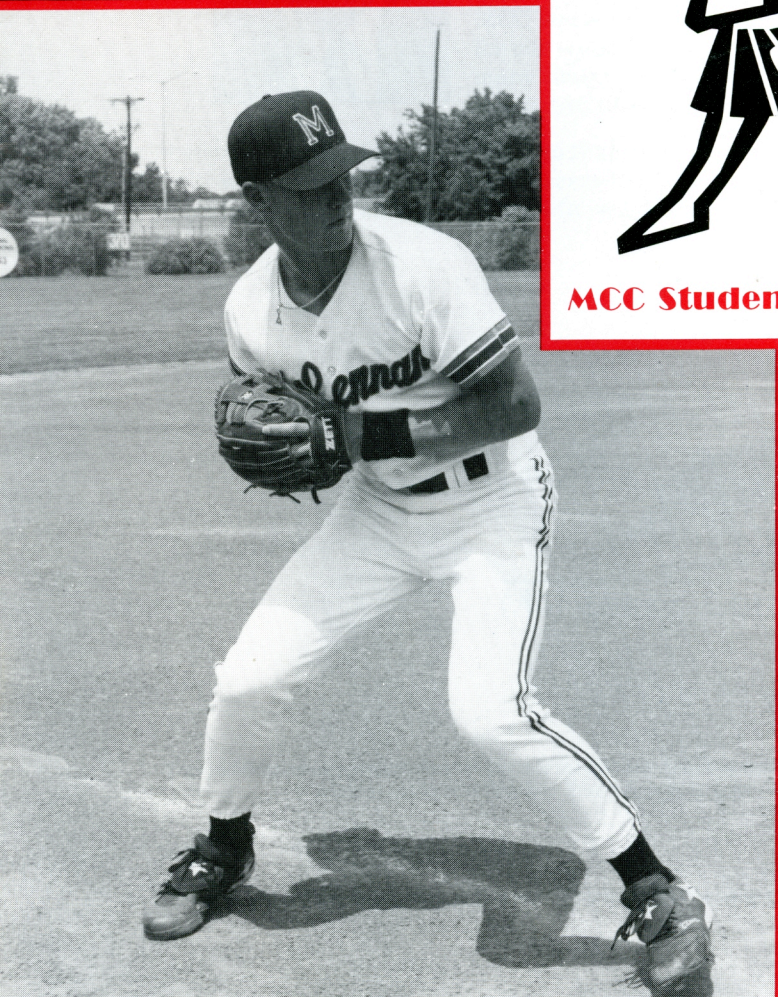


**Highlander's Guide  
1996-97**



**MCC Student Handbook**





# 1996-97 Highlander's Guide

## Student Handbook of McLennan Community College

Waco, Texas

### To Our Students:



For many years, McLennan Community College has enjoyed a statewide reputation for outstanding instruction and technical training. As we begin the 1996-97 school year, we look forward to putting that reputation to work for you as you gain the knowledge, skills and tools you need for a successful future.

While attending MCC is a logical step for many of our students who are just out of high school, we also recognize that community college is a critical point of access for many older students seeking to expand their opportunities. All of us at MCC feel strongly that our first responsibility is to open the doors to the future for our students. With this comes your responsibility to take advantage of the many chances to grow and learn that are available both in class and in various college activities.

As president, I pledge to you that we will continue our commitment to meeting the needs of tomorrow's workforce by providing you an excellent education. We would like to thank you for giving us the chance to play such an important role in your future.

*Dennis Michaelis, Ph.D.  
President*

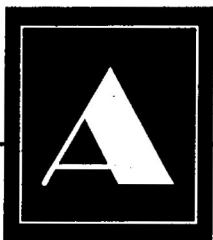


**McLennan Community College**

*This publication was prepared on the basis of the best information available at the time of printing, however, all information is subject to change without notice or obligation. This publication is for information purposes and does not constitute a contract.*

*McLennan Community College does not discriminate on the basis of sex, disability, race, creed or religion, color, age, or national origin.*





## Activities

Student Activities sponsors a variety of programs and activities throughout the year.

To keep up with what is happening on campus, students should check the bulletin and message boards in and around the Student Center. The semester activity calendar, the *Chanter* (student bulletin), and the *Highland Herald*, (campus newspaper), are also good sources of information concerning student activities.

## Alcohol & Other Drugs

MCC is a drug-free campus as described by the Federal Drug-Free Schools and Communities Act Amendment of 1989. It is a violation of the "General Conduct Policy" to possess, attempt to possess, use, transmit or distribute (sell) drugs or alcohol on the campus or at any building, facility, grounds or other property owned, leased or controlled by the institution. Counseling and treatment resources are available from Single Parents and Displaced Homemakers Services.

## Athletics

Past records and honors demonstrate that MCC has one of the best overall junior college athletic programs in the nation. Intercollegiate athletics include basketball (men's and women's), baseball, golf (men's and women's), and women's tennis.

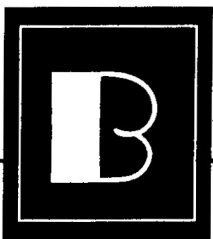
## Attendance/Absences

(For the attendance policy, see MCC General Catalog.)

A student who is absent from classes for the observance of a Religious Holy Day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day after the first day of the semester, the student notifies the instructor of each class the student has scheduled on that date that the student will be absent for a Religious Holy Day.

Notification of planned absences must be in writing and must be delivered by the student, either personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested, addressed to the instructor of each class.

"Religious Holy Day" means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code.



## Bookstore

The MCC Bookstore is located on the lower level of the Student Center and is open Monday through Friday, 7:45 a.m. to 5 p.m. Hours are extended during back-to-school weeks. Call 750-3530 for more information.

Textbooks that meet the buyback policy requirements may be sold back to the Bookstore at a reduced price. Buybacks are held year-round.

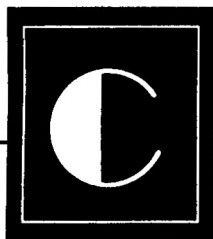
The average cost for books for a full-time student is approximately \$250 per semester. College T-shirts, hats and other clothing items are available at the bookstore, along with school supplies, greeting cards, candy and sundries.

## Bounced Checks

All records, grades, and other official documents of students with unpaid financial obligation(s) to the college will be held until such obligations have been met, and such students shall not be allowed to re-enroll without special approval of the Vice President of Business Services.

Any student who pays tuition or any other registration fees/charges (including Bookstore charges) with a check that is returned unpaid to MCC nullifies her/his enrollment in the college. When financial insufficiency has been confirmed due to "insufficient funds," "account closed," or any other reason; and regardless of whether or not the student has attended classes, the student's enrollment is nullified.





## Cafeteria

MCC offers a full-service cafeteria (located on the second floor of the Student Center). Serving Monday through Thursday, from 7:30 a.m. to 2 p.m. and Friday from 7:30 a.m. to 1 p.m. Hot breakfast, fresh fruits, a large selection of beverages, pizza, grilled food, salad bar, made-to-order sub sandwiches, entrees and vegetables. Breakfast: 7:30-10 a.m. Lunch (hot line): 10 a.m.-1 p.m. Grill: 1-2 p.m. (except on Fridays).

## Campus Police

MCC is concerned about the safety and welfare of all persons on campus and is committed to providing a safe environment.

The MCC Campus Police Department is an accredited police force. The department employs six police officers commissioned by the Board of Trustees pursuant to Section 51.212 of the Texas Education Code. All commissioned officers are licensed by the Texas Commission of Law Enforcement Officers Standards and Education and are recognized as peace officers under Article 2.12 of the Texas Code of Criminal Procedure.

Campus police have primary responsibility for law enforcement on campus and work closely with the Waco Police Department and other area law enforcement agencies. Campus police conduct vehicular, foot and bicycle patrol on campus 24 hours a day, seven days a week, providing around-the-clock protection. In addition to the commissioned officers, the department employs three campus patrol officers who assist in safeguarding the campus community and in the enforcement of college rules and regulations.

Campus police investigate all reported criminal activity and emergencies occurring on campus.

The campus police are headquartered in the Physical Plant, across from the tennis courts.

Potential criminal actions or emergencies on campus may be reported directly by any student, faculty or staff member. To quickly access the MCC police, dial "O" from any campus phone to reach the switchboard operator. The switchboard operator has direct radio contact with the officer on duty.

To contact campus police after 5 p.m., dial "750" from any campus phone. The Waco Police Department also may be notified in emergency situations by dialing "911."

## Computers

Students have access to a number of locations on campus where they can use computers to type papers or projects. Also, see "Labs" (page 7).

## Child Care

Child care may be available for MCC day students at the MCC Child Development Center, located in the Community Services Center. Application for services is required. For more information, call 750-3540.

Financial assistance with child care is available through the Single Parents and Displaced Homemakers Services during the Fall and Spring semesters. Application for assistance is required. For more information call 750-3591.

## Crime Statistics

In accordance with the Campus Crime Awareness and Campus Security Act of 1990, the following is a statistical report of crime on the MCC campus.

### CRIME STATISTICS

	1993	1994	1995
Murder .....	0	0	0
Robbery .....	1	0	0
Aggravated assault .....	0	0	0
Burglary .....	0	1	0
Motor vehicle theft .....	1	2	3
Rape .....	0	0	0
Sexual Offenses			
Forcible .....	0	0	0
Non-forcible .....	0	0	0

### ARRESTS

	1993	1994	1995
Liquor law violations .....	0	0	0
Drug abuse violations .....	0	0	0
Weapon possession .....	0	0	0

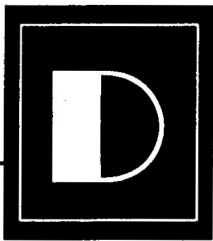
## Classroom-Related Problems

A student having problems directly related to a class should first talk with the instructor. If the problem is not resolved, the student talks to the program director or division director, then to the appropriate Dean, then to the Vice President of Instruction.

## Constitution of Student Assembly

Copies of the Constitution of Student Assembly are available through the Student Activities office.





## Dance Company

The MCC Dance Company is a precision dance team dedicated to promoting spirit and entertainment for special events at MCC and in the community (For more information, see *General Catalog*).

## Disabilities/ADA

In accordance with the requirements of the Americans with Disabilities Act (ADA) and the regulations published by the United States Department of Justice 28 C.F.R. 35.107(a), MCC is designating its ADA co-coordinators. Dr. Johnette McKown, Vice President of Business Services, and Mr. Richard Coronado, Associate Dean/EEO Officer, shall be the persons responsible for coordinating the college's efforts to comply with and carry out its responsibilities under ADA.

## Dead Week

The week immediately prior to Exam Week during the Fall and Spring semesters. Called "dead week" to indicate the mood of the campus, no college activities requiring the participation of students will be held and no required major examinations will be given, with the exception of skills, lab, or clinical finals. Classes meet as regularly scheduled.

## Dress Policy

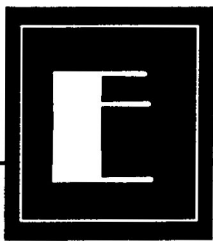
Students of the college, while on campus and/or participating in any function or activity of the college, are expected to meet acceptable standards of dress and personal hygiene.

A student's dress or personal hygiene shall be considered unacceptable if it inhibits or interferes with the educational responsibility of the college community or if it disrupts the administrative functions of the college, including social-educational activities.

## Degrees

MCC offers course work designed to prepare students to enter specific occupational areas at the end of one year or two years of specialized training or to continue their education at a four-year institution. A **certificate** is awarded for one year of specialized training in a vocational/technical area. An **Associate in Applied Science** is awarded for two years of specialized training in a vocational/technical area. An **Associate of Arts** is

awarded for two years of study in a particular subject area or general studies curriculum which enables students to transfer to an upper-level program at senior institution. A **Bachelor's Degree** may be earned at a four-year college or university after completing a prescribed course of study. The number of hours required for the degree depends upon the area of major study. Students can complete up to two years of study towards a Bachelor's Degree while attending MCC.



## Emergencies

**Dial "O"**

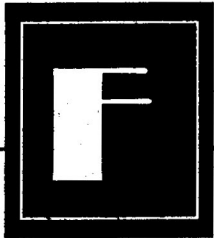
Emergencies or potential criminal actions may be reported directly by any student, faculty or staff member. To quickly access the MCC police, dial "O" from any campus phone to reach the switchboard operator. The switchboard operator has direct radio contact with the officer on duty.

To contact campus police after 5 p.m., dial "750" from any campus phone. The Waco Police Department also may be notified in emergency situations by dialing "911."

## Equal Opportunity

McLennan Community College provides equal educational opportunity for all qualified students and does not discriminate on the basis of sex, disability, race, creed or religion, color, age, national origin or any other unlawful factors in its educational programs, activities, or employment as required by Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Educational Amendments Act of 1972 and the Age Discrimination Act of 1978.





## Fees, Cost & Tuition

(See credit class schedule for current information.)

## Food Consumption

The consumption of food is not allowed in the library or laboratories.

## Free Application for Federal Student Aid (FAFSA)

Obtained at the Student Financial Assistance office, this form must be completed by the student each year and sent to the Federal Student Aid Programs office in Illinois to qualify for federal student aid programs including grants, loans and money.

## Financial Assistance

Grants, loans, work study, scholarships and other types of financial assistance are available through the Office of Student Financial Assistance, located in Suite 111 of the Student Services Building. The phone number is 750-3698.

Students are required to be making satisfactory academic progress at the time they receive federal and state financial assistance. All recipients of financial assistance must be enrolled in a program of study which leads to an associate's degree, certificate or is transferable toward a baccalaureate degree. All course work attempted at the College is considered when determining satisfactory progress regardless of whether the student previously received financial assistance.

The following criteria are used to determine whether a student is making satisfactory progress:

- Students who have attempted 29 or fewer semester hours must complete 50% of those hours with a minimum 1.50 cumulative grade point average.
- Students who have attempted between 30 and 59 semester hours must complete 60% of those hours with a minimum 1.75 grade point average.
- Students who have attempted between 60 and 93 semester hours must complete 75% of those hours with a minimum 2.00 cumulative grade point average.

Generally, students may receive federal or state financial assistance during the first 93 semester hours of course work attempted in their program at McLennan Community College. (See *General Catalog*, Satisfactory Academic Progress Policy, page 55.)



## General Conduct Policy

(See page 19.)

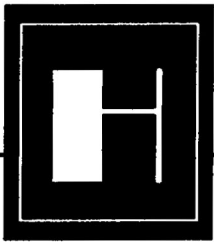
## Graduation Requirements

To graduate, students must complete credit for 60 semester hours of college work excluding developmental courses. For a complete list of requirements, consult the *General Catalog*.

## Grievances

(See page 20.)





## Honor Recognition

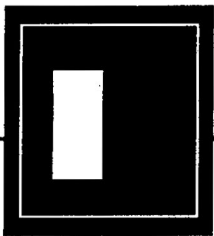
Students who achieve and maintain prescribed standards of scholarship shall be awarded special recognition at the end of each semester, and at the annual Commencement Exercises. The Vice President of Student Services shall be responsible for the preparation of the Honors List at the end of each semester. To be included, a student must have completed 12 or more college-level semester hours with a grade point average of 3.50 or better. The Honors List shall be divided into the following categories as determined by the grade averages shown:

3.8 – 4.0	Distinguished Honors
3.5 – 3.79	Honors

To receive special recognition at the Commencement Exercises, a student must be graduating with an associate's degree and have earned a cumulative grade point average of 3.5 or better. Special recognition categories and the grade averages required for each are as follows:

4.0	Highest Honors
3.8 – 3.99	High Honors
3.5 – 3.79	Honors

Students who graduate with highest honors shall be presented a special award during the Commencement Exercises.



## Identification Card

Students are issued a student identification card when they register. Students may be required to show their ID card when they vote, use the Library, bookstore, gym (basketball and racquetball), attend athletic events, or participate in other college-sponsored activities. A fee of \$3 will be charged for replacing lost IDs. Replacements are available at the Business Office located on the first floor of the Administration/Classroom Building.

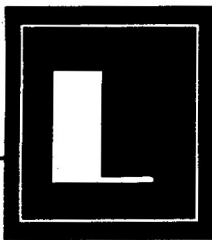
## Information Center

Located in the Student Services Building, the Center provides all types of information for all prospective and current students. Enrollment packets, general catalogs and other pertinent information can be obtained at the Center.

## Insurance

The Health and Sickness Insurance programs are made available to students and their dependents on a voluntary basis. Brochures outlining the programs are available in the Personnel Office located on the first floor of the Administration/Classroom Building.





## Library

All students should acquaint themselves with the Library and its resources. The more students learn about the Library, the better it can serve as a learning resource center for them. Make a special effort to meet the people who work in the Library. Remember, they are there to help all students.

The Reference Librarians can assist students in locating materials and in using the public access catalog and other indexes. A handbook is available at the Reference Desk to acquaint students with the Library.

The Library is open during these hours:

Fall and Spring Semesters

7:45 a.m. to 9 p.m. Monday – Thursday

7:45 a.m. to 5 p.m. Friday

Saturday hours are posted in the *Highland Herald*, *Chanter*, bulletin boards, and throughout the Library.

Between Sessions – As posted

Vacation/Holidays – Closed

### Checking Out and Returning Books

Bring the book(s) to be checked out and a current MCC student ID to the circulation desk. A Library staff member will barcode the ID and check out the book(s). Most books may be checked out for two weeks. This circulation period may be shorter at the end of the semester, since all books are due back before the semester ends. Books should be returned to the book drop at the circulation desk. When the Library is closed, books may be returned through the book drop at the Library's entrance.

### Library Regulations

- a. All large purses, briefcases, notebooks, etc. are subject to examination when patrons leave the Library, more especially when the book detection alarm sounds.

- b. Food, drinks, smoking and tobacco chewing are prohibited in the Library.
- c. Students should not reshelve books; they should be left on the tables for library personnel to shelve.
- d. Students are expected to respect the rights of others who want a quiet place for studying. Rooms are available for student conferences or discussions.
- e. Current student IDs are required to borrow Library materials. Reference books and periodicals must be used in the Library and cannot be checked out. Copy machines are available if needed.
- g. Reserve materials which have varying check out dates are located at the Circulation Desk; check with a librarian for information.
- h. A book may be renewed up to two times as long as it is not overdue and there have been no holds placed on it. Renewal periods are for one week.
- i. Fines are charged in the following situations:
  - 1) Overdue reserve materials
  - 2) Unauthorized attempt to remove library materials regardless of the student's intent
  - 3) Damage to library materials
  - 4) Lost/unreturned materials
- j. Transcript holds:

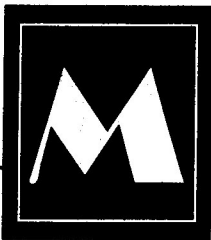
A transcript hold is placed on a student's record when the fines listed above are unresolved. Transcript holds are also placed for overdue circulating books and unpaid library fines. A transcript hold fee is a non-refundable \$25 per item.
- k. Though the Library tries to contact the student regarding overdue materials, ultimate responsibility for library materials rests with the student.

## Labs

There are a number of labs on MCC's campus to help students develop their skills. There are also a number of required lab courses attached to lecture-style classes that aid students in developing their skills in that subject area. For complete information regarding the physical location of labs on campus or what lab courses may be required for particular courses, contact the Information Center at 750-3522.

## Lost and Found

The Lost and Found is located on the third floor of the Student Center. If an article is lost and/or found, it should be sent to the Student Activities office. Articles turned in to "Lost and Found" will be kept until claimed or disposed of after one semester.



## Motor Vehicle and Parking Regulations

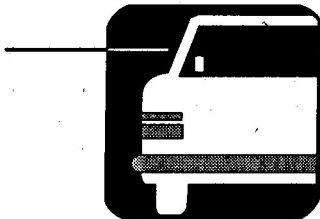
All students utilizing campus parking facilities must purchase a parking permit, display it properly, and park in student parking lots. The parking fee is \$5 per semester. The payment of this fee each semester entitles each student to one parking permit.

Purchasing a parking permit does not guarantee a parking place close to your class nor does the absence of a parking space justify violation of the parking rules. Only students with a special MCC permit or a State of Texas permit for the disabled may park in all parking lots.

### Permits

All students who park an automobile on campus must display a valid parking permit on the outside lower left corner of the rear window. Permits for convertibles, pickups with temporary campers, and vehicles with a rear window sun shield may be displayed on the left rear bumper. A standard automobile permit will be used for motorcycles and must be carried on the person of the rider.

Place permit  
as shown



Failure to display permits as described above constitutes a parking violation with a minimum fine of \$15. Parking permits may be obtained during registration for each semester or summer term. Additional permits may be purchased for \$5 each at the Office of Student Records. **Students shall be responsible for all parking permits registered in their name, regardless of the operator or the owner of the vehicle.** If a parking permit is lost, the loss should be reported to the Office of Student Records, in person, immediately. A fee of \$5 will be charged for parking permit replacement. **Students must not park in the visitors lot for any reason.**

- A. **Temporary Permits:** Any vehicle that is driven on campus by a student must be parked in a student parking lot. **If you have lost your permit, or you are driving another vehicle, you must park in a student parking lot and request a temporary permit from the Office of Student Records within four (4) hours of parking the vehicle.** A description of the vehicle (license plate number, make, year, and color) must be provided. The permit is free and under certain circumstances may be valid for a maximum of two weeks.
- B. **Special Permits for the Disabled:** Students with physical limitations that affect their mobility may apply for a special

parking permit that allows them to park in all parking lots. Applications are available at the Office of Services for Students with Disabilities. The state decal for the disabled on the license plates of vehicles driven by disabled students and a valid MCC parking permit also will allow students to park in all parking lots on campus.

### Where to Park

Students may park in all parking lots and spaces not designated for faculty/staff, visitors, Art Center, or the disabled. The following guidelines apply:

- Yellow stripes ..... designated for small vehicles
- White stripes ..... designated for large or intermediate size vehicles
- Blue stripes & curbs ..... reserved for disabled with special MCC permit or State of Texas permit for the disabled
- Yellow curbs ..... no parking
- Unpainted ..... no parking unless posted signs indicate otherwise

**Warning! Vehicles illegally parked on the MCC campus will be immobilized or towed away at the owner's expense.**

### MCC Shuttle Bus

Shuttle bus service is available from 7:45 a.m. to 2:15 p.m. during the Fall and Spring semesters. Students may park their cars on the parking lot facing College Drive at the Community Services Center and take the shuttle, which runs to and from buildings on campus approximately every 10 to 15 minutes. MCC encourages you to take advantage of this service.

### Immobilization / Towing of Vehicles

Vehicles may be towed or immobilized by means of an automobile immobilizing "boot" at the expense of the owner/driver when the vehicles are found to be parked in areas which include, but are not limited to, the following:

1. Vehicles parked in fire lanes.
2. Unauthorized parking in spaces reserved for the disabled.
3. Vehicles found blocking parking lot entrances and/or exits.
4. Unauthorized vehicles parked in designated reserved spaces, faculty/staff areas, or visitor parking spaces.
5. Vehicles parked in such a manner as to pose a safety hazard or hinder the normal flow of traffic.
6. Vehicles which double-park causing immobility of legally parked vehicles.
7. Parked on grass.

A tow or immobilization fee will be charged in addition to the ticket for the violation on all towed or immobilized vehicles. Immobilized vehicles will be released to the owner/driver of the vehicle after positive identification is provided and the immobilization fee is paid. Towed vehicles will be stored at the towing company's place of business, and a tow fee will be assessed by the wrecker company.

*continued on next page*



# Motor Vehicle, continued

## Violations

In addition to these campus motor vehicle regulations, city and state regulations apply.

Parking violations include but are not limited to:

- *Parked on unpainted curb*
- *Parked in area not designated for parking*
- *Parked against flow of traffic*
- *Parked over stripes*
- *Parked in excess of time limit (15 minutes parking time zone)*
- *Parked in faculty/staff reserved area*
- *Parked in area designated for the disabled (minimum fine \$25)*

- *Parked on grass*

Moving violations include but are not limited to:

- *Speeding*
- *Burning-off*
- *Reckless driving*
- *Failure to yield right-of-way*
- *Driving the wrong way on a one-way street or parking lot through-way*
- *Executing U-turns*
- *Failure to yield to pedestrian in cross-walk*
- *Failure to keep right at traffic circle*
- *Operating a motor vehicle on sidewalks, grass, etc.*

Parking permit violations are:

- *No valid permit*
- *Permit improperly displayed*

## Weekends and Holidays

Enforcement of regulations on weekends and holidays will be limited to the following:

- a. *Parking in spaces reserved for the disabled*

- b. *Blatant parking violation and disregard for the public safety of others and/or college property*
- c. *No valid parking permit displayed on vehicle*
- d. *Moving violations*

## Fines

Fines for violations of these regulations are:

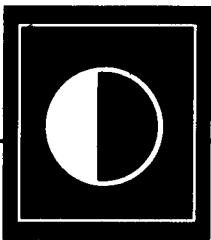
Moving violations .....	\$10
Parking violations .....	\$10
Parking in faculty/staff lot .....	\$10
Parking permit violations .....	\$15
Parking in spaces reserved for the disabled without appropriate permit .....	\$25
Immobilization fee .....	\$25

Payment for fines may be made in Office of Student Records.

A late payment fee of \$5 will be added to a traffic violation fine if payment is not made within ten (10) class days from the date of the violation. All grades, records, and transcripts may be withheld, and a student may be suspended from classes until all fines are paid. A student who has accumulated four tickets during an academic year shall be reported to the Vice President of Student Services for administrative action. Administrative action may result in the temporary or permanent suspension of a student's driving privilege on campus. When a student whose campus driving privilege has been suspended temporarily is observed driving on campus, action shall be taken to convert the suspension to permanent exclusion.

## Appeals

A student may appeal a ticket through administrative channels. An appeal form must be filed in the Student Activities office within **ten (10) class days from the date of the violation**.



## Organizations

To become a member of a campus organization, interested students should attend a meeting and express their desire to join the group. Meeting dates and places are announced in the Chanter. Student organizations which have been officially recognized by the College, and are currently active, are the following:

Baptist Student Ministry (B.S.M.)  
Data Processing Management Association  
International Students Organization  
Iota Kappa Phi (Theatre Club)  
L'Espris de France (French Club)  
MCC Dance Company  
MCC Student Paralegal Association  
Music Teachers National Association Student Chapter (M.T.N.A.)  
Music Educators National Conference (M.E.N.C.)  
Music and Entertainment Industry Student Association (M.E.I.S.A.)  
Nursing Students Association (Day and Evening Classes)  
Physical Therapy Club  
Phi Theta Kappa (Honor Society)  
Plaid Vests (Debate and Speech Club)  
Psi Beta (Psychology Honor Society)  
Press Club  
Rho Kappa Phi (Respiratory Club)  
Student Government  
Zeta Omega Eta (Religious Club)

For more information about each organization, you can visit the Student Activities office on the third floor of the Student Center or call 750-3420.

## Office Hours

The times faculty members are available for students to visit with them vary. Students should check with their instructors on the first day of class as to when they will hold office hours.

## Starting a New Organization

### *Recognition*

The college recognizes the need for organizations of students and provides criteria for the establishment of campus student organizations as follows:

1. Membership is composed entirely of current MCC students. (Special non-student membership is allowed under certain conditions.)
2. One or more faculty members agree to serve as advisors.
3. Meetings are held on campus and during the regular college day. (Exceptions should be approved in writing by the Student Activities Specialist well in advance of the anticipated date.)
4. A democratic plan is used for the selection of members without regard to race, religion, national origin, sex, disability, age, or other basis prohibited by law.
5. Goals are educational and compatible with the interests of the college.
6. An approved constitution is on file in the Student Activities office. The constitution must be developed by the organization and approved by the following:
  - a. The proposed organization
  - b. The Student Activities Specialist
  - c. The Student Government
  - d. The Vice President of Student Services

Upon verification of conformity to the criteria for establishment, official authorization will be issued by the Student Activities Specialist for the establishment of an organization. After a one-year probationary period, an organization will receive a charter of official recognition if it has observed all rules and regulations and shows evidence of an effort to achieve the objectives of its constitution.

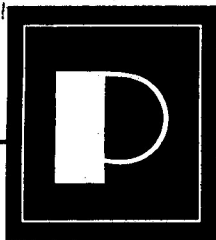
Only those organizations that have received official recognition by the college shall have the privilege of using the college name when publicizing their activities.

Students who wish to form a new organization should contact the Student Activities Specialist for assistance.

### *Student Organization Activities*

Official campus organizations may sponsor activities and events. A Student Activity Proposal Form must be approved through proper channels (beginning with the Student Activities Specialist) at least two weeks in advance of the event. The proposed function must be approved and attended by a faculty advisor of the organization.





## Parking

(See page 8-9.)

## PASS Workshops

Programs for Academic Success for Students or "PASS" Workshops cover topics designed to help students be successful in college. For more information, contact the Student Activities office at 750-3420.

## Petitions

The circulating of petitions shall be permitted on the MCC campus. All proposed petitions must be submitted, prior to circulation, to the Student Activities office.

## PIN

A class schedule (with the Personal Identification Number or "PIN" on the mailing label) will be mailed to the home of all students eligible for telephone registration.



## Refund Policy

When students withdraw from the college or drop a portion of their semester hour enrollment, a refund of tuition and mandatory fees shall be made in accordance with the refund schedules (see *General Catalog*).

## Posters, Signs, Etc.

All signs, posters, and literature to be posted and distributed on the MCC campus must be approved by Student Activities. (Guidelines for approval are available in the Student Activities office).

## Privacy Rights

(See page 23)

## Probation

Any student who has completed one or more semesters and has attempted 12 or more semester hours will be placed on scholastic probation for failure to maintain a 2.0 cumulative grade point average. For complete information on scholastic probation, consult the *General Catalog*.

## Publications

The Student Activities office publishes a student bulletin, the *Chanter*, once a month. It contains announcements, important dates, and activities that are of interest to students.

MCC publishes a campus newspaper, the *Highland Herald*, every other week. Students who are interested in reporting for the newspaper should enroll in Communications 2311 and 1129. Students who are interested in photography should enroll in Communications 1129 and 1318.

## Residence Classification

The legal residence of each applicant for admission to MCC is determined by the Office of Student Admissions, located in the Student Services Building.



## Student Center

The Student Center serves as the principal social and recreation area on the campus where students can spend leisure time enjoying refreshments, meals, conversation, games or entertainment.

A variety of entertainment, including juke box music and television, is available in the Student Center.

Table games may be checked out from the Student Activities office with a student identification card (a late return fine of 50¢ is charged).

Opportunities abound for challenging games of chess, bridge, spades, dominoes, and for matching skills against electronic games; however, gambling in any form is a violation of the campus General Conduct Policies.

In order to maintain a presentable Student Center, students are urged to remove trays and trash from the tables. Receptacles are provided for trays (on top) and trash.

## Student Government

The Student Government of MCC was established in the spring of 1967 and has been active in all affairs concerning student life. In addition to organizing itself into a coordinated, well-functioning legislative body, the group serves as a forum for the discussion of all issues affecting student life. Student Government provides many opportunities for students to participate in various activities on and off campus.

Student Government officers and representatives are elected at different times during the year. The president, secretary, treasurer, parliamentarian, and historian are elected during the spring semester while the vice president (who must be a freshman) and the representatives are elected early in the fall semester.

## Sexual Harassment

Sexual harassment is reprehensible and will not be tolerated by MCC. All members of the college community including, but not necessarily limited to, the Board of Trustees, the administration, the faculty/staff, students and members of the public while on campus are expected to conduct themselves in a manner that will provide an atmosphere free from sexual harassment.

The MCC Sexual Harassment Policy is available in the Student Activities office.

## Sexual Assault Policy

Sex offenses, including rape, acquaintance rape, and other sex offenses (forcible or non-forcible) against any student or employee, are prohibited and will not be tolerated. Sex crime victims are encouraged to report such offenses to designated campus officials and/or local law enforcement agencies. The assistance of campus authorities is available to the victim of sexual assault who reports the offense to local law enforcement agencies.

### *Procedures:*

A. Complaint — Victims of sexual assault are encouraged to report the offense immediately to the appropriate campus official and/or local law enforcement officials. Appropriate campus officials include, but are not limited to:

1. Campus police officers
2. Director of Personnel

The campus official receiving the report shall advise the victim of the importance of preserving evidence of the assault, or shall involve an appropriate official to do so. The victim will at all times be offered campus assistance in the reporting process and will be offered anonymity if requested. Complaints of sexual assault may be withdrawn by the victim at any time. Complaints and disciplinary actions, unless otherwise provided, are considered confidential and are subject to the provisions of the Family Educational Rights and Privacy Act. (Public Law 93-389).

B. Faculty — A complaint filed against a faculty member shall be directed to the program or division director and the appropriate Dean, who shall notify the faculty member charged within three working days of receipt of the complaint. However, if law enforcement officials are also involved in the investigation, then notice to the faculty member charged shall be made by the appropriate law enforcement officials. The Dean shall then appoint an investigator to determine whether or not the alleged assault occurred. The Dean, in consultation with the Vice President of Instruction, shall either dismiss the complaint or institute appropriate disciplinary procedures within 12 working days of notice to the faculty member. Disciplinary procedures shall follow institutional policy.

C. Staff (including student employees) — A complaint filed against a staff member shall be directed to the supervisor and the Director of Personnel. The Director of Personnel shall notify the staff member charged within three working days of receipt of the complaint. However, if law enforcement officials are also involved in the investigation, then notice to the staff member charged shall be made by the appropriate law enforcement officials. The appropriate Vice President shall then appoint an investigator to determine whether or not the alleged assault occurred. The appropriate Vice President shall either dismiss the complaint or institute appropriate disciplinary procedures within 12 working days of notice to the staff member. Disciplinary procedures shall follow institutional policy.

D. Students — A complaint against a student shall be directed to the Counseling Specialist (Career Development Services) who shall either dismiss the complaint or initiate disciplinary proceedings pursuant to the Student Conduct Policy.



## Shuttle Bus

Shuttle bus service is available from 7:45 a.m. to 2:15 p.m. during the Fall and Spring semesters. Students may park their cars on the parking lot facing College Drive at the Community Services Center and shuttle to and from buildings on campus approximately every 10 to 15 minutes. MCC encourages you to take advantage of the shuttle bus service.

## Summer College Hours

The college is closed Fridays during the summer. No classes are held and offices are closed.

## Smoking Policy

Smoking and/or use of any tobacco products is prohibited in all buildings at MCC and college-owned vehicles. Receptacles for extinguishing smoking material shall be placed outside all buildings on campus.

## Suspension

Failure of a student on scholastic probation to maintain at least a 1.5 cumulative grade point average will result in the student being placed on scholastic suspension for one long semester. For complete information on scholastic suspension, consult the *General Catalog*.

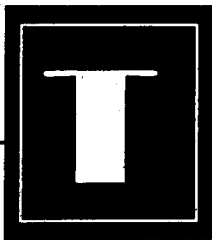
## Solicitors

Soliciting for any reason — personal, business, or charity — by off-campus groups or individuals shall not be permitted unless approval is obtained from the College President. Any activity that involves soliciting by campus groups/organizations must be approved through appropriate administrative channels.

## Syllabus

A syllabus is a page or collection of pages given to students by their instructors at the beginning of each course. The syllabus outlines the objectives of the course, the assignments and special projects, and any other important information the instructor feels students need to have. The syllabus is a type of "academic contract" between student and instructor.





## Tartan Scholars

The Tartan Scholars Program is an enriched educational program for students of outstanding abilities in a diversity of areas. The students receive scholarships for tuition, fees and books, as well as one mini-study tour each semester. As part of their Tartan Scholars program, students also participate in a transferable colloquium (seminar course). They receive transcript and graduation recognition, mentoring, and other state and international opportunities. The selection process includes the student submitting an application and two recommendations to the Office of the Vice President of Student Services and an interview. Approximately 15 students are selected each regular semester. The program includes vocational/technical and transferring students, a wide age range, and a variety of backgrounds and interests. A portfolio application may therefore include writing samples, snapshots of community projects and art, award letters, and the like. For more information, call 750-3513.

## Texas Academic Skills Program (TASP)

The Texas Academic Skills Program is an instructional program designed to ensure that all students attending public institutions of higher education in Texas have the reading, mathematics, and writing skills necessary to perform effectively in college-level course work. All full-time and part-time students who enroll in certain certificate programs and all degree programs must take the TASP test prior to the end of the semester in which they accumulate nine or more college-level semester credit hours. For complete information on TASP, consult the *General Catalog* and discuss it with your academic advisor.



## Visitors and Guests

(see Article V of the General Conduct Policy, page 17.)

## TASP Exempt

TASP Exemption is granted to students who have earned at least three semester credit hours of college-level work prior to Fall 1989 from a regionally accredited post-secondary institution, students who have earned a bachelor's degree or higher, or students who present exemplary TAAS, ACT, or SAT scores at levels approved by the Texas Higher Education Coordinating Board.

## Tradition

The students of MCC play an important role in the establishment of traditions and in the observance of the traditions already established by former students. However, the Scottish traditions for MCC really began in the 12th century because it was during this period that the McLennan Clan first became known. It was from Scottish immigrants of this clan that this county and hence the college were named.

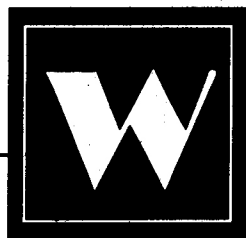
The McLennan tartan, the wool fabric with the distinctive plaid pattern of the McLennan Clan, is the official college banner. The McLennan Crest, depicted by a human heart pierced by passion nails, is the official college seal. The motto of the crest is "HOC MAJORUM VIRTUS," which is interpreted as "This is the valor of my ancestors."

Following the Scottish motif, the official symbol or trademark of the college is the "Highlander." It represents a kilted Scottish warrior in battle dress, carrying a shield and sword. The college newspaper is the *Highland Herald*, the student bulletin is the *Chanter*, and the student handbook is the *Highlander's Guide*.

The colors of the McLennan tartan (as shown on the MCC catalog cover) are the official college colors. The college flag displays the "Highlander" in black against an orange and white background.

## Tuition and Fees

(See credit class schedule for current information.)



## Walks

Students are required to wait for an instructor for a period of ten minutes. If the instructor has not arrived at that time, class members may leave the class without penalty. Students should report such occurrences to the appropriate program director, coordinator or division director.



# Where to Get Answers

<i>Question</i>	<i>Office</i>	<i>Bldg</i>	<i>Phone</i>
Academic Advising Undecided Students .....	Career Development .....	SC 1st Floor .....	750-3614
Accidents .....	Campus Police .....	Physical Plant ....	750-3750
Books .....	Bookstore .....	SC 1st Floor .....	750-3530
Bulletin Boards .....	Student Activities .....	SC 3rd Floor .....	750-3420
Campus Tours .....	Student Admissions .....	SS .....	750-3520
Career Counseling .....	Career Development .....	SC 1st Floor .....	750-3614
Child Care Center .....	Ms. Cardwell, Dir. ....	CSC .....	750-3540
Class Changes/Drops & Adds .....	Student Records .....	SS .....	750-3628
College Work Study .....	Student Financial Assistance .....	SS .....	750-3698
Continuing Education Registration .....	Student Records .....	SS .....	750-3507
Credit Courses .....	Career Development .....	SC 1st Floor .....	750-3614
Crisis Intervention .....	Single Parents & Displaced Homemakers .....	SC 3rd Floor .....	750-3591
Degree Information Plans/College .....	Career Development .....	SC 1st Floor .....	750-3614
Displaced Homemakers .....	Single Parents & Displaced Homemakers .....	SC 3rd Floor .....	750-3591
Emergency First Aid .....	Campus Police .....	Physical Plant ....	750-3750
Emergency Messages .....	VP Student Services .....	A/C 410 .....	750-3414
Enrollment Packet .....	Student Admissions .....	SS .....	750-3522
Fees (Payment/Tuition) .....	Business Office .....	A/C 1st Floor .....	750-3627
Financial Aid .....	Student Financial Assistance .....	SS .....	750-3698
Food Service .....	ARA Office .....	SC 2nd Floor .....	750-3576
GED Test .....	Testing Center .....	SS .....	750-3615
Graduation .....	Student Records .....	SS .....	750-3630
Grants .....	Student Financial Assistance .....	SS .....	750-3698
Guest Speakers .....	Public Information .....	PIO .....	750-3519
Honors-Tartan Scholars .....	VP Student Services .....	A/C 410 .....	750-3414
International Students .....	Student Admissions .....	SS .....	750-3520
Job Placement .....	Career Development .....	SC 1st Floor .....	750-3614
Loans .....	Student Financial Assistance .....	SS .....	750-3698
Lost And Found .....	Student Activities .....	SC 3rd Floor .....	750-3420
Mentors .....	Student Development .....	SC 3rd Floor .....	750-3730
Non-Credit Course Information .....	Continuing Education .....	CSC .....	750-3412
Parking Tickets .....	Student Records .....	SS .....	750-3617
Parking Ticket Appeals .....	Student Activities .....	SC 3rd Floor .....	750-3420
Personal Counseling .....	Single Parents & Displaced Homemakers .....	SC 3rd Floor .....	750-3591
Posters & Publicity For Campus Activities .....	Student Activities .....	SC 3rd Floor .....	750-3420
Publications (Catalogs & Class Schedules) .....	Student Admissions .....	SS .....	750-3520
Recruitment .....	Student Admissions .....	SS .....	750-3521
Registrar .....	Student Records .....	SS .....	750-3745
Scholarships .....	Student Financial Assistance .....	SS .....	750-3599
Services For Students With Disabilities .....	Student Development .....	SC 3rd Floor .....	750-3730
Single Parents .....	Single Parents & Displaced Homemakers .....	SC 3rd Floor .....	750-3591
Single Parents .....	DHS .....	SC 2nd Floor .....	750-3510
Special Parking Permits .....	Student Development .....	SC 3rd Floor .....	750-3730
Student Activities .....	Student Activities .....	SC 3rd Floor .....	750-3420
Student Clubs & Organizations .....	Student Activities .....	SC 3rd Floor .....	750-3420
Student Discipline .....	Career Development .....	SC 1st Floor .....	750-3594
Student Government .....	Student Activities .....	SC 3rd Floor .....	750-3420
Student Newspaper .....	Highland Herald Office .....	CSC .....	750-3444
Study Skills .....	Student Development .....	SC 3rd Floor .....	750-3730
Substance Abuse Prevention .....	Single Parents & Displaced Homemakers .....	SC 3rd Floor .....	750-3591
Support Groups .....	Single Parents & Displaced Homemakers .....	SC 3rd Floor .....	750-3591
Testing (GED, MCC Placement Test & TASP) .....	Testing Center .....	SS .....	750-3615
Tickets (Performing Arts) .....	Box Office .....	PAC .....	750-3500
Transcripts .....	Student Records .....	SS .....	750-3507
Transfer Information (4 yr. College Assistance) .....	Career Development .....	SC 1st Floor .....	750-3594
	Student Development .....	SC 3rd Floor .....	750-3729
Tutorial Assistance .....	Academic Success Lab .....	SC 2nd Floor .....	750-3433
Tutorial Assistance (Guidance Specialists) .....	Student Development .....	SC 3rd Floor .....	750-3570
Tutorial Assistance (One-on-one & small group) .....	Student Development .....	SC 3rd Floor .....	750-3570
Upward Bound .....	Upward Bound Program .....	CSC 230 .....	750-3537
Vending Refunds .....	Business Office .....	A/C 1st Floor .....	750-3627
Veterans Information .....	Student Financial Assistance .....	SS .....	750-3599
Volunteer Information .....	RSVP .....	CSC .....	750-3422
Withdrawals .....	Student Records .....	SS .....	750-3628

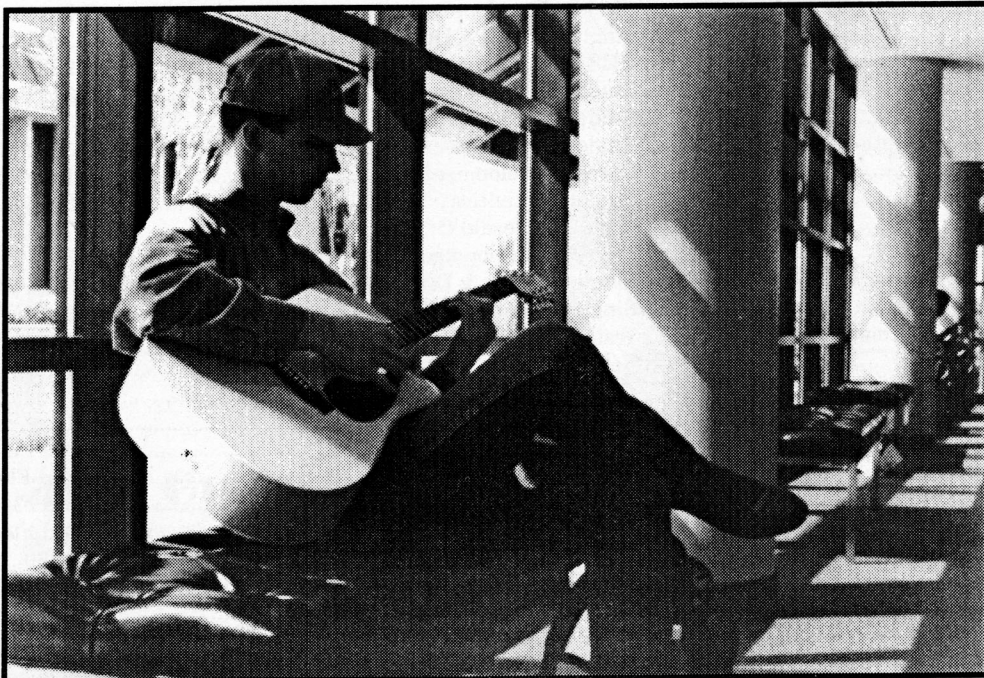
# MCC Office Hours

Office	Days	Time	Phone
Administrative Offices .....	Mon.-Fri. ....	8 am-5 pm .....	750-3414
Single Parents & Displaced Homemakers .....	Mon., Tues., Fri. ....	8 am-5 pm .....	
	Wed. & Thur. ....	8 am-5 pm .....	750-3591
Bookstore .....	Mon.-Fri. ....	7:45 am-5 pm .....	750-3530
Student Activities .....	Mon.-Fri. ....	8 am-5 pm .....	750-3420
Business Office .....	Mon.-Fri. ....	8 am-5 pm .....	750-3627
Student Admissions .....	Mon.-Thur. ....	8 am-7 pm .....	
	Fri. ....	8 am-5 pm .....	750-3622
Career Development .....	Mon.-Thur. ....	8 am-6 pm .....	
	Fri. ....	8 am-5 pm .....	750-3614
Student Development .....	Mon.-Thur. ....	8 am-6 pm .....	
	Fri. ....	8 am-5 pm .....	750-3730
Open Access Lab (AS 112) .....	Mon.-Thur. ....	8 am- 9:50 pm .....	
	Fri. ....	8 am- 5 pm .....	
	Sat. ....	9 am-12:50 pm .....	750-3516
Student Financial Assistance .....	Mon.-Thur. ....	8 am-6 pm .....	
	Fri. ....	8 am-5 pm .....	750-3698
Continuing Education (Registration by phone) .....	Mon.-Thur. ....	8 am- 8 pm .....	
	Fri. ....	8 am- 5 pm .....	750-3507
	Sat. ....	8 am-12 pm .....	750-3697
Student Records .....	Mon.-Thur. ....	8 am- 7 pm .....	
	Fri. ....	8 am- 5 pm .....	
	Sat. ....	8 am-12 pm .....	750-3746
Food Service .....	Mon.-Thur. ....	7:30 am-2 pm .....	
	Fri. ....	7:30 am-1 pm .....	750-3576
Testing .....	Mon., Tues., Thur. & Fri. ..	8 am-5 pm .....	
	Wed. ....	8 am-7 pm .....	750-3615
Tutoring/Academic Success Center .....	Mon.-Thur. ....	8 am-8 pm .....	750-3433
	Fri. ....	8 am-4 pm .....	750-3730
Library .....	Mon.-Thur. ....	7:45 am-9 pm .....	
	Fri. ....	7:45 am-5 pm .....	
	Sat. ....	9 am-1 pm .....	750-3563
Upward Bound .....	Mon., Tues., Thur. & Fri. ...	8 am- 5 pm .....	
	Wed. ....	8 am- 8 pm .....	
	Sat. ....	8 am-12:30pm .....	750-3537

**MCC is  
closed  
Fridays  
during  
the  
summer**

**No classes held**

**All campus  
offices closed**



# General Conduct Policy

The Board of Trustees of McLennan Community College ("MCC") the legally constituted authority for the governance of the college, hereby adopts the following general conduct policies for the purpose of maintaining order and otherwise promoting the general interest, welfare, and purposes of the college.

## Article I: Definitions

- A. The term "student" includes all persons taking courses at MCC, both full-time and part-time, pursuing credit and non-credit courses.
- B. The term "faculty member" means any person hired by MCC to conduct classroom activities.
- C. The term "MCC official" includes any person employed by MCC performing assigned administrative, professional, or staff responsibilities.
- D. The term "member of the MCC community" includes any person who is a student, faculty member, staff member, or MCC official. A person's status in particular situation shall be determined by the President.
- E. The term "MCC premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by MCC.
- F. The term "organization" means any number of persons who have complied with the formal requirements for MCC recognition.
- G. The term "Counseling Specialist" means the MCC administrator authorized by the Vice President of Student Services to determine whether a student has violated the General Conduct Policy and to recommend imposition of sanctions.
- H. The term "preliminary judicial hearing" means the initial appellate hearing where the accused individual, Counseling Specialist, Vice President of Student Services and any other college official deemed necessary to the case meet to determine whether there is evidence to reverse the initial disciplinary sanctions imposed.
- I. The term "MCC Board of Trustees" means the legally constituted authority for the governance and orderly operation of McLennan Community College.
- J. The term "shall" is used in the imperative sense.
- K. The term "may" is used in the permissive sense.
- L. The term "policy" is defined as the written regulations of MCC as found in, but not limited to, the "Highlanders Guide - MCC Student Handbook", and the MCC General Catalog.
- M. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff.
- N. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- O. The term "Judicial System" includes the MCC Board of Trustees, MCC officials and the Disciplinary Committee in carrying out their duties under this General Conduct Policy.

## Article II — Applicability

The policies herein set forth shall govern the conduct of all persons, including but not limited to, students, employees, visitors, and independent contractors, on the MCC campus or other property or facilities owned or used by the college (hereafter, "premises") for any purpose, wherever situated, or while in attendance at or engaging in college-sponsored activities, wherever occurring.

## Article III — Enforcement

The Vice President, Student Services of the College or her/his representatives shall be responsible for initiating and assuring prompt enforcement of these regulations, including the application of remedies and the implementation of appropriate disciplinary or legal proceedings.

Persons violating any of these policies are subject to immediate removal and/or exclusion from the MCC premises or activities. Such removal or exclusion shall be in addition to and not in lieu of further disciplinary action as set forth herein.

Disciplinary or legal action or proceedings shall be taken, in the case of a student, by administrative action by the Vice President, Student Services or her/his representatives, providing that a student, upon her/his written request, shall be afforded a hearing before a committee appointed in a manner prescribed by the President.

In the case of a visitor (see Article V below), legal proceedings shall be initiated by and at the discretion of the President or her/his representatives.

## Article IV — Assemblies or Other Group Activities

Any assembly or other group activity to be held on college premises must be conducted in accordance with the principles and policies set forth herein.

Any assembly or group activity, other than the regularly scheduled meetings of recognized student organizations, initiated, arranged, or promoted by students of the College must be approved in writing by the Vice President of Student Services in advance of its occurrence. A request to hold such assembly or group activity must be submitted in writing at least two (2) weeks prior to the proposed date of occurrence. Such a request shall provide any reasonable information required by the College. Any such assembly or group activity which is part of the organized program of instruction of the College shall require advanced approval by the Vice President of Instruction. Any other assembly or group activity initiated, arranged, or promoted by an employee, group of employees, or person(s) not employed by the college, shall require advanced approval by the Vice President of Instruction.

Formal approval of any assembly or group activity does not relieve its organizers or participants of any responsibilities regarding general conduct stated herein.

## Article V — Visitors and Guests

Any person who is not a student or employee of the College, while on the premises of the College is considered a visitor, and shall conduct herself/himself in a manner consistent with the principles and policies stated herein. Violators are subject to removal from the premises and/or appropriate legal proceedings.

Visitors, including but not limited to spouses or children of students, will not be admitted to classrooms or laboratories. Faculty members who desire an exception to this regulation should discuss the circumstances with the appropriate division director. In any case, where the appropriate division director has approved an exception, the faculty member may still, at any time, remove the visitor from a classroom in the interest of the learning environment.

Students or employees of the college who bring a visitor to the college may not leave the visitor unattended on campus, if the visitor is a minor.

## Article VI — Rights and Responsibilities

### A. General Statement

Students are expected to obey the regulations of the College and to conduct themselves in a socially acceptable manner.

### B. Responsibilities for Administration of Student Conduct

1. The Vice President of Student Services, by delegation of the President of the College, shall be responsible for student conduct. The Vice President of Student Services, shall be responsible for (1) the disposal and referral of individual cases as may properly come before him/her and (2) recommending the formulation and revision of policies and procedures relating to student conduct.
2. A Discipline Committee shall be appointed by the President and shall be responsible for hearing appeals by students for disciplinary actions or sanctions imposed by the Vice President of Student Services. The Committee shall be responsible to the President of the College for disposal of such cases as may properly come before it.
  - a. The Committee shall consist of three (3) members of the faculty or administration and two (2) students. The three members of the faculty or administration shall be recommended by the Faculty Council, and approved by the President. The two students shall be recommended by the Student Government, and approved by the President.
  - b. All decisions of the Discipline Committee may be appealed to the President.



- c. Minutes of all meetings of the Discipline Committee shall be presented to the President and the Vice President of Student Services.

#### C. Student Rights and Responsibilities

1. These policies are based upon the principle that the College must safeguard, on college premises and in college affairs, the basic freedoms guaranteed by the Constitution of the United States of America. Equally important is the principle that the exercise of these freedoms requires respect for the rights and freedoms of others. Interference with the lawful and orderly use or enjoyment of college premises, facilities, and programs will not be permitted.
2. Students have the following responsibilities:
  - a. To be familiar with published regulations and comply with them.
  - b. To act according to standards of common decency and socially acceptable behavior.
  - c. To respect the rights and property of others.

### Article VII — Proscribed Conduct

#### A. General Conduct

All persons shall conduct themselves on college premises, or while engaging in college sponsored activities, in a manner consistent with:

1. All local, state, and federal laws, and all rules, regulations, and policies of the Board of Trustees and administrative officials of MCC.
2. The lawful exercise of the rights and freedoms of others.

#### B. Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article VIII.

1. Violation of any federal, state, and local laws or ordinances.
2. Violation of any rules or policies of MCC.
3. Disrupting or obstructing, or attempting to disrupt or obstruct any lawful activity of the college.
4. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
5. Acts of dishonesty, including, but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any MCC official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any MCC document, record or instrument of identification.
  - d. Tampering with the election of any MCC recognized student organization.
6. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health and safety of any person or which interferes with the privacy rights of any individual.
7. Attempted or actual theft of or damage to the property of any person or any other entity.
8. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
9. Failure to comply with lawful directions of MCC officials or law enforcement officers acting in the performance of their duties or in the enforcement of these policies and/or failure to identify oneself to one of these persons when requested to do so.
10. Unauthorized possession, duplication or use of any keys to any MCC premises or unauthorized entry to or use of MCC premises.
11. Possession, use, sale, delivery to another person or being under the influence of an alcoholic beverage, (as defined by Section 1.04, Alcoholic Beverage Code).
12. Possession, use, sale, delivery to another person or being under the influence of marihuana, a controlled substance, (as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.) or a dangerous drug (as defined by Chapter 483, Health and Safety Code).
13. Except for licensed police officers, possession or use on the college campus of any weapon, specifically including firearms, explosive weapons, clubs, illegal knives, and other weapons as defined in Chapter 46, Texas Penal Code.
14. Participation in a campus demonstration which disrupts the normal operations of MCC and infringes on the rights of other members of the MCC community; leading or inciting others to disrupt schedules

and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus or at MCC sponsored or supervised functions.

15. Conduct which is disorderly, lewd, indecent, or constitutes a breach of peace. Aiding, abetting, or procuring another person to breach the peace on MCC premises or at functions sponsored by, or participated in by MCC.
16. Advocating the overthrow of any legally constituted governmental body or system by force or violence, or advocating violation of any local, state, or federal law, or any rule, regulation or policy of the MCC Board of Trustees and administrative officials of the college.
17. Engaging in any obscene, profane, reckless, tumultuous, or destructive conduct.
18. Malfeasance or misuse of elective or appointive offices in a student organization which is injurious to the organization, its members, or the welfare of the college community.
19. Incurable or persistently irresponsible behavior.
20. The violation of the terms of disciplinary probation or the infraction of any college rule during the disciplinary action.
21. Unapproved assembly of persons or groups.
22. Use of personal portable sound amplification equipment (e.g. radios and tape players) in a manner that disturbs the privacy of other individuals and/or the instructional program of the college.
23. Use of tobacco products in classrooms or other campus areas where such use is unauthorized.
24. Sexual harassment (as defined by Policy FVKI, Institutional Policies and Procedures Manual).
25. Theft or other abuse of computer time, including but not limited to:
  - a) Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - b) Unauthorized transfer of a file.
  - c) Unauthorized use of another individual's identification and password.
  - d) Use of computing facilities to interfere with the work of another student, faculty member or MCC official.
  - e) Use of computing facilities to send obscene or abusive messages.
  - f) Use of computing facilities to interfere with normal operation of MCC computing systems.
26. Abuse of the Judicial System, including, but not limited to:
  - a) Failure to obey the summons of a judicial body or MCC official.
  - b) Falsification, distortion, or misrepresentation of information before a judicial body.
  - c) Disruption or interference with the orderly conduct of a judicial proceeding.
  - d) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - e) Attempting to influence the impartiality of a member of a judicial body to and/or during the course of the judicial proceeding.
  - f) Failure to comply with the sanction(s) imposed under the General Conduct Code.
  - g) Influencing or attempting to influence another person to commit an abuse of the judicial system.

#### C. Violation of Law and MCC Disciplinary Proceedings

1. MCC disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this student code: for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this student code may be carried out prior to, simultaneous with, or following civil or criminal proceedings off campus.
2. When a student is charged by federal, state, or local authorities with a violation of law, MCC will not normally request or agree to special consideration for that individual because of his or her status as a student. MCC will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law and in the conditions imposed by criminal courts for the rehabilitation of student violators without regard to the pendency of a proceeding before the MCC Judicial System. Individual students acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## Article VIII —Judicial Policies and Procedures

### A. Disciplinary Actions

1. The following sanctions may be imposed upon any student found to have violated the student conduct code:
  - a. **Warning:** written or oral notice to the student that the student is violating or has violated institutional regulations.
  - b. **Loss of privileges:** denial of specified privileges for a designated period of time.
  - c. **Probation:** probation or a designated period of time which includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - d. **Fines:** previously established and published fines may be imposed (e.g., parking fines, library fines).
  - e. **Restitution:** compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - f. **Discretionary sanctions:** work assignments, service to MCC or other related discretionary assignments (such assignments must have the prior approval of the Vice President of Student Services).
  - g. **Suspension:** separation of the student from MCC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

Other disciplinary actions may be recommended to the President by the Disciplinary Committee in suspension cases in which a student has appealed the disciplinary judgments made by the Vice President of Student Services.

2. More than one of the sanctions listed above may be imposed for any single violation.
3. Disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record maintained by the Office of Vice President, Student Services.
4. **Group conduct:**
  - a. Student societies, clubs, and other student organizations are responsible for conducting their activities in a manner that reflects favorably upon themselves and the College. Such responsibilities include the following:
    - (1) compliance with college regulations.
    - (2) taking reasonable steps as a group to prevent violations of the law or college regulations by members of the group.
    - (3) a willingness to deal individually with those members of the group whose behavior reflects unfavorably upon that group or upon the College.
  - b. Failure to accept responsibilities of group membership may subject that organization to withdrawal of college recognition, or other appropriate action.
  - c. The following sanctions may be imposed upon groups or organizations:
    - (1) those sanctions listed above in Section A1, "a" through "g".
    - (2) deactivation: loss of privileges including MCC recognition, for a specified period of time.

### 5. Charges and Hearing

- a. Any member of the MCC community may file charges against any student(s) for misconduct. Charges shall be prepared in writing and be directed to the Counseling Specialist. Any charges should be submitted as soon as possible after the event takes place, preferably within two working days.
- b. The Counseling Specialist may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Counseling Specialist. Such disposition shall be final and there shall be no subsequent proceedings.
- c. In those cases of student conduct involving psychological or emotional disturbances or other unusual circumstances of an emergency nature, the Counseling Specialist may recommend to the Vice President of Student Services to take action, in addition to the initiation of disciplinary proceedings, including interim suspension (see Section 6, a & b).
- d. When an offense has occurred and is substantiated to the satisfaction of the Counseling Specialist, she/he shall initiate the following procedures:

- (1) Advise the student in person or in writing of the charge against her/him.
- (2) Afford the student an opportunity to present information in support of her/his case and to plead guilty or not guilty. (A student may, at her/his expense, have an attorney or advisor present at any meetings with the Counseling Specialist or other official during disciplinary investigations or proceedings. The attorney or advisor may only advise the student, but may not participate directly in the proceedings.)
- (3) Seek professional assistance and advice, or take other measures to insure fair disposition of the case as deemed necessary.
- (4) Prepare a written judgment which shall include findings of the existence of a violation and recommend sanctions for approval by the Vice President, Student Services.
- (5) Present a written judgment which represents the official position of the College to the student upon approval by the Vice President, Student Services.
- (6) Inform the student of her/his right to appeal, and of her/his right to be represented by counsel, in accordance with this policy. Student is financially responsible for any attorney's fees incurred.

### 6. Interim Suspension

In certain circumstances, the Counseling Specialist may recommend to the Vice President of Student Services to impose an MCC suspension prior to the hearing before the Discipline Committee.

a. Interim suspension may be imposed only:

- (1) To ensure the safety and well-being of members of the MCC community or preservation of MCC property;
- (2) To ensure the student's own physical or emotional safety and well-being; or
- (3) If the student poses a definite threat of disruption of or interference with the normal operations of MCC.

b. During the interim suspension, student(s) shall be denied access to the campus (including classes) and/or all other MCC activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Services or the Counseling Specialist may determine to be appropriate.

### 7. Appeal Procedures

a. The Discipline Committee shall serve as the appellate body to hear student appeals regarding disciplinary judgments made by the Vice President of Student Services.

- (1) If the student desires to appeal, she/he must do so within five calendar days after the date disciplinary action is taken by the Vice President of Student Services, by requesting a hearing before the Discipline Committee. The request must be made in writing to the Vice President of Student Services, who shall notify the President and the Discipline Committee.

(2) The Discipline Committee shall meet as soon as practical to consider an appeal.

(3) Procedures for hearings before the Discipline Committee shall be in accordance with the rules set forth in paragraph eight below.

b. All cases heard by the Discipline Committee may be appealed to the President of the College by the student or Vice President, Student Services. Appeals to the President shall be based upon the record of the proceedings before the Discipline Committee, unless the President, after notice to the student, decides to hear witnesses.

c. A case heard by the President may be appealed to the Board of Trustees. Appeals to the Board shall be based upon the record of the proceedings before the Discipline Committee, unless the Board, after notice to the student, decides to hear witnesses. Decisions by the Board of Trustees will be final.

d. All appellate agencies above may take one of the following actions:

- (1) Affirm the action of the judicial agency immediately preceding it in the appeal process.
- (2) Reduce the penalty.
- (3) Dismiss the charge.
- (4) Remand the case to the immediately preceding judicial agency for further consideration.

## 8. Procedures before the Discipline Committee

- a. Upon receipt of the judgment and student's request for a hearing, the Discipline Committee shall schedule a hearing as soon as practical. The Committee shall notify the student in writing of the time, date, and place of the hearing.
- b. The College shall be represented by the Vice President of Student Services or her/his designee.
- c. The College and the student shall provide each other with a list of witnesses, documentary evidence, and brief summary of the proposed testimony of the witnesses within a reasonable time prior to the hearing.
- d. If any member of the Committee cannot attest to her/his impartiality in the case, that member shall be excused, and the President shall appoint another member to the Committee.
- e. The Chair of the Discipline Committee shall preside over the hearing and rule on all evidentiary and procedural matters.
- f. Each party shall have an opportunity to present orally or in writing its own version of the facts and to present other evidence in support of its case.
- g. Each party shall have the right to hear the evidence and ask questions of the witnesses either directly or through the Discipline Committee.
- h. The student may be counseled by an advisor, including an attorney, during the hearing. However, an attorney shall not be allowed to participate in the hearing process other than to advise the student, unless the college uses an attorney to present its case.
- i. The College has the burden of proving its case by preponderance of evidence. The preponderance of evidence means proof that leads a reasonable person to find that the facts in issue are more likely than not to have occurred.

- j. Either party, at its own expense, may make a record of the proceedings by use of a tape recorder, court reporter, written summaries of the proceedings, or other reliable means of making a record. (It is the responsibility of the party appealing to the next level to present an adequate record of the proceedings.)
- k. After hearing all the evidence, the Committee shall determine by majority vote of those present whether the student has violated college policy and whether the sanctions imposed were appropriate. Based upon their determination, the committee, by majority vote, shall take one of the actions set forth in paragraph 7.d above.
- l. Hearings before the Discipline Committee shall be closed unless the student requests an open hearing.
- m. Any determination of the facts shall be based only on the evidence presented at the hearings.
- n. A written statement of the findings and actions of the Discipline Committee shall be provided to the student, the Vice President of Student Services, and the President within five calendar days after the completion of the hearing.

## Article IX — Interpretation and Revision

- A. Any question of interpretation regarding the Student Code shall be referred to the Vice President of Student Services or her designee for final determination.
- B. These policies may be amended in whole or in part from time to time by action of the Board of Trustees.

# Student Grievance Procedure

These procedures are established to provide the individual student opportunity to be heard in grievances involving alleged acts of unlawful discrimination against her/him on the part of the college or its employees.

All other student grievances will be handled through regular administrative organizational channels or in accordance with other formal policies of the college.

In the event that a student feels that she/he has suffered from unlawful discrimination and desires to seek redress, the following procedures are to be followed:

### Procedure for Informal Grievance

1. A student should first discuss her/his grievance with the teacher, administrator, or other individual directly and immediately involved in the grievance.
2. If after consulting with the individual involved, the student feels that the grievance is still unresolved, she/he may discuss it with the immediate supervisor of the individual involved in the complaint.
3. In the event that resolution of the grievance has not been achieved through use of Steps 1 and 2, the grievance may be discussed with the appropriate Dean.
4. If the student has completed the informal procedure and the grievance still exists, she/he may initiate the formal grievance procedure.

### Procedure for Formal Grievance

1. To initiate the formal procedure, the student must submit a request in writing to the President of the college to have the grievance considered by a formal Grievance Committee.
2. The President will either approve or disapprove the request. If the request is disapproved, reasons for the disapproval will be communicated to the aggrieved student in writing. If it is approved, the President will appoint a Grievance Committee to meet promptly to hear the grievance. The Committee shall be composed of five members, two of whom shall be students currently enrolled at the college. Each

of the other three members may be either faculty or staff members of the college. The Chairman of the Committee shall be appointed by the President.

3. The Chairman of the Grievance Committee shall call a meeting as soon as possible to hear the grievance matter and to arrive at a recommendation(s) to the President of the college.

Participation in the hearing shall be limited to the Committee members, the secretary and advisors, and to witnesses and legal counsel, who may be called or used by either side.

The student shall submit all evidence relating to the alleged discrimination to the Committee prior to or no later than the time of the hearing.

The Committee will prepare a full written report of the proceedings, its findings and recommendation(s), and the copies of the report will be sent to the President and to the person bringing the grievance.

A record (taping) of the testimonies shall be made and included with the written report of the proceedings forwarded to the President.

4. The President shall accept or reject the recommendation(s) of the Committee or may propose an alternative solution. The President's response shall be made in writing to the grievant.
5. In the event the decision of the President is not acceptable to the grievant, she/he may request a review of the case by the Board of Trustees of the college. Such request shall be made in writing through the President, who shall forward the request to the Chair of the Board of Trustees, along with all documents pertinent to the case.

The Chair of the Board shall review the documents and advise the President and the grievant of further proceedings or actions, if any, desired by the Board.

The decision of the Board of Trustees shall be final.



# Terms to Know

## 1996-97

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**Audit** — A student is an "auditor" if they are an observer in a college credit course, pay the same tuition and fees as if taking the course for credit, but do not receive course credit. For complete information on auditing, consult the *General Catalog*.

**Baylor Transfer Agreement** — A student graduating with an Associate in Arts Degree from MCC may be registered at Baylor University with all privileges and benefits available to other students enrolled at Baylor. The student shall have acceptance of academic credit hours earned at MCC, with the condition that all requirements for graduation from Baylor be met within their program of studies at MCC and Baylor University. For a complete listing of the provisions of this agreement, consult the *General Catalog*.

**Catalog, General** — The *General Catalog*, published every two years, includes general information about MCC, degree plans, and course descriptions. Students may pick up their free personal copy at the Information Center, located in the Student Services Building.

**Classification** — Students are classified as Freshmen until they have earned 30 semester hours of credit. They will be classified as Sophomores if they have earned from 30 to 64 hours of credit. Students are classified as full-time if they are enrolled for 12 or more semester hours, or the contact hour equivalent, and part-time if they are enrolled in fewer than 12 semester hours, or the contact hour equivalent.

**College Level Exam Program (CLEP)** — Under this program, the college will award credit for specified subject examinations. General examinations are not accepted. Students should check with their high school counselor or principal for further information concerning CLEP tests.

**Commencement (Graduation)** — MCC commencement exercises are held twice a year; once in the Spring (May) and once in the Summer (August). Students must apply for graduation in the Office of Student Admissions or Records. For information on deadlines for graduation application or qualifications for graduation, call 750-3529.

**Common Course Numbering System** — The Common Course Numbering System (TCCNS) has been designed for the purpose of aiding students in the transfer of general academic courses between colleges and universities throughout Texas.

**Continuing Education** — MCC's Continuing Education Division offers noncredit vocational and avocational courses to help persons in the community satisfy their desires and needs for more knowledge. For more information, consult the Continuing Education Class Schedule or call 750-3511.

**Control Number** — The unique four-digit number assigned to each class in the Course Schedule and placed to the left of each class listing. The control number is entered into the computer during registration to designate the class, time, day and instructor for which a student wishes to enroll.

**Course Advising Form** — Form used by new and returning students participating in Express, Traditional and Late Registration to register for classes. The form is obtained at the Office of Student Admissions and must be signed by an advisor before registration can take place.

**Course Load** — Denotes the number of semester hours a student is enrolled for. For example, a full-time course load during a long semester is considered 12+ hours or their equivalent.

**Degree Plan** — A list of courses required for you to complete toward your major. If you are pursuing the A.A.S degree or a certificate program you must have a degree plan signed and filed with your advisor within your particular technical area. If you are pursuing the A.A. degree or a transfer degree you may obtain a copy of a degree plan from Career Development Services in the particular subject area you wish to pursue.

**Developmental Courses** — These particular courses are designed to help students improve basic skills so they may realize their potential for success in college. Enrollment in these courses may be required of students whose academic record, placement, or TASP test scores indicate the need for skill development. These courses may not be counted toward graduation requirements at MCC and usually are not transferable to universities or other senior institutions.

**Developmental Hold** — Developmental Hold is a special note or flag attached to a student's record indicating a requirement for skill development in a particular subject area.

**Displaced Homemaker** — A woman who is separated, widowed or divorced, or has a disabled spouse. She has worked primarily to care for the family and does not have marketable job skills. Special assistance is available for Displaced Homemakers in the Personal Development office located on the third floor of the Student Center. For more information, call 750-3591.

**Downtown Center** — The MCC Downtown Center, located at 711 Washington, offers credit and noncredit classes in computer science, secretarial skills, and many other subjects. In addition, the Center houses MCC's Adult Education Division. For more information, call 753-1044.

**Electives** — Courses designated within your degree plan as electives are required courses, but you may choose from several options within a specific subject area.

**English as a Second Language (ESL)** — MCC's Adult Education Division and English Department offer ESL classes to the Central Texas community at approximately 30 sites throughout McLennan, Bosque, Falls and Hill counties, as well as the city of Temple. ESL classes teach individuals whose first language is not English how to read and write English.

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the preceding grades are given and divide the total by the semester hours attempted.

**Housing, Student** — Although student housing is not available on MCC's campus, information regarding local apartments is available at the Information Center on the first floor of the Student Services Building.

**International Students** — Every year, MCC is host to a number of international students originating from 21 countries. For information regarding services for international students, contact the Office of Student Admissions at 750-3522.

**Job Placement** — Job placement is a service provided by the Career Development office located on the first floor of the Student Center. The Career Development staff will help students with their job search before or after graduation.

**Job Opportunities & Basic Skills (JOBS)** — a Department of Human Services program that provides special services to AFDC and Food Stamps recipients.

**Job Training Partnership Act (JTPA)** — The Job Training Partnership Act programs provide job training and other services that prepare adults facing serious employment barriers to enter or return to the labor force. Many MCC students are able to attend school through the JTPA program. For complete information about JTPA, contact HOTCOG at 756-7822.

**Late Registration** — Late registration is conducted during the first two days of class in each long semester and the first day of class in each summer session. Students can register for classes during these first days of class, but will incur a late registration fee. For complete information, consult the Class Schedule.

**Literacy Programs** — MCC's Adult Education Division at the Downtown Center offers literacy programs for residents of Central Texas. The Family Learning Center, located at the Estella Maxey Housing Unit, utilizes an intergenerational approach to literacy for residents of the Waco Housing Authority. Parenting skills are incorporated into basic skills study. This center provides lessons using acclaimed software, as well as one-on-one traditional teaching methods. For more information, call 753-1044.

**Mentors** — One of the services provided by the Student Development office is matching students with faculty/staff mentors. An MCC mentor is someone who becomes the student's contact person on campus, someone who will help them find the answers to questions, and someone for them to bounce ideas off of. For more information, contact the Student Development office, located on the third floor of the Student Center.

**Minimester** — MCC offers a limited number of classes, between semesters, during a term called the "minimester." These classes are extremely fast-paced and students are encouraged to discuss these courses with their advisor prior to enrollment.

**Mission Statement** — MCC's mission is to provide a comprehensive range of educational programs and services for students in a dynamic, multicultural community. The college is committed to excellence in all of its educational programs. MCC endorses the concept of open admissions and provides support services designed to assist students to succeed in their educational goals.

**Non-Credit Course** — MCC's Continuing Education Division offers non-credit vocational and avocational courses to help persons in the community satisfy their desires and needs for more knowledge. For more information, contact the Continuing Education Division at 750-3511.

**Non-Degree Seeking** — Students not seeking a degree or a certificate can take up to nine semester hours of course work without submitting transcripts, taking the TASP test (if applicable), or taking the MCC Placement test.

**Off-Campus Classes** — In an effort to reach into the community, MCC offers dozens of credit and noncredit classes at additional sites throughout McLennan County. Telecourses allow students to "attend" class lectures in their own home via cable television, visiting the college campus for orientation and testing only. For complete information, consult the Class Schedule.

**Part-time Status** — A student is considered to be "part-time," if they are enrolled in six or less hours during a long semester and three or less hours during a Summer session.

**Prerequisite** — A course that is required prior to enrollment in another course and/or a particular field of study. For example, in order to take English 1302, you must satisfy the "prerequisite" of English 1301. For complete information on prerequisites, consult the General Catalog.

**Student Employment** — The Career Development Office maintains a notebook of off-campus employment opportunities for students and the Student Financial Assistance Office maintains a list of on-campus employment opportunities for both work study and non-work study students. For more information, visit these individual offices.

**Support Groups** — The Personal Development office offers support groups available to all students. They are usually offered during both long semesters and last approximately one hour in length. For complete information, visit the Personal Development office on the third floor of the Student Center.

**Television Courses** — Telecourses, as they are called, allow students to "attend" class lectures in their own home via cable television, visiting the college campus for orientation and testing only. For more information, consult the Class Schedule.

**Transcript** — An academic transcript is a complete and official record of your enrollment and grades in every semester or summer session you attend. It provides students with an official record of their academic performance at each institution they attend.

**Transfer Information** — Degree plans, transfer requirements, admission criteria, and other information is available through the Student Development office located on the third floor of the Student Center and in the Career Development office located on the first floor of the Student Center. Students may visit one of these offices to assure a smooth transition to a four-year college or university.

**Transient Student** — A student who is enrolled in or a graduate of a private, out-of-state or Texas institution of higher education and who does not intend to enroll on a permanent basis or receive a certificate or degree from a Texas public institution of higher education.

**Tutorial Assistance** — Tutors are available for students through the Student Development office on the third floor of the Student Center. For more information, visit the office in person or call 750-3730.

**Veterans' Services** — The Student Financial Assistance office offers assistance to veterans and their dependents. This office assists students in obtaining VA benefits, gaining admission to the college, obtaining tutors, and provides guidance, information and referral services.

**Wait List** — A "wait list" is sometimes instituted by an instructor of a class because the enrollment has reached maximum, but there are still a number of students who need to enroll in the class. If students on the class roster drop the class, those on the "wait list" are given first choice of enrollment based on their position on the "wait list."

**Withdrawals** — Students who wish to withdraw from a course after classes have begun must contact their instructor and have their drop slip signed by them. Students who wish to withdraw from MCC, must contact the Office of Student Records. For complete information, consult the *General Catalog*.

**Work Study Program** — Students must apply for work study when they submit their FAFSA form for consideration for federal financial aid. There are a limited number of work study jobs available for students through the Student Financial Assistance office. The primary purpose of this program is to provide part-time employment for students attending MCC.



# Privacy Rights of Parents and Students

(Public Law 93-380 as it relates to MCC)

## Review of Records

Students having attended MCC have the right to inspect and review and obtain copies to any and all official records, files, and data directly related to them. Access to the students' records may be obtained in the following manner:

- A. Students may make requests in person or in writing of the appropriate records custodian. A student may be required to complete a "Request for Review of Student Record" form.
- B. The appropriate officer of the college will make the designated records available within a reasonable period of time, but in no case more than 45 days after the request.
- C. Copies of records will be provided at the current prevailing cost.
- D. Exceptions:
  1. Financial records of the parents of the student or any information contained therein.
  2. Confidential letters and statements of recommendations that were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended.
  3. If the student signs a waiver of right of access to the following information:
    - a. Confidential recommendations for admission
    - b. Confidential recommendations for employment
    - c. Confidential recommendations for honor recognitionsProvided, however, that the student, upon request, be notified of the names of all persons making confidential recommendations and such recommendations be used solely for the purpose for which they were specifically intended.
  4. Records of a physician, psychiatrist, psychologist or other recognized professional or paraprofessional, provided the records are created and used only in connection with treatment of the student, and such records are available only to those providing such treatment.

## Accuracy of Records

Any student having attended MCC will have an opportunity to challenge and have corrected inaccurate, misleading, and inappropriate data.

### A. Informal Review

Follow the procedure as outlined for REVIEW OF RECORDS. The custodian of the record will summarize action taken on the "Request for Review of Student Records" form and will sign and date the form.

### B. Formal Review

If the informal review does not clarify the question of accuracy of record keeping, the student may request a formal review. The Vice President of Student Services will chair and appoint a committee to hear challenges concerning the student records.

## General Information

This is information which may be released to the general public without the written consent of the student. A student may request that all or any part of the General Information be withheld from the public by making written request to the Student Records Office during the first 12 class days of a fall or spring semester, or the first four class days of a summer term. This request will apply only to the current enrollment period. The following to be included as General Information:

- A. Name
- B. Date and place of birth
- C. Address
- D. Parents name and address
- E. Telephone
- F. Major field of study
- G. Number of hours enrolled current semester
- H. Classification

- I. Participation in officially recognized activities and sports
- J. Weight and height of athletic teams
- K. Dates of attendance
- L. Degrees and awards received
- M. All previous educational agencies or institutions attended
- N. Photographs that may be used in MCC publications, videos or Internet sites

## Authorized Access to Student Records

As provided in PL 93-380, the following will be provided access to a student's record without prior consent from the student; and no record thereof will be maintained.

- A. Officials, faculty, and staff of MCC who have a legitimate educational interest in the student's record.
- B. Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institution if she/he so desires.
- C. Individuals needing the information in connection with a student's application for or receipt of financial aid.
- D. State or local officials to which educational data must be reported.
- E. Legitimate organizations (ACT, CEED, ETS) developing, validation, or administering predictive tests or student-aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
- F. Accrediting agencies.
- G. Spouse of student (Texas Open Records Law interpretation by Attorney General of Texas).
- H. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954. In compliance with judicial order pursuant to any lawfully issued subpoena.
- J. Representation of the Comptroller-General of the United States, Secretary of HEW, administrative heads of educational agencies, or state education authorities.
- K. Emergency situations when the information is necessary to protect the health or safety of some person.

All other individuals, agencies, or organizations which request or obtain access to a student's record must have prior written consent of the student involved.

## Record of Access

- A. MCC will maintain a record, kept with the education records of each student, which will include all individuals, agencies, or organizations which have requested or obtained access to a student's records (excepting those described in A-K above.)
- B. That record must indicate specifically the legitimate interest for viewing the record. It must:
  1. Be signed and dated by the person giving such consent.
  2. Specify the records to be released.
  3. State the reasons for such release.
  4. List the names of the parties to whom such records will be released.

## Areas Which Maintain Student Records

- A. Academic Records
  1. Student Records Office
- B. Financial Records
  1. Business Office
  2. Student Financial Assistance Office

The Vice President of Student Services is responsible for the supervision of student records and the implementation of this policy.

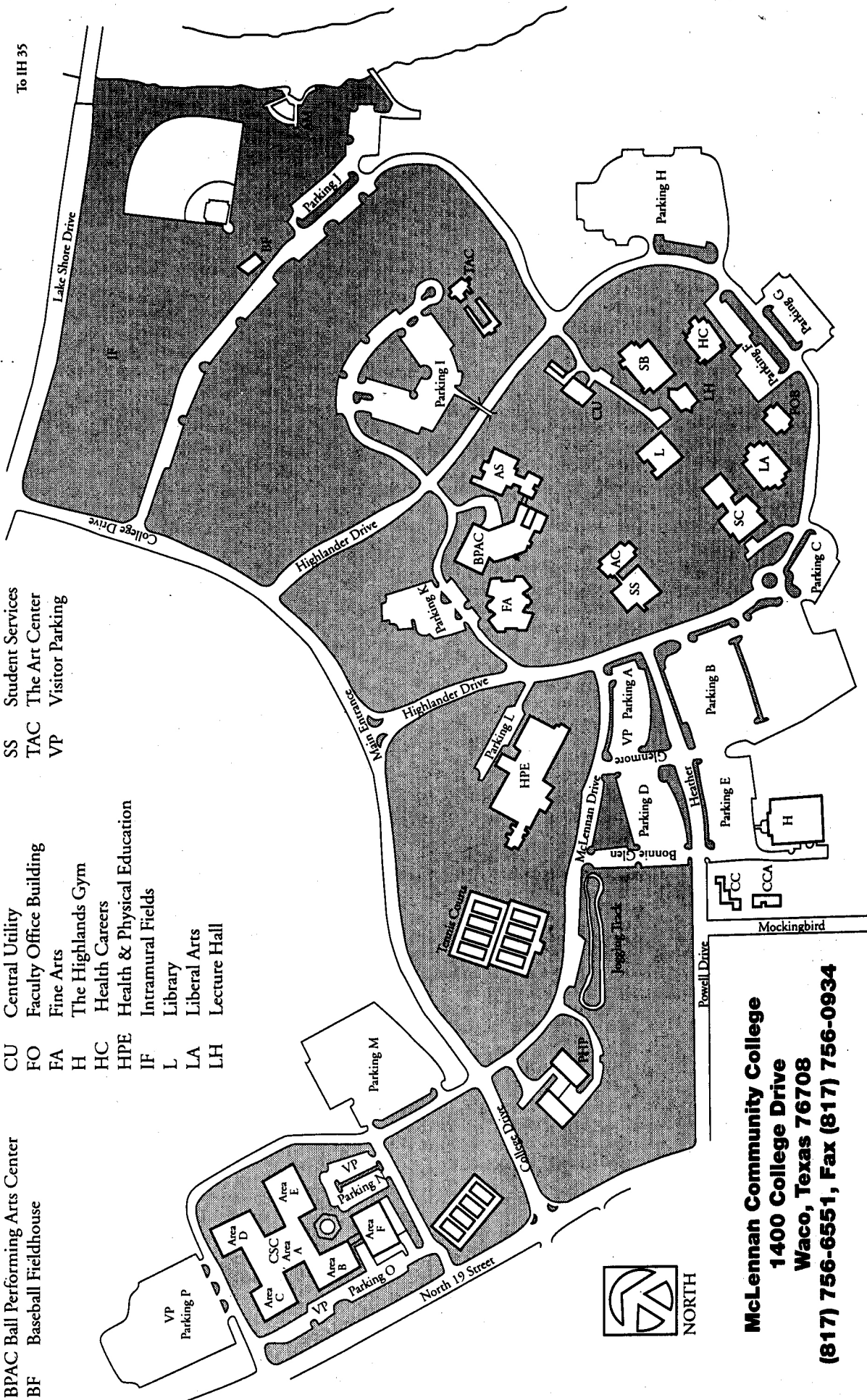
# McLennan Community College

## Map of Campus

AC Administration/Classroom  
AM Amphitheater & Marina  
AS Applied Science  
BPAC Ball Performing Arts Center  
BF Baseball Fieldhouse

CC Conference Center  
CCA Conference Center Annex  
CSC Community Services Center  
CU Central Utility  
FO Faculty Office Building  
FA Fine Arts  
H The Highlands Gym  
HC Health Careers  
HPE Health & Physical Education  
IF Intramural Fields  
L Library  
LA Liberal Arts  
LH Lecture Hall

PHP Physical Plant & Campus Police  
SB Science Building  
SC Student Center  
SS Student Services  
TAC The Art Center  
VP Visitor Parking



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McLennan Community College