

# ALVIN COMMUNITY COLLEGE

## STUDENT HANDBOOK 2009-2011

### **Alvin Community College**

3110 Mustang Road  
Alvin, TX 77511  
281-756-3500

### **Pearland Center**

2319 N. Grand Blvd.  
Pearland, TX 77581  
281-756-3900

Internet Address: [www.alvincollege.edu](http://www.alvincollege.edu)

### **Emergency Contact Information**

Life Threatening – 911

Non Life Threatening – 281-756-3700 (ACC Campus Police)

### **Campus closing information:**

[www.school-closings.net](http://www.school-closings.net) or [www.alvincollege.edu](http://www.alvincollege.edu) or  
via HyperAlert notification – page 32.

**REVISED  
11/09**



Dear Student:

Welcome to Alvin Community College!

For the past sixty years, Alvin Community College has been preparing students to take that next step in life-whether to an upper-division college or university or to a rewarding career. ACC's mission is to provide high quality education programs and services that are affordable and accessible. Supported by the community, a dedicated faculty and staff fulfill this mission through their commitment to student achievement, life-long learning, academic excellence and the use of current technology.

Whether you just left high school and are joining many friends here, or you are coming to college after having been away from school for some time, I am certain you will find Alvin Community College an exciting place to realize your dreams. On behalf of the faculty and staff, let me extend a most cordial welcome to the college campus.

Sincerely,

A. Rodney Allbright  
President



Hello and Welcome to Alvin Community College,

I would like to congratulate and thank you for choosing Alvin Community College as the college where you will begin or continue to meet your career and educational goals.

ACC provides many opportunities for involvement and inspiration. The most successful students are those who make connections on campus. Your connections could be in the form of new friends, membership in a club or organization, or getting to know one of your college professors. I encourage you to take advantage of the support that is available.

This handbook is provided to help you navigate the Alvin Community College system. Being an informed student is critical to success. The policies and procedures contained in this handbook will serve as a reference to the questions that may arise during your time with us.

The Student Services Division wishes you many happy days ahead as you journey toward the fulfillment of your hopes and dreams.

Sincerely,

*JoAn Anderson*

Dean of Students

# TABLE OF CONTENTS

Alumni Association	Page 35
Advising Services	Page 20
Alcohol & Drug Policy	Page 27, 51
Athletics	Page 35
Attendance Policies	Page 9
Awards Day	Page 12
Campus Cafe	Page 32
Campus Crime Statistics	Page 31
Campus Maps	Page 54
Campus Police	Page 30
Career Services	Page 22
Cell Phone and Pager Policy	Page 9
Classroom Conduct	Page 10
Clubs & Organizations	Page 37
College Store	Page 33
Computer Lab – CyberLink Lab	Page 24
Computer Lab Policy	Page 24
Continuing Education	Page 23
Daycare	Page 25
Dean's List/Merit's List	Page 12
Developmental Class Charges	Page 18
Disability Services	Page 25
Discipline/Conduct	Page 42
Distance Education	Page 26
Drama	Page 38
Dual Credit/Admission	Page 20
Emergency Student Notification/Campus Closings	Page 32
Employment Services	Page 23
Enrollment Services Center - ESC	Page 21
Family Educational Rights and Privacy Act (FERPA)	Page 13
Federal Compliance Statements	Page 40
Financial Aid	Page 27
First Aid	Page 51
Fitness Center	Page 38
Grade Appeal	Page 11
Grades	Page 14
Graduation/Diploma	Page 15
Graduation Honors	Page 12
Grievance Procedure	Page 11
Hazlewood Tuition/Fee Exemption	Page 28
Health Information/Insurance	Page 51
Honors Program	Page 12

Installment Plan	Page 16
KACC Radio	Page 39
Learning Lab	Page 29
Library	Page 29
Lost and Found	Page 30
Mission Statement	Page 6
Music Department	Page 39
New Student Orientation	Page 21
Phone Directory	Page 7
Presidential Scholar	Page 12
PSYC 1300 Requirement	Page 21
Publication Policy	Page 34
Refund of Tuition & Fees	Page 16
Release of Directory Information	Page 14
Religious Holy Days	Page 9
Repeated Class Charges	Page 18
ROTC	Page 36
Senior Services - ACCESS	Page 39
Sexual Harassment Policy	Page 50
Smoke Free Campus Policy	Page 51
Solicitation/Posters/Signs Policy	Page 34
Student Center Facilities	Page 35
Student ID's	Page 30
Student Newsletter – Campus Connection	Page 34
Student Rights and Responsibilities	Page 40
Student's Rights to Records/Challenge	Page 13
Test Center	Page 33
Transcript Requests	Page 15
Travel Policy	Page 49
Tuition Rebate	Page 28
Tuition Tax Credit	Page 28
Updating Personal Information	Page 14
Veteran's Benefits	Page 33
Who's Who in American Junior Colleges	Page 38
Withdrawal Procedure	Page 19

# **Alvin Community College**

## **Public Information Statement**

Alvin Community College is an equal opportunity institution and does not discriminate on the basis of race, religion, color, gender, disability, age, national origin, or veteran status. Alvin Community College will take steps to assure that lack of English language skills will not be a barrier to admission and participation in its programs. Although this student handbook was prepared on the basis of the best information available at the time of publication, all information included herein is subject to change without notice or obligation.

## **Declaracion De Informacion**

Es la política de Alvin Community College no discriminar a base de sexo, desventaja física, raza, color, edad u origen nacional en sus programas educativos, ni en las actividades, ni en el empleo, de acuerdo con los requisitos del Título IX, Sección 504, y del Título VI. Alvin Community College tomará medidas para asegurar que el desconocimiento del idioma inglés no sea obstáculo a la admisión a todos los programas. Para información sobre los derechos o los procedimientos para presentar quejas, comuníquese con el Decano de Estudiantes al número 281-756-3517 o con la Directora de Recursos Humanos al número 281-756-3639, dirección 3110 Mustang Road, Alvin, Texas 77511-4898.

## **Mission Statement**

Alvin Community College is a public, two-year, comprehensive community college with a strong educational heritage and a continuing emphasis on providing quality educational experiences for all of its students. The College seeks to implement its philosophy by providing quality post-secondary educational services (including occupational/technical, college transfer, and adult programs) for all those who can benefit from them, as well as quality occupational/technical program opportunities for area secondary students. The College also seeks to provide accessible educational services, through varied formats and schedules and full and part-time programs, which address a wide spectrum of individual needs and abilities, along with educational programming related to the economic and employment realities of the area served, and to offer expanded career options through cooperation with industry, business, professions, government, and other educational institutions. In addition, the College seeks to offer comprehensive programs which integrate communications, math, science, humanities, interpersonal skills, and reasoning. Further, the College seeks to provide students the opportunity to develop skills needed to enter and succeed in College programs through continuing opportunities to extend and upgrade skills, knowledge, and interests; through testing, evaluation, and counseling to allow students to make informed decisions regarding their abilities, achievements, and behavior; and through experiences to develop personal, social, and cultural dimensions. The College is accountable for its mission within the limitations of its physical and financial resources.

# PHONE DIRECTORY - Area Code (281)

## Directory Assistance 281-756-3500

### Administration

President.....	756-3598
Assistant to President/Director of Development .....	756-3600
Dean, Academic Programs.....	756-3718
Dean, Financial and Administrative Services .....	756-3594
Dean, Instruction/Provost .....	756-5601
Dean, Continuing Education.....	756-3789
Dean, Pearland Center.....	756-3990
Dean, Students.....	756-3517
Director, Advising Services.....	756-3527
Director, Fiscal Affairs/Comptroller .....	756-3509
Director, Human Resources.....	756-3639
Director, Information Technology.....	756-3536
Director, Physical Plant .....	756-3583
Director, Institutional Effectiveness and Research .....	756-3663
Director, Athletics .....	756-3691

### Student Services

Advising Services.....	756-3531
Business Office/Cashier .....	756-3516
Campus Cafe .....	756-3679
Campus Police (Lost & Found/Parking).....	756-3700
Career Planning/Job Placement .....	756-3534
Center for Professional & Workforce Development.....	756-3789
Child Development Laboratory School (Daycare) .....	756-3644
Continuing Education .....	756-3787
Counseling Services.....	756-3531
Distance Education.....	756-3728
Disability Services -Voice .....	756-3531
TDD .....	756-3845
Enrollment Services (Application/Attendance Verification, Transcripts, Grades) .....	756-3531
Financial Aid .....	756-3531
Fitness Center.....	756-3691
GED Office.....	756-3554
Graduation (Application/Status).....	756-3506
Honors Program.....	756-3974
ID Cards.....	756-3559
Information Technology Help Desk (Computer Labs).....	756-3544
International Students.....	756-3531
KACC Radio-TV .....	756-3765
Learning Lab (Tutoring/Testing).....	756-3566
Library.....	756-3559
Media Services.....	756-3567
Music (Choir/Band).....	756-3587
Newspaper – Campus Connection .....	756-3686

Pearland Center .....	756-3900
Administration.....	756-3990
FAX.....	756-3911
Public Relations Office .....	756-3600
Fax.....	756-3834
Registration .....	756-3531
Transfer Evaluation .....	756-3506
Tutoring/Study Skills.....	756-3565
Scholarships.....	756-3524
Student Activities (Clubs, Game Room, Student Govt.) .....	756-3686
Student On-Campus Employment .....	756-3524
Technical Programs.....	756-5601
Testing .....	756-3526
Theatre Box Office .....	756-3609
Veteran's Services .....	756-3531

# ACADEMIC INFORMATION

## Attendance

Students may not attend classes without completing registration, including payment of all tuition and fees. Students are withdrawn prior to the first class day for non payment.

Failure to attend class sections for which the student is officially registered will result in a failing (F) grade. Regular attendance in classes is expected. If an absence is unavoidable, the student is responsible for completing all work missed during the absence. Any work missed and not subsequently completed will affect the grade of the student regardless of the reason for the absence.

## Developmental Education Attendance Requirement

Students who are enrolled in developmental courses because of TSI (Texas Success Initiative) requirements must attend classes and participate in instructional activities. Failure to attend and participate could result in being dropped from **all** classes. Students unable to attend should contact their instructors concerning the absence.

## Religious Holy Days Absences

Alvin Community College recognizes and respects the diversity of its members, including the diversity of religious faiths and observances. Under Texas Education Code, §51.911, Alvin Community College shall excuse a student from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. Students should inform the instructor at least two weeks in advance of the absence and establish a time by which all assignments or examinations shall be completed. Any disagreement about the nature of the absence or if there is disagreement about being given a reasonable amount of time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Provost/Dean of Instruction. The student and instructor shall abide by the decision of the Provost/Dean of Instruction.

## Cell Phones and Pagers

Cell phones and other electronic devices are to be kept in the silent or off position while in the classroom. Violators are subject to disciplinary action as outlined in the ACC Student Handbook.

## Children in Class/Unattended Minors

The college wishes to promote an educational environment that optimizes learning for all enrolled students. Infants and minor children are not allowed in the classroom, laboratories, or other college facilities. Children who are participating in official college events are welcome. For child welfare and security reasons, unattended children are not permitted to be left anywhere on campus.

## **Denial/Suspension/Revocation of Admission/Attendance**

The college may deny, suspend, or revoke the admission of a student, and/or may limit the ability of a student to take certain classes or be present on campus at anytime if there is evidence that the student's admission, continued admission, or presence on campus may pose a safety threat, other students, the faculty/staff of the college, or college property.

The decision to deny, suspend, or revoke admission or to limit classes or presence on campus will be made by the College President or designee in his sole discretion based on written and/or oral evidence.

The student will have an opportunity to respond to the evidence in a conference with the College President or designee.

## **Classroom Conduct**

It is the right of each student to participate in his or her learning, and it is the responsibility of each student to not interfere with the learning of other students. Policies governing the classroom will be provided in each course syllabus and students who violate one or more of these policies will be subject to disciplinary action, including but not limited to the following:

- Being asked to leave the class;
- Referral to the Dean of Students, course withdrawal;
- An official reprimand; disciplinary probation;
- And/or other sanctions as described in the Student Handbook

## **Classroom Conduct Contract**

Instructors may request students to sign a Classroom Conduct Contract.

I agree to:

\_\_\_\_\_ Read, understand, and adhere to all course policies and schedules;

\_\_\_\_\_ Adhere to the ACC code of academic integrity and honesty;

\_\_\_\_\_ Attend all scheduled class meetings;

\_\_\_\_\_ Complete all required coursework;

\_\_\_\_\_ Arrive on time and prepared for class;

\_\_\_\_\_ Give my full attention and participation to the class activities;

\_\_\_\_\_ Avoid any behavior that may disrupt other student's learning

- Electronic devices will be turned off unless registered with HyperAlert
- Refrain from talking with other students unless instructed
- Demonstrate respect in expressing opinions and listening to others

\_\_\_\_\_ Notify the instructor (outside of class) regarding problems with any of the above.

## **Grade Appeal**

1. Students have one year from the date of the grade assignment to challenge a grade.
2. Grade change request begins with the course instructor and must be approved by the instructor, Division Chair, and the appropriate Dean.
3. A student who wishes to challenge a course grade must first discuss the matter with the instructor.
4. If no resolution is reached and the student wishes to pursue the challenge, a written appeal from the student must be presented to the Division Chair.
5. If a written appeal is received from the student, the instructor in question will be given a copy of the student's appeal and must provide a written response to the issue within three (3) days of the receipt of the letter. The response should be forwarded to the Division Chair and appropriate Dean.
6. The Division Chair will meet with the student to resolve the dispute.
7. The Division Chair will forward the written results of the meeting with the student to the appropriate Dean.
8. The Dean may meet with the student or refer the issue to the Academic Affairs Committee.
9. If the issue is presented to the Academic Affairs Committee, the appropriate Dean will act as chairman of the hearing.

### **Procedure for a Grade Appeal Hearing**

1. All proceedings are recorded.
2. The student is allowed to present his/her class grade issue. (Student to be told to address only the grade change issue.)
3. Following the student, the instructor of record will be allowed to present his/her relevant course materials.
4. The instructor should provide the committee a copy of the course Student Information Plan (SIP) and any other relevant materials.
5. After the hearing the Committee will meet and record their decision.
6. The final report will be in writing and provided to the student by the presiding Dean.
7. The decision of the Academic Affairs Committee is final.

### **Grievance Procedure**

Students, who have a grievance not covered by other sections of this handbook, should first discuss the matter with the individual concerned. If the student wishes to pursue the matter, he must present his grievance in writing to the Department Chair. If necessary, the grievance will then be directed through the appropriate Division Chair to the Dean of Instruction.

## HONORS/AWARDS

### Awards Day

Awards Day is held at the conclusion of each Spring semester. Scholarship and academic honors are awarded and campus leaders are recognized at this special ceremony.

### Honors Program

The Honors Program offers highly motivated, academically exceptional students the challenge of enriching their intellectual college experience and exploring subject areas in great depth. The program, open to full-time and part-time students, offers individualized attention, increased responsibility, and a high level of intellectual stimulation. For additional information use the quick link to the Honors Program on the ACC Homepage, or contact Dr. Ann Guess, Honors Committee Chairman at 281-756-3974 or [aguess@alvincollege.edu](mailto:aguess@alvincollege.edu).

### Presidential Scholar

The Presidential Scholar Award recognizes students for outstanding academic achievement. To receive this award, a student must have completed 45 college-level, semester hours at Alvin Community College, excluding sports and human performance activity credits; completed 18 of the 45 semester hours in academic (non technical) courses at Alvin Community College; earned a 3.9 grade point average on all college-level courses taken at ACC with no grade below a B; and completed at least 12 semester hours at ACC during the previous calendar year. A student must not have a record of academic dishonesty or disciplinary charges. Applicants may apply in the Office of the Dean of Students. Presidential Scholars are selected during the spring term and recognized at a Presidential reception held in their honor.

### Dean's List

Issued each fall and spring semester, the Dean's List contains the names of all students who have earned 12 or more resident, college-level semester hours with a minimum 3.5 grade-point average with no grade lower than a C. Resident college-level courses exclude credit-by-exam, nontraditional, transfer, and developmental courses.

### Merit List

The Merit List, issued each fall and spring semester, honors the scholastic achievement of part-time students taking between 7 and 11 resident college-level, semester hours with a minimum 3.5 grade-point average with no F or U grades. Resident college-level courses exclude credit-by-exam, nontraditional, transfer, and developmental courses.

### Graduation with Honors

Degree candidates whose college grade-point average at ACC is 3.5 or higher will receive honors recognition at graduation and posted to the college transcript. Appropriate scholastic achievement honors are recorded as follows:

**3.5 grade point average** - Cum Laude (with honors)

**3.7 grade point average** - Magna Cum Laude (with high honors)

**3.9 grade point average** - Summa Cum Laude (with highest honors)

# STUDENT RECORDS

## Confidentiality of Records

Alvin Community College maintains confidentiality of all student educational records in accordance with federal and state laws governing the release of such records.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act and the Texas Open Records Act are federal and state laws which provide for the review and disclosure of student educational records. Individuals are informed of their rights under these laws through this policy. Alvin Community College will not permit access or release of personally identifiable information contained in student education records to any party without the written consent of the student unless:

1. Alvin Community College personnel have a legitimate educational need
2. Officials of other colleges which the student seeks to enroll, upon request of these officials, and upon the condition that the student be notified and receive a copy of the record if requested;
3. Federal, state, or local officials as authorized by law;
4. Required to process student financial aid;
5. Parents who have been given rights by their dependent student by signing a "Release of Information" form on file in the Registrar's Office.

## Students' Right to Records/Challenge of Record Accuracy

In compliance with the provision of section 438 of the General Education Provisions Act (Title IV of Public Law 90-247, as amended), Alvin Community College publishes the following statement regarding the right of students to inspect and challenge the accuracy of their educational records.

Student Records consist of the Admissions application, test scores, transcripts from previous schools and copies of any correspondence received by the college. Also included are dates of attendance, credit earned, final course grades, and degrees or certificates granted. The Student Record may be filed as a data file on the college student administrative records system.

Students have the right to challenge the content of their education record. In order to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or right of other students; they have the right to correct or delete any such inappropriate data. Students wishing to exercise those rights should submit a written request to the Registrar. Students may also file a complaint regarding alleged failures by Alvin Community College to comply with the requirements of FERPA. Written complaints may be directed to:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave, SW  
Washington, DC 20202-4605

The Registrar may attempt to settle any records challenge by meeting with the student within a reasonable time after the written request.

If the results of the meeting are not satisfactory to the student or the Registrar, a formal hearing may be conducted. The Dean of Students or designee shall conduct a hearing and render a decision within a reasonable time following the request. Both parties may present evidence relevant to the issue raised. The decision of the Dean will be final.

### **Change of Student Information**

Students may make changes to personal information by completing by completing a Student Data Change Request form and submitting it to the Enrollment Services Center or online through WebACCess. Name, address, phone numbers, email address, and emergency contact information must be current. A restriction prohibiting registration and transcript services will be imposed for information found to be incorrect.

### **Name Change**

Name change requests are processed in the Office of the Registrar. Legal documentation, such as a court order, naturalization certificate or marriage license is required. Also submit a valid government ID as proof of your identity. An ID card or Social Security card alone can not be considered legal documentation for the purpose of changing your name.

### **Release of Directory Information**

The following items of directory information may be released without the written consent of the student: name, address, telephone number, date of birth, major, awards and degrees, email address, participation in sports and activities, weight and height of athletic team members, dates of attendance, enrollment status, and most recent educational institution attended. The student is responsible for notifying the ESC by the 12th class day of every fall/spring semester and by the 4th class day of the summer sessions if any of the information listed above is not to be released.

### **Email - Official Method of Communication**

Email is the college's official method of communication with registered students. Students are required to have a valid email address on file at all times.

## **GRADES/TRANSCRIPTS**

### **Grade Point Average (GPA)**

Grade Points earned are calculated by multiplying the semester hour value of a course attempted at Alvin Community College by the grade point value (A=4, B=3, C=2, D=1, F=0) of the grade received in the course for grades of A, B, C, D, or F. The grades of AU, I, IP, R, S, and W have no point value and are not included in any grade point calculation. The cumulative GPA is calculated by dividing the total number points by the total number of hours counted.

### **Incomplete**

The "I" grade is reserved for students whose course work was incomplete due to a justifiable emergency or serious illness and that minimal work will complete course requirements. All course work must be completed by the end of the following semester. Outstanding "I" grades will automatically convert to F at the end of the extended term.

Students should not re-enroll for a course in which a grade of “I” remains. It is the responsibility of the student to contact the course instructor to determine the remaining requirements.

The Registrar’s Office will send a copy of the converted grade to the student’s college issued email address upon completion of the course requirements.

### **Academic Probation**

A student whose cumulative grade point average is below the minimum standard of 2.0 will be placed on academic probation. Students on academic probation are limited to 13 credits per term and may be required to see an academic advisor prior to registration.

### **Grade Reporting**

Grades are reported at the end of each semester and are available online at [www.alvincollege.edu](http://www.alvincollege.edu) through WebACCess. Grades are not mailed. An unofficial copy of your transcript may also be obtained on the college website.

### **Transcript Evaluation Services**

Transferred course work from other colleges and universities and nontraditional sources is evaluated from official transcripts. Once received, these official documents become the property of ACC and will not be returned to the student. Courses transferred are posted to the student’s record using ACC course numbers. Questions regarding acceptance of transferred credit should be directed to the Office of the Registrar.

### **Transcript Services**

Students may request official transcripts from the Enrollment Services Center (ESC) by completing the Request for Transcript Service Form. Phone requests for transcript service (281-756-3531) will be honored if the transcript is sent directly to another college or university. Online transcript request services are available at [www.alvincollege.edu](http://www.alvincollege.edu).

### **Degree Audit**

A degree audit is an online evaluation of courses which apply toward the student’s major and may be obtained from the Advising Services Office or on the college website using WebACCess.

### **Graduation/Diploma**

Graduation from Alvin Community College is automatic for students who have a valid degree plan on file in the Office of the Registrar and have completed all the requirements for the degree on file. The conferred degree will be posted to the ACC transcript. Students who wish to purchase a diploma may do so by completing the Diploma Request Form and paying the \$35 diploma fee by the posted deadline.

### **Commencement Ceremony**

Alvin Community College conducts a yearly commencement ceremony in May for fall, spring and summer graduates. Students who choose to participate in the ceremony are required to submit the Graduation Application to the Office of the Registrar, pay the appropriate fees, and purchase a cap and gown from the College Store. Dates and deadlines for this process are posted on the website master calendar and in the class schedule.

## REFUND OF TUITION AND FEES

### **FALL AND SPRING TERMS**

Through 6 <sup>th</sup> class day	100%
7 <sup>th</sup> class day through 15 <sup>th</sup> day	70%
16 <sup>th</sup> through the 20 <sup>th</sup> class day	25%
After the 20 <sup>th</sup> class day	None

### **MINI 8 Week TERMS**

Through 3 <sup>rd</sup> class day	100%
4 <sup>th</sup> class day through 8 <sup>th</sup> day	70%
9 <sup>th</sup> through the 10 <sup>th</sup> class day	25%
After the 10 <sup>th</sup> class day	None

### **MINI 3 Week TERMS**

Through Late Registration	100%
Late Registration through 3 <sup>rd</sup> day	70%
4 <sup>th</sup> class day	25%
After the 5 <sup>th</sup> class day	None

### **SUMMER ELEVEN WEEK TERM**

Through Late Registration	100%
During the first 10 class days	70%
During the 11 <sup>th</sup> through 14 <sup>th</sup> class days	25%
After the 14 <sup>th</sup> class day	None

### **SUMMER 5 1/2 WEEK TERMS**

Through Late Registration	100%
During the first 5 class days	70%
During the 6 <sup>th</sup> through 7 <sup>th</sup> class days	25%
After the 7 <sup>th</sup> class day	None



### **9) What if my student account is on hold?**

If your student account is on hold, you should be getting a “pop up” box directing you to the department that can assist you with removing the hold. After that has been cleared, you should be able to pay on line as normal.

### **10) What if I still have more questions?**

Give us a call at (281)756-3515 and we'll be glad to assist you.

For More Information – Call **(281)756-3515**

### **Penalties and Fines for Installment Plan**

\$25	Late fee assessed each month, after due date
\$20	Default fee assessed day after final payment due date
\$100	Payment Plan Reinstatement fee – Students who are withdrawn for default of the Payment Plan may request reinstatement from the Dean of Students

### **Charges for Repeated Courses**

Courses taken at Alvin Community College, beginning with the Fall 2002 semester, for the third time (excluding developmental courses) will be billed an additional \$65 per credit hour. This includes courses with grades of “W” - Texas Education Code, Sec. 130.0031. A list of courses which are exempt from third attempt charges may be obtained from the Advising Services office.

### **Developmental Courses - Additional Charges**

In an effort to encourage students to complete their developmental course requirements in a timely manner, those who **exceed 27 hours** of developmental education courses at Alvin Community College will incur an additional \$65 per credit hour charge. This includes courses with grades of W and R.

### **Excessive Hours – Early Warning**

Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for the baccalaureate degree as per the Texas Education Code 54.068.

## **WITHDRAWING FROM CLASSES**

### **Withdrawal Procedure**

It is recommended that a student talk to the instructor before withdrawing. *Students CAN NOT drop classes online after late registration has ended.*

1. Begin the withdrawal process in the ESC. A Withdrawal Form will be provided as well as a copy of the semester schedule.
2. Obtain an approval signature for Financial Aid from an ESC Specialist.
3. Complete the process with a Counselor/Advisor in Advising Services. A copy of the Withdrawal Form will be provided.

If a student cannot withdraw in person, a request may be mailed to the ESC or faxed to 281-756-5812. Include name, social security number or student ID, course number(s), phone number where you can be reached and signature. Confirm receipt of the faxed withdrawal at 281-756-3531. Students who reduce their semester hours may jeopardize their insurance coverage, Financial Aid, Veterans benefits or enrollment in other courses.

### **Active Military Duty Withdrawal**

Any student who is called into active military service may request through the Dean of Students:

1. Institutional refund of the tuition and fees paid for the semester of the withdrawal.
2. Receive an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript
3. As determined by the instructor, receive an appropriate final grade or credit if the student has satisfactorily completed a substantial amount of course work and has demonstrated sufficient mastery of the course material.
4. There will be no penalty assessed to students receiving any form of financial aid.

### **Six Drop Limit - Course Withdrawals**

First time freshmen in the fall of 2007 or later who enroll in a Texas public institution of higher education will be affected by a law which limits to six the total number of drops allowed. Students may not drop more than six courses regardless of how many institutions attended, how many courses enrolled in or how many years attended. Drops beyond the maximum of six will be allowed for students who "can show good cause for dropping more," including severe illness, active duty military service, or work obligations beyond the student's control.

Any course that the 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 (F in the course); (2) the student's transcript indicates or will indicate that the student was enrolled in the course past the deadline to add and drop prior to the census date; and (3) the student is not dropping the course in order to withdraw from the institution."

The statute applies across institutions and procedures for implementation may vary between institutions.

# STUDENT SERVICES

## ADMISSION

Alvin Community College is an open admission institution. Students may be admitted through the following categories:

- Dual credit – requires approval form obtained through the high school principal or counselor
- High school graduate (including home school graduates) – requires official high school transcript showing date of graduation
- GED certificate – requires official GED certificate
- International student – requires approval from Alvin Community College advisor for international students
- Individual approval – requires Ability to Benefit assessment and approval from Advising Services

Applications may be submitted in person at the Enrollment Services Center (ESC) or online using Apply Texas or the in house online application (preferred method). All first time in college students are required to visit with an academic advisor prior to being granted admission status.

## ADVISING SERVICES

The mission statement for the staff in the Advising Services office is “Serving Students to Promote Success.” Students are encouraged to maintain contact with college counselors and advisors throughout their enrollment at ACC. The academic advising services provided at both the Alvin and Pearland campuses include:

- Assistance in selecting a program of study
- Explanation and interpretation of Texas Success Initiative (TSI) status and placement test scores
- Assistance with registration
- Assistance with course selection
- Transfer information
- Orientation to college services and resources
- Assistance with career planning
- Assistance with college study skills
- Short term personal counseling
- Veteran’s benefits
- Services for students with disabilities
- International student advising
- Dual Credit and Dual Degree advising

## Dual Degree Program for High School Students

To help students get a jump start on a college education, various school districts, and Alvin Community College offers qualified students the opportunity to earn a high school diploma and an Associate of Arts degree at the same time. Participating students will be able to enter a Texas State supported university as a college junior. The Dual Degree Program is a rigorous program that will require extra time and dedication to academic study. Interested

students should contact their high school Counselor or the ACC Advising Services office. Information is also available at [www.alvincollege.edu](http://www.alvincollege.edu).

## Enrollment Services Center

The Enrollment Services Center (ESC), located at the front entrance of Building A, is a one stop shop for prospective and current, credit and continuing education students. The ESC provides a full range of services which include admission, registration, financial aid, dissemination of general information, placement testing and GED registration, grant, loan and scholarship processing, graduation application, enrollment verification, transcript requests, student program changes, nontraditional credit applications, residency reclassifications, data change requests and course withdrawals.

The ESC hours of operation are:

Mondays - Tuesdays	8:00am – 7:00pm
Wednesday - Friday	8:00am – 5:00 pm

Summer hours are:

Mondays - Tuesdays	7:30am-7:00pm
Wednesday – Thursday	7:30am-5:00pm

## Personal/Emotional/Crisis Counseling

The office of Advising Services has counselors available who can assist students with short term personal issues that may impact academic success. The college does not provide long term counseling or psychiatric care beyond crisis intervention. Counselors will assist students with finding an appropriate referral source.

## New Student Orientation Requirements

Advising Services coordinates New Student Orientation. Students attending college for the first time, as well as those who are new to ACC, will benefit from the information presented in this program. **Orientation is required for all first time college students and former dual credit high school students.** Orientation must be completed before or during the first semester of attendance. Orientation may be completed through either of the following formats:

- Attend New Student Orientation session
- Web based program found on the college home page

## PSYC 1300 – Learning Strategies – Requirement

Students enrolled in the Associate of Arts, Associate of Science, Associate of Arts in Teaching and undeclared majors who score at the developmental level on any two sections of the placement exam (Accuplacer, THEA, Compass or Asset) are required to enroll in PSYC 1300 during their first semester of attendance at Alvin Community College. Credit for this course must be earned to satisfy this requirement.

Learning Strategies teaches students how learning takes place and provides opportunities to practice various learning and study strategies. Students will be able to identify their own strengths and weaknesses and apply the skills that are taught to maximize their success in college.

## CAREER SERVICES

A variety of services and formats are available which utilize a process of self-assessment (testing), career exploration and information gathering. In targeting a specific goal, individuals can explore possible routes of training and gaining education, attainment of marketable skills and career management. Individuals who need to decide or clarify a major, and individuals who need to identify new job possibilities, are highly encouraged to make use of this service. Contact Career Services at 281-756-3560.

### Career Center Lab

The Career Center lab is located in the Library on the second floor of Building A. Assistance with career and employment services is available Monday through Thursday 8:30am-3:30pm or by appointment, by calling 281-756-3560.

### Career Planning Program

The Career Planning Program helps define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program includes two online assessments that can be completed at home. Completion of a workbook and individual career counseling sessions are required to develop an action plan. For more information about this program contact Advising Services.

### Career Assessments

In addition to the Career Planning program, two on-line career assessments are available:

- **Choices** is a career planning program which includes an interest inventory, descriptions of occupations, labor market information, financial aid information and more.
- **Focus 2** is a self paced career assessment tool for everyone. Focus 2 can help students decide on career goals and action plans by increasing your awareness of your talents, interests, values, personality and potential for success in certain careers.

### Workshops

Career workshops are held during the fall and spring semesters. Contact the Career Center for dates and times. Topics include career planning, job hunting, resume and cover letter writing, and interview preparation.

### Individual Counseling

Advising Services employs counselors who can assist students with issues that may negatively impact academic success. Counseling services offered include referrals to community resources, academic counseling, disability counseling, career counseling, career assessments, crises intervention, short term personal counseling, and study skills training and enhancement. Consultation and referrals are kept confidential. Exceptions to confidentiality include if there is evidence that a person is a danger to him/herself or others, or if there is evidence of abuse or neglect of a child, an elder, or a person with disabilities. In those instances, The Texas state law requires that Licensed Professional Counselors notify the proper authorities.

## **EMPLOYMENT SERVICES**

### **Job Fairs and Career Events**

The Career Services staff coordinates job fairs and career expos. Information regarding upcoming job fairs and career expos are posted on the two bulletin boards located in buildings A and G and in the college's employment database, JobLink.

### **JobLink - College Job Database**

Students and alumni of all college and continuing education programs may register and access an online job database, JobLink. This is a free service and is accessible 24/7. Local, regional, national employers and college departments register and post jobs daily seeking to fill part-time, full-time, internship, work-study and student assistant positions. Access to JobLink requires a resume to be posted within two weeks. Many employment opportunities are related to degree plans offered at Alvin Community College. Registered students and alumni have the ability to post multiple resumes and cover letters for employers to view, search jobs, send online inquiries, locate job fair information, and receive employment bulletins. To access JobLink go [www.alvincollege.edu](http://www.alvincollege.edu) and follow the Career Services link. Alvin Community College makes no recommendations or guarantees regarding employers or employees and act as a referral service only.

### **Employers Services**

Employers may list their current job openings in the college employment database, JobLink. There is no fee for this service. To post a job, go to [www.alvincollege.edu](http://www.alvincollege.edu) and follow the Career Services link. Once a job posting is approved by Career Services, students and alumni will have access to the information about the company and their current employment opportunities. If a student or graduate chooses, registered employers can print out their resumes or contact Career Services staff for a packet of resumes. Other employer services include job fairs and career expos and on-campus recruitment by appointment. All jobs posted in JobLink are viewed and approved in compliance with college policy and the U.S. Equal Employment Opportunity (EEO) Commission.

## **CONTINUING EDUCATION**

The Department of Continuing Education/Workforce Development provides lifelong educational opportunities through non-credit offerings. Continuing Education offers workforce development training as well as special interest and personal enrichment courses.

Workforce development training programs include health & medical training, computer courses, various certification programs, language improvement classes, GED/ESL, Computer Training, Massage Therapy, Pharmacy Technology, Welding, Phlebotomy, Professional Truck Driving and Real Estate.

Customized training for business and industry is provided through the Center for Professional and Workforce Development (CPWD). The CPWD provides business solutions, continuous learning strategies and resources to help organizations:

- Face business challenges
- Implement positive change
- Collaborate to build stronger organizations
- Maximize productivity

Special Interest courses offer individuals opportunity for recreation, physical fitness and personal enrichment. Kids' College and ACCESS offerings for those over 50 are also found in the Special Interest program.

"Education to Go" courses are on-line courses that allow students to study from home or office. Topics in these courses range from strictly fun to job preparation.

It is possible to enroll in many credit courses as a non-credit student. A listing of these courses, called "overlay", may be found in the Continuing Education/Workforce Development Schedule or by calling the office directly.

Information about the Continuing Education/Workforce Development can be obtained in the ESC. Visit our website at [www.alvincollege.edu](http://www.alvincollege.edu).

## **STUDENT COMPUTER LABS**

Computer labs are available for use by ACC students. Labs are available on a first-come first-serve basis and are open for use to anyone with a valid ACC student ID. ACC also has wireless Internet connectivity to current students throughout the campus. For information go to IT (Information Technology) Service Center Desk in room A-173, or call 281-756-3544.

### Fall & Spring Semesters

#### ***CYBERLINK Lab***

<b>Monday and Tuesday</b>	<b>8:00 am - 7:00 pm</b>
<b>Wednesday, Thursday &amp; Friday</b>	<b>8:00 am - 5:00 pm</b>
<b>Sunday</b>	<b>2:00pm - 6:00pm</b>

#### ***LIBRARY***

<b>Monday – Thursday</b>	<b>7:30am – 9:00pm</b>
<b>Friday</b>	<b>7:30am – 5:00pm</b>
<b>Sunday</b>	<b>2:00pm – 6:00pm</b>

### Summer Semester

<b><i>CYBERLINK Lab</i> - Monday – Thursday</b>	<b>7:30 am - 5:00 pm</b>
<b><i>LIBRARY</i> - Monday – Thursday</b>	<b>7:30 am – 9:00 pm</b>

## **Computer Lab Use Policies**

Unauthorized access or use of college computers is prohibited. A student is in violation of this policy if:

- (1) The student attempts to gain unauthorized access onto any college computer either by direct connection or by telecommunication connection;
- (2) The student is found to be using the college computer without the consent of an instructor or other college employee authorized to provide access or use;
- (3) The student gains access to data stored on or maintained in the college's computers without the consent of an instructor or employee authorized to provide access or use;

- (4) The student intentionally or knowingly gives a password, user id, or other confidential information about any college computer system to another person without the consent of an instructor or appropriate college official;
- (5) The student uses the computer for purposes other than those approved by an instructor or employee authorized to provide access or use;
- (6) The student intentionally or knowingly violates local regulations posted or established in computer labs or other computer locations on campus;
- (7) The student modifies computer hardware and/or computer software on any college computer system without authorization from an instructor or appropriate college official;
- (8) The student physically abuses any college computer or computer peripheral device.
- (9) The student uses computing facilities for any project that promotes or involves prejudice based on race, creed, color, age, national origin, sexual orientation, gender or physical or mental disability.
- (10) The student utilizes the Internet and/or college equipment for the unauthorized commercial gain or profit.
- (11) The student utilizes or views websites containing violent, hateful and sexually explicit material that are deemed offensive are absolutely not allowed.

A breach of conduct involving unauthorized use of college computers can bring about the following actions:

- (1) disciplinary action by the college;
- (2) criminal charges of a Class A or B misdemeanor under Chapter 33, Section I of the Texas Penal Code of the State of Texas.

In addition, non-students who violate these regulations are also subject to being reported to local police authorities.

## **DAY CARE: CHILD DEVELOPMENT LABORATORY SCHOOL**

The Department of Child Development/Early Childhood operates a laboratory school which is a campus licensed center for children 18 months to six years. For more information or to receive a fee schedule, contact the ACC Child Development Laboratory School.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

Alvin Community College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act by making reasonable accommodations for qualified students with disabilities who want to participate in its education programs. Students must provide appropriate documentation of their disability to qualify for services. Students requesting accommodations because of a disability should notify the ADA Counselor in the Admissions and Academic Advising Office 60 days prior to the beginning of the semester. Services for which a student may qualify include pre-enrollment advising and scheduling assistance, special equipment, note taking assistance, testing accommodations, sign language interpreters, and referral services. Information and assistance is available from the ADA Counselor.

## DEPARTMENT OF ASSISTIVE AND REHABILITATIVE SERVICES (DARS)

Individuals who have disabilities which constitute a substantial barrier to employment may qualify to receive vocational rehabilitation services. DARS may be able to provide assistance to eligible individuals. Prospective students should apply as early as possible at the DARS office.

## DISTANCE EDUCATION

### How does it work?

Taking distance education classes is a great option for people who don't have time to attend class, work irregular hours, or who have family commitments. There are three different ways to take a distance education class:

- **On-line**

In the schedule these classes are located under the **Internet** section of each department. These courses use MyBlackboard, which can be accessed from any computer with Internet access from the ACC home page.

- **TBA (TO BE ARRANGED)**

These classes will be listed in the schedule with **ACC** as the location, but the Days and Times will be listed as **TBA**. These are independent study classes which follow a course outline. To begin the course, the student will need to contact the instructor for the course instructions and materials.

- **HYBRID**

Hybrid courses, denoted with HY in the schedule combine the best of face-to-face and online courses. Basically you will meet one time a week in a traditional face-to-face classroom at a regularly scheduled time for lectures group work or other activities. The second part of the class will be conducted online using the WebCT system. Online you may be required to turn in class assignments, participate in class discussions, or participate in other classroom activities.

### What kinds of courses are available?

Courses from almost all of our departments are available in one or more of these formats. You will need to check our schedule to see which classes will be offered each semester. To search for available classes on the Internet follow these instructions:

- Go to the ACC Homepage ([www.alvincollege.edu](http://www.alvincollege.edu))
- Click on Web Access link
- Click on "Prospective Students"
- Click on "Search for Sections"
- To see all of the Internet classes, put **IN** in the **Section** area
- Make sure you have selected the correct Semester!

### How do I register for a Distance Education course?

You register for it just like any other class. It is best to register during the Early and Regular registration periods to ensure that the classes do not fill up. Online (WWW) classes include an additional \$25 fee.

### What about my books and supplies?

You can purchase your books and supplies from the ACC College Store on-campus or on-line and have your books delivered to you. [http://www.alvincollege.edu/current/college\\_store.cfm](http://www.alvincollege.edu/current/college_store.cfm)

### How do I get help?

You can contact the Distance Education Department by phone at (281) 756-3728 or e-mail at [de@alvincollege.edu](mailto:de@alvincollege.edu) with any questions.

### How do I learn more about Distance Education?

Go to our website and look around!  
<http://www.alvincollege.edu/Current/DE.cfm>

**It is important to note that some distant education courses may require that you complete labs or testing on campus. Check with the instructor before registering.**

**All Hybrid and Internet classes can be accessed after 3:00pm on the first day of classes by logging into MyBlackboard which is located on the ACC homepage.**

## ALCOHOL AND DRUG POLICIES

Alvin Community College forbids the use, unlawful possession, distribution of alcoholic beverages, intoxicants, hallucinogenics, or materials by students and employees on college owned or leased property which might produce effects which alter the mental processes or normal physical functions.

### Alcohol and Drug Prevention

ACC provides drug prevention information in the form of literature, seminars, workshops and student activity events. Students may seek referrals for substance abuse counseling and rehabilitation from the Office of Admissions and Academic Advising. ACC counselors are also available to provide short term counseling to help with decision-making and problem-solving. Confidentiality is maintained.

## FINANCIAL AID

Applications are accepted any time during the year. If priority deadlines are missed, funds will not be available for registration and you will have to pay from personal funds. Deadlines are:

Fall - June 30      Spring - Nov 1      Summer - April 15

- **Grants** are based on financial need and do not have to be repaid (see the Office of Financial Aid regarding withdrawals and return of financial aid funds). Students may not be enrolled in classes that are **not** required according to the degree plan on file or enroll only in developmental courses.
- **Scholarships** are based on set criteria, which may include academic merit and/or financial need, and do not have to be paid back. Separate applications may be required. Check the ACC website for current information.
- **College Work Study** (student employment) allows students to earn money by working part-time, usually on campus.
- **Loans** are available at a low interest rate through private lenders, backed by the federal government. Repayment begins after the student graduates or drops to less than half-time enrollment.
- **Parent loans** are available for parents of dependent students based on credit approval.

## **FAFSA (Free Application for Federal Student Aid Options)**

### **Application Process**

1. **Online/Web** FAFSA - [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Once completed, make copy and bring to your Financial Aid Advisor
2. **Paper** FAFSA - Complete and mail
3. **Renewal** FAFSA - Mailed to students who applied the previous year. Student updates the income information and mails the renewal

### **Other Important Information:**

- Transfer students must have all academic transcripts on file before financial award can be made.
- Students who have attempted hours beyond 150% of their degree will have exceeded the maximum allowed and will be ineligible.
- Students with a Bachelor's degree are ineligible to receive a Pell grant.
- Students chosen for verification by the Department of Education may be required to submit additional documentation. Submit your documentation as soon as possible to avoid delay of your award.
- All students must complete in-house application forms.
- All Financial Aid applicants will be notified of their eligibility status through WebACCess. Applicants may obtain a WebACCess account by logging on to [www.alvincollege.edu](http://www.alvincollege.edu). Call 281-756-3544 for assistance.
- Check your aid/award status prior to the payment deadline. If paying by third party billing (employer reimbursement, DARS, WIA, Texas Tomorrow Fund, Early Graduation, etc.) submit all documentation to the Business Office prior to payment deadline.

### **\$1000 REBATE**

Senate Bill 1907 provides a \$1,000 tuition rebate to students who complete their first baccalaureate degree while attempting no more than three credits beyond what is required for the degree.

### **THE HAZLEWOOD ACT-Assistance for Texas Veterans**

Tuition and fee exemptions are available for Texas veterans who meet the legislated qualifications. Applicants should submit an application, copy of the DD214 and verification of non-eligibility for Montgomery GI Bill benefits to the Enrollment Services Center prior to the payment deadline (see Academic Calendar).

### **TUITION TAX CREDIT**

The Tax Relief Act of 1997 allows eligible students to receive a tax credit. Students must be enrolled for at least six credit hours in a degree or certificate program. The 1098T form will be mailed to the IRS and to the students on a yearly basis. For more information contact the ACC Business Office at 281-756-3509.

### **WORKFORCE INVESTMENT ACT OF 1998**

The Houston-Galveston Area Council, through the Career Centers in the Gulf Coast area, provides tuition, fees, books, career counseling, and other services related to employment. To determine eligibility, individuals should contact the nearest Gulf Coast Career Center.

## LEARNING LAB

The Learning Lab is an open-concept learning center that provides a variety of services for students, faculty, and community patrons. These services include administering TBA and make-up tests for faculty, computer usage and printing for students and community patrons, math and reading tutoring, and copying cassette tapes for departments such as Court Reporting, Foreign Language, and Music. Computer services are also available to GED/ABE classes/students. The Learning Lab's hours of operation are Monday - Thursday 8 am - 9 pm and Friday 8 am - 4 pm. The Lab is closed on Fridays during the summer. Testing and tutoring hours are posted in the Lab each semester or call 281-756-3566 for hours of operation. The Learning Lab is located on the second floor of the Learning Resources Center (Building A) adjacent to the Library.

**Tutoring – Study Skills Assistance** is located in room A210 within the Learning Lab. The goal of the Learning Lab is to provide academic services and support for students in their pursuit of collegiate success. Within the Center, students have access to tutoring as well as programs and information to enhance their study skills, test-taking abilities, and time management skills. The Center provides individualized academic support for students. Participation in the activities of the center is voluntary, highly recommended, and available by appointment.

For more information contact:

Director, Learning Lab: Dr. Lynda G. Vern at 281-756-3556 or by email, lvern@alvincollege.edu.

## LIBRARY

The library is located on the second floor of Building A. The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library.

### Library Services – Student ID Required

- **Coin-operated photocopier.** Computer print jobs are sent to a central server with coin-operated print control software. Printing is done at the cost of ten cents per page
- **Study rooms** are available for individual and group study as well as viewing course DVDs and videos.
- **Interlibrary Loan/Document Delivery.** Materials not housed in the Library are available through Interlibrary Loan.
- **Computers.** Laptops are available for a one week check out. Contact the Library for more information. Wireless Internet access is available in the library and throughout the campus. See an assistant in the Cyber – Student Computer Lab to register for this service.
- **Use of Technology Instruction.** PowerPoint and Internet instruction is offered to any individual or groups of students.
- **Virtual Library.** These services include: *databases* that contain the full text of magazine and journal articles and books. The *online catalog* allows the student to search through the college's collection of books. There are *tutorials* to assist students with their research and paper writing on the Student web page

<http://library.alvincollege.edu/Student.htm> . There is a *subject directory* specifically to support the subjects taught at ACC.

- **IM Communication.** The librarians are available through Yahoo!IM and MSN/WindowsIM as well as email. The IM ids are acclibrary01 and acclibrary02. Email address is [tbates@alvincollege.edu](mailto:tbates@alvincollege.edu) .

## STUDENT ID'S

Student ID cards identify you as a member of the ACC campus community. Photo ID cards are required to use the Library, Learning Lab, Cyber Link - Student Computer Lab, Fitness Center and to attend athletic events. ID's are non-transferable and may be obtained in the ACC Library upon presentation of your paid fee receipt. There is a small fee for replacement of a lost ID.

## CAMPUS POLICE

Alvin Community College Police Department's primary goal is to provide a safe environment for all persons who use the campus. The department is staffed with Police Officers who are commissioned by the State of Texas and are charged with the responsibility of receiving, investigating, and reporting all criminal activities. All investigations that involve students or employees are reported to the appropriate offices for disciplinary action.

### Hours

Alvin Community College is accessible between the hours of 7 am to 10 pm, Monday through Friday. Some areas are accessible Saturdays from 8 am to 4 pm for weekend classes. Sensitive areas are closed when college employees are not present; however, procedures through the Police Department are in place so that students can access most labs to fulfill requirements that cannot be completed during normal class times. College Police Depart. is monitored 24 hrs/7days a week.

### Services Provided

The College Police Department also provides a variety of services:

- \* motor assists – Jump starts, opening locked cars, etc.
- \* first aid
- \* lost and found
- \* campus security information
- \* security escorts
- \* self-defense training

### Parking

Vehicles parked on campus must be registered with the College Police. Students are issued parking permits and the published traffic regulations as part of registration. Visitors and participants in special programs must obtain a temporary permit from the College Police Office. Parking spaces marked with yellow stripes are reserved for student and registered visitor parking. The white spaces are reserved for faculty and staff. Each parking lot on campus has disability parking that is reserved for vehicles transporting mobility-impaired persons.

### First Aid

If a student requires medical attention while on campus, he/she should **contact 911 if it is an emergency** and also contact Campus Police and his/her own physician. The Nursing Department does not provide first aid or medical attention to students.

## Lost and Found

Contact the College Police Department.

## Accidents

All personal injury accidents or motor vehicle accidents occurring on campus must be immediately reported to the College Police.

## Campus Crime Statistics (Reported to ACC Police)

The Crime Awareness and Campus Security Act of 1990 requires colleges and universities to distribute to all current students, employees and to applicants for enrollment or employment a description of policies and services related to campus security and statistics concerning types of crimes. The most common crimes on campus include the theft of unattended or unsecured books, backpacks, purses, and wallets.

<b><u>VIOLENT CRIMES</u></b>	<b><u>2006</u></b>	<b><u>2007</u></b>	<b><u>2008</u></b>
Murder	0	0	0
Sexual Offenses:			
Forcible	0	0	0
Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
<b><u>NON-VIOLENT CRIMES</u></b>			
Burglary	3	3	2
Motor Vehicle Theft	0	1	1
Liquor Violation	1	6	2
Drug Violation	0	0	1
Weapons Violation	0	0	0
Simple Assault	0	0	3
Thefts	6	6	4
Arson	0	0	0
<b><u>CALLS FOR SERVICE</u></b>			
Motor assists, escorts, key assists, first aid, etc.	11,288	10,692	12,345

## Alcohol, Drug, and Firearms Policy

College policy prohibits the illegal use, possession, or distribution of alcohol, drugs, or weapons on its campus and at college-sponsored functions off-campus. Policies also include forms of disciplinary action that may be taken against a student or employee and the possibility of charges being filed in the Criminal Courts by the College Police.

# EMERGENCY STUDENT NOTIFICATION

In case of an emergency, students may be contacted through the Alvin Community College Campus Police Office, 281-756-3700.

## Weather/Emergency Campus Closing Information

If severe weather or emergency situations require the college to discontinue classes, students will be notified through local television and radio stations, the ACC website at [www.alvincollege.edu](http://www.alvincollege.edu), [www.school-alerts.com](http://www.school-alerts.com) and through the HyperAlert Emergency Notification System. An official closing of the college delays all work until the next class meeting or until a date determined by the instructor. Make-up days for official college closing will be scheduled as needed. If a student is in an area that is experiencing severe weather and the college has not officially closed, it is that student's responsibility to exercise caution and decide whether to risk coming to class. Should the student decide not to attend class, the student must contact the instructor about make-up work.

## HyperAlert - Emergency Student Notification System

Students are encouraged to register for the campus emergency notification system known as HyperAlert. HyperAlert sends a short text message to registered numbers in the event of a campus emergency or school closing. The system will be used exclusively to warn students about threats on campus, severe weather emergencies, or incidents which require campus closings.

Registered students may choose to receive emergency alerts via text message, email, or phone call. Registration, which is done online, is quick and simple.

### Registration Instructions:

1. Enter [www.HyperAlert.com](http://www.HyperAlert.com)
2. User name: Enter - Alvin, first initial, last name (without spaces or commas, not case sensitive )
3. Password: Enter Student ID Number: (be sure to include leading zeroes), e.g. - 0775333
4. Choose the method of notification

For additional information contact the ACC Campus Police Department - 281- 756-3700.

## Evacuation Plan

Evacuation routes are on display in each classroom and throughout the ACC campus. In the case of an emergency, an alarm will sound. Follow the evacuation route that is posted and proceed to the nearest parking lot and move away from the building.

## CAMPUS CAFÉ

The Campus Café is available for those in-between-class times. A good cup of coffee, breakfast, hamburgers, salads, sandwiches, drinks, and desserts provide an economical and fast meal for any student. Hours are as posted.

## COLLEGE STORE

All books and supplies required and recommended for classes are available at the College Store. Court reporting supplies, art supplies, drafting kits and supplies, and nurse's instruments are stocked per instructor's request. The store also carries greeting cards, gift items, insignia soft goods, and ACC souvenirs. Special orders can be taken for books and software not stocked. On line orders are available at [www.alvincstore.com](http://www.alvincstore.com)

**Personal Checks/Credit Cards:** Student ID and Driver's License are required. Visa, MasterCard, Discover and American Express credit cards are accepted for purchases.

**Book Buy Back:** Students may sell their books during *Final Exam Week*. A Student ID is required to sell books back.

**Full Refunds:** These are given if students change a course, a class is canceled, or a wrong book is purchased. A College Store sales terminal receipt is required for a full refund.

**Packaged textbooks are not returnable if the seal is broken. Do not mark or write in books in any way until you attend class.**

### College Store hours:

Monday – Thursday 7:30am – 7:00pm

Friday 7:30am – 2:00pm

### Test Center

The Test Center administers the THEA, THEA Quick Test, and ACCUPLACER for prospective, current and Continuing Education students. These tests are used for placement of students in math, reading and writing intensive classes. Advisors interpret the test results and help with course selection. The Center also administers Continuing Education testing for special programs and correspondence tests. The GED (General Educational Development) test is administered as a service to the community. Registration for the GED test begins in the Office of Admissions and Academic Advising.

### Veterans Educational Benefits

Advising Services is responsible for the coordination of the Montgomery GI Bill Educational Benefits Program. ACC is approved by the Texas Workforce Commission to offer training and college transfer courses to eligible veterans or eligible veteran's dependents.

### Voter Registration

Alvin Community College promotes civic student participation by making voter registration materials available at all times in the following office locations: Student Activities, Admissions & Academic Advising, Financial Aid, and Dean of Students.

# CAMPUS LIFE

## STUDENT ACTIVITIES

Student Activities provide a valuable experience to the college's educational program. These extra-curricular activities are open to every ACC student, and the College encourages students to participate. Through your semester activity fee, ACC provides innovative and exciting activities through speakers, intramural sports and games, health and wellness programming, workshops, student organizations and more.

Activities, events and programs are offered throughout the year on topics such as, financial responsibility, self empowerment, politics, and drug and alcohol awareness. Campus events include:

**Fall Festival & Carnival** - The traditional carnival is held the Saturday before Halloween on the ACC campus and provides a safe alternative for trick or treating in the community.

**Big Band Concert and Dance** – this jointly sponsored event supports the ACC Alumni Association and the Department of Fine Arts.

## CAMPUS PUBLICATION POLICY

The College fully endorses the concepts of freedom of press and freedom of speech as established by the Constitution of the United States, as well as federal and state laws. Within these boundaries the college is committed to the support of publications that serve the various needs of the academic community at large and secondarily, the needs of the surrounding community.

### **Student Newsletter: *Campus Connection***

The campus newsletter is published twice a semester and is available throughout the campus and by logging on to myACC. On-campus programs, events, information and classified ads are highlighted in the newsletter.

## SOLICITATION POLICY

Solicitation is the sale or offer of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution. Approved posters will be stamped with "approved" and placed on bulletin boards throughout the campus. Posters and fliers are not to be placed on windshields while cars are parked on campus.

Use of college facilities for commercial proposes will be denied unless the public welfare is significantly served by such use because of the educational or cultural value of the event

### **Postings- Student Organizations/On Campus Groups**

All student organizations/club posters and signs advertising campus activities must be approved by the Coordinator of Student Activities.

**Postings-Off Campus Organizations/Individuals/Commercial Groups** Off-campus individuals or groups wishing to post any item on campus must obtain approval from the Dean of Financial and Administrative Services. Information may be posted only in approved areas.

## **ACC ALUMNI ASSOCIATION**

The purpose of the ACC Alumni Association is to actively support the mission and educational objectives of Alvin Community College and to maintain a relationship with its alumni. Yearly activities include: Spotlight Lunches, Annual Reception and Big Band Dance, and others. Visit the web site at [www.alvincollege.edu/alumni](http://www.alvincollege.edu/alumni) for more information on activities and membership.

## **ATHLETICS**

The ACC Dolphins compete as a member of the Region XIV Conference of the National Junior College Athletic Association (NJCAA). The College fields competitive teams for men in baseball and for women in softball.

Tryouts for each sport are open to students who have passed twelve (12) hours with a 1.75 GPA in their last semester of college enrollment or to high school graduates entering college for the first time. All student athletes must take at least twelve (12) hours each semester. Scholarships are currently available in men's baseball and women's fast pitch softball. For more information contact the Athletic Director.

## **STUDENT CENTER FACILITIES**

### **ROOM RESERVATIONS**

Campus facilities are available for reservation by on and off campus groups. Reservations may be made by calling 281-756-3583. Facilities available for reservation and their capacity include:

- Cafeteria 200
- G Conference Room 18
- Gymnasium 800
- Nolan Ryan Center 200
- Theater 375
- Parking Lots
- Building "S" - contact 281-756-5601

### **VENDING MACHINES**

Vending machines are located in most buildings on campus. Report all malfunctions or loss of money to the Student Activities Office. Refunds shall not exceed two dollars per attempted purchase. After hour refunds can be obtained through the Campus Police.

# ROTC – Reserve Officer Training Corp

## ARMY

The goal of the U.S. Army ROTC program is to develop technically competent, physically fit and highly motivated men and women for positions of responsibility as commissioned officers in the active Army, the Army Reserve and Army National Guard. Upon completion of the curriculum, students will have an understanding of the fundamental concepts and principles of the military as an art and as a science. The leadership and managerial experience gained through ROTC provides great benefit for students in both their civilian endeavors and their military careers.

General statutory authority for establishment and operation of the ROTC program, including the scholarship program, is contained in Title 10, United States Code, Chapter 103 (Sec. 2102-2111). Specific rules and procedures are found in U.S. Army Regulation 145-1.

### Course Credit

ROTC Classes may be taken for elective credit toward any degree plan at Alvin Community College. Freshman and sophomore level classes are open to all students, regardless of age or physical condition. No military obligation is incurred as a result of enrollment in these courses. Courses are attended on the ACC campus. For additional information contact the Enrollment Officer at University of Houston 713-743-3880.

## AIR FORCE

The Air Force Reserve Officer Training (ROTC) program prepares men and women of character, commitment, and courage to assume leadership positions as commissioned officers in the active duty United States Air Force. Upon completion of the curriculum, students will have a thorough understanding of the core values, leadership, teamwork, and other requirements to be an effective officer in the world's greatest Air Force. Contact the Air Force Science Department at the University of Houston by calling 713-743-3703 or online at [www.uh.edu/afrotc](http://www.uh.edu/afrotc).

All courses and physical training sessions take place at the University of Houston Main Campus. Flight orientation occurs at airports in the Houston metro area. Community College students are required to complete a four-year academic plan detailing the courses they will take to complete a four-year degree and specifying when they will graduate. This will required them to meet with a counselor at one of our four-year cross-town schools listed below. This requirement ensures that two-year students plan on transferring to a four-year school to finish our program.

### Course Credit

ROTC classes may be taken for elective credit toward any degree plan at Alvin Community College and will also transfer to any four-year institution that participates in Air Force ROTC. The following four-year schools currently participate in our program: University of Houston, University of Houston-Downtown, Rice University, Texas Southern University, The University of St. Thomas, The University of Texas Health Science Center at Houston and Houston Baptist University. Freshman and sophomore level classes are open to all students. No military obligation is incurred as a result of enrollment in these courses. Junior and senior level courses are more restrictive and do require a military obligation. ROTC scholarship students also incur a military obligation.

## Four Year Program

The General Military Course (GMC) is the first half of the four year ROTC program and is taken during the freshman and sophomore years. This program allows the student to experience Air Force ROTC without obligation (unless the student is on an Air Force ROTC scholarship). Each semester of the GMC consists of one classroom hour of instruction as well as Leadership Laboratory each week.

## AFROTC Scholarship Opportunities

Air Force ROTC offers various scholarship opportunities for students at Alvin Community College. For additional information on AFROTC scholarship opportunities, please visit the AFROTC website at [www.afrotc.com](http://www.afrotc.com) or call 1-800-4AFROTC.

# CLUBS AND ORGANIZATIONS

ACC provides a variety of curriculum-related, service, social, and religious clubs and organizations for student involvement. For more information regarding club membership, activities and requirements, contact the Office of Student Activities. New organizations are encouraged and must be registered and approved through administrative channels. Applications and information packets may be obtained through the Student Activities Office. All proposals for new organizations must have sponsorship from a campus staff or faculty member.

## Speech and Advocacy Policy

Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner to ensure orderly conduct, noninterference with college functions or activities, and identification of sponsoring groups or individuals.

## How to Start a New Student Organization

ACC recognizes the right of any group of students to form a voluntary organization for purposes not forbidden by the laws of the United States or the State of Texas.

## Clubs and Organizations

- **Alvin Nursing Student Association** - ANSA is for students enrolled in the Associate Degree Nursing program. Members raise money for nursing scholarships and participate in professional and social activities.
- **Anime Club** – invites any student or faculty member interested in anime or manga to join. Whether you're an *otaku* (a die-hard fan) or simply curious about anime, the club welcomes everyone.
- **Baptist Student Ministries** – BSM is a student Christian organization open to students of all religions who are interested in exploring and living the Christian faith.
- **Catholic Newman Association** - supports Catholic students in their faith development, provides educational events promoting Catholic teaching, and makes available service opportunities. Connects our students with student activities sponsored by the Archdiocese of Galveston-Houston.
- **Church of Christ Student Fellowship** – welcomes students to be involved in sharing, service, and fellowship under the banner and in the spirit of Jesus Christ, especially as He called His followers to service for others. CCSF has weekly luncheon meetings with emphasis on fellowship and devotionals. The primary service project is the "ACC Can Feed the Hungry" food drive.

- **Phi Theta Kappa** - Mu Upsilon is the local chapter of the Phi Theta Kappa International Honor Society. This prestigious organization recognizes and encourages scholarship, leadership, service and fellowship. Membership, by invitation, is extended during the fall and spring semesters. Membership requirements: Minimum 3.5 cumulative GPA, Completed minimum of 15 college hours at ACC, declared major on file.
- **ACCEPTED** - Alvin Community College Empowering People to Embrace Disabilities is for students who want to learn self-advocacy, help inform others about disabilities, and enjoy the company of other students.
- **Student Organization for Respiratory Care (SORC)** – open to Respiratory Care majors who seek additional involvement in the field of Respiratory care.
- **Student Government Association (SGA)** - The SGA assists in the implementation of all on-campus student activities, and also sponsors a yearly forum with the College President and many other activities. SGA is actively involved with the Texas Junior College Student Government Association and attends the yearly state convention. SGA is open to all students at ACC enrolled in at least 9 hours with a 2.0 grade point average.
- **Veteran's Club** – Open to all Veterans. For more information, contact Toby Herzog 281-756-3530.
- **Word Droppers** - this organization is open to Court Reporting majors to further their knowledge in the court reporting arena and to promote public awareness of the profession.
- **Writer's Club** – an organization for students interested in the reading and writing of poetry, fiction, prose and essays.

## **Who's Who in American Junior Colleges**

Any current student who is of sophomore standing with a minimum GPA of 3.0 is eligible for consideration for membership in Who's Who Among Students in American Junior Colleges. The selection process is conducted in early spring of each academic year.

## **DRAMA**

The Drama Department presents numerous productions throughout the year. The Summer Children's Theater Festival produces two shows during the summer. Auditions are posted in the Auditorium Lobby and are open to students and the community. Tickets can be purchased at the ticket booth by calling 281-756-3606.

## **FITNESS CENTER**

The ACC Fitness Center consists of eight lighted tennis courts, four racquetball courts, a circuit training exercise room, a free-weight exercise room, a gymnasium, community and student dressing rooms, steam and sauna baths, a multipurpose outdoor playing area, sand volleyball court, and a two mile paved jogging track. The center operates seven days a week during the fall and spring semesters except when the college is closed.

The Fitness Center is used for P.E. activity classes, continuing education classes (karate, aerobic dance, racquetball, cardio kickboxing, yoga and racquetball), and combined student community recreation. All Fitness Center facilities are available to students, faculty, and members of the community who possess a valid Student ID card or Fitness Center Membership card. There is a guest fee for non-students and non-members. For more information about membership, contact the Fitness Center at 281-756-3691.

## MUSIC

The Music Department offers four major ensembles in which to be involved. Scholarships are available for participating in one or more of these groups and you need not be a music major to qualify. Contact the Music Department for more information at 281-756-3587.

- Concert Choir, a larger ensemble that performs at least two concerts per year of the standard choral repertoire;
- ACC Singers, a smaller, audition only, pop/show choir that performs several concerts throughout the year;
- Concert Band, a larger ensemble that performs several concerts a year of standard concert and symphonic band literature;
- Stage Band, a group that performs the standard jazz repertoire.

## SENIOR SERVICES: ACCESS

### (Alvin Community College Education & Senior Services)

This group offers programs, classes, and trips to those age 50 years or older. Call the Office of Continuing Education for more information.



## KACC RADIO – 89.7FM

The campus radio station KACC is an FM educational station, operating at 89.7FM. The station is “on the air” with new and classic rock music, features, news, community events, sports and specials. For specific information on the radio station, go to their website - [www.kaccradio.com](http://www.kaccradio.com).

Those who have always wanted to be a disc jockey or are interested in getting a job in radio should contact the Station Manager to sign up! KACC is always looking for students to help in all areas of radio, including news, sports, and working as an on-air personality.

For those students interested in video, ACC has its own television studios on campus with a cable access channel. Students are taught how to operate cameras, switchers, and edit controllers, and can be “on the air” as a television announcer. If you are interested in radio broadcasting or television production, stop by the KACC studios or call 281-756-3765.

# STUDENT RIGHTS AND RESPONSIBILITIES

(as published in the Procedures Manual sec. 8.08)

As an institution of higher learning, Alvin Community College exists for the exchange of knowledge and skills, the development of students, and the general well-being of the community it serves. Free inquiry and free expression are indispensable to the attainment of these goals. As members of an academic community, students at Alvin Community College should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Alvin Community College is a public, two-year community college that does not use race, creed, national origin, sex, age, sexual orientation, disability or veteran's status as criteria for admission. Students at the college enjoy the following rights and freedoms:

1. Protection against improper academic evaluation;
2. Protection against improper disclosure of classroom expression;
3. Confidentiality of student records;
4. Freedom of association;
5. Freedom of inquiry and expression in student organizations;
6. Freedom of responsible expression in student publications;
7. Freedom to exercise the rights of citizenship;
8. Guarantee of due process in disciplinary proceedings.

In entering the college, a student voluntarily assumes responsibilities of performance and behavior reasonably set by the college in order to accomplish its educational mission. Students at the college carry the following responsibilities:

1. Compliance with and support of duly constituted civil authority;
2. Respect for the rights of others and cooperation to ensure that such rights are guaranteed, whether or not the views of those exercising such rights are consistent with their own;
3. Cooperation to ensure that the will of the majority is implemented after due consideration has been given to contrary points of view;
4. The exercise of dissent in a responsible manner and within a framework compatible with the orderly resolution of differences;
5. Active support of college regulations;
6. Utilizing proper procedures to seek change of college regulations.

The Alvin Community College Board of Regents is committed to the orderly operation of the college. The right to dissent and protest must not be misconstrued as the right to disrupt the operation of the college including impingement on academic freedom, which is freedom to teach and freedom to learn. Demonstrations which disrupt the college will be controlled as quickly as possible by suitable action. Law Enforcement agencies may be requested to assist in the restoration of order. A primary consideration at all times will be the safety of the students and staff.

## **Federal Compliance Statements - Title VI, Title IX, and Section 504**

In compliance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and Title IX of the Education Amendments of 1972 (P.L. 92-318), Alvin Community College does not discriminate against, or exclude from participation in any of its programs or activities, either in the student body or the staff, any person on the grounds of race, creed, national origin, sex, age, sexual orientation, disability or veteran's status as criteria for admission.

Alvin Community College also complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) and the Americans with Disabilities Act (P.L. 101-336) and does not discriminate on the basis

of disability in the operation of its educational programs or in its admission and employment practices.

Special emphasis will be placed on correcting conditions which may inadvertently discriminate against any disabled individual and, thereby, prevent compliance with the intent of the above act. Information concerning any such conditions or inquiries concerning any practices as they relate to Section 504 should be directed to the Director of Human Resources or the Dean of Students.

## **Grievance Procedure – Title VI, Title XIX and Section 504**

(as published in the Procedures Manual sec 8.09)

### **Purpose**

The purpose of this complaint procedure is to provide the prompt and equitable resolution of citizen, student, and employee complaints alleging any action by the college which is prohibited by the federal statutes listed above.

These procedures prescribe steps to be taken for the consideration of complaints by any citizen, student, or employee concerning the college's alleged failure to comply with federal statutes.

### **Procedure**

The complainant will submit a written request for resolution of his/her complaint to the Dean of Students and/or the Director of Human Resources within ten (10) working days of the occurrence or cause of the complaint. The complaint must be in writing and signed by the complainant, must sufficiently identify the basis of the complaint, and must specify the relief sought by the complainant. All documentation germane to the issues should be attached. The Dean of Students or the Director of Human Resources shall render a written decision within ten (10) working days from receipt of the complaint.

### **Representation**

The complainant may, at his/her own expense, be represented by legal counsel or a representative of his/her choice at all stages of the process.

# STUDENT DISCIPLINE & CONDUCT CODE

## Code of Academic Integrity and Honesty

Students at Alvin Community College are members of an institution dedicated to the pursuit of knowledge through a formalized program of instruction and learning. At the heart of this endeavor, lie the core values of academic integrity which include honesty, truth, and freedom from lies and fraud. Because personal integrity is important in all aspects of life, students at Alvin Community College are expected to conduct themselves with honesty and integrity both in and out of the classroom. Incidents of academic dishonesty will not be tolerated and students guilty of such conduct are subject to severe disciplinary measures.

## What is Academic Dishonesty?

Academic dishonesty is any form of cheating and/or plagiarism which result in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Kibler, W. L., et al, *Academic Integrity and Student Development: Legal Issues and Policy Perspectives*, Ashville, North Carolina: College Administration Publications, 1988, pp. 1-3.

Cheating includes, but is not limited to the following:

1. using any sources not authorized by the instructor (textbooks, notes, the work of other students, etc.) to complete examinations or other assignments;
2. using unauthorized electronic equipment during an examination or other assignment;
3. submitting work presented previously in another course, if contrary to the rules of either course;
4. altering or tampering with grades.

Plagiarism includes, but is not limited to the following:

1. using the ideas and/or words of another person without giving that person appropriate credit;
2. representing another's artistic or scholarly works (i.e., musical compositions, computer programs, photographs, paintings, drawings, sculptures, etc.) as your own;
3. submitting a paper purchased from a research paper service, including the Internet;
4. using undocumented Web source(s).

Other Specific Examples of Academic Dishonesty

1. allowing another student to copy from your paper during a test;
2. giving your homework, term paper or other academic work to another student to plagiarize;
3. having another person submit any work in your name;
4. lying to an instructor or college official to improve your grade;
5. altering a graded work after it has been returned, then submitting the work for re-grading;
6. stealing tests;
7. forging signatures on college documentation;
8. collaborating without permission of the instructor;
9. giving false or misleading information to an instructor in an effort to receive a postponement or an extension on a test or other assignment;
10. accessing computerized college records or systems without authorization
11. providing material or information to another person with knowledge that such aid could be used in any of the violations stated above.

Students are expected to report incidents of academic dishonesty to the instructor, department chair, division chair, or college administrator.

## Consequences of Academic Dishonesty

Students who commit acts of academic dishonesty not only receive college sanctions, but possibly jeopardize future employment and educational opportunities. Graduate and professional degree programs and employers may request information from the college regarding a student's disciplinary record in an effort to investigate moral and ethical character. This information is released with informed consent.

According to college policy, academic and/or administrative sanctions may be applied in cases of academic dishonesty (Class II). In all cases, students will have a right to due process. Students charged with academic dishonesty may not withdraw from a course in which the charge is pending or in which a sanction of course failure has been assigned by the instructor.

Instructors must complete an Academic Dishonesty Incident Report for any student charged with conduct violations. The following sanctions may be imposed by the course instructor:

- assign a reduced grade on assignment, paper, project or exam;
- assign a failing grade on assignment, paper, project or exam;
- lower the grade in the course;
- assign an F in the course.

Students who receive a sanction for academic dishonesty will receive a disciplinary reprimand. The reprimand will be entered on the student's disciplinary record. Students are also required to attend an Academic Dishonesty Seminar or fulfill additional requirements as directed by the Dean of Students. Students who do not complete these requirements will be prohibited from future registrations.

The student may request a Disciplinary/Administrative Hearing by contacting the Director of Advising Services within seven days of the date posted to the Dean of Students letter of notification. If a hearing is requested, the course grade will be "Incomplete" until the outcome of the hearing is finalized. Cheating is classified by the Alvin Community College Student Handbook as a Class II offense and offenders are subject to the penalties described under the section, "Measures to Enforce Standards of Student Conduct." Pending the outcome of the hearing, the student will receive one of the following actions:

- be exonerated of the charge;
- receive the instructor assigned sanction and a disciplinary reprimand;
- receive disciplinary probation with or without specified conditions;
- receive disciplinary suspension with or without specified conditions;
- be suspended from Alvin Community College (repeat offenders).

The Director of Advising Services maintains a record of students who have engaged in academic dishonesty. This information is used to identify and track repeat offenders. A record of conduct violations shall be maintained for a period of five years from date of the last entry concerning any disciplinary action. Permanent records are maintained in cases of suspension or expulsion.

The succeeding regulations describe offenses for which disciplinary proceedings may be initiated, but the college expects from its students a higher standard of conduct than the minimum required to avoid disciplinary action. The college expects all students to obey the law, to show respect for properly constituted authority, to perform contractual obligations, to maintain absolute integrity and a high standard of individual honor in scholastic work, and to observe standards of conduct appropriate for a community of scholars. In short, a student enrolled in the college assumes an obligation to conduct himself/herself in a manner compatible with the college function as an educational institution.

# TABLE OF OFFENSES

(as published in the Procedures Manual)

## Disruptive Activities

Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone who initiates in any way any gathering leading to disruptive activity will be violating college regulations and/or state law (Class II).

The following conditions shall normally be sufficient to classify behavior as disruptive:

1. Blocking or in any way interfering with access to any facility of the college (Class II);
2. Inciting others to violence and/or participating in violent behavior; e.g., assault, loud or vulgar language spoken publicly, or any form of behavior acted out for the purpose of inciting and influencing others (Class II);
3. Holding rallies, demonstrations, or any other form of public gathering without prior approval of the college (Class II);
4. Conducting any activity which causes college officials to be drawn off their scheduled duties to intervene, supervise, or observe the activities in the interest of maintaining order at the college (Class II).
5. To avoid disruption of classroom instruction, children of enrolled students may not attend classes or related activities.
6. Cellular telephones and pagers should be de-activated while in the classroom unless otherwise stipulated by the instructor in the course Student Information Plan.

Furthermore, the college shall enforce the following regulations as described in state law:

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 on the property of any private or public school, institution of higher education, or public vocational and technical school or institute (Class II).
2. For the purposes of the Act, "disruptive activity" means
  - a. 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;
  - b. seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
  - c. preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration;
  - d. disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
  - e. obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school (Class II).
3. For the purpose of this Act, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to reasonable fear that force or violence is likely to occur (Class II).
4. A person who violates any provision of the Act 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 ten days nor more than six months, or both.

5. Any person who is convicted the third time of violating this Act 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 such third conviction.
6. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.

## **Alcoholic Beverages or Mind Altering Drugs**

Alvin Community College specifically forbids the on-campus use of or possession of alcoholic beverages, intoxicants, hallucinogenics, or materials which might produce effects which alter the mental processes or normal physical functions. Violation of this regulation leaves the student liable to disciplinary action by college authorities. Legal use of alcoholic beverages at off-campus events may be approved on an individual basis; however, college funds or funds generated through college-sponsored events may not be used to purchase such beverages (Class III).

## **Gambling**

State law expressly forbids gambling of any kind on state property. Gambling at Alvin Community College will lead to disciplinary action (Class III).

## **Hazing**

1. Alvin Community College, as a matter of principle and because it is a violation of state law, is opposed to and will endeavor to prevent hazing activities which involve any of the following factors:
  - a. any actions which seriously imperil the physical well being of any student;
  - b. activities which are by nature indecent, degrading, or morally offensive to the college community;
  - c. activities which by their nature may reasonably be assumed to have a degrading effect upon the mental or moral attitude of the persons participating therein.
2. Accordingly, any group or individual participating in hazing activities characterized by any or all of the above stated actions may expect disciplinary action to be taken against them (Class II).

## **Fiscal Transactions with the College**

1. No student may refuse to pay or fail to pay a debt he/she owes the college.
2. A student's failure to pay the college the amount due on a check, draft, or order on or before the fifth class day after the day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft, or order is prima facie evidence that the student intended to defraud the college.
3. The college may initiate disciplinary proceedings against a student who has allegedly violated sub-section 1 or 2 of this section (Class II).
4. A student's failure to properly return ACC property upon demand of a properly constituted authority subjects the student to a charge of failure to meet obligations to the college.

## **Certain Other Offenses**

The college may initiate disciplinary proceedings against a student who

1. Conducts himself or herself in a manner that significantly interferes with college teaching, research, administration, disciplinary procedures, or other college activities, including its public service functions (Class II);
2. Damages, defaces, or destroys college property or property of a member of the college community or of a campus visitor (Class I);
3. Knowingly gives false information in response to requests from the college (Class I);

4. Engages in hazing, as defined by state law and college regulations (Class II);
5. Forges, alters, or misuses college documents, records, or I.D. cards (Class I);
6. Violates college policies or regulations concerning parking (Class II);
7. Violates college policies or regulations concerning registration of student organizations (Class II);
8. Violates college policies or regulations concerning use of college facilities (Class II);
9. Violates college policies or regulations concerning the time, place, and manner of public expression (Class II);
10. Fails to comply with directions of college officials acting in the performance of their duties (Class II);
11. Conducts himself or herself in a manner which adversely affects his/her suitability as a member of the academic community (Class I);
12. Conducts himself or herself in a manner which endangers his/her own safety or the safety of others (Class I);
13. Illegally possesses, uses, sells, or purchases drugs, narcotics, hallucinogens, or alcoholic beverages on or off campus (Class I);
14. Appears on campus under the influence of drugs, narcotics, hallucinogens, or alcoholic beverages (Class I);
15. Commits any act which is classified as an indictable offense under either state or federal law [The law violated will be cited in the charge.] (Class I);
16. Conducts himself or herself in a hostile, belligerent, threatening, profane, abusive, or otherwise distasteful or dangerous manner toward another student, faculty or staff member, visitor, or property on campus or at a college-sponsored event (Class I);
17. Fails to comply with other college rules and regulations as outlined in the Student Handbook, College Catalog, or Board policies and procedures manuals (Class I, II, III, or IV).

## Measures to Enforce Standards of Student Conduct

(as published in the Procedures Manual)

All penalties shown are maximum. Lesser penalties may be imposed.

### Summary Suspension

Although not necessarily considered disciplinary action against a student, summary suspension is a technique to protect the school from the immediate possibility of disorder or threat to the safety of students or staff. A suspended student is not to occupy any portion of the campus and is denied all college privileges including class attendance. Summary suspension shall be limited only to that period of time necessary to ensure that the purposes of the summary suspension are accomplished and, in any case, to not more than a maximum of ten (10) days (Class I).

1. The President, Dean of Students, or other staff member previously designated by the President may summarily suspend a student or students when it is deemed necessary for the safety and welfare of the college.
2. A summary suspension is for purposes of investigation, relieving the tension of the student body due to a serious infraction of student behavior standards, or removing a threat to the well being of the students and/or the good order of the college which would prevent the continued conduct of the academic community.

3. The reason or reasons for the suspension and notification of further action that is expected of the student and/or his or her parents, if he/she is under eighteen years of age, shall be mailed to the official college address of the student within twenty-four (24) hours (or one school day) of the suspension.
4. The Office of the President and the Dean of Students shall also be notified promptly, in writing, of all suspensions.

### **Reprimand**

A reprimand serves to place on record that a student's conduct in a specific instance does not meet the standards expected by the college. A person receiving a reprimand is notified that this procedure serves as a warning that continued conduct of the type described in the reprimand may result in formal action against the student. The student is further informed that records of reprimands are confidential property of Alvin Community College and are destroyed two years after the last entry has been made concerning any disciplinary action against an individual student and that such records are not considered part of a student's permanent records at the college (Class I, II, III, or IV).

### **Disciplinary Probation**

The Dean of Students or the Judicial Committee, after close evaluation of the individual case, may restrict the college-related activities of individual students or groups of students as deemed necessary and feasible by placing them on disciplinary probation. Disciplinary probation may be imposed for a period not to exceed one (1) year. Repetition, during the probationary period, of conduct resulting in disciplinary action may be cause for suspension or expulsion (Class I, II, or III).

### **Disciplinary Suspension**

Disciplinary suspension serves as a penalty against the student as a result of his/her conduct failing to meet standards expected by the college. Disciplinary suspension may be for up to one year beyond the term of current enrollment. A suspended student is not to occupy any portion of the campus and is denied all college privileges, including class attendance.

### **Expulsion**

An expelled student is denied all further college privileges.

### **Withholding of Transcript or Degree**

Withholding of transcript or degree is imposed upon a student who fails to meet fiscal responsibilities owed the college or who has a disciplinary case pending final disposition. The penalty terminates upon fulfillment of the responsibility or final disposition of the case.

## **Disciplinary Proceedings and Administrative Hearings**

(as published in the Procedures Manual)

1. Upon receiving information that a student has allegedly violated any college policy, rule or regulation, the Director of Admissions and Academic Advising shall conduct an investigation and, following such investigation, shall confer with the Dean of Students if unable to resolve the matter at the Director level. The Dean of Students shall either dismiss the allegation as unfounded or formalize the charge. The Dean of Students or the Provost, Dean of Instruction, may take immediate disciplinary action, including suspension pending a hearing,

if the continued presence of the student charged poses a danger to persons or property or an ongoing threat of disrupting the academic process.

2. Any student formally charged with a disciplinary violation shall receive notice from the Dean of Students and shall be informed of the evidence in support of the charge and any disciplinary action proposed to be taken against the student. The Director of Admissions and Academic Advising shall be the custodian of the records of all student disciplinary actions.
3. Appeal - Any student who wishes to contest the disciplinary action proposed by the Dean of Students has the right to a hearing before the Provost, Dean of Instruction. A request for hearing must be made, in writing, to the Dean within seven days of the student's receipt of notification of the proposed action, or the proposed action shall become final.
4. Hearings before the Dean are private and informal. The student shall hear the evidence against him/her and may present evidence in his/her behalf, in a form and manner as determined by the Dean. No party shall be entitled to legal representation in hearings before the Dean. Following the hearing, the Dean shall provide a statement of findings and any decision. This statement will become part of the disciplinary records kept by the Director of Advising Services. The Dean may adopt, modify or reject the proposed action of the Dean.
5. All decisions of the Dean, other than those involving suspension or expulsion, shall be final. Decisions involving suspension or expulsion shall be final unless appealed to the Chairman of the Judicial Committee, in writing, within seven days of receipt of the decision.
6. Formal hearings before the Judicial Committee shall be private and shall be tape recorded. The student may be represented at the hearing and shall be furnished with a list of witnesses and the subject matter of their expected testimony in advance of the hearing. The hearing shall proceed, generally, as follows:
  - a. The Dean of Instruction or designee, recites the charges against the student and the proposed action, and briefly describes the college's position.
  - b. The student briefly describes his/her position as to the charges and proposed action.
  - c. The Dean or designee presents the evidence for the college supporting the charge(s).
  - d. The student presents evidence in his/her defense.
  - e. The Dean, or designee, and the student may present rebuttal evidence.

Following the hearing, the Judicial Committee shall deliberate and render its judgment of their decision supported by written findings. The Chairman of the Judicial Committee shall notify the student of the Judicial Committee's decision in the pending matter.

## 7. Disciplinary Records

- a. Alvin Community College shall maintain a permanent written disciplinary record for every student assessed a penalty of suspension, expulsion, denial or revocation of a degree or certificate. A record of conduct violations shall be maintained for at least five years where the penalty assessed is other than those noted above. The disciplinary record shall reflect the nature of the charge, the penalty assessed, and any other pertinent information. The custodian of these records shall be the Director of Advising Services.
- b. The contents of a student's disciplinary record may be made available by the Dean of Students or designee to appropriate college officials who have a legitimate educational interest.
- c. The contents of a student's disciplinary record may be made available to persons outside the college only upon written request of the student or in response to a court order.
- d. The college shall maintain, as part of a student's disciplinary record, a record of all parties, other than those specified in "b" above, who have obtained access to data in an individual student's disciplinary record. The record of access shall include the legitimate interest of that party in obtaining the information.

# STUDENT TRAVEL POLICY

This policy applies to any student who travels to an activity or event that is organized or sponsored by the college, an activity or event funded by the college, uses a vehicle owned or leased by the college, and/or travels as a requirement of any organization recognized by the college. It also applies to anyone (faculty, staff, or students) transporting students and is considered to be the minimum standard. Departments may mandate additional policies. Failure to comply with this policy may result in the suspension of student travel.

## Modes of Travel

Listed below are the basic means of traveling available to students:

**Personal vehicles:** Drivers of personal vehicles should understand that their personal liability insurance would be the only insurance available to cover all costs associated with an accident. Therefore the driver and passengers of a personal vehicle must consider the risks involved. The college does not provide insurance for personal vehicles, nor will it assume any responsibility or liability if a college employee or student chooses to travel in a personal vehicle on a college-sponsored trip.

**College Vehicles:** All drivers of college vehicles must be approved by the Campus Police Department. A student driver must be approved by the sponsor of the trip and the Campus Police Department. If more than one person is traveling, at least one alternate driver must be approved. This approval must be in writing and kept on file at the Police Department. The college provides liability insurance coverage for all approved drivers.

**Commercial carrier** (bus, car rental, etc.): Commercial carriers provide their own insurance and assume liability. Insurance coverage can vary; renters should inquire as to what coverage the company provides. If college funds are used to rent or lease a vehicle, all drivers must be authorized by the college to drive.

## Safety Issues

**Minimum Driver Qualifications:** Drivers for student trips must be recommended by faculty and/or staff member(s) arranging the trip. Each driver must be at least 18 years of age; hold a valid USA Class C Operator's License or the appropriate license for the vehicle being driven; and complete the appropriate authorization form and meet the driver requirements of the college's insurance carrier if driving a college vehicle or vehicle leased using college funds; or have insurance coverage as required by law if driving a personal vehicle.

**Training:** Regular drivers of college vehicles must attend a driver training workshop sponsored by the college or complete a defensive driving course once every three years. A record of this training will be kept on file by the college police department.

**Driver Conduct & Responsibility:** The driver is responsible for the safe operation of the vehicle and for maintaining safe conditions within the vehicle. The driver must: comply with all applicable traffic laws and regulations; use seat belts when the vehicle is in motion; not drive under the influence of drugs or alcohol; not smoke while driving; not use radar or laser detection devices; not use headphones or earphones while driving; not use a cellular telephone while driving; require all occupants to remain seated and wear seat belts when the vehicle is in motion; not allow alcoholic beverages in the vehicle at any time; and confront rowdy or disorderly behavior by passengers that may cause driver distractions.

**Passenger Conduct:** Passengers are expected to conduct themselves in a manner that will ensure the safety of all persons. Passengers must keep conversations at normal levels to keep

from distracting the driver; remain seated at all times when the vehicle is in motion; use seat belts; limit conversation with the driver; and avoid any rowdy or disruptive behavior.

**Passenger Capacity:** The number of occupants, including the driver, may not exceed the number of working seat belts in the vehicle. However, only twelve persons, including the driver, may travel in a fifteen-passenger van. The total weight of passengers and cargo may not exceed the manufacturer's specifications/recommendations.

**Safety Devices:** All passengers should wear seat belts at all times. Buses are equipped with fire extinguishers.

**Driver Fatigue:** Driving a vehicle for long hours is tiring. However, there are things that drivers can do to help stay alert and safe: Get enough sleep prior to the trip; schedule trips during normal waking hours; avoid medication before driving, especially if the label warns against operating vehicles while taking the medication; keep the vehicle cool by keeping the window open, a vent cracked, or using the air conditioner; never drive for more than four consecutive hours without taking a ten-minute break or having an alternate driver assume the driving responsibility; and stop for the night. If this is not possible, pull off at a safe place and take a nap. Avoid any type of drug to stay awake.

## SEXUAL HARASSMENT POLICY

It is the policy of Alvin Community College to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited, and offenders are subject to disciplinary action. "Sexual harassment" is defined as either unwelcome sexual advances or requests for sexual favors, or other verbal or physical conduct of a sexual nature, by an employee of the college, when

- (1) submission by a student to such conduct is made explicitly or implicitly a condition for academic opportunity or advancement;
- (2) submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting that student; or
- (3) the intended effects to or reasonably foreseeable effect of such conduct is to create an intimidating, hostile, or offensive environment for the student.

### Filing a Grievance

The Office of the Dean of Students and the Director of Human Resources have been given the primary responsibility for responding to questions about and receiving complaints of sexual harassment of students. Students may also address their questions or complaints to the department chairperson or other college administrative personnel. In such cases, the chairperson or the administrator should immediately contact the Dean of Students and/or the Director of Human Resources for consultation.

Investigation of a specific complaint of sexual harassment will be initiated upon submission of a written and signed statement by the student to the Dean of Students. Confidentiality will be maintained to the extent permitted under the law, and the rights of the individuals involved will be protected. Disagreement with the resolution of the complaint will be handled according to the usual procedures for grievances.

Students and employees should conduct themselves in an appropriate manner and should avoid compromising situations involving any romantic or sexual relationship between an employee and a student who is under the employee's supervision.

# HEALTH INFORMATION

## First Aid

If a student requires medical attention while on campus, he/she should **contact 911 if it is an emergency** and also contact Campus Police at 281-756 3700 and his/her own physician. The Nursing Department does not provide first aid or medical attention to students.

## Smoke Free Campus Policy

Alvin Community College is a tobacco free campus. This policy applies to all College facilities (except parking lots), owned or leased, regardless of location, all athletic facilities and College vehicles.

## Student Health Insurance

Alvin Community College does not participate in a group student insurance plan. Student health insurance is available for purchase through private companies. Students may obtain written publications and contact information regarding various plans from the Office of the Dean of Students. Students should carefully study the terms of the policy before purchasing coverage.

## Important Health Information

The following are health issues which should be of concern to you. We urge you to learn about them and take the appropriate steps to protect yourself and your family.

**Measles, Mumps, Rubella:** According to the Texas Department of Health, those born in 1957 or later may not have been properly immunized. The single dose immunization which many received was inadequate. The classroom setting increases the chance of exposure. If you were born after January 1, 1957, you should see your doctor or visit a public health clinic for proper immunization against measles (two doses or measles vaccine administered on or after the first birthday at least 30 days apart) rubella, (one dose of rubella vaccine on or after the first birthday), and mumps (one dose of mumps vaccine on or after the first birthday).

**Tetanus (Lockjaw):** The tetanus vaccine is effective for about 10 years and should be boosted at 10-year intervals in combination with diphtheria vaccine. It is common for older adults to develop tetanus because many have not received booster shots.

**Poliomyelitis:** Polio immunization in the U.S. is not routinely recommended for anyone over 18. If you are leaving the country, however, consult your doctor.

**Drug and Alcohol Abuse:** If you are concerned about your own or your family member's abuse problems, you can get help through the Advising Services. Counselors will maintain confidentiality and can help you with referrals if intensive counseling or treatment is needed.

**Illegal Drug Policy:** In compliance with HR 253/SR 645, no illegal drugs shall be allowed on campus, and any student caught with an illegal drug will be suspended from attendance or enrollment for a specified period of time. See Disciplinary Proceedings and Administrative Hearings.

**HIV Infection and AIDS Policy:** The Alvin Community College policy on HIV infection and AIDS is available in the office of the Dean of Students. The educational pamphlet on AIDS developed by the Texas Department of Health is available in the office of Advising Services and in brochure racks throughout the campus.

## **Bacterial Meningitis**

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. 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 strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

### **What Are The Symptoms?**

- High fever
- Rash or purple patches on skin
- There may be a rash of tiny, red- purple spots caused by bleeding under the skin. These can occur anywhere on the body.
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

### **How Is Bacterial Meningitis Diagnosed?**

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

### **How Is The Disease Transmitted?**

The disease is transmitted when people exchange saliva (such as by kissing or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

### **How Do You Increase Your Risk of Getting Bacterial Meningitis?**

Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. or living in close conditions (such as sharing a room/suite in a dorm or group home).

### **What Are the Possible Consequences of the Disease?**

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Gangrene
- Limb damage (fingers, toes, arms, legs)
- Coma that requires amputation
- Convulsions

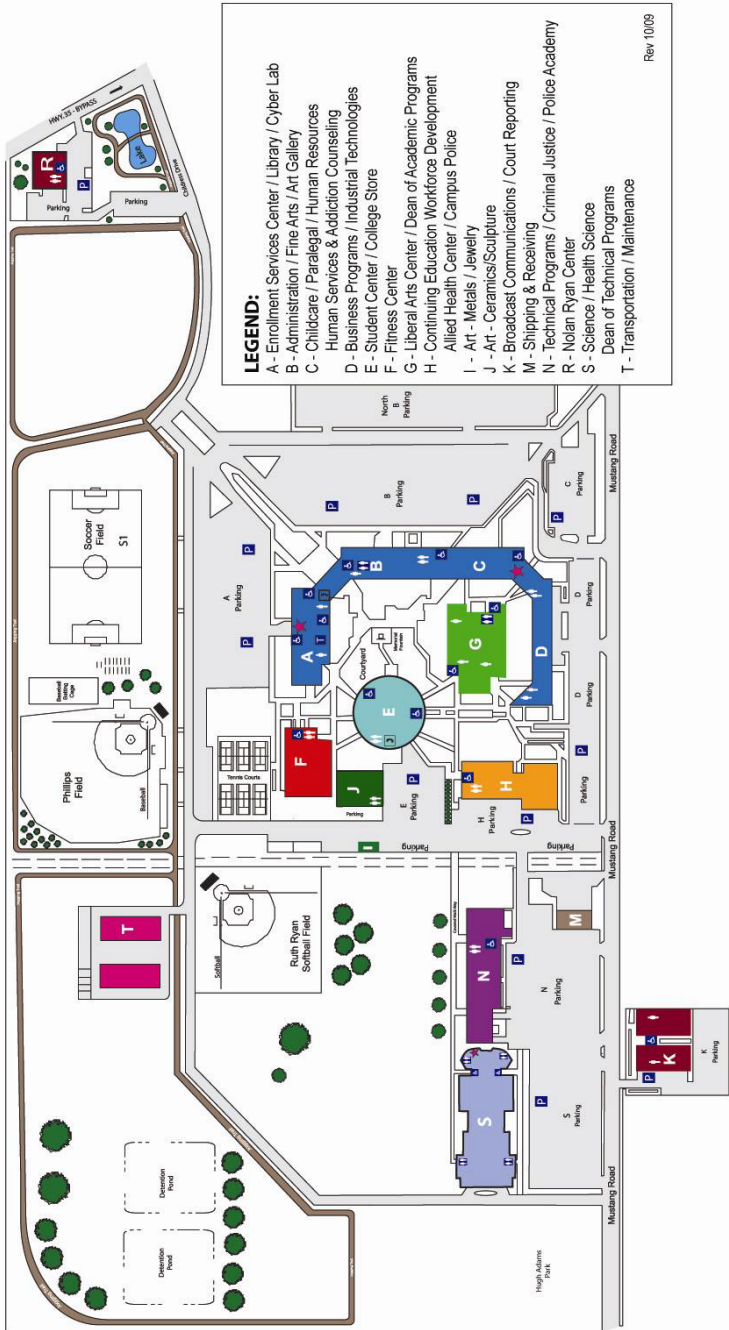
**Can the Disease Be Treated?**

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur. Vaccinations are available and should be considered for: those living in close quarters and college students 25 years old or younger. Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis). Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years. The cost of vaccine varies so check with your health care provider. Vaccinations are very safe – most common side effects are redness and minor pain at injection site for up to two days. Contact your health care provider for vaccinations.

**How Can I Find out More Information?**

Contact your own health care provider or contact web sites [www.cdc.gov/ncidod/dbmd/disease](http://www.cdc.gov/ncidod/dbmd/disease) info; [www.acha.org](http://www.acha.org). Contact your local or regional Texas Department of Health. The Brazoria County office is at 432 E. Mulberry St., Angleton, 77515; 281-756-1484. The Alvin office is at 310 E. House St. 281-585-3024.

# Alvin Community College Campus Map



Rev 10/09

# Alvin Community College Pearland Center Campus Map

- LEGEND:**
- 1. Classrooms
  - 2. Meeting Room / Mail Room
  - 3. Classrooms
  - 4. Advanced Manufacturing Lab
  - 5. Classrooms / Theatre
  - 6. Administrative Offices & CEWD Registration
  - 7. Cottage / PISD Learning Skills Transition Center

