

WELCOME

We are delighted that you chose to attend Southwest Texas Junior College. We are proud of our reputation as a student centered educational institution where the student and his/her needs receive the highest priority. All of us at the college are eager to help you succeed in achieving the personal goals that brought you to our campus.

This handbook is your guide to Southwest Texas Junior College. It identifies the people, place, policies, and programs, which you will come in contact with while you, are here. We hope that you will become acquainted with its contents and refer to it often during your stay here. By doing so, you will have taken a first step toward assuring a successful experience at SWTJC.

Ismael Sosa, Jr., President

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Keep this Student Handbook throughout the school year as a reference for finding answers to many questions and as a reminder of the deadlines and dates that will be important to you as a student. Most of the college's policies, guidelines, and regulations are outlined on the following pages to help you understand your responsibilities as a student, and to explain many of the college's services.

It is the policy of Southwest Texas Junior College to provide equal opportunities without regard to race, color, religion, national origin, sex, age, disability, or veteran status. This policy extends to employment, admissions, and all programs and activities supported by Southwest Texas Junior College.

SOUTHWEST TEXAS JUNIOR COLLEGE PURPOSE STATEMENT

Southwest Texas Junior College is based on the philosophy of providing its students with the understanding and skills necessary to function productively in society and to enrich their lives. Southwest Texas Junior College also works in cooperation with other organizations to enhance cultural opportunities and promote services related to educational development.

The College serves the educational needs of a predominately agricultural region with a mixed ethnic population in an eleven-county area on the Mexican border. No other community college in Texas attempts to provide educational resources in an area this large. A complete program of study is offered on the Uvalde campus with extensive offerings at Del Rio and Eagle Pass Outreach Centers as well as selected courses at the SWTJC Instructional Facility in Crystal City. In addition, individual courses are offered in a number of communities on an as-needed basis.

SWTJC implements its philosophy by providing high quality post-secondary academic educational services and high quality technical-vocational programs. Through an “open door” admissions policy, these educational opportunities are made available to a wide variety of students. Currently, the college serves three academic groups: 1) high school graduates; 2) non-high school graduates who earn a General Educational Development test certificate (GED); and 3) other special admissions.

The programs offered by the college encourage students: 1) to continue and complete a formal education in upper level colleges and universities; 2) to complete a formal education at SWTJC; 3) to learn a vocational or technical trade or skill; and 4) to engage in continual self-improvement. Offerings for the various programs are made through evening classes, short courses, regular academic courses, technical-vocational programs, literacy classes, other basic skills programs, work force development programs and developmental educational programs. The counseling programs and services provided by the institution are designed to help students realistically assess their own potential and to formulate a program of study or degree plan suited to their personal needs, individual desires and abilities.

GOALS AND OBJECTIVES OF STUDENT SERVICES

Student services are essential to the accomplishment of the overall goals of the college. The current purpose statement which aims “to identify and serve its students’ major academic levels, various cultural backgrounds, and major educational objectives through effective testing, observing, and interviewing” provides the general goal and focus for the student services areas of the institution.

The programs and activities of the student services area are clearly consistent with and find their roots in the purpose and function of the college. The goals and objectives, which serve to fulfill the purpose to help sharpen the focus for student services, are as follows:

- (1) Provide educational opportunities, which are free from barriers or geographical, financial, physical or personal problems. The college provides a financial aid program, residence halls, commuter transportation, a health clinic, personal counseling services for students at off-campus locations, and services which respond to the needs of the disabled.
- (2) Provide facilities and an intellectual climate, which encourages, recognizes, and rewards individual excellence. An intellectual climate enhances the objectives of allowing students to participate in special research projects, recognizing academic excellence, participating in awards/special presentation programs, awarding of scholarships, and recognition of excellence at graduation.

- (3) Support a program of student development, which complements the academic program, provides opportunities for leadership, and promotes the physical, mental and social well being of students. The objective is to provide a student government and other clubs and organizations that provide opportunities for leadership. The recreational sports program and certain organizations also promote the physical and mental well being of students by providing physical and leisure-time activities.
- (4) Maintain communication and cooperation with all other educational institutions at all levels so that students may be prepared for orderly transition from one institution to another. The objectives here are to provide well-defined articulation agreements, transferability charts, and contacts with other colleges and universities. The communication and cooperation with other educational institutions, including high schools, encompasses the recruitment function, the transfer function, and orderly and accurate records function. All these functions have as their main objective the smooth and equitable transition of students from one institution to another.

REGISTRAR'S OFFICE SERVICES

The Registrar's Office is located upstairs in the Joe Richarz Memorial Building. Services performed by the office include supervising registration, maintenance of permanent records, and making reports required by both state and federal agencies.

A permanent record is maintained on each student who enrolls in the college. The record shows all college courses attempted by the student with grades, semester credit hours, and grade points earned. Transcripts of transfer students are evaluated for courses, which may apply to an associate degree from the college. When a student becomes eligible for an associate degree, the student should complete a graduation form in the Dean of Instructional Services office.

All official transcripts of a student's permanent record are sent by the Registrar's Office to other colleges, organizations, or persons, as requested by the individual student. The students must make the request themselves -- any other person cannot do it. Students pay a one time charge for transcripts the first time they register.

The Registrar is the official certifying officer for social security benefits, eligibility to participate in college athletics and graduation.

COMPUTING GRADE POINT AVERAGES

It is the obligation of the student to know the number of semester hours they have earned and their standing in college classes and to secure these ratings before registering each semester. The student is expected at all times to be familiar with their scholastic standing. The Counseling Center will confer with any student concerning their academic progress at any time the student desires. The object of these conferences will be to determine the cause of unsatisfactory work and to advise the student as to the methods of improving grades, to offer any assistance which the college and faculty might give the student, and to warn the student, as the case might be.

A semester hour is defined as the credit allowed for one lecture hour per week or its equivalent for sixteen weeks. Three semester hours of credit are allowed for a course that has three hours of lecture per week, etc. Laboratory sessions generally are allowed one semester hour of credit. For example: BIOL 1411 has three hours of lecture per week and a weekly laboratory. Three semester hours of credit are allowed for the lecture portion and one semester hour of credit is allowed for the period for a total of four-semester hours credit. A one-semester hour course with a grade of "C" is awarded two grade points.

To calculate your grade point average (GPA), first determine how many grade points you earned for each course using the above method. Then add the total grade points earned for each courses to get a grand total. Divide your grand total grade points by the total number of credit hours carried by the courses for which you received a performance grade (A, B, C, D, or F).

Grade Equated Grade Points per Semester	
A	Excellent4
B	Above Average3
C	Average2
D	Passing (<i>but, poor</i>).....1
F	Failure0
I	Incomplete0
IP	In Progress0
WF	Withdrew Failing.....0
WP	Withdrew Passing (<i>non-punitive</i>).....0
W	Official Withdrawal (<i>before the "last day to drop a course with a W" on the academic calendar</i>).....0
EW	Enforced Withdrawal.....0
CR	Advanced Standing (<i>credit by examination</i>).....0

SCHEDULE CHANGES -- ADD, DROPS, AND WITHDRAWALS

SCHEDULE CHANGES

Students need to pay close attention to the following:

1. Adding and changing classes, for both day and evening students, takes place in the Registrar's Office.
2. All class changes -- adds and withdrawals from classes -- on or before the twelfth class day are processed directly in the Registrar's Office.
3. Students wishing to completely withdraw from the college will initiate their withdrawals in the Registrar's Office.
4. All withdrawals must be processed as indicated in items 1, 2, and 3. Should the student neglect to do so, a failing grade will be given by the instructor at the end of the semester.

A student may not withdraw from courses after stated deadlines. Please refer to the college calendar for specific dates.

REFUND POLICY

Students who officially withdraw from the institution shall have their tuition and mandatory fees refunded according to the following schedule after the deduction of \$50 minimum tuition charge:

<i>Fall & Spring Semesters</i>	<i>Summer I & II Sessions</i>
Prior to the first class day 100% (no minimum deducted)	Prior to the first class day 100% (no minimum deducted)
During the first fifteen class days 70%	During the first five class days 70%
During the sixteenth through twentieth class days 25%	During the sixth and seventh class days 25%
After the twentieth class days NONE	After the seventh class day NONE

Students who reduce their semester credit hour load by officially dropping a course or courses, and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule:

<i>Fall & Spring Semesters</i>	<i>Summer I & II Sessions</i>
During the first fifteen class days 70% (reducing hours only)	During the first four class days 70%
During the sixteenth through twentieth class days 25%	During the sixth and seventh class days 25%
After the twentieth class days NONE	After the seventh class day NONE

TUITION REBATE

The purpose of this program is to provide tuition rebates that will provide a financial incentive for students to prepare for university studies while completing their high school work, avail themselves of academic counseling, make early career decisions, and complete their baccalaureate studies with as few extraneous courses as possible. Minimizing the number of courses taken by students' results in financial savings to students, parents, and the state.

Section 54.0065 of the Texas Education Code authorizes the program. To be eligible for rebates under this program, students must meet **ALL** of the following conditions:

1. They must have enrolled for the first time in an institution of higher education in the fall 1997 semester or later,
2. They must have received a baccalaureate degree from Texas public university,
3. They must have been a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree and,
4. They must have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credit earned exclusively by examination, courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

In order to facilitate students participating in this program, Southwest Texas Junior College will provide opportunities for students to enroll in the equivalent of at least 12 semester credit hours that apply toward their degrees during fall and spring semesters. If you are interested in finding out more about this program please contact one of the counselors at Southwest Texas Junior College.

Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, etc. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student. The Higher Educational Amendments of 1992 mandated that institutions have a “pro-rata” refund policy for first time students receiving Title IV aid who withdraw prior to completing 60 percent of the enrollment period. SWTJC will implement the policy as outlined in the Amendments of 1992.

GENERAL PROPERTY DEPOSIT

A general property deposit of \$10 is required of every student every semester. This deposit will be refunded in full to the student at the end of their enrollment at SWTJC. The student must present a clearance slip to the Business Office indicating that they are clear in all departments. A general property deposit, which is not claimed for refund, for a period of two years from the date of last attendance at SWTJC, shall be forfeited. The deposit will then be permanently transferred to the Pioneer Loan fund and/or another account, which benefits students. This policy is retroactive.

TSI INFORMATION AND REQUIREMENTS

The Texas Success Initiative (TSI) was mandated by Texas law in 2003 and went into effect September of 2003. The purpose of TSI is to ensure that all students enrolling in public higher education in Texas possess academic skills needed to perform effectively in college-level coursework. TSI includes a testing component designed to identify and provide diagnostic information about the reading, writing and mathematics skills of each student. Students who do not receive the minimum required score on an approved assessment instrument are required to enroll in developmental courses or participate in other activities designed to assist the students overcoming the academic deficiencies identified by that assessment.

Exemptions from TSI

Students who meet one of the following conditions are exempt from the Texas Success Initiative (TSI) requirements (from Chapter 5, Subchapter C, of the Texas Higher Education Coordinating Board (THECB) Rules):

- (1) For a period of five (5) five years from the date of testing, a student who is tested and performs at or above the following standards:
 - (A) ACT: composite score of 23 with a minimum of 19 on the English and/or the mathematics tests;
 - (B) Scholastic Assessment Test (SAT): a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal and/or the mathematics tests; or
- (2) For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with
 - (A) a minimum scale score of 1770 on the writing test,
 - (B) a Texas Learning Index (TLI) of 86 on the mathematics test, and
 - (C) a Texas Learning Index (TLI) of 89 on the reading test.
- (3) TAKS (exit level) for a period of three years from the date of testing who scores 2200 in math and /or 2200 in English/Language Arts ELA with a writing subscore of at least 3
- (4) A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
- (5) A student who transfers to an institution from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college-level coursework as determined by SWTJC.
- (6) A student who has previously attended any institution and has been determined to have met r readiness standards by SWTJC.
- (7) A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at Southwest Texas Junior College.
However, individual programs may have additional requirements.
- (8) A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
- (9) A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- (10) A non-degree-seeking or non-certificate-seeking student.
- (11) Any student grandfathered under previous TASP Policies.

DEVELOPMENTAL POLICIES AND PROCEDURES AT SWTJC

The Developmental Education Program at SWTJC complies with the requirements of the Texas Success Initiative as outlined and explained in Chapter 5, Subchapter C, of the Texas Higher Education Coordinating Board (THECB) Rules. This section of the SWTJC Developmental Education Plan explains the basic policies and procedures of the Developmental Education Program at SWTJC.

Testing Requirements and Information

The THECB Rules state that, “An institution shall assess . . . the academic skills of each entering undergraduate student prior to enrollment of the student.” SWTJC complies with this request by requiring testing of all entering students who do not meet the TSI exemption criteria.

Students who are TSI exempt or who have been tested with an approval assessment instrument must provide SWTJC with official transcripts or score reports prior to registering for classes. It is recommended that testing be completed at least two weeks prior to registration.

The SWTJC Testing Center administers the THEA Test, the QT Test, and the Accuplacer Test. Students should request information from the SWTJC Testing Center to find out the testing requirements and scheduled testing dates.

Placement and Completion Requirements

1. Students will be initially placed according to their Accuplacer or THEA scores. The level of remediation may be modified based on instructor’s assessment and recommendation. Instructor’s assessment will take place during the first week of scheduled instruction.
2. Students will be required to remediate in all areas according to their Accuplacer or THEA scores.
3. Students will be required to remediate through the appropriate course sequence in the areas of their deficiencies. Sequences are defined as:
 - Reading 0301, 0302 & 0303 or Reading 0101,0102, & 0103
 - English 0301 & 0302 or English 0101 & 0102
 - Math 0301, 0302, & 0303 or Math 0101, 0102, & 0103

All Developmental Education courses require four contact hours per week. Those courses designated 0301, 0302, & 0303 meet for three lecture hours and one lab hour per week. Those courses designated 0101, 0102, & 0103 meet for four lab hours per week.
4. Part-time students will be required to maintain a reasonable ratio of developmental education classes (e.g., If the student is enrolled in 6 hours of classes, 3 of those hours should be developmental education classes.)

Students are placed in developmental courses based on initial test scores. Students must then complete the specified developmental course sequence or present passing test scores. Students must enroll in at least one developmental course each enrollment period until TSI requirements are met. Successful completion of each developmental course with a grade of A, B, or C allows the student to move to the next course.

Students who present passing test scores in any skills area during the semester may exit the corresponding course with the grade “P” or may continue the course to completion for a grade.

Students who have completed the highest level of developmental course and earned a grade of A, B, or C and who have completed required testing would be classified as Texas Success Initiative (TSI) complete.

Exceptions to Developmental Placement

Students who have previously attended a Texas public institution of higher education and are not TSI complete or exempt from TSI requirements must test on an approved assessment instrument. If the student fails any portion of the test, appropriate developmental education coursework will be required in each area of deficiency. However, the student may be exempt from placement in developmental education courses if a grade of C or better has been earned in one of the courses listed below for each area of deficiency:

Reading

- (A) HIST 1301, 1302 (U.S. History);
- (B) ENGL 2321, 2322, 2323 (British Literature);
- (C) ENGL 2331, 2332, 2333 (World Literature);
- (D) ENGL 2326, 2327, 2328 (American Literature);

- (E) PSYC 2301 (General Psychology);
- (F) GOVT 2301, 2302 (American Government)

Writing

- (A) ENGL 1301 (Composition I) or
- (B) ENGL 1302 (Composition II)

Mathematics

- (A) MATH 1332 (College Mathematics);
- (B) MATH 1314 (College Algebra);
- (C) MATH 1316 (Plane Trigonometry);
- (D) Higher level math course that have the above as prerequisites

Students who score below the “deviation standard” in one or more of the skills areas (Reading, Writing, & Mathematics) are required to retest after completing the required developmental education sequence of courses. Deviation scores on state approved tests are as follows:

- THEA/TASP: Math- 206; Reading - 201; Writing - 205
- ASSET: Elementary Algebra- 30; Reading Skills- 35; Writing Skills (objective)- 35
- COMPASS: Algebra- 23; Reading Skills-64; Writing Skills (objective)-44
- ACCUPLACER: Elementary Algebra- 42; Reading Comprehension- 61; Sentence Skills- 62
- An essay with score of 5 will meet these criteria if the student meets the objective writing test standard.

In order to be classified as TSI complete he or she must score the equivalent or higher score than the first attempt on the approved assessment instrument. This includes students who have earned a grade of C or better in one of the courses listed above.

Students taking courses in less than full length semesters are not required to take a developmental class during the semester.

*Note: Summer sessions are considered full length semesters. Students who present passing test scores in any skills area during the semester may drop the corresponding course with the grade “P” or may continue the course to completion for a letter grade.

Attendance Requirements

Students must confirm their educational objective each semester before registering. If student are changing objective (major) they must make the declaration before registering. Students changing from a THEA exempt certificate program to an associate degree program or a Level II Certificate must meet TSI requirements. Students who have failed one or more sections of the Accuplacer or Texas Higher Education Assessment (THEA) test or an alternative test must participate continuously in at least one developmental course until all parts of the Accuplacer or THEA test have been passed and/or the developmental program for the failed area(s) is satisfied. Students enrolled under these restrictions will be withdrawn from all college credit courses if the instructor withdraws the student for excessive absences in the developmental course and this was the only developmental course the student was enrolled in due to failure on the test taken for TSI purposes. Students are expected to regularly attend all classes in which they are enrolled and are responsible for the subsequent completion of all work missed during an absence. Any instruction missed and not subsequently completed will necessarily affect the grade of the student regardless of the reason for the absence. The manner in which make-up work is administered is left to the professional discretion of the individual faculty member.

An instructor may request the withdrawal of a student from a class when the total number of absences exceeds the equivalent of two weeks of class meetings in a course; specifically, (a) six from a class that meets three times per week (typical MWF schedule), (b) for from a class that meets two times per week (typical TTH schedule) and, (c)

two from a class that meets once per week (typical evening course). Attendance counting begins on the first day the student is enrolled.

When an instructor requests the withdrawal (drop) of a student from a course, a grade of w will be considered if the student has at the time of the request a course grade equivalent to the numeric average of sixty (60) or higher; otherwise, a grade of F will be given.

SWTJC makes no distinction between excused or unexcused absences. Therefore, the instructor may count all absences in reaching the total except when prohibited by State law or statute. Student requests for excused absences must be made fifteen days prior to the anticipated absence.

SWTJC offers Level I Certificates, (refer to College catalog for programs), which require 42 or less semester hours. Students applying to these programs are not required to take the ACCUPLACER or THEA prior to enrollment. Students enrolled in certificate programs are not required to meet all TSI requirements however; individual ACCUPLACER or THEA and/or remediation requirements do apply to individual certificate programs. Students are encouraged to check with individual departments or an advisor regarding the ACCUPLACER or THEA requirements of each certificate program prior to enrollment. Students who are declared Level I Certificate majors can only take courses listed in the certificate program. Enrolling in any courses other than those required to complete the certificate program requires the student to meet all TSI requirements

Special Student Classifications

Non-Degree seeking Students are individuals who desire to enroll in courses for personal or professional enrichment but who are not seeking a degree or Level II certificate.

Transfer Students are students who transfer from other institutions of higher education. These students are grouped into two categories as outlined below:

1. Students who transfer from another state supported institutions of higher education in Texas and who have met the testing standards or who have been designated as TSI complete by the sending institution will be classified as having met the TSI requirements. Students who have not met the testing requirements and have not been designated as TSI complete must enroll in appropriate developmental education courses.
2. Students transferring from a private or independent institution of higher education or an accredited out-of-state institution of higher education with successful completion of college level coursework in the three skill areas will be exempt from TSI requirements.

SCHOLASTIC STANDARDS AT SWTJC

Students attending SWTJC are considered to be adults of serious intent who are striving toward definite goals. They should be motivated to maintain both a mature attitude and a high level of productivity in their schoolwork. In order to encourage this high level of proficiency and dedication to learning, minimum standards of achievement have been set. Failure to meet these standards will cause a student to be placed on probationary status and scholastic suspension.

Scholastic probation is a conditional enrollment status, which allows the student to continue to enroll in SWTJC even though the student has failed to make satisfactory scholastic progress during preceding semesters. Scholastic suspension is enforced scholastic withdrawal from SWTJC for one semester as a result of failure to achieve satisfactory scholastic progress after having been placed on scholastic probation.

To remain in good scholastic standing, a student must make satisfactory progress by maintaining a minimum GPA of 2.00. If it is evident from a student's record that the student is failing to maintain satisfactory progress, the

student will be placed on scholastic probation. The student will then be allowed to continue to enroll on a conditional basis until the student's scholastic progress warrants removal from scholastic probation or placement on scholastic suspension.

MINIMUM SCHOLASTIC STANDARDS

Students are expected to maintain a cumulative 2.00 GPA. Students who fail to maintain this minimum standard will be placed on scholastic probation or scholastic suspension, as appropriate. In determining whether a student will be placed on probation or suspension, all grades except a **W, EW, WP, NP, P, or I**, will be used in computing cumulative GPA.

Scholastic Probation

Scholastic probation is an emphatic warning that the quality of the student's work has not met the minimum scholastic standards, and that the quality must improve during the probationary semester in order for the student to continue at SWTJC. A student will be placed on scholastic probation at the end of any semester if the cumulative overall GPA is less than 2.00. When the student's cumulative overall GPA is 2.00 or higher, that student will be removed from scholastic probation. A student on scholastic probation may register as long as they achieve a 2.00 each semester. This will be based on the overall GPA.

Scholastic Suspension

Students who fail to achieve a GPA of at least 2.00 during any term while on scholastic probation will be placed on scholastic suspension. These students will not be permitted to re-enroll until one fall or spring semester has elapsed, however, they may attend summer school. Students may then return and continue their studies. Students re-enrolling after a lapse due to scholastic suspension will automatically be placed on scholastic probation. This will be based on the SWTJC GPA.

GRADE POINT AVERAGES USED AT SOUTHWEST TEXAS JUNIOR COLLEGE Courses Used

GPA	SWTJC Academic	SWTJC Developmental	Transfer Academic	Transfer Developmental
Overall	Yes	Yes	Yes	Yes
SWTJC	Yes	Yes	No	No
College Level Course	Yes	No	Yes	No

All above GPA's may be either term or cumulative
Cumulative - includes all semesters

Activity

Probation/Suspension/Financial Aid
Transcripts
Graduation

GPA Used

Overall
SWTJC/Overall
College Level Course

Re-Admission Following a Scholastic Suspension

Students who are on scholastic suspension at another college, university, or SWTJC may be admitted to SWTJC through the following procedure:

1. Each student must appeal admission to the Dean of Admissions and Student Services.
2. If denied admission by the Dean, the student may appeal to the Admissions Committee.
3. In case of disapproval of admission by the Committee, the student shall be informed of the right of appeal to the President of the college.

Students are responsible for knowing their scholastic standing. Ineligible students who register with the college will be subject to dismissal with forfeiture of all tuition and fees.

Disciplinary Probation

Either the Dean of Admissions and Student Services or the Disciplinary Committee for any disciplinary reason may place a student on disciplinary probation. Any student seeking due process may appeal the action taken by the Dean of Admissions and Student Services to the Disciplinary Committee. Any action taken by the Disciplinary Committee may be appealed to the President of the college, and a final appeal may be made to the Board of Trustees.

ACCESS AND PRIVACY OF RECORDS

The Family Educational Rights and Privacy Act of 1974 grant students four rights:

1. Right of access to their educational records
2. Colleges must seek a student's consent before records are released to third parties.
3. Students have the right to challenge any inaccurate, misleading or inappropriate information in their educational records.
4. Colleges are required to inform students of these access and privacy rights guaranteed by FERPA.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA)

Under this act, certain protected classes of information cannot be released to any third party without the specific written release from the eligible student. Protected classes under FERPA include any information concerning a particular student's grades, grade point average, social security number, courses, and other "protected" student records maintained by the college.

FERPA, however, is not a total block on release of student information. The act also provides for the release of **"Directory Information"** which does not fall under the protected classification. The only time that **"Directory Information"** may not be released under FERPA occurs when a student has specifically requested in writing that they want **no** information released without their written consent. A student may do this by submitting this written request to admissions/records personnel. Otherwise, the following **"Directory Information" is allowed** to be released:

- 1) Student's name
- 2) Student's address
- 3) Student's telephone
- 4) Student's date of birth
- 5) Student's major field of study
- 6) Student's dates of attendance
- 7) Student's degrees, certificates and awards
- 8) Student's most recent educational agency or institution

COLLEGE BOOKSTORE

The college bookstore is located in the Matthews Student Center and offers a wide variety of services in addition to the sale of all textbooks and school supplies necessary for classes taught at the college. To facilitate student acquisition of textbooks, a current listing of texts for particular courses and instructors is maintained in the Bookstore. The Bookstore also provides mail service. Students living on campus can rent a mailbox for a minimum fee.

Textbooks may be returned for a refund according to the following prorated schedule: 100% refund through the twelfth class day (fall and spring semesters) and during the first seven class days during the summer sessions. Thereafter, only during the week of final exams the Bookstore will repurchase used books that will be used the following semester for a portion of the original price. All books should be brought in at the same time. Special hours will be posted in the Bookstore. **STUDENT MUST HAVE A CASH REGISTER RECEIPT FOR ALL REFUNDS!!** Students must also be cleared of all fines and fees.

ADMISSIONS OFFICE SERVICES

The Admissions Office is located on the second floor of the Joe Richarz Memorial Building. The office provides other services than general admission. These services include the following:

1. **Processing Applications for Admission:** For admission, the prospective students should furnish the college with a completed application for admission and an official transcript from the last school attended.
2. **Processing Applications of International Students:** Southwest Texas Junior College is proud of its contingency of international students. Students from countries other than the United States should contact the International Student Advisor for information and assistance regarding Immigration Service documents and policies.

VETERAN'S INFORMATION

The Veteran's Office assists veterans, active military personnel, and survivors of veterans in applying for educational benefits. Applications and information can be obtained from the Veteran's Office located upstairs in the Joe Richarz Memorial Building.

CLASS ATTENDANCE

Regular class attendance has direct effect on the final grade that a student earns in class. Students are expected to attend all classes in which they are enrolled. On-attendance on the part of a student may result in the student being dropped with a **W** by the instructor, or the instructor may carry the student on the roll and assign a grade of **F** at the end of the semester.

Class attendance is the responsibility of the student. It is also the student's responsibility to contact the instructor for arrangements to make up work when there is an absence from class. Whether an absence is excused or unexcused is a matter between the student and instructor.

STUDENT CLASSIFICATION

At SWTJC a student who has completed 24 semester hours or fewer will be classified as a freshman student. A student with more than 24 hours will be classified as a sophomore student. Students are classified as full-time if enrolled in 12 or more semester hours, and part-time if enrolled in fewer than 12 semester hours.

SOUTHWEST TEXAS JUNIOR COLLEGE HOUSING

Students desiring to live in SWTJC Housing need to put down a deposit of \$95. Housing facilities offer convenience to campus and very reasonable costs. Information is available for housing by contacting the office of Director of Student Activities/Housing. Students interested in living in privately owned off-campus housing might wish to check with the Director of Housing for such a listing.

STUDENT FOOD SERVICE

The SWTJC dining service is located in the Matthews Student Center. Well-balanced meals are served cafeteria style as well as short order foods prepared at the snack bar. The meal plan is available to all students.

FINANCIAL AID PROGRAMS

All inquiries concerning grants, loans, and student institutional employment should be directed to the Student Financial Aid Office. The Free Application for Federal Student Aid (FAFSA) is the acceptable need-analysis form used to calculate the applicants Expected Family Contribution (EFC). Assuming the applicant meets all other eligibility requirements, the EFC amount determines Pell grant eligibility and is used in an equation to determine financial aid eligibility from other campus-based programs. Help from the latter is awarded on a first-come, first-served basis.

Students interested in receiving financial aid at registration should apply as soon as possible. Applications are generally available months in advance of the registration date.

GRANTS

Federal Pell Grants Program

Students may apply for this federal grant by completing and submitting a financial aid application. The applications can be obtained from the institution's financial aid office or from a high school counselor. Eligibility is based on financial need as determined by a "pre-established formula". For those eligible, minimum student awards will be \$400. Maximum amounts are expected to be in excess of \$3,000.

Federal Supplemental Education Opportunity Grant (FSEOG)

The FSEOG program is another federal program that offers grant aid to eligible students. Eligibility and the amount of award is based on the results of the financial aid application and the availability of funds.

Texas Public Education Grant Program (TPEG) - Leveraging Education Assistance Partnership Program (LEAPP), formerly Student State Incentive Grant (SSIG)

The Texas Public Education Grant program was authorized by House Bill 688, 64th Texas Legislature, 1975. Grants are to be awarded based upon financial need of the applicant. Grants are limited to an amount not to exceed the total tuition and fees charged the applicant. Eligibility is determined by the institution based on results of a financial aid application and the availability of funds. Non-resident students are eligible to participate.

Texas Public Educational Grant (TPEG)

All applicants who file an application for financial aid at SWTJC are eligible for a grant if need is established. House Bill 43, adopted in May 1971, by the Texas Legislature created this program for eligible Texas residents. Funds for this program are provided from a portion of tuition and fees paid by SWTJC students. Eligibility is determined by the institution based on results of a financial aid application and is subject to the availability of funds. Non-resident students are eligible to participate.

Texas Grant Program

Texas residents who completed the Recommended High School Program or the Distinguished Achievement Program, graduated from a public or an accredited private high school in Texas no earlier than fall 1998 may be eligible to receive a Texas grant. Applicant must complete Fall application for Federal Student Aid. Other requirements apply. The grant will pay for tuition and fees. Awards are subject to fund availability.

EXEMPTIONS

Certified Educational Aide Exemption Program

A student, who is a certified educational aide and has at least two school years experience as a certified educational aide working directly with students in a Texas public school, may qualify for exemption of payments of tuition and some fees per year of eligibility. Eligibility will require submission of a Free Application for Federal Student Aid (FAFSA) or qualification on the basis of adjusted gross income. A certified application submitted by a certified public school official is also required. Eligibility will also be based on financial need.

EMPLOYMENT

Federal College Work Study Program (FCWSP)

The FCWSP provides jobs for eligible students who have demonstrated need by completing and submitting an application for federal student aid. The program allows students to earn money to help pay educational expenses. Student employment is subject to the availability of federal funds.

State College Work Study Program (SCWSP)

The SCWSP is a state sponsored program that provides jobs to eligible students who demonstrate need. An application for financial aid is required. Because of funding limitations, only a small number of jobs are available. Both the state and federal programs are operated under the same general guidelines.

Jobs on Campus

Some students will want employment but will be ineligible for employment under the College Work Study Program. There are other on-campus positions available and students should contact the Director of Student Financial Aid for more information.

STUDENT LOANS

Federal Stafford Loan Program

A FSL is a low-interest loan made available to students by a participating lender such as a bank or credit union and certified by the institution. Borrowers must show financial need by filing a financial aid application. A separate application is also required. Maximum loan for first year students is \$2,625. Pre-loan counseling and exit interviews are required. Formerly known as the Guaranteed Student Loan (GSL), it requires participants to be enrolled on at least a half-time basis.

Federal Stafford Loan (Unsubsidized)

"In an effort to assist middle income families with rising tuition costs, the Higher Education Amendments of 1992 authorized a program of unsubsidized loans. Intended to work much like a subsidized Federal Stafford Loan, unsubsidized loans are designed for students who do not qualify, in whole or in part, for the subsidized Stafford Loans." An application for federal student aid is required, as well as a separate application.

Federal PLUS/SLS Loans

PLUS loans are for parents who want to borrow to help pay for their children's education. Supplemental Loans (SLS) are for student borrowers. Both loans provide additional funds for educational expenses and, like Stafford Loans, are made by a participating lender. Both loans also require institutional certification.

Hinson-Hazelwood College Access Loan

This loan is available to students eligible to pay Texas tuition fees. Students unable to qualify for a Stafford Loan may apply. In contrast to the Stafford Loan, there is no interest subsidy. Promissory notes must be consigned, and the credit worthiness of cosigners will be investigated. Loan amounts will be determined by the institution using pre-established criteria.

Pioneer Loan

This is an institutional short-term loan with a service fee. No interest is charged. This loan is made only to help students defray the cost of attending. The Pioneer Loan must be repaid according to terms mutually agreed, but no later than the end of the semester the loan is made. Students should contact the Student Financial Aid Office for information.

City of Eagle Pass Continuing Education Loan

This is a short-term loan with a service fee. This loan is similar to the Pioneer Loan. The loan is available to Eagle Pass residents attending either SWTJC in Eagle Pass or Uvalde. Students should contact the financial aid representative at the Eagle Pass campus or the Student Financial Aid Office at the main campus for information

Benefits for Veterans of U.S. Armed Forces

Benefits for a number of educational and training programs are available at SWTJC. The programs require the certification of the Certifying VA official on campus. Information on the programs listed below can be obtained from the Veterans Administration Education Office (1-888-442-4551) or the institution's Financial Aid Office.

- * Montgomery GI Bill
- * Montgomery GI Bill - Selected Reserve
- * Veterans Educational Assistance Program (VEAP)
- * Survivors' and Dependents' Educational Assistance Program

* Work-Study Program

SWTJC also participates in the Tuition Assistance Program offered for current military personnel. Information on this program is available directly from the Military Education Office.

ALL STUDENTS RECEIVING FEDERAL ASSISTANCE

Standards of Satisfactory Progress for Recipients of Student Financial Aid

1. **INTRODUCTION:** The regulations for satisfactory progress were initially published in October 1983 and were amended on December 1, 1987, April 29, 1994, and November 29, 1994. Every school participating in the student financial aid programs must monitor its student financial aid recipients to ensure that they are meeting satisfactory progress standards. Regulations require each school to develop reasonable standards for measuring academic progress and require each school to apply these standards consistently to all students within identifiable categories of students. The policy must include both a qualitative and quantitative component.
2. **STANDARDS:** Southwest Texas Junior College (SWTJC) has established the following standards and regulations:
 1. **Academic Standing:** The student is in good standing according to the academic standards of the institution.
 2. **Quantity Standard:** During each incremental evaluation period, the student completes a minimum of 65% of all courses attempted.
 3. **Quality Standard:** During each incremental evaluation period, the student is maintaining a cumulative GPA of not less than 2.00 on all hours completed.
 4. **Maximum Time Frame Standard:** The student has not attempted more than 150% of the credit hours required of the certificate or degree.

Academic performance on SWTJC academic records, past and present, even if aid was not received will be considered in making the determination
3. **PROBATIONARY PERIOD**
 1. Awards to students failing to meet each of the standards will be considered payment in a probationary period.
 2. A student failing to successfully complete a minimum of 50 percent of his/her remedial semester course load may be placed on financial aid probation.
4. **SUSPENSION**
 1. A student re-entering college after being on scholastic suspension is not considered to be making satisfactory progress and is, therefore, ineligible to receive financial aid.
 2. A student that has been placed on scholastic suspension and is admitted by the Admissions Committee is not considered to be making satisfactory progress and is ineligible to receive financial aid.

3. A student failing to meet all of the standards of satisfactory progress after receiving payment in a probationary period is not eligible to receive financial aid.

5. **APPEALS PROCEDURE**

A student who does not meet the satisfactory progress standards for financial purposes and who wishes to appeal the status must present written evidence supporting their appeal to the Director of Financial Aid. The appeal must address the sub-part of the standards the student has failed to meet.

The student will be informed of the decision on a timely and reasonable basis. More information on appeals can be secured from the Student Financial Aid Office.

6. **RE-ESTABLISHING SATISFACTORY PROGRESS**

A student who has been considered ineligible for financial aid and after a period of enrollment believes he/she is now eligible for financial aid must inform the Office of Student Financial Aid.

The student should have his/her financial aid file completed well in advance of the semester for which he/she is seeking financial aid.

7. **REMEDICATION, WITHDRAWALS, AND REPEATED COURSES**

1. Students withdrawing from a course or courses should remember that part of SWTJC Satisfactory Progress Policy is based on the concept of hours attempted and hours completed.
2. A student that has already attempted at least 30 hours of remediation will find that subsequent remedial courses will be excluded from the semester course load for the purpose of determining financial aid.
3. Courses that are being repeated (grades A-D) will be excluded from the semester course load for the purpose of determining financial aid.

8. **CHANGE OF PROGRAM**

A student, who must extend enrollment beyond the allowed for the certificate or degree, must clear the extension with the Student Financial Aid Office. To avoid unnecessary delays in obtaining financial aid, the clearance should be obtained prior to registration.

9. **DISCRETION OF FINANCIAL AID DIRECTOR**

The standards outlined in this section will be adhered to and exceptions will be made only after the matter has been thoroughly investigated by the Student Financial Aid Office.

10. **DEFINITION OF TERMS**

1. **Semester Hours Attempted.** The cumulative number of semester hours a student is officially enrolled.
2. **Semester Hours Completed.** The number of semester hours a student has completed or has received a final grade of A-F, exclusive of developmental courses.

3. **Satisfactory (S) Progress.** The student is meeting all of the standards of satisfactory progress at each of the incremental evaluation periods.
4. **Probation (P).** The student failed to meet at least one of the standards during an incremental evaluation.
5. **Probation Continued (C).** After being placed on probation and during an incremental evaluation, the student failed to meet the specified standards. The student has, however, met all of the standards during each of the subsequent terms of enrollment following their financial aid probationary status.
6. **Unsatisfactory (U) Progress.** During an incremental evaluation and while on a probationary status, the student failed to meet at least one of the standards of satisfactory progress. In addition, the student does not meet the criteria for probation continued status. This student's financial aid is suspended.
7. **Cumulative GPA.** The quotient of the cumulative grade points divided by the semester hours completed.
8. **Good Standing.** A student eligible to enroll at SWTJC and not on scholastic suspension status

STUDENT FINANCIAL AID REFUNDS DUE TO WITHDRAWALS

The law requires that, when you withdraw during a payment period or period of enrollment (your school may define these periods for you), the amount of Student Financial Aid Program assistance that you have “earned” up to that point is determined by a specific formula. If you receive (or your school received on your behalf) less assistance than the amount you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned. The amount of assistance that you have earned is determined on a pro-rata basis. That is, if you completed 30 percent of the payment period or period of enrollment, you earn 30 percent of the assistance you were originally scheduled to receive. Once you have completed more than 60 percent of the payment period or period of enrollment, you earn all of your assistance. If you received excess funds that must be returned, the Office of Student Financial Aid can explain what portion of those funds must be returned.

Method of return of funds by the student to loan programs are in accordance with the terms of the loan. Grant overpayments are subject to repayment arrangements satisfactory to the school, or overpayment collection procedures prescribed by the Secretary of Education.

Generally, the withdrawal date at SWTJC is the date the student provides official notification to the school of the intent to withdraw. Other conditions may apply.

COUNSELING/TESTING CENTER

Counselors are available to help students with any problem that the student might encounter. Students seeking assistance with vocational planning, educational planning, financial problems, personal problems, or general school problems, are encouraged to see a counselor or the Dean of Admissions and Student Services. Students are assured that the interviews are held in confidence, and that no record of the counseling interview will appear on transcripts.

Students' THEA scores are on file in the counselor's office, and students having questions about their test scores should see the Counselor/Testing Coordinator. Other tests (interest, aptitude, personality, mental maturity, etc.) are also available to the student if he requests them.

INTERNATIONAL STUDENT SERVICES

A designated counselor in the Counseling Center provides all the same services to international students, including guiding them through the student visa application process.

LEARNING RESOURCES CENTER (LIBRARY)

Located in the Will C. Miller Memorial Library Building, the Learning Resources Center (LRC) is available for use by any Southwest Texas Junior College student. The LRC is open year around Monday through Thursday from 7:00 a.m. until 9:30 p.m.; on Friday from 7:00 a.m. until 4:30 p.m.; and weekends from 11:00 a.m. until 5:00 p.m. on Saturdays and on Sundays from 3:00 p.m. until 9:30 p.m. Facilities include study carrels, reading tables, and several lounge areas. The library staff is available to assist with the location and use of library materials. The card catalog, periodical indexes, and the internet are available on computers. Ample word processing workstations are provided.

STUDENT SUPPORT SERVICES

Student Support Services provides a comprehensive array of information, counseling, academic instruction, peer tutoring, specially designed workshops and basic skills instruction in writing and math. The goal of this federally funded program is to increase the retention and graduation rate of students who, by traditional academic measures, would have difficulty succeeding in college.

The needs of students accepted in the program are thoroughly assessed through testing and counseling. Students are also informed of the costs and transferability of post-secondary education, their eligibility for financial aid programs and how to apply.

The Student Support Services office is located in the Sterling H. Fly Sr. Memorial Building, facing the gymnasium, and is open from 8:00 a.m. to 12:00 p.m. and 1:00 to 6:00 p.m. Monday through Thursday, 8:00 a.m. to 12:00 p.m. Friday.

The “Discover” and History/Government Tutorial Lab is located in Room 1 of the Student Support Services office and is open the same hours as the main office. “Discover” is complete computer-based career information and planning system, which has been designed to meet the career and educational planning needs of the student.

The Math Lab, located in Room 3 of the Miller Building, is open several hours each week so that students may get tutorial assistance from a faculty member and peer tutors, or practice their math skills using up-to-date software programs and games on lab’s computers.

The Writing Lab, located in Room 3 of the Tate Building, is open to all students several hours each week so that they may come for assistance from faculty and peer tutors or to practice their skills using the skill-building software programs and games, or to compose and print a paper on one of the labs word processors and printers.

Additional Services

In addition, Student Support Services offers from time to time seminars for groups of students on such topics as: “Improving Your Study Skills,” “Overcoming Math Anxiety,” “Financial Aid Workshops,” and “The Fifty Minute Essay.” These seminars are announced throughout each semester.

SERVICES AVAILABLE TO STUDENTS

Health Service

A health fee of \$12 is charged each fall and spring semester. This fee is charged to any student registered in day classes and qualifies them for all health services available through the college clinic. A licensed registered nurse is available in the college clinic each day. Most services are covered by the fee; however, any medications or laboratory work prescribed for students will be billed through the college business office.

Student Right-to-know Campus Security Act

Southwest Texas Junior College will inform the student body, faculty, and staff about criminal offenses on campus. The campus police will document and report all criminal offenses to the college community. An annual Safety and Security report is published annually by the Campus Police department.

Student Assistant Program

The mission of the Student Assistant Program is to provide health education and to promote health programs designed to help the individual adopt a healthy lifestyle, so problems associated with alcohol and other substance abuse will be avoided. Through the Southwest Texas Junior College Health Clinic, the program will provide consultation and referrals to the proper organizations and health facilities should the need arise. A brochure that outlines the program in detail as well as other pertinent literature is available in the Health Clinic. Various special programs and presentations relating to the purpose of the program are scheduled and promoted each year.

SWTJC Policy on Aids

Southwest Texas Junior College will assure that students, faculty, and staff will be informed about Acquired Immune Deficiency Syndrome (AIDS). The college will guarantee that the rights and privileges of individuals infected with the Human Immunodeficiency Virus (HIV) are protected.

Bus Service

Bus transportation without charge is available to students who live in surrounding towns within the tri-county district (Uvalde, Real, Zavala). All other students must pay a fee. Area towns now included in the bus service are: Utopia, Sabinal, Knippa, Crystal City, Carrizo Springs, La Pryor, Leakey, Barksdale, Camp Wood, Batesville, Dilley, Pearsall, and Asherton.

Student Intramurals

A well-planned program of intramural activity is offered each semester at Southwest Texas Junior College. Information regarding the intramural schedule can be obtained from the P.E. Department, located on the first floor of La Forge Hall.

Lockers

Private lockers are available on a first come first serve basis. Lockers are especially convenient for commuting students who need a place to keep books and supplies. Students must furnish their own locks. These lockers are located on the rear of the Anderson Building.

Campus Police

The Southwest Texas Junior College Campus Police Office, located in the Sterling H. Fly, Sr. Memorial Building, serves the student body of the college by helping to maintain the safety and security of each student and his possessions while on campus. Campus Police personnel are available to assist students and visitors with problems such as vehicles with dead batteries. Police personnel are on call on a 24-hour basis for emergencies on campus.

Campus Parking

Parking permits are available in the Business Office in the Sterling H. Fly, Sr. Memorial Building from 8:00 a.m. to 12:00 p.m. and 1:00 - 6:00 p.m. Monday through Thursday, and from 8:00 a.m. through 12:00 p.m. on Friday. A permit is required for each vehicle (including motorcycles and mopeds) parked on the SWTJC Campus. Full Parking information can be obtained in the Campus Police Office by calling ext. 7333.

Services for Students with Disabilities

Southwest Texas Junior College delivers special accommodations to students with disabilities in order to remove barriers to successful course completion. Once documentation is received, the student requesting support services meets with the Director of Student Services to determine the necessary accommodations. These may include oral examinations, interpreters for the hearing-impaired students, note-taking assistance, and other aids as identified. The college strives to be in full compliance with Section 504 of the Rehabilitation Act of 1973.

STUDENT INFORMATION CENTER

The Student Information Center functions include:

1. The career Information Center Office offers career planning, online career assessment and interpretation. The service is free to all Southwest Texas Junior College students.
2. The Transfer Information Office offers a university catalog library, transfer equivalency guides, and the Texas Common Application.
3. The Visitor's Center Office provides information and tours to potential students, parents, and drop-in visitors. Schedule an appointment for a tour ahead of time for the best possible service.
4. This is also the office of the College Recruiter/Academic Advisor.

For more information to schedule a visit or tour, contact the Student Information Center at (830) 591-7228 or visit our website at: www.swtjc.net

PARKING AND TRAFFIC REGULATIONS

Parking facilities are available on the campus for all students and faculty who drive their cars regularly to school. To make maximum use of the parking areas some regulations are necessary. In order to make these regulations effective, all cars must park in the parking lots assigned and designated by the decal, which is purchased in the Business Office. Registration costs are \$15 for both fall and spring semesters. Summer registration cost is \$7.50 for a non-transferable permit, which will be valid for both summer sessions. A campus policeman authorized

by college administration officials enforces parking regulations. For the first violation the office collects a \$3 fee, for the second violation a \$4 fee, and for the third violation a \$6 fee. Each violation, thereafter, is \$7. Parking and traffic regulations apply at all times, including holidays and intermissions.

SWTJC reserves the right to remove, immobilize or impound any vehicle operated or parked in violation of SWTJC regulations. The owner of vehicle will be required to pay the cost of moving, impounding, and storing such vehicles. A fee of \$5 shall be assessed when a parked vehicle causes an unsafe situation or is in flagrant violation of parking regulations. S.B. 14 Art. 6675a.5c.1 (VTCS) provide a fine of not less than \$50 or more than \$200 for unauthorized vehicles found parked in a parking space designed for disabled persons or blocking a ramp or any area set aside or provided especially for disabled persons.

STUDENT ACTIVITIES

SWTJC recognizes and encourages a well-rounded education, including the constructive use of leisure time. Student activities can be relaxing and stimulating, educational and social, passive and active. An effort is made by the college to provide for constructive use of leisure time. Information about a wide range of student extracurricular opportunities may be secured from the Director of Student Activities. Students are invited to inquire about existing campus programs and opportunities and to participate in planning programs.

SUB Posting Policy

Several bulletin boards are available for students' use in the Matthews Student Center. All announcements pertaining to campus events must be approved and stamped by the Student Activities office before posting. The Director of Student Activities will post announcements of organizations and businesses from off-campus.

Student Publicity

The Journalism information office advises students on the correct procedure to follow in securing necessary publicity for programs and events. Student should not contact off-campus media. The Public Information office located in the Essie P. Richarz Building handles all off-campus publicity.

Campus Elections

All student body elections are supervised by the Director of Student Activities. Additional Information about elections may be found in the "Election Code" later in this handbook.

Student Intramurals

A well-planned program of intramural activities is offered each semester at SWTJC. Information regarding the intramural schedule can be obtained from the P.E. department, located on the first floor of the La Forge Hall.

Student Dances

SWTJC dances are primarily for SWTJC students and their guests. The college reserves the right to refuse admittance to anyone whose presence is deemed inappropriate.

Conference Rooms

The Conference Rooms are located in the Matthews Student Center. These rooms are used primarily by the various student clubs and organizations for their meetings. Every other Wednesday afternoon and evening a free movie is shown.

I.D. Cards

College identification cards allow students to attend cultural activities at no charge or at a discount. I.D. cards are available at the Will C. Miller Memorial Library. As the property of SWTJC, I.D. cards must be accordingly surrendered to college officials upon request at any time. Failure to do so will result in disciplinary action by the Dean of Admissions and Student Services.

Activity Approval

All students' planned activities and student trips involving one or more students need advance approval. Applications for activity approval and student trip approval forms may be obtained from the Student Activities office.

To allow sufficient time for planning and scheduling, we recommend that applications be submitted at least ten days prior to the scheduled events. Student travel must conform to the rules and regulations, as outlined in the Student Organization Guide.

Scheduling of Events

Information about activities to appear in the weekly Blue Sheet should be submitted to the Director of Student Activities at least two days prior to the beginning of the next week. The Blue Sheets are vital to campus communications; therefore, please make an effort to keep it accurate.

College Assemblies

Assemblies are held when programs of special interest and merit present themselves. These assemblies give opportunities for the various organizations to provide programs of education or entertainment value and serve as a clearinghouse for student activities. In order to derive the fullest benefit from these programs and activities, it is essential that all student and faculty attend and participate in these assemblies. They are generally conducted under student leadership.

College Publications

The Southwest Texas Junior College newspaper, *The Southwest Texan*, is published by the Journalism department as a laboratory experience for journalism students. The newspaper's editorial policy is as follows: SWTJC student publications are written and produced by students in the journalism department and do not necessarily reflect the views and policies of the administrative staff of SWTJC. The newspaper covers concerns and activities of the student body and area community without bias against race, sex or religion. The faculty advisor does not interfere with the editorial freedom of the journalism students within the limitations prescribed by the policy of the SWTJC Board of Trustees and good journalistic usage. Truth, accuracy, sincerity, and fairness are to prevail. Submissions to the editor should concern ideas, viewpoints, and policies, rather than individuals or personalities/ Submissions must be signed with student's name, I.D. number and field of study, and will be published as space permits.

STUDENT ORGANIZATIONS & CLUBS

Formation of New Student Organizations

The Director of Student Activities will assist and advise student groups desiring recognition as an official campus organization. Students interested in forming a new campus organization should contact the Director of Student Activities for information about the correct procedure.

Eligibility For Holding Office in Campus Organizations

In keeping with the high ethical standards of the college, the administration and faculty encourage the election of students to various offices in campus organizations to exemplify the highest personal standards of behavior. Any student who is on scholastic or disciplinary probation is not eligible to be a candidate for an office in a campus organization.

Club Monies

All student clubs with funds must utilize the college Business Office. No club will be allowed to have a separate bank account or savings account. Sponsors and student officers should refer to the SWTJC Purchasing Procedures Manual for specific information.

Alumni Association

The Alumni Association of SWTJC was organized in 1949. The objectives of this organization are three-fold:

1. to unite former students in a closer social and fraternal spirit;
2. to keep in contact with one another through the medium of a yearly "newsletter", **An Annual Homecoming**, and other activities
3. to promote the best interests of the alma mater at all times.

Agricultural Management Club

Membership in the Farm and Ranch Management Club is open to all students interested in agriculture. The major purpose of the club is to assist its members in gaining employment. This goal is achieved in a number of ways: by exhibits (slides, displays, etc.); by attendance at public agricultural activities; by sponsoring agricultural activities at the college (symposiums, contests, etc.); and by advertising media. Financing for advertising and other activities is derived from club fund raising projects (dances, sales, contests, etc.).

American Chemical Society

The objectives of this chapter shall be to afford an opportunity for students of chemistry, chemical engineering, and related disciplines to:

1. become better acquainted;
2. secure the intellectual stimulation that arises from professional association;

3. obtain experience in preparing and presenting technical material before chemical audiences;
4. foster a professional spirit among the members;
5. install a professional pride in chemistry and chemical engineering;
6. foster an awareness of the responsibilities and challenges of a modern chemist.

The membership of this organization shall be composed of student affiliates and associate members of the American Chemical Society. Students who are not ACS student affiliates or associate members may be chapter members, but may neither hold office nor have voting privileges.

ATPE

The Associate of Texas Professional Educators (ATPE) is designed to develop ideas and power in the lives of prospective teachers, to enrich the spirit of college life, and to advance the interests of the teaching profession.

Aviation Technology Association

This association is an organization composed of students in the Career Pilot Technology program. Their purpose is to develop interest and safety in all phases of aviation.

Business Administration Club

All students registered for Office Systems Technology, Computer Information Systems, Economics, Business, or Management courses are invited to become members of this club. Its purpose is to acquaint students with general business practices, to hear outstanding business men and women speak on topics of interest to the business world, to see good films pertaining to business and office practice, and to encourage students to become better acquainted socially.

Campus Light

This student religious club was organized to promote Christian fellowship among all students of the college. This club is under the direction of a faculty member who is assisted by the church pastors of Uvalde. It serves all who find an interest in the service that it renders.

Catholic Student Club

The primary function of the club is to help Catholic students on campus to develop their faith and enrich their lives. This is accomplished through a balanced program of religious, intellectual, and social activities.

CHAOS Math Club

The purpose of this club is to promote an interest in the study of mathematics, to discuss new ideas and jobs in the field of mathematics, and to create an atmosphere where students with similar interest can get together in fellowship. Membership in this organization is open to all SWTJC students.

Computer Science and Internet Club

What is the Computer Science and Internet Club all about?

The purpose of the Computer Science and Internet Club, as stated by our constitution is: "To develop a better understanding and appreciation for computer systems and the user's role concerning them; to promote beneficial

relationships between students, faculty, administration, local business and industry; and to make club members aware of applications and uses of computers beyond the classroom." This is the dry version of what the Computer Science and Internet Club is.

If you have an interest in computers and want to experience what they can really do, then the club is for you.

The club exists because of the membership, and should be a valuable resource for information, and for developing leadership skills, which are extremely important.

The meetings are held once a week. At a time to be determined by the members and their advisor.

The format of the meeting will be:

- ! Officer Reports
- ! Committee Reports
- ! Old Business
- ! New Business
- ! Announcements
- ! Introduction of featured speaker when present
- ! Speaker presentation or other activity as scheduled

Reports and business will usually take about fifteen minutes, giving plenty time for a speaker or other activity to take place. Meetings will be as brief as possible.

What kinds of activities will the club be involved in?

There should be more to a club than just meetings.

- ! WWW Scavenger Hunt
- ! Programming Contests
- ! picnics and social
- ! Semester Pizza Party
- ! Subs and end of year Movie or Social
- ! Tour business and industry sites
- ! Participation in committees for experience
- ! Friday afternoon network gaming event

Cosmetology Club

This organization is composed of the men and women in the Cosmetology Program at SWTJC. The main goal of this organization is for the members to achieve artistic knowledge through proper education in classroom studies, floor work, guest speakers and field trips. This will enable them to open the doors to an opportunity for a lifetime career in one of the largest and most respected industries in the world today.

Creative Writers' Group

The Creative Writers' Group is a group of students who enjoy writing and sharing original poems, stories, and songs.

Criminal Justice Club

The Southwest Texas Junior College Law Enforcement Club was organized in March 1980 for the purpose of promoting better relations and involvement with law enforcement agencies and the community as a whole. Membership is open to all students who are seeking a major or minor in law enforcement or correctional field. The club will arrange several field trips during the year in order to observe actual law enforcement and/or correctional operations.

Delta Beta Nu

Delta Beta Nu is a fraternity for students enrolled in sociology and anthropology classes at the college. The fraternity's purpose is to encourage high academic standards, to broaden the opportunities of study for sociology and anthropology students, and to provide a social program by which students become better acquainted and appreciative of each other's talents. Every student taking sociology and/or anthropology courses is eligible for membership. Elected officers direct fraternity activities both on-campus and off-campus.

Delta Psi Omega

The Palm Players chapter of Delta Psi Omega promotes drama academically and creatively. Delta Psi Omega, a national honorary dramatic fraternity, links the SWTJC Drama Department to all junior college theaters. Membership is offered to any student interested in drama. Two major productions and a children's show allow students to participate in technical areas and in acting. Cultural field trips include concerts, ballets, and theatrical productions.

Hispanic Association of Students in Higher Education

The purpose of this organization is to educate students about the Hispanic culture through various types of programs including lectures and field trips. Members will also be advised of educational opportunities available. Membership is open to all students interested in improving their knowledge of the Hispanic culture and society.

PHED Club

The Physical Education Club was established to help promote physical education as a profession and bring awareness to the opportunities in the field of physical education. The club's objectives are to promote mental, spiritual, and physical growth and well-being. Membership is open to anyone interested in physical education or sports.

Phi Theta Kappa Honor Society

Phi Theta Kappa Honor Society is the international honorary scholastic society for two-year colleges. Eta Beta Chapter at Southwest Texas Junior College was chartered October 20, 1949. Alpha Omega Iota Chapter at the Del Rio Outreach Center was chartered March 6, 1994.

Those students who meet the following requirements are invited to apply for membership. The student must:

1. have completed 12 academic hours of work at Southwest Texas Junior College in courses leading toward a degree at a fully accredited university, a four-year college, or at Southwest Texas Junior College. Only course work taken at SWTJC will be considered in determining membership eligibility.
2. be currently enrolled in at least six academic hours

3. have an overall grade point average of 3.5 in courses taken at Southwest Texas Junior College.
4. adhere to the school conduct code, possess recognized qualities of citizenship, and be able to certify that he/she has not been convicted of a felony or a crime involving moral turpitude.

Provisional members will be selected on an academic basis. Requirements for admission as a provisional member shall be membership in a high school honor society or an overall high school average of 90 or grade point average of 3.5 on a 4.0 system.

Press Club

The Press Club is responsible for all student publications including the *Southwest Texan*. Membership includes journalism students and other members of the publication staff.

Psychology Club

The purpose of this organization is: 1) to provide information and programs to enhance the student's understanding of Psychology, 2) to create an atmosphere where students can present their ideas, opinions, and feelings, 3) to provide a social and intellectual setting by which students can become better acquainted through involvement in student and community activities. Membership is open to anyone with interest in Psychology. Officers of the club are President, Vice-President, Secretary and Treasurer.

Rodeo Club

The Rodeo Club was organized in 1950 by a group of students desiring to promote intercollegiate rodeo and the western way of life on campus. Its purpose is to promote interest, understanding, appreciation, and vigilance of western life, culture, and western affairs; to promote a closer relationship among persons interested in its activities and all other school activities; and to encourage prospective college students to enroll in this institution. This club is the sponsor of the National Intercollegiate Rodeo held each year and of the SWTJC Rodeo Team.

Sigma Tau

This is an organization affiliated with national Sigma Tau and is composed of all women living in the dormitory. Various social activities are planned throughout the year. Officers are president, vice-president, secretary, treasurer, reporter, and parliamentarian.

Society of Physics Students

The Society of Physics Students (SPS), an affiliate of the American Institute of Physics, is a national society serving the interests of physics undergraduate and graduate students. The local chapter of SPS received its charter in November 1975. SPS provides each student with the opportunity of participating in the physics community on a professional basis. It promotes activities for all students interested in physics. SPS acts as a service organization for the physics department and helps to popularize physics with the general collegiate public. The chapter encourages its members to assist students in developing the knowledge, competence, enthusiasm, and social responsibility essential to the advancement of physics. SPS provides an opportunity to develop closer interaction between students and faculty in both social and professional activities. Membership is open to all students interested in physics. The activities of the local chapter include guest speakers, tours, and films suitable for chapter programs. The meetings also provide an opportunity for students to present discussions on the relations of science to other fields (e.g., political science, art, music, etc.).

Student Activities Board

The chair is appointed by the Director of Student Activities. The main function of the board is to assist the Director of Student Activities in planning, coordinating, and conducting the various campus activities.

Student Ambassadors Organization

The Student Ambassadors are members of a student service organization dedicated and committed to enhancing the image and promoting Southwest Texas Junior College. As Ambassadors of SWTJC, we are committed to the encouragement of educational success and assist with the recruitment and retention of SWTJC students. Through a variety of activities, both off and on campus, Student Ambassadors provide a valuable service by representing the student perspective of college life to prospective and new students to SWTJC. They serve SWTJC in a wide range of activities such as conducting campus tours, hosting guests, and participating in campus and community functions. Student Ambassadors are also actively involved in numerous special events, social activities and marketing activities.

Those students who meet the following requirements are invited to apply for membership. The student must:

1. Complete a Student Ambassador application,
2. Maintain a cumulative GPA of a 2.0 or above, and
3. Be enrolled at SWTJC

Student Senate

This is an organization whose main function is to serve the student body. It is headed by the president of the Student Senate and is under faculty sponsorship. The Senate is a governing body, whose members are elected by the student body. The aims of the Student Senate are fourfold:

1. to promote better understanding between the faculty and the students;
2. to foster improvements;
3. to sponsor activities of joint student-faculty interest;
4. to cultivate good fellowship among students and organizations by helping solve their general problems and coordinating their group activities.

Veterans Club

The Veterans Club consists of all veterans at SWTJC who have served in the Armed Forces of the United States. Men and women from the Army, Navy, Marines, and Air Force meet to have fellowship and fun. The veterans have always formed a dependable group on the SWTJC campus, and many of the "first" accomplishments have been due to their efforts.

Vocational Industrial Clubs of America (VICA)

VICA is a professional society designed and run by students in technical and vocational programs. Chapter members choose, plan, and conduct their own activities. One important activity for VICA members is to improve their skills by participating in competitions within their field of study.

Vocational Nurses Club

The Vocational Nurses Club is an organization composed of the men and women currently enrolled each year in the nursing program at SWTJC. The purpose of this organization is to enable the students to work together cohesively in order to achieve class goals through various activities and fund raising projects throughout the year. Officers elected at the beginning of the year include president, vice-president, secretary, treasurer, and parliamentarian. Officers are selected on the basis of leadership and dedication to service.

Zeta Epsilon Chi

This is an organization composed of men and women living in Hubbard Hall. The purpose is to promote better understanding and harmony among residents. Officers are president, vice-president, and secretary-treasurer.

SWTJC ELECTION CODE

Article I

Section 1

Elections for president of the Student Congress and five sophomore senators shall be held during the first full week of April during the spring semester. The specific date shall be determined by the Senate. All candidates must file for election with either the president of the Student Congress or an election committee, which shall be appointed by the Student Congress. The president must secure a majority of the votes cast. In the event that there is no majority, a runoff between the top two candidates shall be held, no sooner than five class days and no later than ten class days after the election.

Section 2

Elections for the five freshman senators will be held during the fourth week of the fall semester. The specific date to be determined by the Senate. The election procedure as outlined in *Section 1* will be followed. In the event any of the offers or senators elected in the previous spring election shall fail to qualify for office, the same procedure shall be followed to fill these vacancies.

Section 3

The Senate may provide for absentee balloting in elections if such should prove necessary.

Section 4

The Student Congress, in cooperation with the Student Activities office, shall be responsible for conducting all college elections.

Section 5

Any Uvalde campus day time student may vote in college elections.

Section 6

If any vacancy occurs in the Student Senate during the school year, after the regularly scheduled spring election, the president of the Student Congress shall have the authority to appoint a qualified student to fill the vacancy. The appointment shall be subject to a two-thirds approval of the Senate

Article II -- Meetings

Section 1

A schedule of regular meetings shall be formed at the beginning of each year for the Senate and the House by the respective Chairman, acting in cooperation with the President of the Student Congress and the administration. Advance notice of all Student Congress meetings shall be properly publicized.

Section 2

Meetings of the Senate other than regular meetings may be called by the Chairman, faculty advisors, or by the Senate. Meetings of the House other than regular meetings may be called by the Chairman, faculty advisors, or by petition of a majority of the House membership.

Section 3

The order and rules of order shall follow parliamentary procedures as found in *Robert's Rules of Order*, or as prescribed in the by-laws.

Section 4

A quorum of one-half plus one of the members of the Senate of the House must be present before they may transact any official business.

Section 5

All meetings of the Student Congress shall be open meetings.

Article III - Standing Committee

Section 1

The Senate and the House may establish such standing committees as may be deemed necessary. The members of such committees are to be appointed in the fall of each year.

Section 2

All standing committees shall consist of at least two senators or representatives and not less than two members of the Student Body who are not members of the Student Congress.

Article IV - Amendments And By-laws

Section 1

Amendments to this constitution may be proposed by a three-fourths majority vote of the membership of the Senate and the House of Delegates and shall become effective upon receiving a two-thirds majority of the votes cast by the Student Body in a college wide referendum.

Section 2

The Senate and the House may, by a three-fourths majority vote, establish by-laws. However, a by-law shall not be valid if it in any way conflicts with, or is contradictory to this constitution.

Article V

This Constitution will be established upon ratification by majority vote of the present student governing body with the concurrence of the student personnel committee and a two-thirds majority of the votes cast by the Student Body in a college wide referendum.

Article VI

Upon ratification, this Constitution shall be superior to that of any club or organization on campus and in the event of a conflict this Constitution shall prevail.

STUDENT ORGANIZATION GUIDE

A co-curricular program should always provide the greatest good for the greatest number of students. It should provide leadership training for the development of desirable social patterns, and establish aims, which are compatible with the aims and purposes of the institution. The program should be student centered and campus oriented.

There are many opportunities for students to pursue their special talents and interests by joining one or more of the many clubs on campus. All clubs have the privilege of being represented on the Student Activities Board, which acts as a coordinating agency for club activities.

Definition of Campus Organizations or Clubs

A. Recognition

In general, college organizations will be permitted to exist if they:

1. are composed entirely of current bonafide student body members.
2. Have one or more approved faculty advisors.
3. hold their meetings on the college campus and during the regular college day. Exceptions should be outlined in writing and approved by the Director of Student Activities.

B. Organization Rules

1. A constitution and statement of purpose, developed by the organization must be submitted to and approved by the Student Senate.
2. Have an approved faculty advisor in attendance at all meetings. (The advisors serves as counselors and guides; their judgment is invaluable to a student group. They should help the group achieve its organizational purpose.)
3. In keeping with the high ethical standards of the college, the administration and faculty encourage the election of students to various offices in campus organizations to exemplify the highest personal standards of behavior. All officers must carry at least twelve semester hours of college work, must have and maintain an academic average of **C** or better on all work attempted, and be in good standing.
4. Clear all activities for the organization, both on- and off-campus, far enough in advance to insure proper facility use.
 - a. Submit appropriate request forms to the Director of Student Activities.
 - b. It is a necessity that the needed facilities and equipment be ascertained. Failure to clear facilities and equipment needs with proper authorities could mean cancellation of the planned event. Suggested places for holding various events may be discussed with the Student Activities Director.
 - c. Be familiar with all necessary forms to insure smooth functioning of club business and activities.

5. Be responsible for conduct in accordance with SWTJC “Policy on Disruptive Student Activities.”
6. Please note the following information that will be helpful to you and your club in assisting the Director of Student Activities.
 - a. Furnish Student Activities office with two copies of club officers as soon as possible after elections.
 - b. Remind the club secretary, after each meeting, that two copies of the club minutes must be turned in to the Student Activities Office for filing and distribution to other offices.
 - c. Have an elected representative attend all Student Activity Board meetings. The representative will report activities to his club president and sponsor.
7. The following statements concerning the supervisory role of the college over student activities are as follows:
 - a. All activities for campus organizations, both on- and off-campus, must be approved by the club sponsor and Director of Student Activities. An approved faculty sponsor must be in attendance at all of these events.
 - b. All campus-wide activities (held on- or off-campus) planned by the Student Activities Board must be approved by the Director of Student Activities. The Director or an approved faculty sponsor must be in attendance at all of these events.
 - c. Arrangements for adequate security at all these events will be made by the Director of Student Activities or the Dean of Admissions and Student Services.
 - d. Failure to comply with these policies and procedures could result in the cancellation of the planned event.

C. Funds Management

1. Deposit all organization receipts with the college Business Office, and make all expenditures via approved methods (i.e. requisition).
2. Requests for reimbursement for expenditure of student club monies should have the same type documentation required by similar requests for regularly budgeted funds. Include written justification or explanation for expenditures.
3. Any contracts for honoraria or expense reimbursements for any consultants, guest lecturers, speakers, etc., that you intend to compensate for services rendered or expenses incurred should be approved by the President of the college prior to obligation and preparation of check requisitions.
4. Equipment purchased for club use should be maintained in the college inventory and kept in the possession of the organization’s sponsoring department, individual faculty sponsor, or Student Activities Office and remain on the college campus.
5. No college budgeted funds may be carried over the next year unless revenues exceed total expenditures. In these cases, the difference between revenues raised and total expenditures will be carried over. Clubs will not lose any money raised by the organization. Examples:

CLUB A
\$500 College Budget \$600 Revenue \$800 Total Expenditures
RESULT: No Carryover

CLUB B
\$500 College Budget \$600 Revenue \$550 Total Expenditures
RESULT: \$50 Carryover

Student Organization And Faculty Advisor

An advisor is an integral part of every organization. Without an advisor, a student organization has no authority to meet or even exist. Advisors volunteer to work with student groups because they are interested in helping to develop student leadership. Just as each member of an organization has responsibilities to the advisor, so does the advisor have responsibilities to the organization and to the college. These responsibilities are summarized briefly for your information.

General Responsibilities of the Advisor(s)

1. The advisor's primary responsibility is to advise, to serve as a resource person, and as a counselor. By suggestions or comments, by constructive proposals or searching questions, the advisor can assist the organization in achieving that degree of mature thinking and considered action that tends to strengthen the organization and to assist it in fulfilling its objectives.
2. The advisor shall be present whenever the organization:
 - a. Conducts any activity, which is considered an official organizational function. Functions are considered official; when the organizational funds are used in any way or when the activity is planned at a meeting of the group either on- or off-campus; or when the activity is held under the name of the organization and members are extended either a written or oral invitation.
 - b. Conducts an election of officers.
 - c. Conducts any meeting in selection of membership to the organization.
3. Specifically, the advisor's responsibilities to the organization are to:
 - a. Be familiar with college policies and procedures and the statement of purpose of the organization.
 - b. Assist officers and members in becoming acquainted with these policies.
 - c. Encourage and assist the organization to carry on an active and significant program.
 - d. Be available to sign requisitions, speaker request forms, etc.
 - e. Call to the attention of the officer of the organizations any serious failures of the organization or its members in assuming responsibilities and assist them in overcoming these problems.
 - f. Be present at all scheduled meetings and social functions. If the advisor cannot be present, the function may not be conducted. It is expected that the advisor will be present from the beginning to the conclusion of all functions.
 - g. Be sure that the organization submits all forms requested by the Student Activities Office.
4. Responsibilities of the Organization Members to their Advisor(s).
 - a. The advisor(s) should be recognized as an integral part of the group. Advisors are volunteers, therefore, additional courtesies and considerations should be extended to them.
 - b. Groups must plan their meetings at a time that their advisor is able to attend.
 - c. Check all dates with your advisor before scheduling special meetings or social activities.

- d. Officers must keep the advisor fully informed of the program and activities of the organization and the progress being made in carrying out plans.
- e. Ask the advisor(s) for their opinion and advise when problems come up in the organization. Make use of their background and experience.
- f. The President should set a time for meeting regularly with the advisor(s) to discuss the affairs of the organization.
- g. Proper social procedures and courtesies should be observed toward the advisor(s) at all organizational functions.
- h. Don't go "over their head" or bypass them in working out plans and problems. Always talk over plans with them first.
- i. Invite them to all activities. Don't take their attendance for granted.
- j. Show appreciation for their services.

This Student Organization Guide, published by the Student Activities Office includes information pertaining to clubs. It is hoped that many of your questions regarding club procedures are answered in this guide. The Student Activities Office hopes that this guide will be helpful not only in the functioning of your club, but also in encouraging you to make use of the facilities and personnel of the college.

If you need any service from the Student Activities Office, please feel free to call upon them. Remember, the Student Activities Department is here to help you and your students.

Southwest Texas Junior College reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of the Student Organization Guide at any time, and from time to time, without notice, in any manner that the Administration or the Board of Trustees of SWTJC deem to be in the best interest of the institution.

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT CONDUCT

DEFINITIONS:

Definitions to be used in this policy shall be as follows:

DEAN OF STUDENTS

1. "Dean of students" shall mean an administrator bearing that title, or the officer or officers directly responsible for student affairs in the College District.
[See DNA]

STUDENT

2. A "student" shall mean one who is currently enrolled in the College District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.

CAMPUS

3. The "campus" of the College District is defined as all real property over which the College District has possession and control.

RESPONSIBILITIES:

Each student shall be charged with notice and knowledge of the contents and provisions of the College District's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law (see policies FLBA, et. seq.), the following types of behavior shall be prohibited:

1. Gambling and dishonesty.
2. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
3. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

"Cheating on a test" shall include:

- a. Copying from another student's test paper.
- b. Using test materials not authorized by the person administering the test.
- c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- d. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- e. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- f. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- g. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

4. A student who owes a debt to the College District or who writes an "insufficient funds" check to the College District may be denied admission or readmission to the College District until the debt is paid or the check redeemed.
5. Violations of the Penal Statutes of Texas or of the United States occurring on College District property or in connection with College District-sponsored activities may also constitute violations of the College District's rules and regulations when such violations affect the educational process and goals of the College District.
6. Possession or use of firearms on College District-controlled property except for educational purposes that have the prior approval of the appropriate dean. [See FLBF in SWTJC Policy Manual]

7. Interference with teaching, research, administration, or the College District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior." [See FLBH in SWTJC Policy Manual]
8. Use of alcoholic or intoxicating beverages and use of drugs on campus not prescribed by a physician. [See FLBE in SWTJC Policy Manual]
9. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline. [See FLBC in SWTJC Policy Manual]
10. Endangering the health or safety of members of the College District community or visitors to the campus.
11. Damaging or destroying College District property. [See FLBB in SWTJC Policy Manual]

DISCIPLINE:

Any student violating this policy shall be subject to discipline, including suspension, in accordance with FM in SWTJC Policy Manual.

STUDENT RIGHTS AND RESPONSIBILITIES:
STUDENT COMPLAINTS

EXCLUSIONS:

Student complaints regarding discipline and sexual harassment are covered by separate procedures. [See FMA and FLDA in SWTJC Policy Manual, respectively]

PURPOSE:

The purpose of this policy is to secure at the first possible level prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, religion, color, sex, national origin, age, or disability.

REPRESENTATION:

The student may be represented at any level of the complaint.

If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the department chairman at Level One.

LEVEL ONE:

A student who has a complaint shall request a conference with the department chairman or counselor as appropriate, who shall schedule and hold a conference with the student.

LEVEL TWO:

If the outcome of the conference with the department chairman or counselor is not to the student's satisfaction, the student has ten workdays to request a conference with the dean of instruction or dean of student services, as appropriate, or designee(s), who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its

support, the solution sought, the student's signature, and the date of the conference with the department chairman or counselor.

LEVEL THREE:

If the outcome of the conference with the dean is not to the student's satisfaction, the student has ten workdays to request a conference with the College President or designee, who shall schedule and hold a conference. Prior to or at the conference, the student shall submit the written statements required at Level Two and the date of the conference with the dean.

LEVEL FOUR:

If the outcome of the conference with the College President or designee is not to the student's satisfaction, the student may submit to the College President a written request to place the matter on the agenda.

The College President or designee shall inform the student of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. The Board shall listen to the student's complaint and take whatever action it deems appropriate.

The Board's consideration shall be based on the complaint records developed at the administrative reviews and no new evidence shall be received by the Board. Each side shall be entitled to make oral arguments based on the complaint record within the time restrictions established by the Board.

CLOSED MEETING:

If the complaint involves complaints or charges about an employee, it shall be heard by the Board in closed meeting unless the employee complained about requests it to be public.

DISCIPLINE AND PENALTIES

AUTHORITY:

The District has inherent authority to maintain order and discipline students. It may discipline students for failing to abide by its standards of conduct. *Speake v. Grantham*, 317 F.Supp. 1253 (S.D. Miss. 1970)

Students who cause disorders and disrupt the school's educational environment may be disciplined. *Lansdale v. Tyler Junior College*, 318 F.Supp. 529 (E.D. Tex. 1970)

Students attending the District are subject to reasonable rules and regulations of the Board. *Foley v. Benedict*, 55 S.W.2d 805 (Tex. Comm. App. 1932); *Calbillo v. San Jacinto Junior College*, 305 F.Supp. 857 (S.D. Tex. 1969)

SUSPENSION:

The District may define offenses for which suspension (for the rest of the semester or for a longer period of time) may be imposed and determine whether the offense has been committed. Students are entitled to a fair notice or warning of what constitutes prohibited conduct. Students shall be given a fair opportunity to demonstrate innocence in a hearing before school officials. Students are entitled to due process in disciplinary hearings, including being given adequate notice of the hearing and definite charges in advance and the right to a fair hearing before an impartial tribunal. *Foley v. Benedict*, 55 S.W.2d 805 (Tex. Comm. App. 1932); *Cornette v. Aldridge*, 408 S.W.2d 935 (Tex. Civ. App. 1966);

Jenkins v. Louisiana State Board of Education, 506 F.2d 992 (5th Cir. 1975); *Shamloo v. Mississippi State Board of Trustees, etc.*, 620 F.2d 515 (5th Cir. 1980)

**EXPULSION OF
CERTAIN FOREIGN
STUDENTS:**

The Board may expel from the District any student who is a citizen of a country other than the United States attending the District under a nonimmigrant visa issued by Immigration and Naturalization Service and who is finally convicted of certain offenses defined by state law. *Education Code 51.909(a)*

DISCIPLINE AND PENALTIES
DISCIPLINE HEARINGS PROCEDURE

**HEARING
COMMITTEE:**

In cases in which the accused student disputes the facts upon which the charges are based as outlined in FM, such charges shall be heard and determined by a hearing committee.

The hearing committee shall be impartial and shall be designated by the College President or selected according to procedures approved by the College President.

The hearing committee shall preside over a fair hearing for the student and the College District's administration. The student and the College District may be represented by counsel at the hearing.

NOTICE:

The hearing committee shall notify the accused student by letter of the date, time, and place for the hearing. Unless the student and the hearing committee otherwise agree, the hearing shall take place within ten workdays after the date of the letter. If the student has been suspended, the hearing shall take place as soon as possible.

**CONTENTS OF
NOTICE:**

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
 - a. To be represented by counsel at the hearing.
 - b. To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement in his or her own behalf.
 - c. To have the hearing recorded verbatim and have a stenographic digest made of the recording.
 - d. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who shall testify against the student and a description of documentary and other evidence that will be offered against the student.

4. Contain a copy or description of the complaint in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

**FAILURE TO
APPEAR FOR
HEARING:**

The hearing committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the hearing committee may proceed with the hearing in the student's absence.

**HEARING
PROCEDURE:**

The hearing shall proceed as follows:

1. The hearing chairperson shall read the complaint.
2. The hearing chairperson shall inform the student of his or her rights.
3. The designated official or representative shall present the College District's case.
4. The student or representative shall present his or her defense.
5. The designated official or representative shall present rebuttal evidence.
6. The designated official or representative shall summarize and argue the College District's case.
7. The student or representative shall summarize and argue his or her case.
8. The designated official or representative shall have an opportunity for rebuttal argument.
9. The hearing committee may take the matter under advisement for 24 hours before rendering a decision. The decision shall be made by majority vote.
10. The decision shall be communicated to the student in writing within 15 workdays of the hearing.

EVIDENCE:

Evidence shall be handled according to the following:

1. Legal rules of evidence do not apply; the hearing committee chairperson may admit evidence that is commonly accepted by reasonable persons in the conduct of their affairs. The hearing chairperson may exclude irrelevant, immaterial, and unduly repetitious evidence.
2. At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.
3. A student may not be compelled to testify.
4. The hearing committee shall decide the issue of guilt or innocence and an appropriate penalty solely on the basis of evidence presented at the hearing.
5. A tape recording shall be made of the hearing. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, a student defendant shall be given a copy of the digest. A student defendant or his or her representative may listen to the tape recording and compare it with the digest. A student defendant may, at his or her own expense, have a stenographer present at the hearing to make a stenographic transcript of the hearing.

DECISION:

The hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges; if it finds the student guilty, it shall set forth findings of facts in support of its decision. The penalty shall also be stated in the decision. The dean shall administer the penalty, if any.

HEARING RECORDS:

The disciplinary records and proceedings shall be kept confidential and separate from the student's academic record. [See FJ in SWTJC Policy Manual]

TYPES OF PENALTIES:

The hearing committee may impose one or more of the following penalties:

1. Reprimand - A verbal or written warning to the student following a rule violation. Repetition of such misconduct may result in more severe disciplinary action.
2. Conditional Probation - The placing of a student on notice that continued infraction of regulations may result in suspension or expulsion from the College. Conditional probation may include social and behavioral restrictions, restitution for harm caused by misconduct of student, or specified community service. This probation may be for a specified length of time or for an indefinite period according to the relative severity of the infraction or misconduct. Failure to fulfill the terms of the probation may lead to suspension or expulsion.
3. Suspension - Forced withdrawal from the College for either a definite period of time or until stated conditions have been met. Normally, suspension shall extend through a minimum of one regular long semester (with summer sessions not counting in the one semester minimum time lapse). However, suspension may exceed the one semester minimum.
4. Expulsion - Permanent forced withdrawal from the College. A student receiving disciplinary expulsion shall have the action noted in his/her permanent record.
5. When cheating, collusion, or plagiarism has occurred beyond any reasonable doubt, the instructor may give the student or students involved an "F" on a particular assignment or exam. [See Scholastic Dishonesty FLB(LOCAL) in SWTJC Policy Manual] The instructor shall make a written report of the incident and of the planned action to his or her respective dean. Depending upon the seriousness of the academic misconduct, the College District may impose any of the earlier-listed punishments.

APPEAL:

Any student disciplined pursuant to this policy may, within 15 days of receiving notice of the hearing committee's decision, petition in writing the College President and Board to review the decision. The student's petition shall state with particularity why the decision is believed to be incorrect or unfair. The College President or Board may, in its sole discretion, choose to allow oral argument on the petition.

Within 30 days of receiving the petition, the College President or Board may act to affirm, modify, remand, or reverse the decision. If no action is taken within 60 days, the hearing committee's decision shall thereby be affirmed.

ADDITIONAL STUDENT CONDUCT

INFORMATION:

1. Texas Laws Concerning the Possession, Consumption, and Purchase of Alcoholic Beverages.

The following offenses are from the Texas Alcoholic Beverage Code. *Minor is defined as a person under the age of 21.

- 106.02 Purchase of alcoholic beverage by a minor.
- 106.025 Attempt to purchase alcoholic beverage by a minor.
- 106.03 Sale of alcoholic beverage by a minor.
- 106.04 Consumption of alcoholic beverage by a minor.
- 106.041 Driving under the influence of alcohol by a minor.
- 106.05 Possession of alcoholic beverage by a minor.
- 106.06 Purchasing alcoholic beverage for a minor, furnishing alcoholic beverage to a minor.
- 106.07 Misrepresentation of age by minor.

Penalties for above offenses for persons under 21 years of age:

- FIRST OFFENSE: Fine- maximum \$500
Mandatory 8-12 hours of community service (alcohol awareness)
Mandatory - 30 day drivers license suspension.
- SECOND OFFENSE: Fine- maximum \$500
Mandatory - 20-40 hours of community service (alcohol awareness)
Mandatory 60 day drivers license suspension.
- THIRD OFFENSE: Fine- minimum \$250, maximum \$2000.
Jail- up to six months in jail.
Mandatory six months drivers license suspension.

The above listed penalties reflect a significant increase in the punishment portion of these laws. They are the Texas Legislature's response to the nationwide underage drinking problem and the high number of alcohol related automobile accidents among young persons in this country. SWTJC Police will fully enforce ALL of these laws.

2. SWTJC Law Concerning Alcoholic Beverages.

Southwest Texas Junior College prohibits the possession or consumption of any type of Alcoholic beverage on any property owned or used by Southwest Texas Junior College by any person of any age (passed by the governing board of directors of Southwest Texas Junior College). This law is in addition to any listed in the Texas Alcoholic Beverage Code. PENALTY – Up to \$500 fine. (Filed thru Justice of the Peace Courts).

3. Computer Ethics Policy.

Southwest Texas Junior College has adopted a *College Code of Computer Ethics* that is published in the college policy manual. Violations of the code are treated like any other ethical violation as outlined in the Student Handbook and applicable faculty and staff handbooks. The code is based upon information borrowed, with permission, from Iowa State University and EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education. An overview of the code is presented in this handbook Complete copies of the code are available from the college administration.

4. Overview.

The College Code of Computer Ethics recognizes that respect for intellectual labor and creativity is crucial to educational activities at the college. Work produced by individuals with the help of computers should be respected for the: (a) right to acknowledgment (of author), (b) right to privacy, and (c) right to determine the form, manner and terms of publication and distribution. Because electronic information is so easy to reproduce, it is especially important to be careful to adhere to copyright laws and avoid plagiarism. It is also important to only use computer facilities and access files with the owner's permission. College computing facilities are a valuable resource and should be used appropriately for educational purposes. Southwest Texas Junior College policies regarding the use of facilities and the ethics of personal behavior apply to the use of all forms of electronic communication. Certain types of communications are expressly forbidden including the random mailing of messages, sending obscene, harassing, or threatening material, or the use of the facilities for commercial or political purposes.

5. Mental and Physical Welfare Policy.

If a student's mental or physical condition is such that it prohibits him from the instruction at the college or is a continuing disturbance to the learning process of a class or creates safety hazard to himself or other, the student will be counseled by the instructor involved as well as the Dean of Admissions and Student Services.

If, after counseling, the situation cannot be resolved, an instructor may make a formal request to the Dean of Admissions and Student Services asking that the student be withdrawn from the class in question. The Dean will receive the request and take appropriate action. If it is deemed advisable, professional consultation may be requested. Furthermore, if the student's condition is such that it affects many areas of the college, the Dean of Admissions and Student Services may withdraw the student from the college. Such withdrawals are made for the welfare of the student as well as the college. No special notation will be made on the student's transcript other than the fact that he has withdrawn.

6. SWTJC Policy on Distribution of Written Material.

Students should clear with the Director of Student Activities before they circulate or post written materials on bulletin boards on campus. Distribution of written material may be restricted, subject to the following guidelines:

1. Distribution may be limited in order to prevent material and substantial interferences with normal school operation in circumstances where there is evidence that reasonably supports a forecast that disruption will likely result directly from the distribution.
2. Administrative regulations shall limit the distribution of material that is obscene, libelous, critical of board members or school officials, and which is full of hatred towards ethnic, religious, or racial groups.

7. Sexual Harassment.

Harassment on the basis of sex is a violation of Sec. 703 of Title VII and prohibited at SWTJC. Unwelcome sexual advances, requests for sexual favors as a condition for employment or better grades, creation of a hostile learning or working environment, and other verbal or physical conduct of a sexual nature constitute sexual harassment. All SWTJC employees and students are protected by this law and policy. Sexual harassment grievances should be directed to the Dean of Admissions and Student Services.

8. Sexual Assault.

Southwest Texas Junior College reaffirms the principle that students, faculty, and staff have a right to be free from any form of sexual offense. Sexual offenses are unacceptable and they will not be tolerated. They are also unlawful.

Sexual assaults include rape, sexual battery, corruption of a minor, gross sexual imposition and public indecency.

Any student or employee who believes a sexual offense has occurred is strongly encouraged to report the matter promptly and to preserve any evidence intact.

Resident students should also report any sexual offenses to the most readily available hall director or resident assistant.

Complaints involving sexual abuse will be reported to the police who will take action pursuant to civil law. Victims should contact the police regardless of whether they intend to press charges. It is important to understand that reporting the incident does not obligate the victims to press charges. Going to the hospital does not mean that the victim will have to press charges.

Victims should consider seeking support from a relative, resident assistant, good friend or counselor.

Complaints of sexual offense will be responded to promptly and equitably. The right to confidentiality of all members of the college community will be respected in so far as possible. Retaliation against individuals bringing complaints of sexual assault is specifically prohibited.

A victim who wishes to file an informal or formal complaint of sexual assault against a student should notify the Dean of Student Services, who will usually conduct the investigation and any hearing.

Possible sanctions for students found guilty of sexual offenses include those cited in the sanctions portion of the student conduct code in the student handbook.

9. Emergency Messages.

Students should notify their parents, spouse, and friends that the college will not interrupt classes to deliver a message unless the message constitutes an emergency as deemed by college officials.

10. Student Review of Records.

Any student wishing to examine his records under the provisions of the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), should take his request to the office responsible for the record of concern.

STUDENT EXPRESSION

FIRST AMENDMENT:

Southwest Texas Junior College shall take no action respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Board for a redress of grievances. *U.S. Const. Amend. I.*

FREEDOM OF

SPEECH:

Students do not shed their constitutional rights to freedom of speech or expression at the schoolhouse gate. At school and school events, students have First Amendment rights, applied in light of the special characteristics of the school environment.

Student expression that is protected by the First Amendment may not be prohibited absent a showing that the expression will materially and substantially interfere with the operation of the school or the rights of others.

Tinker v. Des Moines Indep. Cmty. Sch. Dist. 393 U.S. 503, 89 S. Ct. 733 (1969)

**PROTECTED
SPEECH:**

Activities such as distributing literature, displaying signs, petitioning for change, and dissemination information concerning issues of public concern are protected by the First Amendment. *Schenck v. Pro-Choice Network*, 519 U.S. 357, 117 S. Ct. 855 (1997) (recognizing leafleting and commenting on matters of public concern as protected speech); *Boos v. Barry*, 485 U.S. 312, 108 S. Ct. 1157 (1988) (recognizing public issue signs as protected speech); *Meyer v. Grant*, 486 U. S. 414, 108 S. Ct. 1886 (1988) (recognizing the solicitation of signatures for a petition drive as protected speech).

**LIMITATIONS
ON EXPRESSION:**

Southwest Texas Junior College may prohibit expression by students if:

1. It materially and substantially interferes with school activities.
2. It materially and substantially interferes with the rights of other students or teachers;
or
3. SWTJC can demonstrate reasonable cause to believe that the expression would engender such material and substantial interference.

SWTJC shall not prohibit student expression solely because other students, teachers, administrators, or parents may disagree with its content.

**TIME, PLACE
AND MANNER
LIMITATIONS:**

SWTJC may limit student expression in manner, place, or time by means of reasonable and equally applied regulations.

STUDENT INVOLVEMENT IN DECISION-MAKING

The Board shall develop and implement policies that provide the students at the college with a reasonable opportunity to appear before any committee or other entity that is determining whether a food service provider should be selected or retained by college. The policies shall provide the students with a reasonable opportunity to discuss the performance of a food service provider and the students' recommendations for qualifications of food service providers.

SEX OFFENDER REGISTRATION

SEX OFFENDER

REGISTRATION:

Not later than the seventh day after the date on which the person begins to attend school, a person required to register under Chapter 62, Code of Criminal Procedure, who is a student at a public institution of higher education shall report that fact to:

1. The authority for campus security for the institution; or
2. If an authority for campus security for the institution does not exist and the person is otherwise required by Chapter 62, Code of Criminal Procedure, to register at the authority, the local law enforcement authority of:
 - a. The municipality in which the institution is located; or
 - b. The county in which the institution is located, if the institution is not located in a municipality.

The person described above shall provide the authority for campus security or the local law enforcement authority all information the person is required to provide under Code of Criminal Procedure Section 62.02(b). The person shall notify the authority for campus security or the local law enforcement authority not later than the seventh day after the date of termination of the person's status as student at the institution.

The authority for campus security or the local law enforcement authority shall promptly forward to the administrative office of the College District any information received from the person under this article and any information received from the department under Code of Criminal Procedure Section 62.08.

This provision does not impose the requirements of public notification or notification to public or private primary or secondary schools on an authority for campus security; or a local law enforcement authority, if those requirements relate to a person about whom the authority is not otherwise required by Chapter 62, Code of Criminal Procedure, to make notifications.

DUAL CREDIT/CONCURRENT ENROLLMENT PROGRAM

The SWTJC Concurrent Enrollment Program provides college credit courses at the campus during the regular school day and night. High school students have the opportunity to acquire college credit while they are still attending high school.

Purpose

The purpose of this program is to make college level courses available to those high school students who want to get an early start on college. It also provides an incentive for students to maintain a grade average high enough to participate in the program.

Who May Participate?

The Concurrent Enrollment Program is open to students of participating high schools who have demonstrated a level of academic achievement deemed satisfactorily advanced by their high school officials, and have permission of their parents and high school principal.

Subjects

Basic college level courses such as freshman English and United States history, which are required by almost all college degree programs, are offered by SWTJC through Concurrent Enrollment. Other courses are available on request.

College Credits

During high school, a student may earn semester hours of college credits; however, the awarding of credits is deferred until after the SWTJC Admissions Office receives a complete high school transcript certifying graduation. This will allow concurrent enrollment students to participate in University Interscholastic League (UIL) activities during the senior year. Enrollment at SWTJC following high school graduation is not a requirement for receipt of credit.

Dual Credit And Concurrent Enrollment Agreement

SWTJC and area school districts have entered into an agreement whereby eligible high school students may now concurrently enroll at the college and receive dual credit (academic credit from both institutions for course work completed at SWTJC) for selected courses. Consult your counselor for further information.

Cost

Students in the Concurrent Enrollment Program should consult the tuition and fees schedule in the current SWTJC catalog to determine the cost of their participation. Concurrent enrollment students will pay the same tuition and fees as regular Southwest Texas Junior College students.

Enrollment Procedure

Students must complete the regular application for admission and meet all admission requirements in effect at Southwest Texas Junior College with the exception of high school graduation. Students must also have written permission and approval from high school principal or counselor.

Semester Length

The semester for concurrent enrollment classes will be consistent with the SWTJC semester. Southwest Texas Junior College holidays and spring break will be observed. When possible, the holidays, spring breaks, and in-service days for the concurrent schools will be observed.

TERMS TO KNOW

Associate Degree-- The community college counterpart of the four-year bachelor's degree. The basic associate degrees offered at SWTJC are the associate in arts, the associate in science, and associate in applied science.

Audit-- To attend class for information purposes only. No credit given for an audit.

Classification-- Your standing with respect to the number of semester hours completed.

Certificate-- an official document awarded to indicate the completion of the requirements of a certain program.

Community Service Course-- (sometimes call Adult or Continuing Education Course)-- essentially the same as a non-credit course; a course not carrying official semester hour credit but offered for the development of skills and for personal satisfaction.

Concurrent Credit - student takes class for college credit while still in high school.

Course--subject matter presented in an organized manner within a semester. Credit toward a degree or certificate is normally given.

Course Load--the number of semester hours taken during the semester. Generally speaking, 12 semester hours is considered full time; below 12 is a light load; 15-17 is a normal load; 17-18 is a heavy load; above 18 a very heavy load, often requiring special permission.

Curriculum--those courses necessary to complete a degree, program, or certificate.

Core Curriculum--those courses required on a specific degree, program, or certificate. It may also refer to a group of courses specified by the Texas Coordinating Board as being those courses transferable to a four-year college or university.

Credit by Exam--a procedure by which a student may receive college credit in courses. Student should consult the current college catalog for specific information

Cut--usually refers to a voluntary absence from class. No cuts are allowed at SWTJC.

Degree Plan--a program of studies specifically designed to lead to the satisfaction or requirements for a degree, diploma, or certificate.

Dual Credit - student receives both high school and college credit for a class.

Elective--refers to a situation where the student may choose the course to be taken. In some cases, the elective may be any regular credit course. In other situations, the elective must be selected from specified courses.

Freshman--a first year student; a student having completed less than 24 semester hours at the time of his last registration.

Full-time Student--a student, registered for 12 semester hours or more.

Grade Point--the numerical value assigned to each grade given the student in a course. It is used to compute the student's grade point average.

Major--the subject matter area that the student has decided to concentrate on for purposes of a degree. Normally 24 or 30 semester hours in a subject area are required for a major.

Minor--the secondary subject matter area on which the student has chosen to concentrate. Minors usually consist of 18 or more semester hours in a given field.

Non-Credit Courses--A course offered for information only; no semester hour credit is given, usually offered through Adult and Continuing Education.

Overload--Usually, a semester hour load in excess of a maximum of five 3- or 4-semester hour courses.

Part-time Students--a student enrolled for fewer than 12 semester hours.

Prerequisite--That which must be taken before a more advanced course may be taken in the same or similar field.

Probation--A special status requiring the student to meet state standards of scholarship before it can be removed.

Required Course--A course specifically listed in a degree plan. Credit must be earned in all required courses before a degree will be granted.

Resident Student-- A legal resident of the state of Texas as defined by Article 2654C of Vernon’s Texas Civil Statute and interpreted by the Texas Attorney General’s Office.

Section--A specific class in a certain subject. Often times multiple sections of the same discipline are being taught at the same hour.

Semester--A special unit of time designated for the beginning, teaching, and ending of courses. “Long” semesters (fall and spring) are approximately 4 ½ months long. Summer semesters are approximately six weeks each.

Sophomore--A student with 24 or more semester hours of credit.

Summer Session--A five-week term of study (two sessions are offered each summer).

Transcript--An official copy of student’s record (courses taken, grades, grade points, etc.).

University Parallel Courses--Courses comparable to those offered at senior colleges and universities; those accepted by senior colleges and universities for credit toward a degree (usually an average of C in your major area). It is the responsibility of the student to check with the senior college of his choice in regard to parallel or transfer courses. Counselors on campus will help you.

Vocational and/or Technical Course--A course offered within a specific occupational area (some will transfer to senior colleges and some will not; check with the counselor).

OFFICES TO CONTACT FOR ASSISTANCE

CONTACTFOR INFORMATION CONCERNING

Admissions Office	Admission to SWTJC Foreign Student Admissions & Certification
Counseling Center	Guidance on Academic & Vocational Affairs Educational Planning Transfer Information Personal Counseling Filing for Campus Elections TASP & Local Testing & Advisement Policy (LTA) Apply for Scholarships
Director of Student Activities Office.....	Approval for Club & Organizational Trips Activity Approval Permission to Post or Distribute Items on Campus
Registrar’s Office	Copies of your Transcripts Schedule Changes--Adds & Drops Withdrawal from SWTJC Grade Reports

	Data Entry for Registration
	Certificate of Status as Full or Part-time Student
	Signing up for Special Interest or Non-Credit Courses
	Inquiries about GED Courses
Dean of Instructional Services Office.....	File for your Degree/Certificate
Dean of Admissions and Student Services	Grievance Procedure Information
	Bus Transportation Routes & Schedules
	Student Housing Information
Dean of Business and Fiscal Affairs.....	Traffic Ticket Appeals
Campus Police Department	Register a Motor Vehicle
	Process Traffic and Parking Fines
	Report a Dangerous/Emergency Situation
Student Support Services Office.....	Vocational Rehabilitation Information
	Assistance with Academic Problems
	Tutoring/Writing & Math Labs
Career Placement and Recruitment Center	Taking Career and Psychological Tests
	Recruiting and Employment
Student Financial Aid Office	Apply for Financial Assistance (grants or loans or student work study)
	VA Certification
	Selective Service Affairs Inquiries
	VA Benefits Inquiries
Business Office.....	Payment of Tuition & Fees
	Cashing Student Personal Checks
SWTJC Bookstore	Purchasing of Books and Supplies
SWTJC Cafeteria.....	Meals, Soft Drinks, and Snacks
SWTJC Mail Room	Receive and Dispatch Student Mail
SWTJC Library	Checking Out Books & other Reference Materials
	Obtaining Student Identification Card (I.D.)
Department Chairperson's Office.....	Advanced Standing Exam Information
	Special Degree Plans
Health Center.....	Immunizations
	First Aid
	Health Counseling
	Drug Abuse Information
Testing Center	Testing services including TASP, GED, ACT, TABE, MOUS

SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR THE 2009 - 2011 ACADEMIC YEAR

FALL SEMESTER 2009

August 3, MondayREGISTRATION FOR FALL SEMESTER BEGINS --ALL LOCATIONS

Telephone Registration (Dial from 6:00 a.m. – 12:00 midnight)	
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)	
Advisor-Assisted Registration (During Regular Office Hours)	
August 17, Monday, 8:00 a.m.....	Dormitories Open
August 19, Wednesday, 8:30 a.m.....	General Faculty Meeting
2:00 p.m.....	Admissions Committee Meeting
August 24, Monday, 8:00 a.m.....	First Day of Classes
8:00 a.m. - 6:00 p.m.....	Late Registration & Schedule Changes – All Locations
August 25, Tuesday, 8:00 – 6:00 p.m.....	Last Day to Register or Change Classes: All Locations
September 8, Tuesday.....	Official Census Date
October 1, Thursday.....	Application Deadline for December Graduation
October 16, Friday, 12:00 p.m.....	Mid-Semester Grades Due
November 13, Friday.....	Last Day to Drop a Course with a “W” (withdrawal)
November 24, Tuesday, 9:00 p.m.....	Thanksgiving Holidays Begin
November 30, Monday, 8:00 a.m.....	Classes Resume after Thanksgiving Holidays
December 4, Friday.....	Last Day to Drop a Course with a “WP” or “WF”
December 7-10 (Monday – Thursday).....	Fall Semester Final Exams
December 11, Friday, 10:00 a.m.....	All Grades Due
5:00 p.m.....	Fall Semester Closes

¹ *Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting.*

Note: *All students are encouraged to call the main campus to inquire about canceled classes.*

SOUTHWEST TEXAS JUNIOR COLLEGE
 CALENDAR FOR THE 2009-2010 ACADEMIC YEAR
SPRING SEMESTER 2010

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Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting.

Note: All students are encouraged to call the main campus to inquire about canceled classes.

November 9, MondayREGISTRATION FOR SPRING SEMESTER BEGINS --ALL LOCATIONS

Telephone Registration (Dial from 6:00 a.m. – 12:00 midnight)

Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)

Advisor-Assisted Registration (During Regular Office Hours)

January 4, Monday.....Offices Open After Christmas Holidays

January 11, Monday, 8:00 a.m.....Dormitories Open

January 12, Tuesday, 8:30 a.m.....General Faculty meeting

2:00 p.m.....Admissions Committee Meeting

January 18, Monday, 8:00 a.m.....First Day of Classes

8:00 a.m. - 6:00 p.m..... Late Registration & Schedule Changes – All Locations

January 19, Tuesday, 8:00 a.m. - 6:00 p.m.....Last Day to Register or Change Classes²

February 1, Monday.....Application Deadline for May Graduation
 All Locations

February 2, Tuesday.....Official Census Date

March 12, Friday, 12:00 p.m.....Mid-Semester Grades Due

March 15, Monday.....Spring Break Begins

March 22, Monday, 8:00 a.m.....Classes Resume after Spring Break

April 1, Thursday, 9:00 p.m.....Classes Close for Easter Holiday

April 5, Monday, 8:00 a.m.....Classes Resume After Easter Holiday

April 16, Friday.....Last Day to Drop a Course with a “W” (Withdrawal)

May 7, Friday.....Last Day to Drop a Course with a “WP” or “WF”

May 10 – 12 (Monday – Wednesday).....Spring Semester Final Exams

May 13, Thursday, 10:00 a.m.....All Grades Due

May 14, Friday, 3:00 p.m.....Convocation Practice

Spring Semester Closes

May 15, Saturday, 9:30 a.m.....Convocation

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SOUTHWEST TEXAS JUNIOR COLLEGE

SUMMER SESSION I – 2010

(FIRST TERM – SIX WEEKS)

May 3, Monday.....SUMMER SESSION I REGISTRATION BEGINS – ALL LOCATIONS
Telephone Registration (Dial from 6:00 a.m. – 12:00 midnight)
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
Advisor-Assisted Registration (During Regular Office Hours)
June 1, Tuesday, 8:00 a.m.....First Day of Classes
8:00 a.m. – 6:00 p.m.....Late Registration & Schedule Changes – All Locations
June 2, Wednesday, 8:00 a.m. – 6:00 p.m.....Last Day to Register or Change Classes
All Locations
June 7, Monday.....Official Census Date
June 25, Friday.....Last Day to Drop a Course with a “W” (withdrawal)
July 2, Friday.....Last Day to Drop a Course with a “WP” or “WF”
July 5, Monday.....4th of July Holiday
July 6 & 7, Tuesday & Wednesday.....Summer I Final Exams
July 7, Wednesday, 12:00 p.m.....Grades Due
End of Summer Session I

SUMMER SESSION II – 2010

(SECOND TERM – SIX WEEKS)

June 28, Monday.....SUMMER SESSION II REGISTRATION BEGINS – ALL LOCATIONS
Telephone Registration (Dial from 6:00 a.m. – 12:00 midnight)
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
Advisor-Assisted Registration (During Regular Office Hours)
July 12, Monday, 8:00 a.m.....1st Day of Classes
8:00 a.m. – 6:00 p.m.....Late Registration & Schedule Changes – All Locations
July 13, Tuesday, 8:00 a.m. – 6:00 p.m.....Last Day to Register or Change Classes
All Locations
July 15, Thursday.....Official Census Date
6:00 p.m.....Application Deadline for August Graduation
August 6, Friday.....Last Day to Drop a Course with a “W” (withdrawal)
August 13, Friday.....Last Day to Drop a Course with a “WP” or “WF”
August 16 & 17, Monday & Tuesday.....Summer II Final Exams
August 17, Tuesday, 12:00 p.m.....Grades Due
End of Summer Session II

CALENDAR FOR THE 2009-2010 ACADEMIC YEAR

Classes will be held Monday through Thursday

Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting.

Note: All students are encouraged to call the main campus to inquire about canceled classes.

SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR THE 2010-2011 ACADEMIC YEAR

Fall 2010

August 2, Monday	REGISTRATION FOR FALL SEMESTER BEGINS --ALL LOCATIONS
Telephone Registration (Dial from 6:00 a.m. – 12:00 midnight)	
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)	
Advisor-Assisted Registration (During Regular Office Hours)	
August 16, Monday, 8:00 a.m.....	Dormitories Open
August 18, Wednesday, 8:30 a.m.....	General Faculty Meeting
2:00 p.m.....	Admissions Committee Meeting
August 23, Monday, 8:00 a.m.....	First Day of Classes
8:00 a.m. - 6:00 p.m.....	Late Registration & Schedule Changes – All Locations
August 24, Tuesday, 8:00 – 6:00 p.m.....	Last Day to Register or Change Classes
	All Locations
September 7, Tuesday.....	Official Census Date
October 1, Friday.....	Application Deadline for December Graduation
October 15, Friday, 12:00 p.m.....	Mid-Semester Grades Due
November 12, Friday.....	Last Day to Drop a Course with a “W” (withdrawal)
November 23, Tuesday, 9:00 p.m.....	Thanksgiving Holidays Begin
November 29, Monday, 8:00 a.m.....	Classes Resume after Thanksgiving Holidays
December 3, Friday.....	Last Day to Drop a Course with a “WP” or “WF”
December 6-9 (Monday – Thursday).....	Fall Semester Final Exams
December 10, Friday, 10:00 a.m.....	All Grades Due
5:00 p.m.....	Fall Semester Closes

FALL SEMESTER 2010

Evening students will be allowed only to drop and add classes, but not register late, up to two days following their first evening class meeting.

Note: All students are encouraged to call the main campus to inquire about canceled classes.

SOUTHWEST TEXAS JUNIOR COLLEGE

CALENDAR FOR THE 2010-2011 ACADEMIC YEAR

Spring 2011

November 8, Monday	REGISTRATION FOR SPRING SEMESTER BEGINS --ALL LOCATIONS
Telephone Registration (Dial from 6:00 a.m. – 12:00 midnight)	
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)	
Advisor-Assisted Registration (During Regular Office Hours)	
January 3, Monday.....	Offices Open After Christmas Holidays
January 10, Monday, 8:00 a.m.....	Dormitories Open
January 11, Tuesday, 8:30 a.m.....	General Faculty meeting
2:00 p.m.....	Admissions Committee Meeting
January 17, Monday, 8:00 a.m.....	First Day of Classes
8:00 a.m. - 6:00 p.m.....	Late Registration & Schedule Changes – All Locations
January 18, Tuesday, 8:00 a.m. - 6:00 p.m.....	Last Day to Register or Change Classes ⁴
	All Locations
February 1, Tuesday.....	Official Census Date
6:00 p.m.....	Application Deadline for May Graduation
March 11, Friday, 12:00 p.m.....	Mid-Semester Grades Due
March 14, Monday.....	Spring Break Begins
March 21, Monday, 8:00 a.m.....	Classes Resume after Spring Break
April 15, Friday.....	Last Day to Drop a Course with a “W” (Withdrawal)
April 21, Thursday, 9:00 p.m.....	Classes Close for Easter Holiday
April 25, Monday, 8:00 a.m.....	Classes Resume After Easter Holiday
May 6, Friday.....	Last Day to Drop a Course with a “WP” or “WF”
May 9 – 11 (Monday – Wednesday).....	Spring Semester Final Exams
May 12, Thursday, 10:00 a.m.....	All Grades Due
May 13, Friday, 3:00 p.m.....	Convocation Practice
	Spring Semester Closes
May 14, Saturday, 9:30 a.m.....	Convocation

SPRING SEMESTER 2011

SOUTHWEST TEXAS JUNIOR COLLEGE

SUMMER SESSION I – 2011

(FIRST TERM – SIX WEEKS)

May 2, Monday.....**SUMMER SESSION I REGISTRATION BEGINS – ALL LOCATIONS**
Telephone Registration (Dial from 6:00 a.m. – 12:00 midnight)
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
Advisor-Assisted Registration (During Regular Office Hours)
May 31, Tuesday, 8:00 a.m.....First Day of Classes
8:00 a.m. – 6:00 p.m.....Late Registration & Schedule Changes – All Locations
June 1, Wednesday, 8:00 a.m. – 6:00 p.m.....Last Day to Register or Change Classes
All Locations
June 7, Tuesday.....Official Census Date
June 24, Friday.....Last Day to Drop a Course with a “W” (withdrawal)
July 1, Friday.....Last Day to Drop a Course with a “WP” or “WF”
July 4, Monday.....4th of July Holiday
July 6 & 7, Wednesday & Thursday.....Summer I Final Exams
July 7, Thursday, 12:00 p.m.....Grades Due
End of Summer Session I

SUMMER SESSION II – 2011

(SECOND TERM – SIX WEEKS)

June 27, Monday.....**SUMMER SESSION II REGISTRATION BEGINS – ALL LOCATIONS**
Telephone Registration (Dial from 6:00 a.m. – 12:00 midnight)
Web-Advisor Registration (Available from 6:00 a.m. – 12:00 midnight)
Advisor-Assisted Registration (During Regular Office Hours)
July 11, Monday, 8:00 a.m.....1st Day of Classes
8:00 a.m. – 6:00 p.m.....Late Registration & Schedule Changes – All Locations
July 12, Tuesday, 8:00 a.m. – 6:00 p.m.....Last Day to Register or Change Classes
All Locations
July 14, Thursday.....Official Census Date
July 15, Friday.....Application Deadline for August Graduation
August 5, Friday.....Last Day to Drop a Course with a “W” (withdrawal)
August 12, Friday.....Last Day to Drop a Course with a “WP” or “WF”
August 16 & 17, Tuesday & Wednesday.....Summer II Final Exams
August 17, Wednesday, 12:00 p.m.....Grades Due
End of Summer Session II

CALENDAR FOR THE 2010-2011 ACADEMIC YEAR

Classes will be held Monday through Thursday