

1980-81

HIGHLANDER'S GUIDE



McLennan
Community
College

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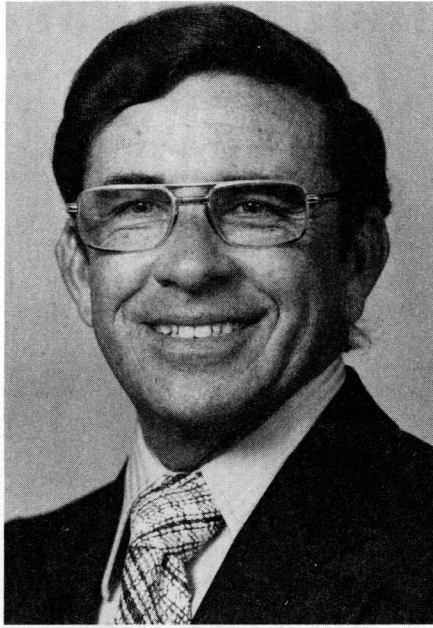
STUDENT HANDBOOK

of

**McLennan
Community
College**

**1400 College Drive
Waco, Texas 76708
(817) 756-6551**

The institution is in compliance with Title VII, Civil Rights Act of 1964; Title IX, Higher Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; and is an Equal Opportunity Employer.



To The Student Body:

We believe it is important for you to understand the attitude of the faculty and staff at MCC toward you, the student.

You are the reason we are here. Our job is to help you in every possible way to increase your education; to enable you to live a full, fruitful life for your own benefit and for that of your fellow citizen.

This is accomplished only through great effort on the part of both you and the MCC faculty and staff. We hold our standards high and pledge to you all of the resources within our power to help you measure up to these standards.

Remember, we want you to succeed; we are here to help you; and we expect you to seize every opportunity offered to you here.

Wilbur A. Ball
President

Fellow Students:

On behalf of the Student Government of MCC, I would like to welcome you to our beautiful campus. You will not only find that its atmosphere is a friendly one, but also one of togetherness.

We, the Student Government, are elected to serve you. We are an open minded group, and welcome your views and ideas concerning the betterment of our college.

It is you that makes this campus the best, and with your enthusiasm and support we can make MCC's future better than the best.

I hope that your future at MCC will be both enjoyable and rewarding.

Good luck and best wishes.

Chip Hejl
President, Student Government



1980-81 STUDENT GOVERNMENT OFFICERS

- (L to R) Chip Hejl President
Tobin Carpenter Treasurer
Lisa Simpson Secretary
Damon Patterson. Parliamentarian

(The Vice-President and Representatives will be elected in September, 1980.)

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CONSTITUTION OF THE STUDENT ASSEMBLY

ORGANIZATION

BOARD OF TRUSTEES

C. Ray Perry	Chairman
Norma Y. Podet	Vice-Chairman
Danny S. Uptmore	Secretary
Michael E. Boyle	Dr. J. J. Mayes
Nick Klaras	Mrs. Cullen Smith

GENERAL ADMINISTRATION

Wilbur A. Ball, Ph.D.	President
Chester R. Hastings, Ph.D.	Vice-President
Paul E. Gartner	Financial Vice-President
Gary W. Luft	Director of Administrative Services
Tommy Turner, Jr.	Director of Public Information

INSTRUCTIONAL ADMINISTRATION

Norman L. Murphy, Ph.D.	Dean of Instruction
Gail Burrier	Dean of Arts & Sciences
Alvin L. Pollard	Dean of Technical Education
Robert K. Willis, Ph.D.	Dean of Continuing Education
Charles W. Bane, Ed.D.	Director of Computer Services & Data Processing
Victor C. Jeffress	Director of Library Services
Randy Schormann	Director of Instructional Resources

STUDENT SERVICES ADMINISTRATION

LaVerne B. Wong, Ph.D.	Dean of Student Services
Willie R. Hobbs	Director of Admissions/Registrar
William Mygdal, Ed.D.	Director of Counseling Services
Stephen H. Crump, Jr.	Director of Financial Aids
Donald E. Bynum	Director of Student Activities
Martha Whelan	Director of Placement
Walter Murchison	Coordinator of Veterans Affairs
Carolyn Rodabaugh	Director of Health Services
Ray Murray	Director of Intramurals
Sandy Hinton	Director of MCC Dance Company

SPECIAL PROGRAMS STAFF

Marylea Henderson, Ed.D.	Counselor/Coordinator, Community Career Center for Displaced Homemakers and Other Special Groups
Omega E. Rodriguez	Director, Special Services/ Tutorial Center
Henry H. Syrkin	Coordinator, Traffic Safety and Education

INSTRUCTIONAL DIVISIONS

DEPARTMENTS

CHAIRMAN

Arts and Sciences

Fine Arts	William R. Haskett, Ph.D.
Health & Physical Education	James C. Burroughs
Humanities & Behavioral Sciences	Jimmy G. Hail
Language Arts	Lissette F. Carpenter (Acting)
Mathematics	Melvin V. Hood
Natural Sciences	Robert D. Ford
Social Sciences	C. Don Reeves

Technical Education

PROGRAM DIRECTOR/COORDINATOR

Business Programs	Jerry Jordan, Director
Banking & Finance	Jerry Jordan
Credit Union Management	Jerry Jordan
Data Processing	Charles W. Bane, Ed.D.
Fashion Merchandising	Jerry Jordan
General Business & Economics	Jerry Jordan
Junior Accounting	Paul Concilio
Management Development	Miller Brister
Office Education	Beverly Walker
Postal Service Administration	Miller Brister
Cosmetology	Olivia G. Vonner
Human Services Programs	Imogene M. Scott, Director
Child Care/Teacher Aide	Imogene M. Scott
Mental Health	Mary Cantrell
Child Development Center	Geraldine A. Carey, Director
Child Care Staff Training	Imogene Scott, Director
Nursing Home Administration	Wesley W. Rogers
Law Enforcement	William H. Buckler, J.D.
Nuclear Medicine Technology	Frank Frederick
Nursing Education	Janice Roberson, Director
Associate Degree Nursing	Janice Roberson
Vocational Nursing	Billie Ingle
Radiologic Technology	Larry James, Director
Real Estate	Ron Duwe

Continuing Education

Assistant Dean of Continuing Education —	
Evening and Saturday Classes	William N. Strother
Assistant Dean of Continuing Education —	
Allied Health	Jane Hall
Assistant Dean of Continuing Education —	
Business and Management	Herman Betke
Director, Heart of Texas Regional	
Police Academy	Dave R. Keel
Coordinator/Instructor, Management	
Assessment Center	Joe Calley
Coordinator, Advanced Cosmetology	Jan Blackburn



GENERAL INFORMATION

1980-81 ACADEMIC CALENDAR

FALL SEMESTER, 1980

New Faculty Report	Thursday, August 14
Returning Faculty Report	Monday, August 18
Registration	Monday-Tuesday, August 18-19
Orientation Classes Begin	Wednesday, August 20
Regular Classes Begin	Saturday, August 23
Labor Day Holiday	Monday, September 1
Last Day to Register Late or Change Classes	Tuesday, September 2
Twelfth Class Day	Wednesday, September 10
Last Day to Withdraw from a Class	Wednesday, November 19
Thanksgiving Holiday	Thursday-Saturday, November 27-29
Dead Week	Thursday-Wednesday, December 4-10
Final Examinations	Thursday-Tuesday, December 11-16
Semester Ends	Wednesday, December 17

SPRING SEMESTER, 1981

Faculty Report	Wednesday, January 7
Registration	Wednesday-Thursday, January 7-8
Orientation Classes Begin	Monday, January 12
Regular Classes Begin	Wednesday, January 14
Last Day to Register Late or Change Classes	Monday, January 19
Twelfth Class Day	Thursday, January 29
TJCTA Convention	Friday, February 20
University Interscholastic League Contests	Wednesday, April 8
Last Day to Withdraw from a Course	Thursday, April 9
Spring Recess	Monday-Friday, April 13-18
Dead Week	Thursday-Wednesday, April 30-May 6
Final Examinations	Thursday-Wednesday, May 7-13
Commencement	Friday, May 15
Semester Ends	Friday, May 15

SUMMER SESSION, 1981

First Six Week Day Term

Registration	Thursday, May 28
Classes Begin	Monday, June 1
Last Day to Register or Change Classes	Tuesday, June 2
Fourth Class Day	Thursday, June 4
Last Day to Withdraw from a Course	Monday, June 29
Final Examinations	Monday-Tuesday, July 6-7

Second Six Week Day Term

Registration	Wednesday, July 8
Classes Begin	Thursday, July 9
Last Day to Register or Change Classes	Friday, July 10
Fifth Class Day	Wednesday, July 15
Last Day to Withdraw from a Course	Thursday, August 6
Final Examinations	Thursday-Friday, August 13-14

Nine Week Evening Term

Registration	Thursday, May 28
Classes Begin	Monday, June 1
Last Day to Register or Change Classes	Tuesday, June 2
Fifth Class Day	Friday, June 5
Last Day to Withdraw from a Course.	Wednesday, July 8
Final Examinations	Thursday-Friday, July 23-24

WHERE TO GO ... TO SEE ABOUT WHAT

WHAT	SEE	WHERE
Absences	Your Instructor	
Accidents	Call Switchboard	Dial "0"
Admissions	Admissions/Registrar	Administration
Books and Supplies	College Bookstore	Student Center
Bulletin Boards	Student Activities	Student Center
Calendar Arrangements	Student Activities	Student Center
Campus Information	Admissions/Registrar	Administration
Campus Publications	Student Publications	Student Center
Clubs and Organizations	Student Activities	Student Center
Counseling and Testing	Counseling Services	Student Center
Credit by Examination	Counseling Services	Student Center
Degree Plans	Counseling Services	Student Center
Dropping a Course	Counseling Services	Student Center
Early Admissions	Admissions/Registrar	Administration
Emergency Messages	Dean of Student Services	Administration
Fees and Tuition	Business Office	Admin./Classroom
Fines and Parking	Student Activities	Student Center
First Aid	Health Services	Student Center
Foreign Students	Admissions/Registrar	Administration
Handicapped Students	Special Services/ Tutorial Center	Student Center
Housing Information	Student Activities	Student Center
I.D. Cards	Student Activities	Student Center
Intramurals	Dir. of Intramurals	H.P.E. Bldg.
Literature Distribution	Student Activities	Student Center
Loans	Financial Aids	Student Center
Lost and Found	Games Room	Student Center
Meeting Rooms, Students	Student Activities	Student Center
Placement and Part-Time Jobs ..	Placement Office	Student Center
Registration	Admissions/Registrar	Administration
Repeating A Course	Admissions/Registrar	Administration
Schedule Changes	Admissions/Registrar	Administration
Scholarships	Financial Aids	Student Center
Social Functions	Student Activities	Student Center
Student Bulletins	Student Activities	Student Center
Student Government	Student Activities	Student Center
Thefts and Accidents	Dean of Student Services	Administration
Transcripts	Admissions/Registrar	Administration
Tutoring	Special Services/	Student Center
	Tutorial Center	or LA 102
Veterans Benefits	Veterans Affairs	Student Center

TERMS YOU NEED TO KNOW

ACADEMIC YEAR — The period of the annual session, exclusive of summer school. It is divided into two semesters and extends from late August through the middle of May.

ACTIVITIES, EXTRA-CURRICULAR — Activities that are part of student life, generally considered of benefit to the student, but not part of the curriculum.

ACTIVITY PERIOD — A free period from 9:50 to 11:10 a.m. every MWF (a limited number of classes are offered at this time) which provides students an opportunity to participate in the various scheduled student activities such as club activities, intramurals, concerts, and special programs that are offered at that time.

ASSOCIATE DEGREE — The professional two-year college degree. The community college counterpart of the four-year bachelor's degree. The associate degrees offered at MCC are the Associate in Arts (AA) and the Associate in Applied Science (AAS).

AUDITOR — One who enrolls for informational instruction only. An auditor attends class or classes without participation and without credit.

CERTIFICATE — An official document awarded to indicate the completion of the requirements of a particular program of study.

CLASSIFICATION — A student's status in respect to progress toward the completion of a curriculum — freshman, sophomore — usually based upon the number of hours or courses of credit at the time of any given registration. (Freshman — 1-29 semester hours earned; Sophomore — 30-64 semester hours earned.)

COURSE — Subject matter in which instruction is offered within a semester and for which credit toward graduation or certification is usually given.

COURSE CREDITS — The semester hour is the unit of measure applied to college credit course work at McLennan Community College and is awarded for successful completion of work involving one lecture hour per week for 16 weeks or its equivalent. A lecture class meeting three hours a week for 16 weeks (or a total of 48 lecture hours), therefore, is valued at three semester hours. Laboratory work and/or field experience may also provide semester hour credit for a course. In general, 3-4 hours of carefully planned and supervised laboratory work, or 4-6 hours of field experience, are regarded as equivalent to one-hour of lecture for purposes of determining the semester hour value of a course. The number of semester hours credit to be awarded for the successful completion of any course is indicated in the catalogue course description.

COURSE LOAD — The number of semester hours the student is permitted to schedule in a given semester, usually 15-17 hours during the fall and spring semester and 6-7 during the summer semesters.

COURSE NUMBERS — College credit courses are designated by numbers which indicate both level and credit value in semester hours. Credit value is indicated by the first digit in three digit numbers and by the first two digits in four digit numbers. For example, a course numbered 250 has a value of two semester hours and a course numbered 1050 has a value of ten semester hours. The two digits on the right indicate the level of the course. The course is of freshman level if numbered 00 through 49. A course may be considered generally as sophomore level if numbered 50 through 99, although there are exceptions.

CURRICULUM — A body of courses required for a degree or constituting a major field of study.

DEAD WEEK — A dead period is specified in the School Calendar for each semester. During Dead Week there shall be no required extracurricular activities, no major examinations given with the exception of skills and lab finals, no term papers or any other major time-consuming project not previously assigned.

DEGREE PLAN — A guide to the courses a student should take to best achieve educational and vocational plans. This plan should be worked out with a counselor early in the student's Freshman year.

EARLY ADMISSIONS — A program which enables qualified students who have completed their junior year to enroll in one or two courses at MCC during the Summer before or while completing their final year of high school. College credit for courses completed successfully is granted once the student has graduated from high school.

ELECTIVE — Any of a number of courses which a student is allowed to select. A course not required in the curriculum which the student is following is referred to as a free elective.

FRESHMAN — A student with fewer than 30 semester hours of credit at the beginning of a semester.

FULL-TIME STUDENT — The classification given students who are pursuing a minimum of 12 semester hours of credit each semester.

GRADE POINT — The numerical value assigned to each grade a student receives in a course. A - 4 grade points per semester hour, B - 3, C - 2, D - 1. CR carries no grade points but appropriate credit hours are given. F, WP, and WF carry no grade points.

GRADE POINT AVERAGE — The average is found by dividing the number of hours attempted into the grade points received. Example: a student who enrolled in 15 hours and received 32 grade points would have a grade point average of 2.1. (A grade of WP will not be used in computing Grade Point Average.)

MAJOR — The specific subject area in which students determine to devote most of their time in college. For students pursuing a baccalaureate degree, twenty-four to thirty semester hours of work in a specific subject are usually required. (Half or more of these courses usually are completed in the junior and senior year.)

MINOR — A student's secondary subject choice. It usually consists of 18 or more semester hours in a specific subject area.

NON-CREDIT COURSES — A course for which no college credit is given.

NON-RESIDENT STUDENT — Generally a student registering in college before living in the state 12 months, or a student under 18 who lives away from the family and whose family lives in another state (regardless of how long the student has lived in the state), or a student under 18 whose family has not lived in Texas for 12 months prior to registration, or an alien without permanent residence, visa or citizenship declaration papers. (Definition is subject to Article 2654C, Vernon's Texas Civil Statutes.)

OVERLOAD — A load of more semester hours than a student is normally permitted to schedule in a given period.

PART-TIME STUDENT — The classification given students who are pursuing less than 12 semester hours of credit each semester.

PREREQUISITE — A course or courses which must be taken or other requirements which must be met before some advanced courses may be taken.

RESIDENT STUDENT — Generally a student under 18 whose family has lived in the state for 12 months preceding registration, or a student over 18 who has lived in the state for 12 months prior to registration is a resident student. Personnel of the Armed Forces who are stationed in Texas are entitled to resident student privileges. (Definition is subject to Article 2654C, Vernon's Texas Civil Statutes.)

SCHOLASTIC PROBATION — The middle status between good standing and suspension. The student remains enrolled but under stated conditions according to college policies. Scholastic probation covers a period during which it is determined whether the student is returned to good standing having met the stated requirements, or is suspended for failure to meet the stated requirements. (See General Catalogue.)

SCHOLASTIC SUSPENSION — An involuntary separation of the student from the college. It may extend for one semester, or until a specified date, or until a stated condition is met. (See General Catalogue.)

SECTION — A division of a course, as between one or more instructors, but having the same subject matter.

SOPHOMORE — A student having completed 30 semester hours or more.

TRANSCRIPT — A college or university transcript is defined as an unabridged and certified academic record prepared for the purpose of communicating information concerning a student from one institution to another institution or agency. It contains the identification of the student, the identification of the issuing institution, a list of courses, grades, and credits earned, and the separation or termination status of the student.

TRANSFER CREDIT — Credit transferred to or from another college or university.

WITHDRAWAL — A release from enrollment. The student initiates a withdrawal by notifying Counseling Services, thereby making it an Official Withdrawal. A student who ceases to attend classes but does not officially withdraw may receive a grade of F. (See Class Attendance Policy and College Grading System — General Catalogue.)

CLASS ATTENDANCE

Regular and punctual attendance is expected of all students, and a complete record of attendance will be kept by each instructor, beginning with the first day of classes. Students are responsible for all material presented or assigned for a course, whether present or absent, and will be held accountable for such material in the determination of course grades.

Three weeks of consecutive absences from scheduled class and/or laboratory meetings will be taken as evidence that the student does not intend to complete the course, and the student will be dropped on that basis in the absence of contrary indications satisfactory to the instructor. In addition, absence from 20 per cent of the class and/or laboratory meetings scheduled for a course may be

taken as evidence that the student does not intend to participate sufficiently in course activities to indicate probability of success, and the student may be dropped on that basis in the absence of contrary indications satisfactory to the instructor.

Students will be permitted to make up class work and assignments missed due to absences caused by (1) authorized participation in official school functions, (2) personal illness, or (3) a death in the immediate family. The instructor has the prerogative of determining whether a student may make up work that was missed due to absences for other reasons. It is the student's responsibility to inform the instructor of the reason for an absence and to do so in a timely fashion.

DEGREE PLANS

For students seeking a bachelor's degree . . . Early in the freshman year a student should develop a degree plan with a counselor. The counselor will help assess the student's strengths and weaknesses and will help the student decide on the courses needed to achieve educational goals.

A copy of the degree plan will make future registrations much easier and should eliminate all the "guess work" of future course selection.

For students seeking a certificate or degree in a technical program . . . The degree plan should be developed with a counselor or the director of the program.

WITHDRAWING

Before withdrawing from a course or from school, students should first talk with their instructor(s).

Official withdrawal procedures are initiated by the student through the Office of Counseling Services. A student who ceases to attend classes but does not officially withdraw will receive a grade of F.

CLASS CHANGE FEE

A fee of \$5.00 will be charged for each approved change of class schedule processed for the convenience of the student after his enrollment has been completed.

LATE REGISTRATION FEE

A fee of \$1.00 per semester hour will be charged for late registration, with a minimum charge of \$5.00.

CREDIT BY EXAMINATION

Students who believe they already possess the knowledge and/or skills taught in certain courses or programs offered by McLennan Community College may, upon notice of admission to the College, request permission to challenge these courses for credit by examination, providing the student has not enrolled in the course for credit or audit, whether at MCC or elsewhere. Students who expect to transfer later to another institution are advised to check with the receiving institution concerning the transferability of credit by examination.

Credit by examination is not available in all courses offered by the College. English 303, 304, 312, Math 300, Psychology 300, reading, orientation and internship courses may not be challenged. Texas state law permits no more than three semester hours in American History and three semester hours in American Government to be earned by credit by examination. Students should direct inquiries concerning courses available for credit by examination to the Office of Counseling Services.

Two types of examinations are available at McLennan Community College: The College Level Examination Program (CLEP) and the MCC Departmental Examination.

Application Procedure

Information concerning the type examination available for a given course and the appropriate registration or application forms may be obtained at the Office of Counseling Services.

1. CLEP Examination

The registration form for the CLEP Subject Examination (CLEP General Examinations are not accepted by MCC) should be sent directly to the Office of Counseling Services with the required fee of \$20.00 for each examination. The examination may be taken in this office or it may be taken at another testing center and scores sent to MCC for evaluation. There will be a \$3.00 service fee for transfer or cancellation of any CLEP examination.

To receive credit at MCC, the student must score at or above the "C" level. The course number, title and credit hours will be entered on the student's permanent record with the notation "CLEP" and the score. A grade of "CR" will be assigned for the course.

2. Departmental Examination

The application form must be approved by the appropriate Department Chairman or Program Director who will designate an instructor to prepare, administer and grade the examination.

An examination fee of \$5.00 per semester hour must be paid at the Business Office prior to the examination.

To receive credit at MCC, the student must score at or above the "C" level on the examination. A grade of "CR" will be assigned for the course.

General Policies

Credit by examination may be attempted only one time in a given course.

Generally, no more than sixteen hours credit may be obtained by credit by examination; however, the number of credit hours available through challenge of nursing courses for students admitted to the ADN Challenge Program may exceed this number (students should contact the Director of Nursing Education for additional information).

No more than sixteen semester hours credit by examination secured elsewhere may be transferred to MCC.

Credits earned by examination will not become a part of the student's record until an equivalent number of semester hours has been earned in regular classes at MCC. No entry will be made on the student's transcript in case of failure.

There will be no refund in case of failure to establish credit.

CLASSROOM RELATED PROBLEMS

A student having problems directly related to a class should first talk with the Instructor, and if satisfaction is not received, then to the Departmental Chairman or Director, then the appropriate Dean of the Division, then to the Dean of Instruction, and then to the President.

INSTRUCTOR TARDINESS

Students are required to wait for an absent instructor for a period of ten minutes. If after that time the instructor has not arrived, class members may be excused for the remainder of the period without penalty. Such occurrences should be reported to the appropriate Department Chairman or Director.

I.D. CARDS

Every student enrolled at MCC is issued an identification card. Students may be required to show their I.D. cards in the Library, Games Room, Bookstore, Gym, or when voting or attending any College athletic event or other sponsored activity. The student is required, therefore, to have it in possession when on campus. A fee of \$3.00 will be charged for replacing a lost card.

LOST AND FOUND

The Student Center Games Counter maintains a depository for lost items. If you should lose or find an article, you should report this to the Games Counter which is under the supervision of the Director of Student Activities.

Articles turned in to "Lost and Found" will be kept until claimed or sold at auction as stipulated.

The items which were lost prior to the beginning of the Spring semester and have not been claimed will be sold at auction near the end of the Spring semester. The proceeds from the auction will be used for service projects as stipulated in the guidelines of the Student Government agency fund.

TEXTBOOK IDENTIFICATION

Students' names and addresses should be written in ink in all textbooks. Books and valuables should not be left in unlocked cars.

BOOKSTORE

McLennan Community College operates a bookstore where textbooks and supplies can be purchased by the students. If students take good care of books, they may, with certain restrictions, be returned to the bookstore for a refund at a reduced price.

The bookstore will be open from 8:00 a.m. to 4:30 p.m. and evening hours as necessary to support registration and evening school operation.

LIBRARY — GENERAL INFORMATION

INTRODUCTION

All students need to become acquainted with the arrangement of the Library and how it operates. The better students make the Library one of the main stopping places in the search for knowledge. The more students learn about the Library the more effectively they can make it work for them. Get acquainted with the people who work in the Library and remember that they are there to help all students. Know the location of the various departments and services, and know the Library hours. Learn to use the card catalog, which is the index to all the books in the Library; and be familiar with the periodical indexes. Instructions in the use of the Library are given in the Library handbook.

HOURS

The Library is open the following hours during the fall and spring:

7:45 a.m. - 9:00 p.m. Monday-Thursday

7:45 a.m. - 5:00 p.m. Friday

Hours for summer school, vacation, and between semesters will be posted at the Library entrance.

All large purses, briefcases, notebooks, etc., will be subject to examination when patrons leave the library.

Students who need assistance in locating material, using the card catalog or other indexes, should ask the Reference Librarian for help.

Food, drinks, and smoking are prohibited in the Library.

Students will be required to show their I.D. cards when borrowing Library materials.

BOOK CIRCULATION INFORMATION

Circulating Books

All books on the second floor (except those in locked case) and those on the ground floor of the Library may be checked out for a period of two weeks. Toward the end of the semester, the circulation period will be shorter since all books are due at the end of the semester. When the Library is not open, books may be returned via the book return at the right of the entrance.

To Check Out Books

Fill out a check-out card (found at the circulation desk) — show call number, author, title and your name, social security and phone number for each book to be checked out.

Reference Books and Magazines (First Floor)

Reference books and periodicals must be used in the Library and cannot be checked out. However, you may duplicate material on the Xerox to take home. The cost is 5 cents per page.

Reserve Books (Circulation Desk)

Most reserve books must be used in the library during the day and some reserve books can be checked out for overnight and weekend use. Ask at the circulation desk for special regulations your instructor requested concerning the reserve books.

Renewals

A book must be returned to the library for renewal. It may be renewed so long as there is no hold on the book.

Fines

Five cents per day is charged for each day the book is overdue. All fines must be paid and all books returned (lost books paid for) before a student's record will be cleared with the Office of the Registrar. The fine for overdue reserve books is 25¢ per day.

Students should not reshelve books, but leave them on the tables for Library personnel to shelve.

Noise In The Library

Students are expected to respect the rights of other students who want a quiet place to study. Rooms are provided where students may talk without disturbing others.

A STUDENT'S LIBRARY BILL OF RIGHTS AND RESPONSIBILITIES

1. Students have the right to use all the facilities of the Library; likewise they have the responsibility to see that the facilities are maintained in the same condition in which they were made available to them for the use of other students.
2. Students have the right to borrow circulating Library materials; likewise they have the responsibility to see that other students have the same opportunities to use these materials by returning them promptly.
3. Students have the right to be able to study undisturbed; likewise they have the responsibility to see that they do not impinge on the right of other students to study undisturbed.
4. Students have the right to be treated with courtesy; similarly they have the responsibility to extend the same courtesy to other students, library personnel, and guests of the Library.
5. Destruction, mutilation, loss, and neglect of any and all Library materials in whole or in part, shall be considered as primary cause for the interruption of Library service, and in direct opposition to the principles of good Library conduct.

SOCIAL SECURITY BENEFITS

Full-time students may receive social security payments until they pass their twenty-second birthday if the parent or legal guardian is receiving payments or

was a member of Social Security and is now deceased. Such a student should apply directly to the Social Security Office.

VOCATIONAL REHABILITATION

The Rehabilitation Commission offers assistance for tuition and required fees to students who have certain physical or emotional handicaps, provided the vocational objective selected by the handicapped person has been approved by an appropriate representative of the Commission. Through this State agency, other rehabilitation services are available to assist handicapped persons to become employable.

Application for this type of assistance should be made to the nearest Rehabilitation Office, which is located at 1702 W. Waco Dr., Waco, Texas 76701. Inquiries may be addressed to: Commissioner, Texas Rehabilitation Commission, 118 E. Riverside Drive, Austin, Texas 78704.

AWARDS ASSEMBLY

Each spring outstanding students are chosen by the various academic departments for their academic achievement and by various campus clubs and organizations for their participation and leadership. These students are honored in an all-college assembly.

RECOGNITION OF HONOR STUDENTS

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 Dean 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 twelve or more 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:

3.80 - 4.00	Distinguished Honors
3.50 - 3.79	Honors

To receive special recognition at the Commencement Exercises, a student must have completed 60 or more semester hours with a cumulative grade point average of 3.50 or better. Special recognition categories and the grade averages required for each are as follows:

4.00	Highest honors
3.80 - 3.99	High Honors
3.50 - 3.79	Honors

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

GRADUATION

Participation in graduation exercises is a requirement for the Associate in Arts (A.A.) and the Associate in Applied Science (A.A.S.) degrees. In order for a student to be considered for graduation, an application must be filed with the Office of Admissions/Registrar by the beginning of the spring semester.

PUBLICATIONS

The Office of the Director of Student Activities issues a student bulletin, the *CHANTER*, every week. This bulletin contains announcements, advertisements, and publicity that is of interest to the students.

MCC publishes a campus newspaper, the *Highland Herald*, every other week. Students not formally enrolled in journalism, but who would be interested in reporting or photography, should contact the student publications advisor.



POLICIES AND REGULATIONS

POLICIES FOR GENERAL CONDUCT

The Board of Trustees of McLennan Community College, the legally constituted authority for the governance and orderly operation of the College, adopted the following general conduct policies for the purpose of maintaining order and otherwise promoting the general interest, welfare, and purpose of the College.

These policies are based upon the principle that the College should 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 all, and that infringement upon the rights and freedoms of others or interference with the lawful and orderly use and enjoyment of College premises, facilities, and programs cannot be permitted.

Applicability

The policies herein set forth shall govern the conduct of all persons (1) on the McLennan Community College campus or other property or facilities owned or used by the College (hereafter, "premises") for any purpose, wherever situated, or (2) while engaging in College sponsored activities, wherever occurring. These policies shall apply to College students, employees of the College, and visitors, including invitees.

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 the College.
2. The lawful exercise of the rights and freedoms of others.

Accordingly, the following are strictly prohibited:

1. Disrupting or obstructing, or attempting to disrupt or obstruct, any lawful activity of the College, or violating H.B. 141, as enacted by the 61st. Texas Legislature.
2. 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.
3. Illegally possessing, using, selling, or being under the influence of dangerous drugs or narcotics.
4. Possessing, using, selling, or being under the influence of alcoholic beverages. (This applies to individuals, organizations and activities on College premises only; legal possession, use and sale of alcoholic beverages at off-campus activities, are not prohibited, provided that no funds appropriated by the College shall be used for this purpose.)

5. Possessing or using firearms, weapons, or explosives, unless authorized by the College.
6. 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 Board of Trustees and administrative officials of the College.
7. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
8. Refusing or failing to comply with a lawful order of any College or public official acting in the performance of his duties in the administration and enforcement of these policies.

Enforcement

The President of the College or his representatives shall be responsible for initiating and assuring prompt enforcement of these regulations, including the application of remedies and the institution of appropriate disciplinary or legal proceedings. Any action of the President or his representatives is subject to review by the Board of Trustees.

Any person violating any of these policies shall be subject to immediate ejection and/or exclusion from the College as directed by the President or his representatives. Such ejection or exclusion shall not preclude or interfere with subsequent College disciplinary action, including suspension, permanent dismissal, or legal action, provided that the procedures described are followed.

Disciplinary or legal action or proceedings shall be taken, in the case of a student or employee (other than a faculty member), by administrative action of the President or his representatives, providing that (1) a student, upon his written request, shall be afforded a hearing before a committee appointed in a manner prescribed by the President and that (2) an employee shall have the right of appeal through appropriate administrative channels.

In the case of a faculty member, disciplinary proceedings shall be in accordance with provisions of the faculty Tenure Policy, as adopted by the Board of Trustees, April 10, 1968.

In the case of a visitor, legal proceedings shall be initiated by and at the discretion of the President or his representatives.

Assemblies or Other Group Activities

Any assembly or other group activity to be held on College premises must be conducted at such a time, in such a place, and in such a manner as to conform to the premises and policies set forth herein.

Any such assembly or group activity initiated, arranged or promoted by students of the College must be approved in writing by the Dean 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 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 advance approval by the Dean 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 advance approval by the Vice-President.

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

Visitors and Invitees

Any person who is not a student or employee of the College, while on the premises of the College, shall conduct himself in a manner consistent with the principles and policies stated herein. Any violation of the same will subject such a person to ejection from the premises and/or appropriate legal proceedings.

Individual students or student groups wishing to invite such a person to the College premises for any purpose other than as a casual visitor, must receive prior approval to do so from the Dean of Student Services, who may require any reasonable information about the proposed visitor, including the purpose for his being invited. A request to invite such a person must be submitted in writing at least two weeks prior to the proposed date of the visit.

The invitation of such a person to participate in the organized program of instruction of the College shall require advance approval by the Dean of Instruction. Both the invitation and the approval shall be consistent with the College policy on Academic Freedom and Responsibility. The invitation of such a person for any other purpose (excepting casual visitors) shall require advance approval by the Vice-President.

These policies may be amended in whole or in part from time to time by action of the Board of Trustees.

STANDARDS OF STUDENT CONDUCT GUIDELINES FOR IMPLEMENTATION

A. GENERAL STATEMENT

Students of McLennan Community College are expected to obey the laws of the land, the regulations of the College, and to act in keeping with the accepted customs of society.

B. RESPONSIBILITIES FOR ADMINISTRATION OF STUDENT CONDUCT

1. The Dean of Student Services, by delegation of the President of the College, is designated as the agency within the College which has student conduct as one of its responsibilities. The Dean is responsible to the President of the College for (1) recommending the formulation and revision of policies and enforcement procedures relating to student conduct, and (2) for disposal and referral of such individual cases as may properly come before him.
2. The Discipline Committee, by delegation of the President of the

College, is designated as the agency which reviews and recommends action regarding infractions or breaches of conduct. The Committee shall be responsible to the President of the College for disposal of such cases as may properly come before it and shall serve as the chief appellate body of the institution.

- a. The Committee shall consist of three members of the faculty or administration and two students. The three members of the faculty or administration shall be recommended by the Faculty Council, subject to approval by the President. The two students shall be recommended by the Student Government, subject to approval by the President.
- b. All decisions of the Discipline Committee must be approved by the President.
- c. Decisions resulting in suspension or expulsion must be approved by the President of the College.
- d. Minutes of all meetings of the Committee shall be presented to the President and the Dean of Student Services.

C. STUDENT RIGHTS AND RESPONSIBILITIES

1. These policies are based upon the principle that the College should 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 all, and that infringement upon the rights and freedoms of others or interference with the lawful and orderly use or enjoyment of College premises, facilities, and programs cannot be permitted.
2. Obligations and Responsibilities

The student has the following obligations and responsibilities:

- a. The obligations to be fully acquainted with published regulations and to comply with them in the interest of an orderly and productive community.
- b. The obligations to follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education.
- c. The obligation to respect the rights and property of others.

D. DISCIPLINE

1. Breaches of Conduct

The College regards the following as illustrations of misconduct which may result in action by the appropriate disciplinary agencies:

- a. Academic cheating and plagiarism.
- b. Furnishing false information to the College with intent to deceive.
- c. Forgery, alteration, unauthorized possession, or misuse of College documents, records, or identification cards.
- d. Malicious destruction, damage, unauthorized possession, or

misuse of College property, including library and laboratory materials, or of private property on the campus.

- e. Participation in hazing, acts which are degrading or injurious to another, or acts in which another is held against his will.
- f. Physical abuse of another in the College community.
- g. Possessing, using, selling, or being under the influence of alcoholic beverages. (This applies to individuals, organizations and activities on College premises only; legal possession, use and sale of alcoholic beverages at off-campus activities, are not prohibited, provided that no funds appropriated by the College shall be used for this purpose.)
- h. Disorderly conduct which inhibits or interferes with the educational responsibility of the College community or which disrupts the administrative or service functions of the College, including social-educational activities.
- i. 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.
- j. Incurable or persistently irresponsible behavior.
- k. Possession of prohibited weapons or narcotics on College premises.
- l. The violation of the terms of disciplinary probation or the infraction of any College rule during the disciplinary action.
- m. Unapproved assembly of persons or groups.
- n. Participation in illegal gambling activities.
- o. Such other violations as the appropriate disciplinary agency may decide warrant disciplinary action.

2. Disciplinary Actions

The following disciplinary actions may be imposed by the College:

- a. Admonition and warning.
- b. Notification of parents.
- c. Loss of privileges.
 - (1) Removal from elective or appointive office.
 - (2) Loss of such other privileges as may be consistent with the offense committed and the rehabilitation of the student.
- d. Disciplinary probation with or without loss of designated privileges for a specified period of time.
- e. Suspension from the College for a definite period of time.
- f. Expulsion from the College.
- g. Such other actions as may be recommended by the Discipline Committee.

3. Group Offenses

- a. Student societies, clubs, and other student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the College. Such responsibilities include:
 - (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 the responsibilities of group membership may subject that organization to permanent or temporary suspension of charter, withdrawal of College recognition, or other appropriate action.

4. Judicial Procedures

- a. Violations of law and/or of the College policies regarding student conduct should be reported to the Dean of Student Services, whose role includes that of representing the College in such cases, including the function of presenting charges against the accused.
- b. When a student or group of students stand in violation of law, they are subject to College disciplinary action.
- c. In those cases of student conduct involving psychological or mental disturbances or other unusual circumstances of an emergency nature, the Dean of Student Services and/or the Discipline Committee, may take action other than the initiation of judicial proceedings.
- d. When information is established to the satisfaction of the Dean of Student Services and the College that an offense has occurred, the following procedures shall be initiated by the Dean of Student Services:
 - (1) Advise the student in person or in writing of the charge against him.
 - (2) Afford the student an opportunity to plead guilty or not guilty and to present information in support of his case.
 - (3) The Dean of Student Services may seek professional assistance and advice, consult with the student's parents or guardians, or take other measures to insure fair disposition of the case.
 - (4) Then the Dean of Student Services will present a judgement which represents the official position of the College.
 - (5) Finally, the Dean of Student Services shall inform the student of his right to appeal, and of his right to professional assistance and advice, including representative council.

5. Appeal Procedures: The student shall have the right to appeal.

- a. The Discipline Committee shall serve as the appellate body to hear student appeals regarding disciplinary judgements made by the Dean of Student Services;
 - (1) The student may appeal within five (5) calendar days from the date of disciplinary action, by requesting a hearing before the Discipline Committee. The request must be made in writing to the Dean of Student Services.
 - (2) The Discipline Committee shall meet as soon as practical to consider an appeal.
 - (3) Procedures for particular hearings, including which persons may be present, shall be decided by the Discipline Committee.

- b. All cases heard by the Discipline Committee may be appealed to the President of the College.
- c. A case heard by the President may be appealed to the Board of Trustees. Decisions by the Board of Trustees will be final.
- d. All appellate agencies above may:
 - (1) Affirm the action of the judicial agency immediately preceding it in the appeal process.
 - (2) Reduce the penalty.
 - (3) Dismiss the charges.
 - (4) Remand the case to the immediately preceding judicial agency for further consideration.

PRIVACY RIGHTS OF PARENTS AND STUDENTS

(Public Law 93-380 as it relates to McLennan Community College)

REVIEW OF RECORDS

Students having attended McLennan Community College have the right to inspect and review and obtain copies of 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 recommendation, which 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 recognitions
 Provided, 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 McLennan Community College 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 "Request for Review of Student Record" 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 Dean of Student Services will chair and appoint a committee to hear challenges concerning 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 Registrar's Office during the first 12 class days of a fall or spring semester, or the first 4 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. Current Class Schedule
- H. Number of Hours Enrolled Current Semester
- I. Classification
- J. Participation in Officially Recognized Activities and Sports
- K. Weight and Height of Members of Athletic Teams
- L. Dates of Attendance
- M. Degrees and Awards Received
- N. All Previous Educational Agencies or Institutions Attended

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 McLennan Community College 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 institutions if he/she so desires.
- C. Individuals needing the information in connection with a student's application for or receipt of financial aid.

- E. Legitimate organizations (ACT, CEEB, ETS) developing, validating, 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.
- I. In compliance with judicial order pursuant to any lawfully issued subpoena.
- J. Representatives 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 records 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 indicate all individuals, agencies, or organizations which have requested or obtained access to a student's records (excepting those described in A-K above).
- B. The 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 IN WHICH STUDENT RECORDS ARE MAINTAINED

- A. Academic Records
 - 1. Registrar's Office
 - 2. Program, Department, Faculty, and Administrative Offices
 - 3. Continuing Education Office
- B. Student Affairs Records
 - 1. Student Activities Office
 - 2. Counseling and Testing Office
 - 3. Health Services Office
 - 4. Placement Office
 - 5. Supportive Services Office
 - 6. Student Services Office
- C. Financial Records
 - 1. Business Office
 - 2. Financial Aids Office

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

STUDENT GRIEVANCE PROCEDURE

Purpose and Scope. These procedures are established to provide the individual student opportunity to be heard in grievances involving alleged acts of unlawful discrimination against him/her 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 he/she 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 his/her 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, he/she 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, he/she 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. The request shall include a description of the nature of the grievance and the redress sought.
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 5 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.

The Director of Administrative Services and the EEO Officer shall serve as advisors to the Committee but shall have no vote. The Director of Administrative Services shall also serve as secretary to the Committee.

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 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.

4. The President shall accept or reject the recommendation(s) of the Committee or may propose an alternative solution. The President's responses shall be made in writing to the grievant.
5. In the event the decision of the President is not acceptable to the grievant, he/she 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 Chairman of the Board of Trustees, along with all documents pertinent to the case.

The Chairman 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.

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 or service functions of the College, including social-educational activities.

GENERAL UNPAID FINANCIAL OBLIGATION(S)

Students who pay charges/fees (other than those relating to registration) with a check which is returned unpaid for any reason, or who have unpaid financial obligation(s) of any nature to the College, will be referred to the Dean of Student Services. 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 Dean of Student Services.

PAYMENT OF REGISTRATION CHARGES WITH INVALID CHECK

Any student who pays tuition or any other registration fees/charges (including Bookstore charges) with a check that is returned unpaid to McLennan Community nullifies his/her 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.

TUITION AND FEES REFUNDS

(For College Credit Courses)

When a student withdraws from the College or drops a portion of his/her semester hour enrollment, a refund of tuition and fees will be made in accordance with the refund schedule and other provisions shown below:

Refund Schedule

Fall or Spring Semester

1. Before the second day of classes. Full Refund
2. Second through the 12th day of classes. 75 Per Cent Refund
3. After the 12th day of classes No Refund

Summer Terms

1. Before the second day of classes. Full Refund
2. Second through the 4th day of classes. 75 Per Cent Refund
3. After the 4th day of classes No Refund

NOTE: "Day of classes," above, refers to the number of days classes in general (not a particular class) have been in session.

Tuition refunds shall apply only to that portion of a student's semester hour enrollment for which tuition has been charged.

Except in the case of complete withdrawal, the only refundable fees are laboratory fees.

The tuition and fees refund schedule for courses of irregular length, or beginning at irregular times, shall be determined by the Financial Vice-President in accordance with the length of the particular course.

SOLICITORS ON CAMPUS

No soliciting for any reason — personal, business, or charity — by off-campus groups or individuals will be permitted. Soliciting by campus groups/organizations must be approved through proper administrative channels.

PETITIONS

The circulating of petitions shall be permitted on the McLennan Community College campus. All proposed petitions must be submitted, prior to circulation, to the Director of Student Activities to advise the initiators of petitions regarding the MCC policy on the circulation of petitions.

CAMPUS MOTOR VEHICLE REGULATIONS

ALL STUDENTS USING CAMPUS PARKING FACILITIES MUST PURCHASE A PARKING PERMIT, DISPLAY IT PROPERLY, AND PARK IN DESIGNATED STUDENT PARKING LOTS.

PERMITS All students who park a motor vehicle on campus must display a valid, numbered, parking permit. Permits may be obtained during registration each semester and from the Office of Student Activities at other times. Students will be held responsible for any vehicle registered with the college in their name, regardless of the operator or the owner. Students who sell their vehicles should remove the permit.

COSTS The parking fee is \$1.00 per course each semester up to the maximum fee of \$5.00. Payment of this fee will entitle each student to register one or two vehicles each semester. Students will be charged \$1.00 for each additional vehicle registered.

DISPLAY The permit must be displayed on the inside, lower left corner of the rear window on all vehicles except convertibles, motorcycles, pick-ups with campers, and vehicles with rear window heat shields. On these vehicles, the permit is to be displayed on the left rear bumper or rear fender, in the case of a motorcycle. Students failing to display the permit in the proper manner will be fined for a parking violation.

TEMPORARY PERMITS A student finding it necessary to park a borrowed or rented vehicle on campus without a valid decal must park in the student parking lot. In such a case the student must provide the number of the license plate and a description of the vehicle to the Office of Student Activities or the Campus Police immediately and obtain a temporary parking permit at no cost. Such permits are valid for a maximum of one week.

Under no circumstances are students to park in visitor or faculty parking areas.

SPECIAL PERMITS Students with physical limitations may apply for a special permit allowing them to park in both student and faculty parking lots. Approval for a special permit must come from the Director of Health Services, for the Fall and Spring semesters, and from the Director of Student Activities, for the Summer sessions.

FINES Fines are \$2.00 for most parking violations, \$3.00 for moving violations, \$5.00 for parking permit violations, and \$5.00 for unauthorized parking in an

area designated for the handicapped. Fines will be increased by \$3.00 for all violations not paid within five class days. Fines will be paid in the Office of Student Activities. Evening students may pay their fines by using the ticket envelope and leaving it in the Office of Continuing Education.

Fines must be paid within ten class days. All grades, records, and transcripts may be withheld, and a student may be suspended from attending classes until all fines are paid. When a student has accumulated four parking tickets during an academic year, the student's campus driving privilege may be suspended for a stipulated period of time. In some instances, this privilege may be revoked permanently. When a student whose campus driving privilege has been suspended is observed driving on campus, action will be taken to convert the suspension to permanent exclusion.

Students exceeding the speed limits on campus will be reported to the Dean of Student Services for administrative action.

APPEALS The violation may first be appealed to the Director of Student Activities, then to the Student Supreme Court, and finally to the Dean of Student Services. The student must file an appeal in the Office of Student Activities within five class days from the date of the violation. The student will be notified of date and time for the appeal to be heard.

PARKING Students may park in lots and spaces not designated for faculty/staff or visitors. Students are to park within the white stripes on the lots or may park at the curbs painted white.

No parking areas are designated by colors as follows:

- Blue — stripes and curbs — parking for handicapped with "special permit"
- Yellow — curbs
- Unpainted — curbs

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

Parking violations include, but are not limited to, the following:

- Parked in area not designated for student parking
- Parked backwards
- Parked against flow of traffic
- Parked in excess of time limit (15 minute parking time zone)
- Parked in area designated for handicapped (minimum \$5.00 fine)

Moving violations include, but are not limited to, the following:

- 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
- U-turns
- Failure to yield to pedestrian in cross-walk

Parking permit violations are the following:

- No valid decal
- Decal improperly displayed

Parking and traffic regulations are applicable after 5:00 p.m. with one exception — there is no reserved parking except for the areas designated for the physically handicapped.

SIGNS, POSTERS, AND LITERATURE— ON CAMPUS

All signs, posters, and literature to be posted and distributed on campus to be observed by MCC students must be approved by the Director of Student Activities. Under no circumstances is posting permitted on glass surfaces on any building.

The Director of Student Activities will be responsible for the following:

1. determining the size of signs and posters to be posted on campus
2. determining the length of time signs and posters may remain on display
3. implementing and enforcing these policies and procedures

The following policies will be followed in accordance with the different types of signs, posters, and literature.

A. Types and Quantity

1. All signs, posters, and literature of on-campus organizations that advertise approved activities may be posted in all buildings except the Faculty Office Building, Administration Building, Administration-Classroom Building, Maintenance Center, Library (except with Library's approval), and classroom bulletin boards.
2. All signs, posters, and literature of off-campus groups advertising non-profit and student interest activities are limited to a maximum of five (5) posters and signs to be placed in the Student Center only.
3. All signs, posters, and literature of off-campus groups, individuals, businesses advertising special events, sales, or services that are not covered in policy No. 2 are limited to only one (1) article of advertisement to be placed on a special bulletin board in the Student Center.
4. All signs, posters, and literature of political nature will be limited to only two (2) articles of advertisement per political subject to be placed in an area of the Student Center to be designated by the Director of Student Activities.
5. All signs, posters, and literature that are not covered in the above four policies will be reviewed by the Director of Student Activities and approved or disapproved on an individual basis.

B. Display

1. No postings may be made on any building glass surface or light poles on campus.
2. Postings may only be made on tile surfaces in hall corridors or on special bulletin boards in each building. No signs or posters are to be taped to painted surfaces.
3. Transparent tape should be used on tile walls.
4. Signs and posters placed on trees should not be nailed, tacked or stapled.
5. All signs, posters, and literature must be removed by the organization sponsoring the activity immediately after the event.

All exceptions to the above policies must be approved by the Dean of Student Services.

CAMPUS PUBLICATIONS EDITORIAL POLICY

The campus newspaper, published through journalism classes and under the auspices of the College Board of Trustees, serves three basic purposes:

- A. To provide a means for students of journalism to gain an understanding of the production of a newspaper and to gain experience in gathering and presenting news. In this sense, these laboratory functions, through which the student is given a chance to assume responsibility for implementing the policies and purposes of these publications.
- B. To provide a means of informing and entertaining readers. These publications shall contain campus and off-campus news of interest to its readers. The amount and type of off-campus information shall be contained within the perspective of its value and interest to its readers.
- C. To provide an organ of information for the college, its students, faculty, and employees. The publication will carry notices of college activities and administrative matters affecting the entire college.

Editorial policy of the campus publications shall apply to all material considered for publication. Included in the editorial policy are these points:

- A. All material shall be within the limits of good taste and good journalism and should exemplify the highest ideals of professional news reporting.
- B. Extreme care shall be taken to maintain objectivity and fair play in the presentation of all news stories, editorials, feature stories, columns and other matter. Care should be exercised to assure that the basis of all reporting is factual, that editorials are clearly designated as such, and that all material to be published is free from libelous statements and personal attacks.
- C. An overall loyalty to the interest of the newspaper publishers shall be maintained. Items which might propagate controversy detrimental to the college should be avoided. This is not to be interpreted that actual reporting of events which might be controversial shall be avoided. To the contrary, these matters should be handled with the same objectivity and fair play used in reporting any other event. Endorsement of particular political candidates and issues, however, should be avoided.
- D. The editor of the newspaper shall apply the editorial policy to all material in the publication, and shall be certain that other staff members of the newspaper understand and follow the policy. In cases where an editor is in doubt concerning some matter of policy, he should consult with the Director of Campus Publications.
- E. The Director of Campus Publications is the administrator charged with general responsibility for campus publications, including approval of all copy prior to its submission to the printer. A copy of each published issue must be filed with the Director previous to any distribution or circulation; and the Director's signature of approval, the date, and the time of day must be affixed to all file copy of each issue before distribution or circulation is begun.
- F. Editors and the length of time each serves are selected through recommendation of the Director of Campus Publications and approval of the Dean of Student Services. Editors must carry at least 12 semester hours of college work and they must maintain at least a "C" average on all work attempted.

STUDENT SERVICES

ADMISSIONS/REGISTRAR

The Office of Admissions/Registrar located in the Administration Building is often the first visited by most students on the MCC campus. The office is responsible for admissions and records. Any questions concerning registration, schedule changes, semester grades, honors, transcripts, scholastic status, information about campus activities, and graduation should be directed to this office. An advisor for foreign students is available in this office.

COUNSELING SERVICES

Counselors are on duty to assist men and women students in concerns related to educational planning, vocational and occupational exploration, study habits, transferability of courses, self-appraisal, and social or personal adjustment.

The Office of Counseling Services maintains an extensive file of career information as well as catalogues from Texas colleges and universities.

A wide variety of tests, such as vocational interest inventories, aptitude tests, study habits inventories, and intelligence measures are available at no charge for students enrolled at the College.

McLennan Community College is also an official center for the ACT, a college entrance examination; the GED, a high school equivalency test; and the CLEP, standardized subject examinations by which MCC students may receive credit for various college courses. These tests are offered on a regularly scheduled basis.

Students are encouraged to discuss educational, vocational, or personal problems with any counselor at McLennan Community College.

COMMUNITY CAREER APPRAISAL SERVICE

Career counseling and information is available at the Office of Counseling Services to all residents within commuting distance of the College. Services of the center include:

Counselors on duty from 8:00 a.m. to 5:00 p.m. Monday-Friday and 5:30 p.m. to 8:30 p.m. Monday-Thursday to aid in career exploration.

Evaluation of a person's interests and aptitudes through the use of a selection of tests designed to help a person gain a perception about vocational interests, values and aptitudes. (A fee is charged for the tests.)

A library of current career information.

Financial information on programs available regionally.

Area residents considering decisions of a vocational or educational nature are invited to call or come by the Office of Counseling Services.

STUDENT ACTIVITIES

Student Activities at McLennan Community College is responsible for providing the campus with a balanced program of cultural, social, and educational activities. Its goal is to offer a wide variety of co-curricular experiences which will assist students in developing a rich concept of their life's potential. A variety of activities implemented through the coordinated programs of campus organizations. Student Government, Academic departments, athletics, Student Services departments, and Student Activities offer many opportunities for students to explore their interests and associate in a non-academic setting with their fellow students.

Inquiries on student activities, student organizations, student government, etc. should be directed to the Office of Student Activities.

The Office of Student Activities is also the place where students may replace a lost I.D. card, acquire additional parking permits, and pay or appeal parking violation tickets.

The office is located on the second floor of the Student Center.

FINANCIAL AIDS

The Office of Financial Aids operates for the purpose of financially assisting worthy students with educational expenses in a manner most appropriate to their needs. Ordinarily financial assistance provided by McLennan Community college is in the form of student employment, loans, scholarships, grants, or a combination of these.

WORK

College Work-Study Program

Students who need financial assistance to help pay for college expenses may be eligible for employment by the college under the federally supported College Work-Study Program.

Through this program, approved students may work an average of 15 hours per week while attending classes. During the summer or other vacation periods when they do not have classes, students may work full-time (40 hours per week).

LOANS

Federally Insured Student Loan Program

Students may obtain loans from private commercial lenders which desire to participate in the plan. MCC provides the student with a statement of college cost and certifies that the student is enrolled in good standing or accepted for enrollment.

Hinson-Hazlewood College Student Loan Act

The College participates in the Hinson-Hazlewood Loan Program. Students may make application for loans up to \$2500.00 in a fiscal year (September 1

through August 31). The amount of the loan is determined by the expressed financial need of the student. Students needing the loan for registration must make application no later than six weeks prior to the beginning of the semester.

GRANTS

Basic Educational Opportunity Grant (BEOG)

All undergraduate post secondary students are eligible to apply for Basic Grant assistance if they are enrolled in courses at least on a half-time basis. Student eligibility is based primarily on financial need which is determined by a formula consistently applied to all applicants. The amount of the grants vary each year depending upon Congressional appropriation.

Supplemental Educational Opportunity Grant (SEOG)

To be eligible for this grant program, a student must be in need, show academic or creative promise, and be enrolled in courses at least on a half-time basis. This grant can be no more than one-half the total assistance given a student. Hinson-Hazelwood College Loans, College Work-Study job, Basic Educational Opportunity Grants, and scholarships may be used as matching funds.

Law Enforcement Student Grant Programs

The Law Enforcement Student Grant Program makes available grants for tuition and fees not to exceed \$400.00 per semester for full-time or part-time students that are employed by a public law enforcement agency.

McLennan Community College Tuition Scholarship Programs

1. Texas Public Educational Grant Program — House Bill 688 passed by the 64th Texas Legislature provides that a fund be established to assist students in state-supported colleges who can qualify. Financial need is the basis for selection. Eligible students may be granted scholarships for tuition and fees up to a maximum of two hundred dollars (\$200.00) per semester and one hundred dollars (\$100.00) per summer session.
2. Texas Public Educational Grant/State Student Incentive Grant Program — The Texas Public Educational Grant/State Student Incentive Grant Program was established in 1975 to furnish assistance to students with need attending public institutions of higher education in Texas. Grants may be awarded for tuition and fees up to a maximum of one hundred and twenty dollars (\$120.00) per semester. No grants will be made for summer sessions.

Nursing Student Scholarship Program

The Nursing Scholarship Program assists students who need financial assistance to pursue a course of study leading to an associate degree in nursing. The maximum amount of scholarship award for an academic year is \$2,000.00 or the amount of the student's need, whichever is lesser.

Statutory Exemptions

MCC participates in the statutory exemptions of certain student costs as recorded in Vernon's Annotated Civil Statutes. Information on these awards may be obtained from the Office of Financial Aids.

1. veteran's exemption
2. valedictorian exemption
3. students from other nations
4. exemption of deaf and blind
5. exemption for children of firemen and peace officers
6. exemptions of orphans of National Guard members and Air National Guard
7. orphan exemption
8. Connally-Carrillo
9. resident fee for armed forces members
10. hardship exemption

SCHOLARSHIPS

Institutional Scholarships

The College offers scholarships to students graduating in the top 10% of each high school class in McLennan County, or to the top five students in each graduating class in McLennan County, whichever represents the most students. Students are nominated for these scholarships through their respective high schools and details are arranged through the MCC Office of Financial Aids. Additionally, the College awards scholarships in the areas of athletics, drill team, student government, drama, journalism, music, physics, science, and speech.

Other Scholarships

Scholarships sponsored by private organizations, private individuals and organizations offer financial assistance to MCC students. Some of these scholarships are administered by the College and others are managed entirely by the sponsors.

PLACEMENT SERVICE

The College maintains the Office of Placement to assist students in obtaining employment (including campus work-study) in jobs for which they are qualified, assist students/graduates who may be presently employed but are seeking employment changes, and assist students in career planning. The services are provided free to students/graduates of McLennan Community College.

The objectives of the placement service include:

1. Service to the student — by scheduling interviews with prospective employers, job counseling, securing job listings and providing occupational literature on career opportunities. Also, by aiding in securing employment that will enable the student to remain enrolled.
2. Service to the graduate — by keeping an up-to-date job listing from local employers who are seeking full-time employees.

3. **Service to MCC** — by establishing a source of accurate information on economic and industrial market trends in the MCC service area and by providing feedback from employers concerning preparedness of graduates for a chosen career.

HEALTH SERVICES

The Health Service Office and first aid room is located on the ground floor of the Student Center.

A registered nurse is on duty from 8:00 a.m. to 5:00 p.m. to provide the following services:

- Immediate first aid and emergency care
- Treatment of routine health problems
- Blood pressure and weight monitoring
- Individual health counseling
- A rest area for students who are ill
- Referral services to other health agencies
- Special parking permits for the handicapped
- A collection of health-related brochures and books
- Health education and screening programs
- The services of a physician on a consultant basis

SPECIAL SERVICES

The Special Services Program serves the needs of students with academic potential who desire additional assistance in improving skills. Other services include orientation to college, individual and group counseling, instruction in basic skills, and cultural enrichment activities.

TUTORIAL CENTER

Qualified MCC students are recruited and trained to serve as peer tutors in the subject areas requested by the student participants. Tutoring services are provided as required or on a regularly scheduled basis.

SERVICES FOR THE HANDICAPPED

The handicapped are served in various ways through this program. Transportation to and from the College, wheelchairs, Braille writers, tape recorders, notetakers and readers, and mobility aides are available.

VETERANS AFFAIRS

The Office of Veterans Affairs offers assistance to veterans and the dependents of veterans. This office will assist in filling out federal forms, obtaining V.A. benefits, getting admitted to the college, obtaining a tutor, or in providing guidance, information, or referral services.

Benefits For Veterans And Their Dependents

This College is approved for training veterans under the provision of the various

public laws commonly called the G.I. Bill. Eligible persons (indicated below) should apply directly to the MCC Office of the Veterans Affairs before the school term begins:

1. Veteran
 - A. A veteran with remaining entitlement may receive a monthly check varying in amount based on the class load and the number of dependents claimed. The veteran will pay tuition and fees at registration.
 - B. An eligible veteran may take less than a half-time load and receive reimbursement on the tuition and fees paid.
 - C. A Texas veteran whose entitlement under the G.I. Bill is exhausted and who is eligible to attend this college may be excused from the payment of tuition and regular fees under the Hazelwood Act. Proof of eligibility rests with the veteran. The Office of Veterans Affairs may be consulted for details.
2. Child of Veteran
 - A. If a member of the armed forces was killed in action or died as a result of a service-incurred injury, the child is extended the deceased's entitlement of education benefits.
 - B. A child of a disabled veteran is eligible for educational benefits under some conditions. Applications should be made to the Office of Veterans Affairs.
3. Widow or wife of veteran

Under some conditions the widow of a veteran or the wife of a veteran with 100% disability is eligible to receive benefits. Application should be made to the Office of Veterans Affairs.



STUDENT CENTER

ACTIVITIES

The Student Center functions as the principal social and recreation area of the campus. It is in the Student Center where student's leisure time is spent over coffee, drinks, or lunch, and at conversation, contemplation, or cards.

Opportunities abound for challenging games of chess, bridge, spades, dominoes, foosball, and billiards; however, gambling in any form is a severe violation of the campus General Conduct Code.

A variety of entertainment can usually be found in the Student Center including talent shows, concert bands, rock bands, juke box music, FM music, and television. Movies, slide presentations, ping pong tournaments, billiard tournaments, and foosball tournaments are also offered to the students for their enjoyment.

A variety of table games may be checked out free from the Games Room with an MCC I.D. but a late return fine of 10¢ per day will be charged. An I.D. is also required to play billiards with a nominal fee charged for the playing time.

DECORUM

In order to maintain a presentable Student Center, students are urged to remove trays and trash from the tables and place in the Dish Room or trash receptacles. In addition, the use of ashtrays is required to avoid damage to table tops and the vinyl floor covering.

Food and drinks are prohibited in the Games Room and Lounge Area.

The Director of Student Activities is responsible for maintaining appropriate decorum in the Student Center. The use of the Student Center is available to students who conduct themselves in an acceptable manner.

DANCES AND SOCIAL FUNCTIONS

Officially recognized MCC organizations may hold dances or other approved social functions under the following conditions:

- a. Student Activities must be cleared through the Director of Student Activities at least two weeks in advance of the event by submitting a Student Activities Proposal form.
- b. Student Activities must be initiated by a recognized club or organization with the approval of the Faculty Sponsor of such club or organization.
- c. Student Activities must be chaperoned as directed by the Director of Student Activities.

FOOD SERVICE

The Student Cafeteria is operated by a local food service company. The food ranges from a complete line of snack items available year round such as hot or cold sandwiches, chips, fries, sweets, drinks, ice cream novelties, etc., to a hot plate lunch of "Good Old Home Cooking" style during the Fall and Spring semesters.

FACILITIES

The Student Center houses various student services offices and other facilities for the students' use. On the first floor (ground floor), one may find the Bookstore, the Office of Counseling Services, the Testing Center, the Campus Publications Office, the Health Services Center, and the Porch Area. The second floor houses the Cafeteria, Main Center, Table Games Area, Lounge, Games Room, and Offices of Student Activities and Services for the Handicapped. The third floor houses the Offices of Financial Aids, Placement, Veterans Affairs, Special Services, and Student Government, The Highlander and Tartan meeting rooms are also located on the third floor.



TRADITION

The students of MCC play an important role in establishing traditions for the future and observing the traditions already established by former students. However, the Scottish tradition for McLennan Community College really began in the 12th century, because it was during this period that the McLennan Clan first became known. It was from Scottish emigrants of this clan that this county and hence, the College, was named.

The McLennan Tartan is the official school banner and the official McLennan Crest is depicted as a human heart being pierced by a passion nail. The crest motto is "This the Valor of My Ancestors".

Following the Scottish motif, the school mascot is the "Highlander", the campus newspaper is the "Highland Herald", and the student handbook is the "Highlander's Guide".

As the Tartan is impractical for athletic wear, because plaid must be woven in wool the colors of orange, black and white, which are included in the Tartan, are the official school colors and are symbolic of the Tartan.

The school flag incorporates the school colors by using a white and orange background for the black "Highlander" character.

The College has set aside the Friday afternoon nearest to May first for a picnic and recreation, an event known as the Highland Games.

Last year at the Highland Games the most spectacular event was the Tossing of the Caber. This is a truly Scottish sport, practiced from the very earliest Highland Games. In those far-off days it was described as "Ye Casting of the Bar." Although the name has changed, the character of the event has remained quite unaltered over the centuries. At MCC the caber is grasped by its thinner end and, when thrown, lands on the heavier end and continues to describe a semi-circle. The distance from the feet of the thrower to the far end of the caber is measured to determine the winner. The MCC caber weighs 80 pounds and is 12 feet long. The record throw is 34' 2" set in 1979 by Ronnie Graser.

Another highlight of the games is the lassie-laddie tug o'war which pits twice as many of MCC's fairest lassies against our brawniest lads. In the first competition, the lassies, in less than 15 seconds, had dragged all the lads through the shaving creme with little or no concern for the poor boys' masculine pride adding to the credence of the sage adage "never underestimate the power of a woman". But, since that time, the struggle has see-sawed back and forth and as of 1980, the record is lassies - 7, lads - 5, ties - 1. Other Highland Games' activities were the water balloon toss, egg toss, frisbee toss, 3-legged race, pie eating contest, leap frog race, the Highlander Walk race, prettiest male legs contest, and Queen of the Highland Games; plus, various food sales and other contests sponsored by the campus clubs.

CLUBS AND ORGANIZATIONS

The students at McLennan Community College have been very active in establishing clubs and organizations since the school opened.

Students interested in joining established clubs should simply attend the meetings and express their interest. Meeting dates and places are announced in the Student Bulletin.

The clubs and organizations which have been active on the MCC campus are listed below. Additionally, new clubs will be organized when interest is expressed.

AFRO-STUDENT KINDRED

The Afro-Student Kindred organization is a special interest organization that fosters a need through which students can initiate discussion, express ideas, and seek, as enlightened citizens, solutions to problems that exist in the community, perpetuate a better understanding and a more tolerant and cooperative spirit among all groups; encourage each individual to achieve his highest potential; and gain a more knowledge of Afro-American culture. Membership is open to all.

ALPHA SIGMA PHI (SCIENCE CLUB)

Alpha Sigma Phi is a departmental organization that provides opportunities for members to learn more about the department or branch of science that is of special interest to the student through field trips, visitations, idea exchange, independent research, and lectures.

B.S.U.

The Baptist Student Union is a religious organization dedicated to providing the campus community with an opportunity for a maturing christian experience by relating the christian perspective to all academic discipline and to stress the stewardship of scholastic excellence. Students of all denominations are welcome to join.

CIRCLE K

The Circle K is an international service club sponsored by the Northwest Kiwanis Club of Waco. The purpose of the Club is to promote useful citizenship and responsible leadership among the members.

DATA PROCESSING MANAGEMENT ASSOCIATION

The Data Processing Management Association is a departmental organization made up of Data Processing majors who have a purpose to foster among students a better understanding of the vital business role of data processing, the proper relationship of data processing to management, and the necessity for a professional attitude among data processors in their approach to and understanding and application of the principles underlying the science of data processing.

EPSILON DELTA PI

Epsilon Delta Pi is an honorary society whose objectives are to recognize and encourage academic achievement in the fields of Computer Science and Data Processing. At least six semester hours of Computer Science related courses and a minimum overall GPA of 3.0 are two of the eligibility requirements for membership.

MUSIC EDUCATORS NATIONAL CONFERENCE

The MCC Chapter of Music Educators National Conference is a departmental organization whose desire is to enjoy, share, and increase interest and knowledge in all areas of music education.

NATIONAL ASSOCIATION OF JAZZ EDUCATORS

The MCC Chapter of the National Association of Jazz Educators is a departmental organization whose purpose is to bring together those who are interested in jazz, rock, and popular music to provide opportunities for musical experience.

NURSING STUDENTS ASSOCIATION

The Nursing Students Association as a departmental organization strives to promote professional and social unity among students of this Association and to aid in development and growth of the individual student by fostering good citizenship.

This organization serves as the local branch of the Texas Nursing Students Association and actively participates in the district, state and national levels of the Nursing Students Association.

OFFICE EDUCATION ASSOCIATION

The MCC Chapter of the Post-Secondary Office Education Association (OEA) of Texas is a departmental organization of vocational students enrolled in the Office Occupations Program and has the purpose of furthering the member's welfare through participation in the local, state, and national association.

ORGANIZATION OF HUMAN SERVICES

The Organization of Human Services is a departmental organization that has as some of its purposes the fostering of competence standards in the development of middle-level workers in human services, providing career development opportunities for members, promoting improved human services through greater utilization of middle-level workers, and conducting a liaison with and representing its membership to the National Organization of Human Services.

PAN AMERICAN CLUB

The Pan American Club is a special interest organization of students who try to provide cultural enrichment of the Mexican-American heritage and better relations and understanding between the different ethnic groups at MCC and in the community.

PHI THETA KAPPA

Phi Theta Kappa is a national junior college honorary scholastic fraternity. The primary purpose of this organization is to promote scholarship, develop character, and to cultivate fellowship among the students of the junior colleges of the United States.

The present requirements for membership are that the student be enrolled for at least 12 semester hours, excluding hours for one-hour courses; that the student have at least a 3.5 grade point average on all work completed the previous semester, with a minimum load of 12 semester hours; and that the student be approved by the faculty.

PLAID VESTS (SPEECH CLUB)

The Plaid Vests Club is a departmental organization whose purpose is to establish and maintain those forensic aims and objectives of education which cannot be obtained in the classroom. The club accomplishes their purpose by bringing speakers on campus, performing Readers Theatre Presentations, and competing in local and statewide speech tournaments.

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA

The MCC Chapter of the Vocational Industrial Clubs of America is a departmental organization of students enrolled in the MCC Cosmetology program. The club promotes dignity of work, learning, high occupational standards, and leadership through participation in educational, vocational, civic, recreational, and social activities.

INTER-CLUB COUNCIL

The Inter-Club Council is an organization established by the MCC Student Government. Its membership is composed of one delegate from each officially recognized MCC club. The Council serves as the coordinator of every campus wide activity that involves the Student Body of the College.

It also sponsors special events and contests such as Homecoming, Student Swim Nights, car caravans to basketball games, scrapbook competition, etc.

STUDENT GOVERNMENT

The Student Government of McLennan Community College was established in the Spring 1967 and from the beginning, has been very 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 and provides many opportunities for the student body to participate in various activities on and off campus.

Elections for the Student Government are held as follows: president, secretary, treasurer, and parliamentarian elected during the spring semester, vice-president (who must be a freshman) and representatives elected early in the fall. Election dates and the Campus Election Code may be found in the Constitution of the Student Assembly.

GUIDELINES FOR ORGANIZATIONS

RECOGNITION

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

1. Membership is composed entirely of current MCC students. (Special non-student membership is allowed under certain conditions. See "Non-Student Membership", Guidelines for Organizations, *Highlander's Guide*.)
2. One or more faculty members agree to serve as advisor(s).
3. Meetings held on campus and during the regular college day. (Exceptions should be approved in writing by the Director of Student Activities 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, physical handicap, 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 Office of Student Activities. The constitution must be developed by the organization and approved by the following:
 - a. The proposed organization
 - b. The Director of Student Activities
 - c. The Student Government
 - d. The Dean of Student Services

Upon verification of conformity to the criteria for establishment, official authorization will be issued by the Director of Student Activities 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 which 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 Director of Student Activities for advice and assistance.

ORGANIZATION RULES AND REGULATIONS

Campus organizations must comply with the following rules and regulations:

1. Make application for active status at the beginning of every academic year. This application must be approved by the Director of Student Activities and the Student Government before an organization can actively participate in campus activities.

2. Submit a current membership roster to the Director of Student Activities at the beginning of each semester.
3. Have in attendance at all meetings and activities an approved faculty advisor who has knowledge of College rules and regulations.
 - a. The advisor serves as a counselor and guide; his or her mature judgement is invaluable to a student group. The advisor should help the group to achieve its organizational purpose.
 - b. Student organizations have the privilege of selecting their advisor; it may therefore be considered a distinct honor to be chosen. The Director of Student Activities can assist in the selection of an advisor.
4. Submit to the Director of Student Activities a Student Activity Proposal Form for organization activities, other than regular business meetings, at least fourteen days prior to the scheduled date of the activity.
 - a. The form must include the nature and description of the activity and expected participants.
 - b. Anticipated expenditures (regardless of source of funds) must be noted.
 - c. Anticipated facilities and equipment needs must be specified. Failure to request facilities and equipment could result in cancellation of an event. Suggested places for holding events may be discussed with the Director of Student Activities.
 - d. An officer and an advisor must sign the form.
5. Deposit all organization receipts and make all expenditures via approved procedures (i.e., deposits and request for advance approval of expenditures through the Office of Student Activities). The College is not responsible for debts contracted by individuals enrolled in the College or by College groups. However, the College will expect such individuals or groups to take care of financial obligations.
6. File a self-evaluation report at the end of the Spring semester. The self-evaluation will include an annual report of finances, activities, and accomplishments and an evaluation of the activities and accomplishments of the year. Recommendations and suggestions concerning the functioning of the organization for the ensuing year may also be included. The president and the advisor should sign the report.
7. Meet the requirements for officers as follows:
 - a. The officers of all organizations must carry at least 9 semester hours of college work and they must maintain at least a 2.0 grade point average.
 - b. No person will be allowed to hold the office of president in more than one campus organization at one time.
8. Refrain from hazing of any kind. Hazing is defined as acts which are degrading, abusing, humiliating, or injurious to another, or acts in which another is held against his or her will.
9. Conduct all pledge and initiation activities on campus and in accordance with College rules and regulations.
10. Refrain from indulging in gambling, immorality, narcotics, and intoxicating liquors at functions of the organization. Note: Legal possession,

use, and sale of alcoholic beverages at off-campus activities are not prohibited, provided that no funds appropriated by the College shall be used for this purpose.

11. Conduct activities that do not evident interest, on the part of the organization, to conflict with College sponsored events or with the proper functioning of the regular College program. Organizations will be expected to take all reasonable precautions to prevent violations of State or Federal law, City or County ordinances, and College regulations, and will be expected to assist the College in preventing such violations.

GUIDELINES FOR DETERMINING COLLEGE SPONSORED ORGANIZATION ACTIVITIES

An activity is viewed as an official function of the College if any of the following criteria apply and, therefore is subject to the regulations and guidelines pertaining thereto.

1. A Student Activity Proposal Form has been submitted and approved.
2. Participants or the sponsoring group consist primarily of persons who are members of an approved campus organization and the name of the organization used.
3. The activity occurs on campus.
4. Plans are made during an official meeting with an advisor present and an advisor has agreed to be present at the activity.
5. Organization funds are used to defray expenses.
6. College equipment or vehicle(s) are used.

Failure of an organization to submit a Student Activity Proposal Form and receive approval can result in disciplinary action.

The Director of Student Activities and the Dean of Student Services shall make the determination as to whether or not an activity is "college sponsored".

DISCIPLINARY ACTIONS

Disciplinary actions may be imposed upon individual students or organizations in violation of College regulations. The disciplinary actions may include one or all of the following:

1. Individuals
 - a. Removal from all college organization offices.
 - b. Denial of privilege to participate in all college or student sponsored activities including public performances.
2. Organizations
 - a. Removal of group members from all college offices.
 - b. Denial of privilege to participate in all college or student sponsored activities as a group or to sponsor an activity.
 - c. Censure by letter and/or probation.

TYPES OF ORGANIZATIONS

HONORARY SOCIETIES

The emphasis of these organizations would be upon excellence in general academic achievement and the attainment of notable proficiencies in certain subject areas. Examples would be Phi Theta Kappa, the national junior college scholastic fraternity, and Epsilon Delta Pi, national computer science and data processing honorary society.

DEPARTMENTAL ORGANIZATIONS

These organizations would emphasize various subject or professional areas of interest. Examples would be Alpha Sigma Phi (Science Club), Plaid Vests (Speech Club), Art Club, etc.

SERVICE CLUBS

This type of organization would have service to the College and to the community as its primary goal. Examples would be Circle K, Delta Phi Beta, and Sigma Delta Phi.

SPECIAL INTEREST GROUPS

These groups would be Afro Student Kindred, Chicanos Unidos, Veteran's Club, etc.

RELIGIOUS CLUBS

Members of the different religious Faiths are encouraged to establish organizations. An example would be the Baptist Student Union (B.S.U.).

NON-COLLEGE CLUB MEMBERSHIP

Joint College — Community Organizations

Individual students who belong to clubs and organizations which are co-sponsored by the College and recognized community bodies, churches, service clubs, civic or fraternal organizations should conform to all approved rules and regulations outlined.

NON-STUDENT MEMBERS

Organizations may have special non-MCC student members if the provision for such is stated in the organization's constitution. Special (or honorary) members should be limited to the following:

1. A person in the community who shares a common interest with the purposes as stated in the organization's constitution.
2. A person who has performed an outstanding service to an organization.
3. An ex-member.

Special members should not hold office or have voting privileges and should conform to all College rules and regulations when they are in active association with the organization. Dues for special members are optional with each organization but should be stated in the organization's constitution.

7. When an activity has been approved, the club should then appoint a chairman to work closely with the faculty advisor, his committee, and the Student Activities Office. The chairman should keep the advisor and the Student Activities Office informed of problems met, progress made, and detailed plans of the committee in charge.

ORGANIZATION AGENCY ACCOUNTS: DEPOSITS AND EXPENDITURES

The Business Office provides a "Banking Service" for all campus organizations. This service is for the protection of each organization. All organization funds will be administered in accordance with the "Budget Administration Policy" of the College with the exception as provided in the operating procedures for Organization Agency Accounts, Limited Purchasing.

Deposits

All organization funds are to be deposited with the College through the Office of Student Activities.

The following procedure is normally followed for deposits.

1. Organization monies are transmitted to the Office of Student Activities by a designated member.
2. The money is counted and receipted. The amount received is entered in an account ledger. (The account ledger is available for review at all times.)
3. The money is then transmitted to the Business Office by the secretary in the Office of Student Activities. The Business Office maintains an account ledger for each organization.

Expenditures

All expenditures, except as provided under "Limited Purchasing", must be approved by the Director of Student Activities *in advance* of any commitment, order, or purchase made by the organization. Failure to receive prior approval may result in no authorization to use organization funds for payment.

The following procedure is normally followed for expenditures.

1. The designated member of an organization must request approval for expenditures by submitting to the Director of Student Activities, a completed Organizations Fund Request Form. The form must also be signed by an advisor.
2. Generally, fund request may be classified as one of the following: (The organization should determine the type of the fund request and so indicate on the form.)
 - a. Request approval to spend an estimated amount of money for which receipts will be submitted with the approved Fund Request Form for reimbursement, following the purchase.
 - b. Request an advance of funds to make purchases. (Usually involves a substantial amount of money and/or several vendors or unknown vendors. Receipts and remaining funds or request for additional funds must be returned to the Office of Student Activities.)

- c. Request payment or order for services or materials, etc. yet to be received. (No commitments are to be made until the request has been approved.)
3. The Office of Student Activities completes a requisition, enters the transaction in the account ledger, secures appropriate approval, and sends the requisition to the Business Office.
4. The Business Office processes the requisition and prepares a check or purchase order. The latter is sent to the Office of Student Activities and is available for the organization approximately two working days following the completion of the requisition.

Limited Purchasing

Situations may arise in which normal procedures for requesting approval for expenditures are not practical; therefore, an organization, with oral approval of an advisor or the Director of Student Activities, may make cash purchases of an amount up to \$25.00. Within a week after the purchase, a Fund Request Form, signed by a designated officer and an advisor, must be submitted to the Director of Student Activities. This procedure will document approval of the expenditure and will provide a request for reimbursement. Receipt(s) must accompany the form.

Expenditure Approvals

1. All requests for expenditures must be signed by a designated officer and an advisor of the organization.
2. All requests for expenditures must be approved by the Director of Student Activities, the Dean of Student Services (if the amount is over \$100.00), the Vice-President of Financial Affairs, and the President of the College as specified in the Budget Administration Policy.

CHARGES

An organization with adequate funds may receive approval to charge sign printing in the Media Center, duplicating and xeroxing in the Central Duplicating Center, and club purchases in the Bookstore. Forms are available in the Office of Student Activities for approving charges in the Media Center and in Central Duplicating. For the Bookstore, two names may be submitted to the Office of Student Activities designating who may charge for club purchases.

SELF-EVALUATION

Late in the Spring Semester, each campus organization will be asked to complete a self-evaluation. A self-evaluation will enable the club to take an objective look at themselves and place their comments on paper for future action.

A copy of this self-evaluation will be required by the Director of Student Activities. Hopefully, the self-evaluation will aid the Director of Student Activities in planning for the future based on evidence presented in the evaluation. Also, the evaluation will aid future officers and advisors in attempting to resolve problems and improve their organizations.

So, begin now to list strengths, weaknesses, projections, recommendations, and accomplishments. Did you fulfill the objectives of your constitution? What suggestions do you have for improvement? How might the college aid your organization? Work from the beginning of the year on this self-evaluation with these thoughts in mind and your year will be more rewarding and enriching.

GUIDELINES FOR CLUB SPONSORS

I. ORIENTATION FOR CLUB SPONSORS/OFFICERS

All sponsors are required to attend the orientation of all Club Sponsors and Club Officers that will be conducted the week after Student Government is sworn in (September). The Director of Student Activities and President of the Student Government will be in charge of the orientation.

II. CLUB MEETINGS

- A. Approve the meeting room by signing a Room Reservation Form. (Regularly scheduled rooms for meetings may be reserved for the entire year.)
- B. Attend all regularly scheduled meetings.
- C. Attend all special called meetings. If not possible, the club should be required to keep the sponsor informed on what happens.
- D. Should be an ex-officio member of all major committees.

III. CLUB ACTIVITIES

- A. Advise club on all activities (officially handled by signing an Activity Proposal Form).
- C. Attend all club activities.
 - 1. A Sponsor should definitely attend all major club activities.
 - 2. Other Actions: Should have some responsible adult present if the sponsor cannot attend.

V. CLUB EXPENDITURES

- A. Approve all club expenditures (officially handled by signing a Fund Request Form).
- B. Should require the club treasurer to submit a monthly financial report to him/her.

V. ADDITIONAL RESPONSIBILITIES

- A. Co-sign an Active Status Form along with the Club President at the beginning of each academic year.
- B. Check the club officers' transcript at the beginning of each semester and periodically throughout the year to be certain they meet the requirements of the College. (These requirements are found in the Student Handbook).
- C. Aid the Club President in filing a written report to the Director of Student Activities on budget, organization, attendance, committees, accomplishments, and suggestions for improvements at the end of the school year. The sponsor must sign this report.
- D. Aid the Club in completing a self-evaluation of itself during the year. This is due late in the Spring semester.

VI. RESPONSIBILITY/LIABILITY

- A. Sponsors are responsible for informing club members of the College Conduct Policies and the disciplinary actions that the College may impose.

- B. A sponsor is not responsible for the misconduct of members if they have been warned of unacceptable conduct.
- C. Sponsors must have each club member complete a Liability Release Form *"A" for that academic year before the member can participate in any off-campus on-going College sponsored club activity.
- D. Sponsors must also have each member complete a Liability Release Form *"B" for each out-of-county College sponsored club trip or activity before the member can participate.

*The Liability Release is not a legal document but would reduce the probability of any legal action that may result from any mishap involving a club member who is participating in a club activity off-campus. Also, this form contains College policies and disciplinary actions informing the student of what his proper conduct should be while engaged in College sponsored activities.

SERVICE RECORDS

Resulting from a Student Government recommendation and beginning with the 1972-73 school year, records of servitude as a member of Student Government and as a club president shall be included in the student's transcript. Student Government membership and club presidential positions are viewed as offices of high esteem and worthy of permanent recognition.

GUIDELINES FOR PROCESSING STUDENT GOVERNMENT RECOMMENDATIONS

1. The Director of Student Activities shall have all Student Government recommendations typed, signed, and forwarded to the Dean of Student Services within 24 hours after the recommendation is passed. A log indicating the status of all recommendations shall be kept in this office.
2. The Dean of Student Services shall be responsible for processing a recommendation in one of the following ways, to insure some response to the Student Government within one week (by their next meeting):
 - a. Response from the Dean of Student Services
 - b. Referral to the Administrative Council
 - c. Referral to the Student Services Council
 - d. Referral to the proper Administrator
 - e. Remand to Student Government for clarification, additional information, or consideration
3. The Dean of Student Services shall notate, on each recommendation, which of the above courses is being followed, and shall disseminate copies to other offices as deemed appropriate.
4. It shall be the responsibility of the Dean of Student Services to follow-up, to ensure prompt, definite action and closure on each recommendation.

EXTRA-CURRICULAR ACTIVITIES

ACTIVITY PERIOD

The College has set aside an activity period that begins when students leave class at 9:50 a.m. and ends when students begin class at 11:10 a.m. every Monday, Wednesday, and Friday during the Fall and Spring Semesters. Instructional activities may also be scheduled during the activity period, but such activities will be limited to multiple section courses (those scheduled for four or more day sections), open labs, tutorial services, and other classes and activities as approved.

Students should be aware that enrollment in classes during the activity hour would limit or prohibit their participation in student government, clubs, intramurals, games room tournaments, lectures, films, concerts, and other organized student activities being offered.

To keep up with what is happening or what is available during the activity periods, students should check the various bulletin boards around campus and especially the bulletin and message boards in and around the Student Center. Also, the semester activity calendar, the weekly student bulletin (the CHANTER), and the weekly campus newspaper (the HIGHLAND HERALD) will usually give additional details about the activities.

MCC DANCE COMPANY

The MCC Dance Company is a precision dance group dedicated to the purpose of promoting spirit and entertainment for special events at MCC and in the community. Members must have the following qualifications:

1. Full time student at MCC
2. Maintain a 2.0 grade point average
3. Judged acceptable by instructor or judges

Tryouts for members will be held in the spring and fall of the year. Members may receive two HPE credit hours for participation two semesters.

INTER-COLLEGIATE ATHLETICS

Past records and honors have demonstrated that McLennan Community College has one of the best over-all junior college athletic programs in the state. During the present year, inter-collegiate athletics at MCC will be in full swing while participating in basketball, baseball, golf, and tennis.

MCC is a member of the Northern Texas Junior College Athletic Conference and the National Junior College Athletic Association.

Schedules of the athletic contests will be available and posted before each sport's season.

BASKETBALL — MEN'S

The 1979-80 Highlander's finished with a respectable 27-6 record and the Conference Championship. They advanced for the ninth consecutive year into the Region V Tournament. New coach Ken DeWeese has several returning players and promising recruits for the 1980-81 season.

BASKETBALL — WOMEN'S

First year coach Charlotte Mason finished the 1979-80 season with a 14-16 season record including a conference record of 9-4. Several good recruits along with returning starters and veterans promise a successful 1980-81 season.

BASEBALL

The Highlander baseball team had their best season ever in 1979-80 with a regular season record of 45-11. They won the Region V championship and defeated the Region XIV champion to advance to the national tournament for the first time in MCC history and finished 3rd in the Nation.

GOLF

Coach Jimmy Clayton's golf team won 9 out of 10 tournaments along with the Conference Championship. After finishing 1st in the Region V Tournament, the team advanced for the seventh consecutive year to the National Tournament. The team finished an outstanding 2nd in the Nation. Several outstanding players are returning to team with the new recruits.

TENNIS

The tennis team under Coach Carmack Berryman won the Conference Championship and after competing in the regional tournament, succeeded in sending the women's team to the National Tournament. The returning veterans and new recruits should provide for excellent competition for 1980-81.

INTRAMURAL SPORTS PROGRAM

The Intramural Sports Program is sports competition between students of MCC. All students who are enrolled in at least six hours are eligible to participate and there is no charge.

Students interested in participating should contact the Director of Intramurals or the Office of Student Activities. Students should form their own teams in team sports.

Team entry forms are available from the Office of Student Activities, the Intramural Bulletin Board in the Student Center, and the Director of Intramurals. Entry deadlines of intramural events will be posted in the Student Center, HPE Equipment Room, and in the student bulletin, the CHANTER.

CONSTITUTION of the STUDENT ASSEMBLY

PREAMBLE

We, the students of McLennan Community College, in order to provide a means for responsible and effective participation in the organization and administration of student affairs, to provide an official and representative student organization with powers to receive student questions and suggestions, to investigate student problems, to work in conjunction with the appropriate college officials in taking the necessary action needed to solve student problems, to plan and recommend social, cultural, and educational activities that are in the best interest of the students of the college community, to provide a means whereby we may foster an awareness of student positions on any issue which might directly or indirectly affect the students of McLennan Community College, do establish this document as the Constitution of the Student Government of McLennan Community College.

ARTICLE I - Name

- 1.1 The governmental organization of the student body of McLennan Community College shall be divided in to the Executive, Legislative, and Judicial branches. The term Student Government refers to all three branches.

ARTICLE II - Membership

- 2.1 The Executive and Legislative branches of the Student Government shall be referred to as the Student Congress.
- 2.2 Membership in the Student Congress shall consist of full-time students who have been chosen in a general or special election held before the student body.
- 2.3 Membership in the Judicial Branch of the Student Government consists of fulltime students who have been appointed by the President with the advice and consent of the Legislative Branch.
- 2.4 Members of the Student Government shall have at the time of their election or appointment a grade point average of 2.0 or better. In determining grade point averages, the last completed semester, whether in high school or college, will be considered. At least a 2.0 semester average must be maintained throughout the Student Government member's term of office: failure to comply shall result in removal from office as provided for in Article X of this Constitution.

ARTICLE III - Executive Branch

- 3.1 The Executive Branch of the Student Government shall consist of the following members: a President, Vice-President, Secretary, Treasurer and Parliamentarian.
- 3.2 The election for the office of President shall be held during the dates set by the Student Congress. The successful candidate shall serve as President-elect until the last day of the spring semester, at which time the duties of the office of President shall be assumed.
- 3.21 The President must achieve sophomore standing prior to the fall semester.
- 3.22 The President shall act as chairman and presiding officer of the Student Congress and shall serve in this office for a period of not more than one year after the

last day of the spring semester, except as provided for in Article X of this Constitution.

- 3.23 The President shall see that all acts of the Executive, Legislative, and Judicial Branches of the Student Government are faithfully carried out.
- 3.24 The President of the Student Government shall have the power to veto any act passed by the Legislative Branch of the Student Congress and must do so within a period not to exceed two regular meetings of the Student Congress.
- 3.25 The President shall have the power to appoint members to the Judicial Branch each year in September and also at times when a seat on the Student Court has been vacated for any reason. These appointments shall be made with the advice and consent of the Legislative Branch of the Student Congress.
- 3.26 The President shall have the power to appoint members to the Board of Election Judges with the advice and consent of the Legislative Branch of the Student Congress.
- 3.3 The Vice-President shall be elected from the freshman class.
- 3.31 The election for the office of the Vice-President shall be held the third Thursday and Friday after the close of the regular fall registration.
- 3.32 The Vice-President shall serve the same length of the time in office as members of the Legislative Branch of the Student Congress, except as provided for in Article X of this Constitution.
- 3.33 In the event of the President's resignation, death, or removal from office, the Vice-President shall assume the office of President with the title "President Pro Tempore", with all duties and powers of the office of President for a period not to exceed the elected President's unexpired term. A President Pro Tempore may not run for President in the next Presidential election if the individual has served longer than one semester as President Pro Tempore. After the Vice-President, members of the Executive Branch, in the manner herein prescribed (Section 3.33), shall succeed to the office of the President in the order in which their offices are listed in Section 3.1 of this Constitution.
- 3.34 The Vice-President shall serve as President, with all powers and duties of that office, during the absence of the President at any meeting of the Executive and/or Legislative Branch of the Student Congress.
- 3.35 The Vice-President shall serve ex-officio on all Student Congress committees, standing or temporary.
- 3.36 The presiding officer of the Student Congress, whether the President or Vice-President, shall have the power to cast a deciding vote to break a tie on any issue being voted on in the Student Congress.
- 3.37 The Vice-President shall be responsible for organizing the Inter-Club Council at the beginning of each academic year. The Vice-President shall be the chairman of the Council.
- 3.4 The election for the office of Secretary shall be held

during the dates set by the Student Congress. The successful candidate shall serve as Secretary-elect until the last day of the spring semester, at which time the duties of the office of Secretary shall be assumed. The Secretary shall hold the office for one year after the last day of the spring semester, except as provided for in Article X of this Constitution.

3.41 The Secretary of the Student Congress shall keep detailed minutes of all meetings of the Student Congress or of either branch meeting separately from the other. These minutes shall be made available for the student body, faculty, staff, or administration.

3.42 The Secretary shall cause a summary of these minutes to be printed in the Student Bulletin of McLennan Community College no later than two weeks after they are read before the Student Congress and approved by that body.

3.43 The Secretary shall keep a roll of all members of the Student Congress, shall check the roll at each regular meeting and shall record in the minutes of that meeting the names of all members absent. Validity of absences shall be determined jointly by the President, Vice-President and Parliamentarian.

3.44 The Secretary shall assist both the President and Vice-President with Student Congress correspondence.

3.5 The election for the office of Treasurer shall be held during the dates set by the Student Congress. The successful candidate shall serve as Treasurer-elect until the last day of the spring semester, at which time the duties of the office of Treasurer shall be assumed. The Treasurer shall hold this office for one year after the last day of the spring semester, except as provided for in Article X of this Constitution.

3.51 The Treasurer shall maintain all financial records pertinent to the Student Government and shall authorize disbursement of Student Activity Funds consistent with College procedures and after approval by the Legislative Branch of the Student Congress. The Treasurer shall issue a written report concerning the Student Activity Budget to each member of the Student Congress at the first official meeting held each month.

3.6 The election for the office of Parliamentarian shall be held during the dates set by the Student Congress. The successful candidate shall serve as Parliamentarian-elect until the last day of the spring semester, at which time the duties of the office of Parliamentarian shall be assumed. The Parliamentarian shall hold this office for one year after the last day of the spring semester, except as provided for in Article X of this Constitution.

3.61 The Parliamentarian shall maintain all rules of order outlined by *Robert's Revised Rules of Order* and be familiar with the provisions of this Constitution as to insure an orderly meeting.

ARTICLE IV - Legislative Branch

4.1 Membership in the Legislative Branch of the Student Congress shall consist of one representative for each 100 full-time students, who are taking the minimum number of hours or more as set forth by the administration to qualify as full-time students, and one representative for the remaining portion of 100 over 50. This representation shall be based on the enrollment of McLennan Community College at the close of regular Fall registration as reported by the Dean of Student Services.

4.2 Members of the Legislative Branch elected at large shall have the authority to act as direct representatives of the student body and shall have the authority to execute the following:

4.21 Enact by-laws to expedite the operation of the Student Government, provided said by-laws are not in conflict with any part of the Constitution.

4.22 Review any and all actions of the Executive Branch of the Student Congress, either approving or disapproving such action by a simple majority vote of the total qualified membership of the Legislative Branch.

4.23 Consider for approval each semester the Student Activities Budget and make recommendations as are considered necessary.

4.24 Override a presidential veto on any issue by a 2/3 vote of the total qualified membership of the Legislative Branch.

4.25 Offer advice and consent on Presidential appointees as required by this Constitution, passing on such appointees by a 2/3 vote of the total qualified membership of the Legislative Branch.

4.3 Members of the Legislative Branch elected in accordance with Section 2.2 of this Constitution shall be the voting members of the Student Congress. No other members of the Student Congress shall have voting powers except as explicitly granted elsewhere in this Constitution.

4.4 No proxy votes shall be allowed members of the Student Congress.

4.5 Members of the Legislative Branch to the Student Congress shall serve for a period of one year from the date of their election to office (third Thursday and Friday after the close of regular registration), except as provided for in Article X of this Constitution.

ARTICLE V - Judicial Branch

5.1 The Judicial Branch of the Student Government shall consist of a Student Supreme Court and inferior courts as may be established by the Student Congress. The Student Supreme Court will function as the highest student judicial organization.

5.2 There shall be three sophomores and two freshmen appointed to the Student Supreme Court by the President of the Student Government, with the advice and consent of the Legislative Branch of the Student Congress.

5.21 The President of the Student Government shall also appoint a clerk to the Student Supreme Court to take minutes of the proceedings, and to prepare copies of appeals cases for each member of the court and advisor.

5.22 The President of the Student Government shall also appoint other officials, as the need arises, to insure the efficient operation of the court.

5.3 The members of the Student Supreme Court shall choose one of their members as Chief Justice by secret ballot. The Chief Justice shall be the official spokesman for the court.

5.4 The members of the Student Supreme Court shall choose one advisor from either the faculty or administration of McLennan Community College.

5.41 The advisor of the Student Supreme Court shall serve in an advisory capacity but shall not have a vote. The advisor shall be familiar with the Constitution and by-laws of the Student Government.

5.5 The Student Supreme Court, in conjunction with the Director of Student Activities, will determine the original and appellate jurisdiction of the Supreme Court and set forth this jurisdiction in the by-laws of this Constitution.

5.51 All appeals presented to the Student Court for their consideration must be in writing.

- 5.52 All appeals cases within the jurisdiction of the Court must be considered by the Court; however, approval of three members of the Court shall be required before a final judgment is reached on any appeal.
- 5.53 Final judgment reached by the Court shall be printed in the student bulletin after each meeting of the Student Supreme Court. Details of cases shall be withheld from the bulletin. Records of cases and their judgment shall be kept on permanent locked file in the Office of the Director of Student Activities. The records may be viewed only with special permission by the Director of Student Activities and the Chief Justice of the Supreme Court.
- 5.54 Action taken on appeals by the Student Supreme Court shall be sent to the Dean of Student Services for final approval.
- 5.55 The Student Supreme Court must meet at least twice per month during long session semesters, or as often as is necessary to complete the business at hand.
- 5.56 Notice of meetings of the Student Supreme Court shall be published in the student bulletin in advance, when possible, and all meetings shall be open to any student, faculty member or administrator, unless otherwise designated by the court.
- 5.57 Members of the Judicial Branch of the Student Government shall serve for a period of one year, beginning when they have been appointed and approved, and ending when a successor has been appointed and approved for the position they hold, except as provided for in Article X of this Constitution.

ARTICLE VI - Advisors

- 6.1 There shall be two advisors to the Student Congress. One shall be a faculty member and one shall be a member of the administration. The advisors shall serve the same length of time as the members of the Legislative Branch of the Student Congress.
- 6.2 The advisors shall be familiar with this Constitution and all by-laws passed by the Student Congress.
- 6.3 The advisors shall be allowed to express opinions and suggestions during meetings of the Student Congress and otherwise act in the capacity of an advisor, but will not have a vote.
- 6.4 In the selection of advisors each member of the Student Congress shall have a vote. A 3/4 vote of a quorum meeting of the Student Congress shall be necessary to approve the selection of advisors. A quorum shall consist of qualified members present equal to 2/3 of the total qualified membership of the Student Congress.
- 6.5 The Student Congress may make appropriate recommendations as to the effectiveness of their advisors.

ARTICLE VII - Statutory Initiative and Referendum

- 7.1 The right of statutory initiative and referendum may be exercised by the student body upon petition of a number of students equal to 30 percent of the total number of ballots cast in the last general election held to elect members to the Student Congress.
- 7.2 The Legislative Branch shall have the power to refer, by a 2/3 vote, any past or pending action to the membership of the student body at large, for a popular vote. (See glossary for further explanation of initiative and referendum.)

ARTICLE VIII - Meetings

- 8.1 Regular meetings of the Student Congress shall be held once each week in accordance with the activity schedule.
- 8.2 Special meetings of the Student Congress, or meetings of either branch meeting separately from the

other, may be called by the President of the Student Congress.

- 8.3 The President shall be required to call a meeting of the Student Congress when requested to do so by 1/2 of the total qualified membership of either branch of the Student Congress.
- 8.4 Notice of meetings of the Student Congress, except special meetings called on short notice, shall be published. All meetings shall be open to students, faculty members, and administrators. Each visitor shall have the privilege of voicing an opinion with the consent of 2/3 of the qualified members of the Legislative Branch present. This 2/3 vote shall be waived when any person is invited to attend a meeting for the purpose of informing Student Congress members on specific matters.
- 8.5 A business meeting of the Student Congress may be conducted when a quorum is declared present.
- 8.6 An organization to be known as the Inter-Club Council is hereby created and shall be composed of one delegate from each officially recognized club on the McLennan Community College campus. Delegates to the Inter-Club Council shall select one delegate to send to the Student Congress, who shall be entitled to all privileges, duties, and responsibilities granted to elective members of the Legislative Branch.
- 8.61 The Inter-Club Council shall be the coordinator of every campus-wide club activity that involves the Student Body of the College, unless the activity has been reserved by the Student Congress.
- 8.62 Any funds needed to carry on the business of the Inter-Club Council shall be taken from Student Activities section of the Student Government budget. Each withdrawal of funds must be itemized, in writing, presented to the Student Congress, and approved by a 2/3 vote.
- 8.63 Regular meetings of the Inter-Club Council shall be held twice per month during the long session semesters, or as often as necessary to complete the business at hand.
- 8.64 The Vice-President of the Student Government shall be the chairman of the Inter-Club Council.

ARTICLE IX - Elections

- 9.1 The election of President, Secretary, Treasurer, and Parliamentarian shall be held on the dates set by the Student Congress. It is desirable that these elections be conducted prior to the state student government convention. The election for the office of Vice-President and the members of the Legislative Branch shall be held at the beginning of the fall semester, on the third Thursday and Friday after the close of regular registration. In all elections, both Thursday and Friday shall be set aside as voting days. Election to any office of the Student Congress requires a plurality of the votes cast by the student body.
- 9.2 Before a student may be approved for candidacy for any office in the Student Congress, the grade point average and status as a full-time student must be verified by the Board of Election Judges as meeting the requirements stated in this Constitution.
- 9.3 Any student eligible for appointment to the Judicial Branch of the Student Government shall be required to complete a written examination on this Constitution.
- 9.31 The written examination shall be administered by the President of the Student Government during the activity period and shall be used to determine the student's knowledge of the Constitution. Results of the examination may serve as a criterion for appointment.

9.4 Students who have read this Constitution and who have signed an affidavit stating so, but are found lacking in other qualifications required elsewhere in this Constitution shall have their names removed from the ballot by the Board of Election Judges.

9.5 Write-in candidates must meet the same grade point requirements and full-time status as other candidates. Qualified write-in candidates receiving a sufficient number of votes over other candidates shall be allowed to take office. However, if any write-in candidate elected to any office is found ineligible to hold that office, then he or she shall not be allowed to take office, and a special election shall be held, with all due expediency, between the two students running for the office, who had received the next largest number of votes. Once elected, write-ins must also sign the affidavit that they have read this Constitution, before taking the oath of office.

9.6 All activities directing and governing elections shall be conducted through the Office of the Director of Student Activities.

9.7 The Board of Election Judges shall consist of one (1) faculty member, one (1) administrative official, and five (5) students (three sophomores and two freshmen), all of McLennan Community College.

Prior to the September election for Vice-President and the members of the Legislative Branch of Student Government, the President of the Student Government shall appoint a Board of Election Judges to serve through said election and until the Legislative Branch of the Student Government has been sworn in. One week after the new Student Congress takes office, a Board of Election Judges, whose tenure shall terminate five (5) school days after the last day of the final election of the Student Government, shall be approved by the Student Congress.

The powers of the Election Judges shall consist of:

- a. Certifying candidates' eligibility.
- b. Ruling on violations of the Election Code.
- c. Counting ballots and certifying successful candidates.

9.8 On election day, no active campaigning, electioneering, sign posting, or other solicitation of votes may be carried on inside or within 25 yards of the area where the voting shall take place. Failure to comply with the above regulations may result in the disqualification by the Board of Election Judges of any candidate directly involved.

9.9 An announced meeting of all three branches of the Student Government shall be held no later than one week following the general election held to elect members to the Student Government. Newly elected members to the Student Government shall be sworn in at this meeting thereby officially beginning their terms of office. At the second meeting held at the beginning of the fall semester, the newly elected and sworn in members of the Legislative Branch shall offer advice and consent on the President's appointments to the Judicial Branch.

ARTICLE X - Compulsory Resignation or Removal

10.1 A quorum of the Legislative Branch of the Student Government shall have the power to call a meeting of the Student Congress for the purpose of determining whether impeachment charges shall be brought against a member of the Student Government.

10.2 Causes for impeachment or removal shall result from misconduct of office, excessive unexcused absences from Student Government meetings, apathy, dishonesty, plagiarism, failure to maintain the required grade point average of a sufficient semester hour load to hold office, or any deliberate refusal to comply

with the Constitution or by-laws of the Student Government or decisions of the Judicial Branch of the Student Government.

Procedure for Removal

10.31 A 2/3 vote of the total membership of the Student Congress assembled for the specific purpose of bringing impeachment charges is necessary before a case may be presented to the Student Court for a hearing and decision.

10.32 The President of the Student Government shall issue a notice of impeachment or removal to the person in question and a copy of the notice shall be given to the Student Supreme Court.

10.33 The Student Supreme Court shall set a date for hearing the case. The date for hearing the case shall not be more than ten days after the day the President files the notice of impeachment processes with the Student Supreme Court.

10.34 The person to be removed from office shall be notified of the time of the hearing by the Chief Justice of the Student Supreme Court. Failure of the person in question to appear at the hearing without a valid excuse shall constitute automatic removal from office.

10.35 A decision on the case shall be made known at the next Student Government meeting following the completion of the hearing. A simple majority vote of the Supreme Court Justices is all that is required for a decision.

10.36 Convictions in cases of impeachment shall not extend further than removal from office of honor or trust under the Constitution of McLennan Community College.

10.4 Upon resignation or removal from office of any Student Congress member other than the President, the vacated office shall be filled by a duly qualified student who meets the requirements set forth in Section 9.2 and/or Section 9.4 of this Constitution, and who shall be chosen in a special election held before the student body especially for the purpose of electing a person to complete the remaining term of the vacated office.

ARTICLE XI - General Provisions

11.1 No person shall hold two elected and/or appointive offices in the Student Government simultaneously.

11.2 Every member of the Student Government shall, before entering upon the execution of his or her duties, take the following oath or affirmation:

"I do solemnly swear (or affirm) that I shall faithfully execute the duties of my office, and shall to the best of my ability uphold the Constitution of the Student Government and enforce the laws which may be made in pursuance thereof."

11.3 This oath shall be administered to the President by the Chief Justice of the Supreme Court. This oath may be administered to other Student Government members by the President or any member of the Executive Branch, after such executive member has also been sworn in.

11.4 Except when otherwise specified, a passing vote on any subject being considered by the Student Congress shall be by simple majority.

11.5 No limitation shall be placed on the number of terms legislative members, judicial members, or advisors to the Student Government may serve.

11.6 This Constitution shall take effect and be in force when it shall have been ratified by receiving a simple majority of the ballots cast in an election held before the Student Body and then approved by the appropriate College officials.

- 11.7 Official action taken by any branch of the Student Government shall not conflict with the policies or regulations of the College, and is subject to review by the appropriate College officials (see glossary for definition of appropriate College officials.) When in the opinion of the College officials the repeal of any part of this Constitution becomes necessary, the part that is to be repealed shall be made public to the Student Government together with the reasons for repeal and suggestions for an acceptable revision.
- 11.8 No special election for the purpose of filling vacancies in the legislative and executive branches shall be held after one-half of the spring semester has been completed.

ARTICLE XII - Amendments

- 12.1 The Student Body may propose an Amendment to this Constitution by submitting to the Vice-President of the Student Government a petition equal to thirty percent of the total number of ballots cast in the last election held to elect members to the Student Congress. The validity of the petition for the amendment shall be determined by the Vice-President of the Student Government. If the Vice-President, with the advice and consent of the Student Congress, finds the petition to be valid, an election shall be held before the Student Body on the proposed amendment. In the event that the proposed amendment is approved by a majority of ballots cast, it shall then become binding and a part of this Constitution, upon approval by the President of the College. (The President of the College shall have authority to approve minor changes which do not alter the Constitution in principle. Any other changes must be approved by the Board of Trustees.)
- 12.2 Any amendment of this Constitution proposed by the Student Congress must be passed by a 2/3 vote of the total qualified membership of the Legislative Branch of the Student Congress. Any amendment proposed by the Student Congress shall be binding and a part of this Constitution upon receiving a majority of the votes cast by the student body in an election held for the explicit purpose of adopting said amendment and upon approval by the President of the College. (The President of the College shall have authority to approve minor changes which do not alter the Constitution in principle. Any other changes must be approved by the Board of Trustees.)
- 12.3 Amendments shall be voted on separately. However, when related amendments are proposed whereby failure of one would negate the others, said related amendments may be voted on in blocs of two or more.
- 12.4 Any proposed amendment, together with the parts of this Constitution affected, shall be published in the campus newspaper and/or student bulletin at least two weeks prior to voting.

GLOSSARY

Advice and Consent - The President of the Student Government makes appointments with the Advice and Consent of the Student Congress. Advice and Consent as used in this Constitution means approval.

Appropriate College Officials - Appropriate College Officials are the members of the Board of Trustees, the President of the College and those College administrators listed in the McLennan Community College General Catalogue who are responsible for the direction of student body affairs and policies.

Initiative - Initiative is a governmental process which enables qualified voters to draw up legislative acts and constitutional amendments and submit these acts and amendments in form of a petition, which contains a specified number of signatures, to a legislative body. The legislative body to which proposals are submitted

must, in turn, discuss and vote for or against the proposal.

Majority - A majority as used in this Constitution means any number over fifty percent of the votes cast in an election.

Plurality - Plurality as used in this Constitution means the winning of an election by a candidate who receives more votes than any other candidate.

Quorum - A quorum is the number of members who must be present in a deliberate body before business may be transacted. A quorum in the Student Congress shall consist of qualified members of the Student Congress equal to 2/3 of the total qualified membership of the Student Congress.

Referendum - The Referendum is the act or process of referring to the voters for approval or rejection the draft of a proposed constitution, constitutional amendment, or legislative act.

BY-LAWS

- All campaign materials must be brought to the Office of the Director of Student Activities for approval by a member of the Board of Election Judges or the Director of Student Activities, one of whom must stamp or sign each piece of material before it can be displayed.
- All campaign materials must be removed from the campus by 2:00 p.m. the last day the election is held.

Campaigning for the election shall begin the first Monday of the two week period before the election at 8:00 a.m. and end at 2:00 p.m. the last Friday of the two week period. Campaigning can begin only after the candidate has met all requirements.
- Restrictions of the placement of signs, posters, and other campaign materials:
 - No campaign materials may be placed on or inside the Administration, Administration/Classroom, Faculty Office or Library buildings.
 - Sign-posters on stakes may be placed anywhere except in flower beds.
 - No campaign materials may be placed inside classrooms or on the glass surface of any building. Campaign materials may not be attached to trees unless they are tied.
 - All campaign materials must be removed from the Student Center at least one entire day prior to the starting of the election.
- At least one week prior to an election the Legislative Branch or Executive Branch of the Student Government, either the candidate for office or a proxy to represent him shall meet with the advisor to the Student Government to determine by lottery the order in which names shall appear on the ballots. Notification of this meeting shall be published in the two issues of the Student Bulletin immediately preceding the meeting.
- The Supreme Court shall act as an appellate court in campus traffic and parking violations.
- The Supreme Court shall act as an appellate court in cases arising from decisions of the Board of Election Judges.
- The Supreme Court shall act as an original court in giving advisory opinions on questions arising under the Constitution, when so requested to do so.
- The Supreme Court shall act as an original court in interpreting past actions as to their constitutionality, when so requested in writing.

CAMPUS ELECTION CODE

- The Board of Election Judges shall consist of one faculty member, one administrative official, and five students (three sophomores and two freshmen), all of McLennan Community College.

- Prior to the September election for Vice-President and the members of the Legislative Branch or Student Government, the President of the Student Government shall appoint a Board of Election Judges to serve through said election and until the Legislative Branch of Student Government has been sworn in. One week after the new Student Congress takes office, a Board of Election Judges, whose tenure shall terminate five school days after the last day of the final election of the year, shall be appointed by the President of the Student Government and approved by the Student Congress.
2. Before a student shall be considered for the candidacy of any office in the Student Congress, the grade-point average and status as a full time student must be verified by the Board of Election Judges as meeting the requirements stated in this Constitution.
 3. All campaign materials must be brought to the Office of the Director of Student Activities for approval by a member of the Board of Election Judges or the Director of Student Activities, one of whom must stamp or sign each piece of campaign material before it can be displayed.
 4. No active campaigning, electioneering, or other solicitations of votes may be carried on within 25 yards of the area where the voting shall take place.

5. An official announcement shall be made at least two weeks prior to an election to notify students of said election. The week preceding the election shall be reserved as the only time in which a student may apply for candidacy. During this week, the applicant is responsible for fulfilling all requirements as specified in Article 9.2 of the Constitution of the Student Assembly. All campaign materials must be removed from the campus by 2:00 p.m. the last day the election is held.
6. Restrictions on the placement of signs, posters, and other campaign materials:
 - a. No campaign materials may be placed on or inside the Administration, Administration/Classroom, Faculty Office or Library buildings.
 - b. Sign-posters on stakes may be placed anywhere except in flower beds.
 - c. No campaign materials may be placed inside classrooms, on any building glass surface or attached to trees, except those that are tied.
 - d. All campaign materials must be removed from the Student Center at least one entire day prior to the starting of the election.
7. Elections shall be held in the Student Center.





McLENNAN COMMUNITY COLLEGE, WACO, TEXAS

LEGEND

- 1 ADMINISTRATION
- 2 ADMINISTRATION &
CLASSROOM
- 3 STUDENT CENTER
- 4 LIBERAL ARTS
- 5 FACULTY OFFICE
- 6 HEALTH CAREERS
- 7 SCIENCE
- 8 LECTURE HALL
- 9 LIBRARY
- 10 CENTRAL UTILITY
- 11 APPLIED SCIENCE

- 12 FINE ARTS
- 13 GYMNASIUM
- 14 HEALTH & PHYSICAL
EDUCATION
- 15 MAINTENANCE CENTER
- 16 INTRAMURAL FIELDS
- 17 BASEBALL FIELDHOUSE
- 18 AMPHITHEATER & MARINA
- 19 ART CENTER
- 20 NATURE TRAIL
- 21 CHILD CARE CENTER
- 22 THE HIGHLANDS
- P PARKING