further, 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 institutional officials (including student workers and community assistants) acting in the performance of their 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, including failure to turn in found items on campus to College Police or a college employee;
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 or identification cards 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, college housing, auditoriums, centers, 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, parking permits).
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 but not limited to unauthorized use of computer resources or use



# RULES & REGULATIONS

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; use of college computers to access lewd, offensive or pornographic material; cyberbullying;

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 institutional representatives in response to a request or when acting in the performance of their duties);
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 sexual or racial harassment as identified by TSTC Policy and Procedure and cyberbullying;
30. 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 in a public place, including the display of offensive or vulgar material, regardless of the medium used to display the material;
31. "Disorderly conduct" defined by state law as 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;
32. Engaging in any conduct defined as sexual harassment in the college Policy and Procedures Prohibiting Sexual Harassment;
33. Engaging in any conduct defined as racial harassment in the college Policy and Procedures Prohibiting Racial Harassment;
34. Scholastic dishonesty, including but not limited to plagiarism, cheating, collusion on academic work, impersonating another college student;
35. Aiding, abetting, conspiring or being an accessory to any act prohibited by this code. These actions are considered the same as completed violations;
36. 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;
37. Inappropriate dress, grooming, or personal hygiene while attending class or participating in an on- or off-campus college-sponsored event.  
NOTE: If a student's attire detracts from the learning experience or creates an unsafe condition, the student will be asked to change his/her clothing. If in doubt, ask the instructor or college employee responsible for class or event;
38. Inappropriate behavior (i.e. insubordination, public display of affection, etc.)
39. Smoking in a designated non-smoking area or building;
40. Psychological or physical abuse intended to insult, intimidate, harass, or injure any person on campus or at an off-campus college-sponsored event;
41. Cyberbullying (defined as the electronic posting of mean-spirited messages about a person often done anonymously).

## 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 College Operating Procedure GA 5.20 Computer Resources - Acceptable Use, including copyright infringement, the viewing of lewd, offensive, and/or pornographic material, and cyberbullying, 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.

**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 website at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://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 Provost.

For additional college copyright information, go to [www.tstc.edu/footer/copyright](http://www.tstc.edu/footer/copyright).

**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;

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- 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.

## Student Non-Academic Discipline Procedures/Due Process

The Vice President for Student Development or designee shall have primary authority and responsibility for administering student discipline for non-academic 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 or designee shall investigate the allegation(s). The student may be subject to interim discipline. Should the investigation by the Vice President for Student Development or designee find cause, the following actions will take place.

### Initial Disciplinary Hearing

- A. The student will be personally contacted with the date, time, and location of a hearing before the Vice President for Student Development or designee to respond to the alleged violation.

NOTE: If personal contact cannot be made, the Vice President will notify the student in writing by receipted hand delivery or certified United States Postal Service (USPS) mail at the address appearing on the student's permanent record in the Office of Admissions and Records of the alleged violation and the disciplinary action to be imposed. The letter will explain the timeline and procedure to request an appeal hearing to refute the alleged violation and/or the disciplinary action imposed. A letter to this address will constitute full and adequate notification. Failure of a student to provide an address change will not constitute good cause for failure to appeal the notification and the disciplinary action imposed.

- B. At the hearing, the Vice President for Student Development or designee 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 or designee determines the allegations or charges to be true, the student will be provided written notification of the violation(s) of the Code of Student Conduct and the disciplinary action imposed. Possible disciplinary action that could be imposed by the Vice President of Student Development includes, but is not limited to, the following sanctions:

- oral or written warning
- 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
- blocking a student from enrolling until the student performs a specified act

- C. After imposition of the penalty, the Vice President for Student Development or designee shall advise the student of his/her right to appeal the decision and/or disciplinary action before an Appeal Hearing Committee. Notice of appellate right shall include 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 three (3) working days following written notice of the administrative decision by the Vice President for Student Development or designee and imposition of the disciplinary action.
- D. Failure of the student, without justifiable cause following proper notification, to attend the hearing before the Vice President for Student Development or designee will be noted in the student's disciplinary file and disciplinary action imposed. Failure to appear at the hearing before the Vice President for Student Development or designee or to respond to the certified USPS letter of notification shall not alter the student's right to appeal within three working days.

### **Interim Disciplinary Action**

The Vice President for Student Development may take immediate interim disciplinary action, including suspension, pending a hearing for student violation of the Code of Student Conduct. Such interim disciplinary action, including suspension, occurs in drug-related cases 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 and/or withholding official transcripts, 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.

### **Due Process for Non-Academic Code Violations**

If a decision is rendered against the student and disciplinary action imposed, whether at the hearing with the Vice President for Student Development or designee or communicated through certified USPS mail, the student may exercise his or her right to due process defined as the right to appeal the decision and/or disciplinary action to an Appeal Hearing Committee. Due process procedures are as follows.

- A. The request for an appeal hearing must be received in writing at the Office of the Vice President for Student Development within three (3) working days of the initial hearing before the Vice President for Student Development or designee or receipt of the certified USPS letter and must explain the premise of the appeal, that is, (1) what is being appealed (the administrative decision and/or the disciplinary action imposed) and (2) the basis of the appeal. The "Request for a Disciplinary Appeal Hearing Form" available at the Office of the Vice President for Student Development may be used to request an appeal hearing.
- B. Upon receipt of the student's request for an 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 for Student Development 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. The students must not be in the same academic program nor personally acquainted with the appealing student.
  - 2. Three faculty/staff members from the standing College Discipline Committee will be selected by the Vice President for Student Development to serve on the committee. In no event shall a faculty member from the appealing student's academic program be selected to serve on the committee.
  - 3. The Chair of the committee shall be appointed by the Vice President for Student Development and must 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.
- C. Pre-Hearing Procedures
  - 1. The Vice President for Student Development or designee will notify the appealing student of the date, time and place of the review by the Appeal Hearing Committee. The hearing will be scheduled no more than ten (10) working days after the initial hearing, unless otherwise requested by the student.
  - 2. Prior to the hearing, the appealing student may have copies of any documents or evidence to be used in the appeal hearing



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except for those that were collected as part of a criminal investigation, upon request by the student. To protect the privacy of other students named in the documentation, identifying information will be removed.

3. The appealing student shall have the right to present witnesses and documentary evidence as may be pertinent to the case and to question witnesses offered by other parties. The student may be accompanied by an advisor, but the advisor is not allowed to make statements or question witnesses. The college reserves the right to counsel in the event it is deemed necessary. The time frame for scheduling a hearing may be extended if the college has to retain counsel.
4. The appealing student and the Vice President for Student Development or designee shall provide a list of all witnesses who are expected to attend the hearing according to a mutually agreed upon timetable.
5. The appeal hearing will be closed to the public and will be digitally recorded. Hearing proceedings and documentation are confidential and maintained in the student's disciplinary record on file in the Office of the Vice President for Student Development.
6. Failure of the student to appear at the appeal hearing without justifiable cause following proper notification will result in the dismissal of the hearing committee and the appeal. The student's right of appeal will be forfeited.

## D. Appeal Hearing Committee Procedures

1. Prior to the formal opening of the committee hearing, the committee will be provided with a thorough orientation of the appeal process by the Vice President for Student Development or designee and will review the findings of fact and sanctions originally imposed by the Vice President for Student Development or designee.
2. The Chair of the Appeal Hearing Committee will convene the hearing at the appointed date, time and location provided to the appealing student with roll call of all individuals at the hearing. The Vice President for Student Development or designee will be present during the hearing as a non-voting resource person.
3. 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 Appeal Hearing Committee shall determine the validity of any challenge. If upheld, the Chair shall declare the member disqualified. Any member of the hearing committee must withdraw from the hearing if the member has personal knowledge or evidence relevant to the appeal. In the event any committee member is disqualified and if at least three committee members remain after the disqualification, with at least one member being a selected employee and at least one member being a selected student, the hearing shall continue as outlined. If the required student/employee ratio is not within the allowable guidelines after disqualification(s), the Vice President for Student Development or designee will immediately provide for the required balance by selecting the necessary member as previously specified. Upon achieving a required committee membership balance, the hearing will continue as outlined.
4. The Chair of the Appeal Hearing Committee will read the administrative decision regarding the violation(s) against the Code of Student Conduct and the disciplinary action imposed, as well as the premise and basis of the appeal as stated in the student's request for an appeal hearing.
5. The Committee will hear the presentation of the case and evidence by the Vice President for Student Development or designee followed by the appealing student. Each party will have the opportunity to present testimony, evidence and witnesses in support of his or her position. The Committee will be allowed to question the parties and witnesses, as well as to request additional information. Both parties will be invited to make summary remarks by the Chair.
6. Legal rules of evidence do not apply to these procedures; the Committee may admit and give effect to evidence of a probative value that commonly is accepted by reasonable people in the conduct of serious affairs. The Chair may exclude irrelevant, immaterial, and unduly repetitious evidence. The Chair may set reasonable time limitations on the presentation of any statement or evidence. All evidence offered during the appeal hearing is made a part of the hearing record.
7. Following the presentation of the case by both the student and the Vice President for Student Development or designee and cross





examination by the Appeal Hearing Committee, the Committee will deliberate in closed session. The Committee will determine by secret ballot and majority vote its decision regarding the basis of the student's appeal. Depending on the premise of the student's appeal, the Appeal Hearing Committee may:

- a. Affirm the decision regarding the violation(s) and/or the disciplinary action imposed;
- b. Reduce or modify the disciplinary action;
- c. Dismiss the charge(s) if determination is made that action was taken on grounds not supported by a preponderance of evidence and/or the student was not afforded proper due process;
- d. Remand the case to the Vice President for Student Development or designee for further consideration.

Each committee member will sign a statement of the committee's decision and action and prepare a copy for the appealing student.

8. Decision of the Appeal Hearing Committee

- a. The accused student will receive the decision of the Appeal Hearing Committee in writing at the close of deliberations. In the event that a decision cannot be rendered at the appeal hearing due to the fact that additional time is needed by the Committee for further investigation, the student will be notified by the Vice President for Student Development or designee of the Appeal Hearing Committee's decision by personal contact or in writing by certified USPS mail.
- b. If the decision of the Appeal Hearing Committee is to uphold the original administrative decision and/or disciplinary action taken by the Vice President for Student Development or designee, the appealing student will be immediately advised in writing of his/her right to appeal to the College President within five (5) working days of notification of the Appeal Hearing Committee's decision.
- c. If the decision of the Appeal Hearing Committee is to uphold the disciplinary action taken by the Vice President for Student Development or designee, failure of the student to abide by the terms and conditions which have been upheld subjects the student to further disciplinary action up to and including suspension or expulsion from the College.

E. Appeal to the College President

1. Within five class days after receiving written notice of the decision of the Appeal Hearing Committee, the accused student may appeal the decision to the College President. The student must submit a written request for a Presidential appeal at the Office of the Vice President for Student Development and must explain in detail the premise and basis of the appeal, that is, what is being appealed in the Appeal Hearing Committee's decision and why. The "Request for an Appeal to the College President Form" available at the Office of the Vice President for Student Development may be used.
2. The parties involved may submit additional written arguments to further support their positions. For consideration of the appeal, all documentation, including written arguments, must be filed at the Office of the Vice President for Student Development within five (5) working days after the request for an appeal is filed.
3. The Vice President for Student Development will present to the President a digital recording of the Appeal Hearing Committee proceedings and all written case documentation five days after receiving the request for an appeal.
4. The President will review the case by listening to the digital recording of the Appeal Hearing Committee proceedings and reviewing all documentation.
5. Following review, the College President may approve, reject or modify the decision in question or may require that the original hearing be reopened for presentation of additional evidence and/or reconsideration of the decision.
6. The student will receive written notification from the College President of his decision. A copy of the President's letter will be placed in the student's disciplinary record filed in the Office of the Vice President for Student Development.
7. The decision of the President is final and not appealable.
8. If the decision of the College President is to uphold the disciplinary action taken by the Vice President for Student Development or designee, failure of the student to abide by the terms and conditions which have been upheld subjects the student to further disciplinary action up to and including suspension or expulsion from the College.

## 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 in the Student Services Center (Building EK) Room 208 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.

### 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 website at [www.tstc.edu/harlingen/footer/compact](http://www.tstc.edu/harlingen/footer/compact) or by visiting the Office of the Vice President for Student Development located in the Student Services Center (Building EK) Room 208.

**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

It is the policy of Texas State Technical College to promote and ensure equal employment opportunities for all individuals without regard to race, color, religion, gender, national origin, age, genetic information, disability, or veteran status. Students who believe they have been discriminated against should follow the following procedures.

Students enrolled at TSTC Harlingen who believe that they have been denied equal access in the form of appropriate accommodations, modifications, auxiliary aids, effective communication, or suffered discriminatory harassment as described in Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 have a right to file a grievance. Students with disabilities alleging violations of the ADA and Section 504 may grieve their complaint by following the procedures noted below.

The Support Services Office Coordinator of Disabilities Program will review the complaint and provide the student a response within 10 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 Support Services Coordinator of Disabilities Program.

The TSTC's ADA Coordinator's decision will be final at the college level.

**Step 3:** If the complaint is not resolved at the college level, the student may choose to file a complaint with the Federal Office of Civil Rights. The Office of Civil Rights will receive complaints and will investigate as deemed appropriate.

TSTC prohibits any act, deed, or speech interpreted as racial harassment by or against students, faculty, and/or staff of the college. Students or employees engaging in such conduct are subject to disciplinary action ranging from probation or suspension to termination of employment. Student allegations of racial harassment should be referred to the Office of the Vice President for Student Development (located in the Student Services Center, Room 208 or at 956-364-4300) or designee.

**Notes:**

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**Title IX – Gender Discrimination and Sexual Harassment**

“Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.” (Department of Education Office of Civil Rights) Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX, as defined by the Department of Education.

“Sexual harassment is conduct that is

1. Sexual in nature,
2. Unwelcomed, and
3. Denies or limits a student's ability to participate in or benefit from a school's education program.”

The following are examples of types of conduct that may constitute sexual harassment:

- Inappropriate touching, patting, or pinching;
- Physical assault or coerced sexual activity;
- Obscene phone calls, texts, email, or gestures;
- Badgering someone for a date;
- Repeatedly making inappropriate sexual comments or unwanted sexual advances.

If a student feels that he/she has been the victim of sexual harassment, a form of gender discrimination, at TSTC Harlingen, the student should immediately report the incident/complaint to the Title IX Coordinator (located in the Student Services Center (Building EK), Room 216, Support Services Office or at 956-364-4520) and/or the Vice President for Student Development (located in the Student Services Center or at 956-364-4300). After a complaint is filed, a review will be conducted to determine if an investigation is warranted. If deemed necessary, all involved parties will be interviewed and the findings of the investigation will be presented to the Vice President for Student Development and the Discipline Hearing Committee to determine a preponderance of evidence and a recommendation for a sanction (if deemed necessary). Appropriate sanction will be imposed by the Vice President for Student Development. Complainant and respondent will be notified of the outcome and the appeals process. Not participating in the investigative process may result in a determination being made based on the information gathered which could result in a limited resolution. Cases in which complainants do not wish to be active participants or who opt to have their name remain anonymous/confidential must be informed that their information may need to be shared on a need-to-know basis.

Any employee, administrator, or instructor who has knowledge or received a report or complaint from a student relating to sexual harassment should immediately notify and refer the student to the Title IX Coordinator and/or the Vice President for Student Development.

For more information regarding Title IX, please visit the following website: [www.tstc.edu/harlingentitleix](http://www.tstc.edu/harlingentitleix).



# Texas State Technical College

[www.tstc.edu/harlingenpolicy](http://www.tstc.edu/harlingenpolicy) - TSTC's list of policies and procedures

www.motivation123.com

www.topachievement.com - articles on accomplishing goals

www.creativityforlife.com - articles on creativity

www.metacrawler.com - advanced search engine

<http://online.onetcenter.org>

Notes:

[illegible]

Notes: \_\_\_\_\_

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, text, or other markings on the page.[illegible]



# STUDENT PLANNER



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BUDGET SHEET

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 \$ \_\_\_\_\_



**2013-2014  
CALENDAR**



**MAKE IT  
HAPPEN**

# AUGUST 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
				Exit Loan Session	GED Registration Housing Move-Out Day (12-week)	
4	5	6	7	8	9	10
	Infant Nutritional Awareness Week End Pro-Rated Rent (15-week)		Pre-Loan Session		<b>End of Semester</b> (Mini-Session II)	All Final Exams Begin (15-week)
11	12	13	14	15	16	17
	All Final Grades Due (Mini-Session II)	Final Grades Due (Graduates Only) Pre-Loan Session		Quick Review Payment Deadline Housing Payment Deadline	End of Semester (15-week) <b>Graduation</b> Housing Move-Out Day (15-week)	
18	19	20	21	22	23	24
	All Final Grades Due (15-week) <b>Quick Review Course</b>		Payment Deadline for Fall Tuition	Housing Move-In Day		
25	26	27	28	29	30	31
	<b>First Class Day</b> (Fall Semester) SGA Info Tents	SGA Info Tents	WSC Sports Night at the Dorms	Hypnopalooza		

# SEPTEMBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <i>Labor Day Staff &amp; Student Holiday</i>	3 ●	4 ●	5 ●	6 ●	7
		WSC Sports Week Welcome Week		Pre-Loan Session		
8	9 Commit to Be Fit Registration Opens	10 Official Record Date Pre-Loan Session Begin Pro-Rated Rent	11 ● Housing Orientation and Block Party <i>Patriot Day</i>	12 ● WSC Open House	13 No Gain No Pain Registration Deadline Last Day to Drop with a 70% Refund 7-on-7 Flag Football Rosters Due	14
15 ●	16 WSC Round-Up Week 100 Mile Challenge Registration Deadline	17 Cardio Craze Registration Deadline <i>Constitution Day</i>	18 ● Health Fair	19 Pre-Loan Session	20 Last Day to Drop with a 25% Refund	21
22 ●	23	24 ● Open Mic Night	25 2nd Installment Payment Due	26 Emergency Loan Payment Due	27 ● <b>Last Day to Apply for Fall Graduation</b>	28 Student Leadership Conference
29 ●	30 Guy's Night Out Veterans Attendance Verification Form Due					

# OCTOBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 ●	4	5
				Candlelight Vigil		
6	7	8 ●	9 ●	10 ●	11	12
	Disabilities Awareness Week	Pre-Loan Session WSC Wellness Walk Club Olympics		Spring Scholarship Workshop Pre-Loan Session		
13	14	15	16	17	18	19
	Columbus Day	Pre-Loan Session		Pre-Loan Session	Volleyball Rosters Due Mid-Term Grades Due (D&F Only)	
20	21	22	23 ●	24	25	26
		Pre-Loan Session	Think Pink Party	No Gain No Pain Workshop	Spring Scholarship Deadline	National Make a Difference Day
27	28	29	30 ●	31		
	Red Ribbon Week	Pingpong Tournament	Oktoberfest Community Resource Fair 3rd Installment Payment Due	Veterans Attendance Verification Form Due Halloween		

# NOVEMBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Diabetes Education Week	5	6	7	8 <b>Last Day to Drop with a "W"</b> Indoor Soccer Rosters Due Exit Loan Session	9
10 Daylight Savings Time Ends Turn Clocks Back	11 Veterans Day Ceremony Veterans Day	12 Bench Press Competition Interview Practicum Spirit Week	13 Graduation Orientation WSC Wellness Walk Interview Practicum	14 No Gain No Pain Workshop Exit Loan Session	15	16
17	18	19 Golf Putting Contest	20	21 Raquetball Tournament	22	23
24	25 End Pro-Rated Rent Cramfest	26 WSC All Sports BBQ Cramfest	27 Veterans Attendance Verification Form Due Housing Last Day to Move In	28 <b>Thanksgiving Staff &amp; Student Holiday</b>	29	30 Saturday Classes Do Not Meet



# DECEMBER 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Dodgeball Tournament	3 ● Safe Toys & Gifts Workshop All Final Exams Begin	4 Pre-Loan Session	5 Housing Payment Deadline Exit Loan Session	6 End of Semester <b>Graduation</b> Housing Move-Out Day	7 Final Exams Begin for Saturday Classes
8	9	10	11	12	13	14
					Exit Loan Session	
15	16	17	18	19	20	21 ☼
22	23 Winter Break	24	25 Christmas Day	26	27	28
29	30	31				

# JANUARY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 <i>New Year's Day Staff &amp; Student Holiday</i> →	2	3	4
5	6	7	8  Payment Deadline for Spring Tuition	9  Housing Move-In Day Pre-Loan Session	10	11
12	13  <b>First Class Day</b> <i>Spring Semester</i>	14	15  Cervical Health Awareness Day Pre-Loan Session	16	17	18
19	20  <i>Martin Luther King Jr. Day (Observed) Staff &amp; Student Holiday</i>	• 21  Commit to be Fit Registration Opens <b>Welcome Week</b> →	• 22	• 23  <b>Summer Scholarship Workshop</b> Pre-Loan Session	24  No Gain No Pain Registration Deadline 5-on-5 Basketball Rosters Due	25
26	27  100 Mile Challenge Registration Deadline <b>WSC Round-Up Week</b> →	• 28  <b>Open Mic Night</b> Cardio Craze Registration Deadline Official Record Date	29  Housing Orientation	30	31  Last Day to Drop with a 70% Refund	

# FEBRUARY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7 Last Day to Drop with a 25% Refund Summer Scholarship Deadline Last Day to Apply for Spring Graduation	8
				Pre-Loan Session		
9	10	11 WSC Wellness Walk Pre-Loan Session	12 Vegas Bash 2nd Installment Payment Due	13 Emergency Loan Payment Due	14 Valentine's Day	15
16	17	18 Pingpong Tournament Culture Week	19 Heart Health Awareness Day	20 Pre-Loan Session	21	22
23	24	25 Pre-Loan Session	26 Movie on the Lawn	27 No Gain No Pain Workshop	28 Softball Rosters Due Veterans Attendance Verification Form Due	

# MARCH 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
	Pre-Loan Session	Bench Press Competition	Spring Break Hookup Spring Break Conference		Mid-Term Grades Due (D & F only)	
9	10	11	12	13	14	15
 Daylight Savings Time Begins Move Clocks Ahead	Spring Break for Students Only					Saturday Classes Do Not Meet
16	17	18	19	20	21	22
	St. Patrick's Day SGA Elections		Interview Practicum 3rd Installment Payment Due	 Interview Practicum		
23	24	25	26	27	28	29
	Singles Tennis Tournament				National Nutrition Day Indoor Soccer Rosters Due Housing Last Day to Move In	
30	31					
	Veterans Attendance Verification Form Due					

# APRIL 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	<div>●</div> 3 Spring Job Fair Sexual Assault Awareness Gathering & Silent Walk Exit Loan Session	4  <b>Last Day to Drop with a "W"</b>	5
6	7	8 WSC Wellness Walk Oral Health Awareness Day Exit Loan Session	<div>●</div> 9 Techsan Day Graduation Orientation for Spring 2014	10	11  Exit Loan Session	12
13	14	15 Golf Putting Contest	16	17 SGA Leadership Banquet & Dance No Gain No Pain Workshop	<div>■</div> 18 Good Friday Staff & Student Holiday	19
20  <i>Easter</i>	21	22 Raquetball Tournament	<div>●</div> 23 Denim Day Spring Abilities WSC All Sports BBQ	24  Pre-Loan Session	25	26  All Final Exams Begin
27	28	29	30 Veterans Attendance Verification Form Due			

# MAY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Housing Payment Deadline	2 End of Semester <b>Graduation</b> Housing Move-Out Day	3
4	5 Final Grades Due (All Students)	6	7 Payment Deadline for Summer Tuition	8 Housing Move-In Day (12 & 15-week semester) Pre-Loan Session	9	10
11 <i>Mother's Day</i>	12 <b>First Class Day</b> (12 & 15-week Semester)	13	14 Skin Cancer Awareness Day Pre-Loan Session	15	16	17
18	19 Pre-Loan Session	20 ● Welcome Week	21 ● Housing Orientation	22 ● SGA Flag Tribute	23 ● Volleyball Rosters Due SGA Flag Tribute	24
25	26 <i>Memorial Day Staff &amp; Student Holiday</i>	27	28 Official Record Date (12 & 15-week semesters)	29 Housing Move-In Day	30 Last Day to Drop with a 70% Refund	31

# JUNE 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 <b>First Class Day (Summer Mini- Session I)</b>	3	4 2nd Installment Payment Due (12-week semester) Official Record Date (Summer Mini- Session I)	5	6 Last Day to Drop with a 25% Refund	7
8	9	10	11 2nd Installment Payment Due (15-week semester)	12 Emergency Loan Payment Due	13 Last Day to Apply for Summer Graduation	14
15 <i>Father's Day</i>	16	17 ● Open Mic Night	18	19	20	21 ⚽ End Pro-Rated Rent (12-week semester)
22	23	24	25	26	27 Indoor Soccer Rosters Due	28
29	30 Veterans Attendance Verification Form Due					



# JULY 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	● 2 Independence Day Celebration 3rd Installment Payment Due (12-week semester)	3 <b>End of Summer Mini-Session I</b> Mid-Term Grades Due (D & F only)	4 <i>Independence Day Staff &amp; Student Holiday</i>	5
6	7 <b>First Class Day (Summer Mini-Session II)</b> Housing Move-In Day	8	9 Housing Move-Out Day (Mini-Session I) Interview Practicum	10 Interview Practicum	11 3-on-3 Basketball Rosters Due	12
13	14 <b>Last Day to Drop with a "W" (12-week semester)</b>	15	16 3rd Installment Payment Due (15-week semester)	17	18	19
20	21	22	23 Graduation Orientation for Fall 2014	24	25 <b>Last Day to Drop with a "W" (15-week semester)</b>	26
27	28	29 All Finals Begin (12-week semester)	30	31 Veterans Attendance Verification Form Due		

# AUGUST 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 <b>End of Semester</b> (12-week semester) Exit Loan Session	2
3	4	5 Pingpong Tournament Pre-Loan Session	6	7	8 <b>End of Summer Mini-Session II</b> Exit Loan Session	9
10	11	12 Golf Putting Tournament	13 Pre-Loan Session	14	15	16 All Finals Begin (15-week semester)
17	18	19	20	21	22 <b>End of Semester</b> (15-week semester) <b>Graduation</b> Housing Move-Out Day	23
24	25	26	27	28	29	30
31						

# SEPTEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <i>Labor Day Staff &amp; Student Holiday</i>	2 <b>First Class Day</b> (Fall Semester) SGA Info Tents	3 SGA Info Tents	4	5	6
7	8	9	10	11	12	13
		Welcome Week →				
14	15	16	17	18	19	20
		Official Record Date				
21	22	23	24	25	26	27
28	29	30				

# 2014 - 2015 AT-A-GLANCE

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## September 2014

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## October 2014

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## November 2014

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## December 2014

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## January 2015

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## February 2015

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## March 2015

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## April 2015

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## May 2015

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## June 2015

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## July 2015

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## August 2015

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23	24	25	26	27	28	29
30	31					

# 2013 FALL SCHEDULE

	Time	Class	Location
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Notes \_\_\_\_\_

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**FALL  
SEMESTER**

# AUGUST 25 - SEPTEMBER 7

August 2013						
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# SEPTEMBER 8 - 21

September 2013						
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# SEPTEMBER 22 - OCTOBER 5

September 2013						
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October 2013						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

# OCTOBER 6 - 19

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# OCTOBER 20 - NOVEMBER 2

October 2013						
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13	14	15	16	17	18	19
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November 2013						
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# NOVEMBER 3 - 16

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# NOVEMBER 17 - 30

November 2013						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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December 2013

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

# DECEMBER 1 - 14

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December 2013						
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22	23	24	25	26	27	28
29	30	31				

15 Sun

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January 2014						
S	M	T	W	T	F	S
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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	

# DECEMBER 29 - JANUARY 11

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	Time	Class	Location
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Friday			
Saturday			

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**SPRING  
SEMESTER**

# JANUARY 12-25

January 2014						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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February 2014						
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16	17	18	19	20	21	22
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# JANUARY 26 - FEBRUARY 08

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# FEBRUARY 9-22

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March 2014						
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16	17	18	19	20	21	22
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# FEBRUARY 23 - MARCH 08

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# MARCH 09 - 22

March 2014						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
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April 2014						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

# MARCH 23 - APRIL 05

23 Sun

24 Mon

25 Tue

26 Wed

27 Thu

28 Fri

29 Sat

30 Sun

31 Mon

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# APRIL 06 - 19

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			

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May 2014						
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# 2014 SUMMER SCHEDULE

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**SUMMER  
SEMESTER**

# MAY 04 - 17

May 2014						
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18	19	20	21	22	23	24
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June 2014						
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MAY 18 - 31

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# JUNE 01 - 14

June 2014						
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July 2014						
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20	21	22	23	24	25	26
27	28	29	30	31		

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# JUNE 29 - JULY 12

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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August 2014

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17	18	19	20	21	22	23
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JULY 13 - 26

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# JULY 27 - AUGUST 9

August 2014						
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September 2014						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
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# AUGUST 10 - 23

10 Sun \_\_\_\_\_  
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HAPPEN**





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