



Wharton County Junior College

STUDENT HANDBOOK 2018 - 2019



The Student Handbook contains information about many of the services available to WCJC students, including student conduct regulations and important administrative policies and procedures. The Handbook is an invaluable resource designed to assist students in having a more rewarding and enjoyable college experience.

Plan. Achieve. Transfer or Work.

TABLE OF CONTENTS

GENERAL INFORMATION

Academic Calendar	1-4	Student Responsibilities Regarding Financial Aid.....	23
Academic Advising for Students.....	7	Student Right to Know-Completion Rate.....	36
Accidents on Campus.....	7	Tobacco.....	35
Adding and Dropping Courses	7-8	Transcripts.....	35
Alcohol and Substance Abuse Awareness	8	Vehicle Registrations and Permits.....	35
Attendance at Classes.....	8	Withdrawal from the College.....	35-36
Automotive Services.....	9	COLLEGE REGULATIONS STUDENTS NEED TO KNOW	
Bicycles on Campus.....	9	Appeal of Academic Decisions.....	37-40
Bookstores	9	Appeal of Student Disciplinary Action.....	45-48
Cafeteria and Snack Bar	10	Policy for Firearms on Campus.....	52
Campus Security & Safety.....	11-13	Procedures and Responses to Acts of	
Change of Name or Address.....	14	Sexual Misconduct.....	57-58
Closing and Suspension of Activities	14	Possible Dismissal.....	44
Cosmetology Services	14	Prohibited Behavior.....	42-43
Delinquent Accounts and Records.....	15	State Legislation For Assembly on Campus.....	44-45
Dental Hygiene Services.....	15	Appeal of Student Disciplinary Action.....	34
Damages.....	17	Student Grievance Procedures for Disability Issues.....	49-51
Dormitory Information & Rates.....	16-17	Student Rights and Responsibilities.....	40-41
Disclosure and Rights.....	18	Students With Disabilities.....	49-51
Disclosure to Parents.....	18	Summons to Administrative Offices.....	52
Equal Opportunity/Non-Discrimination/ Title IX.....	6	Sexual Harassment/Misconduct/Prevention Act Victim: Procedures Taken by College in Response and for Awareness and Prevention.....	53-56
Final Exam Schedules.....	20	Theft.....	34
Financial Aid and Scholarships.....	20-21	ACTIVITIES/ORGANIZATIONS/SERVICES	
Financial Aid Census Date.....	24-25	Activities-Event Scheduling/Dances.....	59
Financial Aid Requirements.....	24	Honor Society.....	60
Financial Aid-Return of Title IV Funds.....	25-26	Intercollegiate Athletics.....	59
Financial Responsibility.....	26	Pioneer Student Center.....	59
Fitness Center.....	27	Student Organizations.....	60-62
Graduation Application Deadlines.....	27	Student Counseling Services.....	63
Guest Speakers.....	27	Disability Services.....	55
Libraries.....	28-29	Health Services and Immunizations.....	63
Lost and Found.....	30	Bacterial Meningitis/Vaccinations for Students.....	64-67
Mission Statement.....	5	Insurance.....	67
Non-Discrimination/Title IX.....	6	Testing Services.....	68
Organization Funds.....	30	Vocational Support Services.....	68
Parking/Decals/Fines.....	30-31	Interesting Facts About WCJC.....	69
Posting Items on Campus.....	32	Important Phone Numbers.....	70
Public Address System.....	32	WCJC Campus Map Legend.....	71
Rights under FERPA	19	WCJC Campus Location Maps.....	72
Satisfactory Academic Progress (SAP).....	21-23	There's a Campus Near You (Back Cover).....	
Skateboards.....	32		
Soliciting and Fund Raising.....	32		
Student E-Mail.....	33		

WELCOME TO



Wharton County Junior College

At WCJC we encourage students to **“Plan. Achieve. Transfer or Work.”** Whether entering WCJC as a first time student, a transfer student, or returning to college to renew and refresh skills, we believe each and every student will find the instruction and support they need to achieve their goals. We are committed to offering student top-level instruction, superior support services and the highest quality customer service.

WCJC is the perfect place to pursue educational success while experiencing the advantages of a smaller campus. Classes are small in size and offer students the opportunity of developing lasting relationships with both instructors and classmates. Our faculty and staff are second to none and are willing to go the extra mile to ensure each student is successful whether choosing to **“Plan. Achieve. Transfer or Work.”**

WCJC offers experiences beyond the classroom as well. We encourage students to stick around after class and join a student organization or study group, to attend a concert or sporting event, to get involved in intramural activities or to simply enjoy lunch with classmates. Academic Advisors are also available to help students plan for future academic achievement beyond WCJC.

Always remember, that we are here to offer assistance when you need it.

Best wishes for great success,

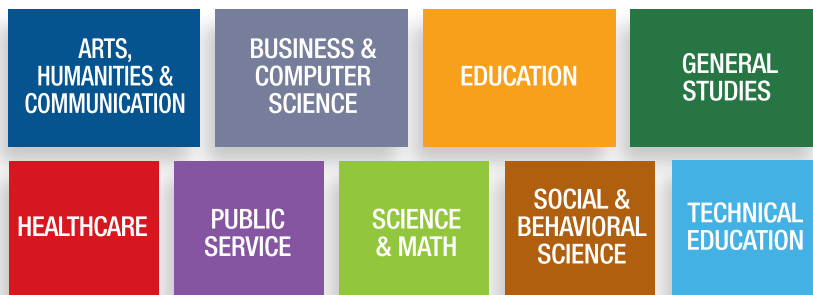
Vice-President of Student Services

Wharton County Junior College

ENSURING STUDENT SUCCESS

WCJC's Quality Enhancement Plan (QEP), a requirement for Reaffirmation of Accreditation by the Southern Association of Colleges and Schools Commission on Colleges, focuses on successful student learning outcomes. Initially implemented by the college in Fall 2009, QEP has provided WCJC students with measurable and important skills for success.

During 2016-17, a 10-member committee began designing a new QEP program for implementation in Fall 2018. Destination Bound: Choose, Connect, Complete integrates three main goals that were identified through employee and student focus groups, a SWOT survey, committee strategy sessions and multiple initiatives. The three goals that emerged will be integrated into the student experience to develop a culture of educating students about planning, implementing and completing their academic and career goals. This will be accomplished through faculty and professional staff involvement in assisting students to 1) choose a major pathway through career assessment and exploration, 2) connect with college through utilization of appropriate college services and 3) complete a major pathway. These pathways are in the following areas:



WCJC Pathways help support the statewide Texas Pathways Project, an initiative implementing guided student pathways. WCJC Pathways also support Houston GPS, a collaborative partnership led by the University of Houston, to provide students with a seamless transfer from community college to Houston-area universities.



wcjc.edu



CHOOSE.
CONNECT.
COMPLETE.

PATHWAYS

ACADEMIC CALENDAR

FALL SEMESTER 2018

Course lengths may vary; it is imperative that students verify the start and end dates of each course they are enrolled in during each semester of enrollment. Courses maybe offered in 4 week, 5 week, 8 week, 14 week, 16 week, or 17 week formats.

Course schedule change dates, drop days, last days for refunds are all listed on the college website, on the webpage "Catalogs and Schedules."

JUN 1	Deadline for Guaranteed Financial Aid Processed for Fall Semester
JUL 4	Independence Day Holiday Observed (no classes; offices and library closed) New Student Orientation Sessions (check the college website for dates and times at each campus)
JUN 22 to AUG 26	Registration for Fall Semester Period
AUG 20	Faculty and Staff Official Opening Day of the Semester
AUG 22 to AUG 26	Final Registration
AUG 24	College Convocation
AUG 26	Residence Hall Move-In Day (Cafeteria Service Opens)
AUG 27	16 week and First 8 week classes begin
AUG 27 to AUG 28	Schedule changes ONLY for 16 week and First 8 week classes
SEPT 1	Saturday Classes begin
SEPT 3	Labor Day Holiday (no classes, library and offices closed)
SEPT 10	14 week classes begin
SEPT 12	Census Day for 16 week classes
SEPT 17	Constitution Day Observed (classes meet, watch for campus events)
OCT 22	Mid-Semester (16 week classes)
OCT 22	Second 8 week classes begin
OCT 26	Fall Break, College Closed
NOV 16	Last Day for Dropping Classes with a Grade of "W" (16 week courses)
NOV 20	Thanksgiving Holiday Begins at 4:00 pm (check college website for Residence Hall closing time)
NOV 21	All Wednesday classes meet regardless of class time
NOV 25	Residence Halls Open (check college website for time)
NOV 26	Thanksgiving Holiday Ends, classes resume at 8:00 am
DEC 6-13	Final Exams and Book Buy Back at Bookstore
DEC 13	Semester Ends
DEC 14	Faculty grades are due no later than 12 noon
DEC 14	Residence Halls and Cafeteria Close after lunch
DEC 17 to JAN 1	Winter Break (offices and library closed)

ACADEMIC CALENDAR

WINTER SEMESTER 2018

NOV 1 to DEC 14	Registration Period
DEC 17	Winter Mini-Term Begins, 8:00 am (Schedule Changes on the First Day of Class ONLY)
DEC 24,25 & JAN 1	No classes
JAN 4	Winter Mini Finals /Term Ends
JAN 7	Faculty grades are due no later than 12 noon

SPRING SEMESTER 2019

Course lengths may vary; it is imperative that students verify the start and end dates of each course they are enrolled in during each semester of enrollment. Courses maybe offered in 4 week, 5 week, 8 week, 14 week, 16 week, or 17 week formats.

NOV 1	Registration for Spring Semester Opens
JAN 2	College Offices Reopen
JAN 14	Faculty and Staff Official Opening Day of the Semester
JAN 16-21	Final Registration
JAN 18	College Convocation
JAN 21	Residence Hall Move-In Day (Cafeteria Service Opens)
JAN 21	Martin Luther King Jr. Holiday (no classes; offices and library closed)
JAN 22	16 week and First 8 week classes begin
JAN 22-23	Schedule changes ONLY for 16 week and First 8 week classes
JAN 26	Saturday Classes
FEB 4	14 week classes begin
FEB 6	Census Day for 16 week classes
MAR 1	Texas Community College Teachers Association Convention (TCCTA –no classes, offices open)
MAR 8	Residence Halls and Cafeteria close (check college website for times)
MAR 12	Spring Break Begins at 8:00 am (offices and library closed)
MAR 11	Saturday classes will meet on March 10 but not on March 17
MAR 25	Mid-Semester (16 week classes)
MAR 17	Residence Halls and Cafeteria open (check website for times)
MAR 18	Spring Break Ends, Classes Resume
MAR 25	Second 8 week classes begin

ACADEMIC CALENDAR

SPRING SEMESTER 2019

Easter Holiday begins at 4:00 pm (offices and library close) Residence Halls close at 5:00 pm

MAR 28	All Wednesday classes meet regardless of class time
APR 1	Residence Hall and Cafeteria open (check website for times)
APR 2	Easter Holiday Ends, Classes Resume
MAR 29	University Interscholastic League (UIL—student holiday, classes)
APR 1	Last day to Submit an application for May Graduation
APR 17	Last Day for Dropping Classes with a Grade of “W” (16 week courses)
MAY 9 to 16	Final Exams and Book Buy Back at Bookstore
MAY 17	Semester Ends
MAY 17	Faculty grades are due no later than 12 noon
MAY 17	Residence Halls and Cafeteria Close
MAY 18	Commencement

MAY MINI-SEMESTER 2019

APR 1 to MAY 17	Registration Period
MAY 20	May Mini-Term Begins, 8:00 am (Schedule Changes on the First Day of Class ONLY)
MAY 27	No classes held - Memorial Day Holiday (College Closed)
JUNE 5	May Mini Finals –Term Ends
JUNE 6	Faculty grades are due no later than 12 noon

ACADEMIC CALENDAR

SUMMER SESSIONS 2019

SUMMER SESSION I

APR 1	Deadline for Guaranteed Financial Aid Processed for Summer
APR 1 to JUL 14	Registration Period
JUN 10	First 5 Week Classes Begin (Schedule Changes the first day of classes ONLY)
JUN 10	Schedule Change Fee of \$15.00 assessed
JUL 4	Independence Day Holiday Observed (no classes, offices and library closed)
JUL 11	Final Examinations and Book Buy Back at the Bookstore
JUL 12	Session I Ends
JUL 12	Faculty Grades Due no later than 12 noon

SUMMER SESSION II

APR 1	Deadline for Guaranteed Financial Aid Processed for Summer
APR 1 to JUL 9	Registration Period
JUL 15	Second 5 Week Classes Begin (Schedule Changes the first day of classes ONLY)
JUL 15	Schedule Change Fee of \$15.00 assessed
AUG 14	Final Examinations and Book Buy Back at the Bookstore
AUG 15	Session II Ends
AUG 15	Faculty Grades Due no later than 12 noon

GENERAL INFORMATION

MISSION STATEMENT

Wharton County Junior College is a public, two-year comprehensive community college offering a wide range of post-secondary educational programs and services including associate degrees, certificates, continuing-education courses, cultural affairs, and leisure-time activities for the benefit of the community and a population of students that varies in age, background, and ability.

The college affords opportunities for individual growth and expression and promotes the development of the total person through scholarly and creative activity and the application of knowledge for the good of society. Its curricular and co-curricular activities lay a foundation for lifelong learning and involved citizenship and encourage the pursuit of knowledge, innovation, experimentation and excellence in human endeavor. It prepares the students for entry-level positions, for advancement in various occupations and professions, for a broad understanding of the liberal arts and sciences, and for transfer to baccalaureate granting institutions.

- 1.. Offers associate of arts, associate of arts in teaching, and associate of applied science degrees;
- 2.. Offers transfer curricula in preparation for the baccalaureate degree;
- 3.. Offers career/vocational curricula leading to certificates and associate degrees;
- 4.. Offers remedial and developmental courses and services, as well as adult basic education, to assist under-prepared students to achieve competency in basic skills and thus gain access to college-level programs;
- 5.. Supports excellence in instruction in all academic areas by the encouragement of faculty professional development for the improvement of teaching and learning through innovative teaching methodologies, research and public service;
- 6.. Provides library and other instructional resources as integral parts of the educational process;
- 7.. Supports students in the learning process through counseling and academic advising;
- 8.. Offers continuing-education noncredit courses and programs to meet the needs of business, industry, government, and the community-at-large, and to contribute to the economic development of its service region;
- 9.. Provides varied cultural opportunities, recreational activities, and community services to enhance the quality of life in the service region;
- 10.. Actively cooperates with school districts, vocational-technical schools, other colleges, and universities to promote a more productive educational environment within its service region;
- 11.. Encourages the innovative and effective use of technology to increase and enrich educational opportunities for students and the community.

Wharton County Junior College is an institution that emphasizes personal attention to students, innovation and flexibility in its credit and non-credit offerings, and responsiveness to the diversity of communities it serves. The college is dedicated to providing an educational environment that recognizes individuality, stresses the importance of human relationships, and reflects the democratic values of our society.

GENERAL INFORMATION

EQUAL OPPORTUNITY NON-DISCRIMINATION/TITLE IX

Wharton County Junior College is committed to equal opportunity for all students, employees, and applicants without regard to race, color, religion, sex, national origin, veteran status, age, sexual orientation, disability, political affiliation or belief, and for all beneficiaries of programs financially assisted under Title I, WIOA on the basis of citizenship/status as a lawfully admitted immigrant authorized to work in the United States or his or her participation in any WIOA Title I financially assisted work or program. No person including students, faculty, staff, part-time staff, and temporary workers will be excluded from participation in, denied the benefits of, or be subjected to discrimination or harassment under any program or activity sponsored or conducted by Wharton County Junior College on the basis of the categories listed above. All inquiries concerning WCJC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and section 504) and complaints should be directed to the following college officials:

President, Betty A. McCrohan, Lead Title IX Coordinator

911 Boling Highway, Administration Building A-100

Wharton, Texas 77488

bettym@wcjc.edu

979.532.6304

Director of Human Resources, Judy Jones, Co-Lead Coordinator for Employee

911 Boling Highway, Administration Building A-206

Wharton, Texas 77488

judyj@wcjc.edu

979.532.6947

Vice President of Student Services, Dave Leenhouts, Co-Lead Coordinator for Students

911 Boling Highway, Pioneer Student Center, PSC-207

Wharton, Texas 77488

leenhoutsd@wcjc.edu

979.532.6905

GENERAL INFORMATION

ACADEMIC ADVISING FOR STUDENTS

Academic Advisors, Academic Advising Specialists, and Counselors are regularly available twelve months per year during typical college hours of business, Monday through Friday. Advisors work with students in a face-to-face setting and in the online environment. They are available to answer questions about deciding on a major and the courses that lead to completing a degree in that major.

Professional WCJC Academic Advising Staff Members

- **Academic Advising Specialists:** assist students with reviewing degree plans, selecting a four year college for transfer, and understanding transfer plans.
- **Academic Advisors:** assist students with educational planning, discussing academic counseling related topics (test taking skills, study skills), career testing and exploration, reviewing degree plans, choosing a field of study, selecting a four year college for transfer, and understanding transfer plans
- **Counselors:** assist students with personal counseling concerns (anxiety, depression, relationship issues, etc.), Discussing academic counseling related topics (test taking skills, study skills), educational planning, career testing and exploration, career counseling, reviewing degree plans, choosing a field of study, selecting a four year degree college for transfer, understanding transfer plans, and may assist with disability services. For information on Personal Counseling see this handbook for Student Counseling Services.

Primary Advising Requirement

- All First Time In College Students (FTIC) MUST meet with a member of the academic advising staff or their vocational department (if they are pursuing a certificate or AAS degree) prior to their first registration to satisfy the WCJC primary advising requirement. Face-to-face sessions with an academic advisor are preferred for FTIC students, but online chat sessions with an academic advising staff member are also available. Please see the WCJC Website's Primary Advising Page for detailed information on the requirement.

ACCIDENTS ON CAMPUS

Any accident on the Wharton campus, on a WCJC bus, or at college-sponsored activities should be reported to the Office of Security and Public Safety and to the Office of Student Services. Any accidents occurring at other campus locations should be reported to the Director of the appropriate campus.

ADDING AND DROPPING COURSES

ONCE CLASSES BEGIN, YOU CANNOT DROP A CLASS ON-LINE. YOU MUST SUBMIT A DROP FORM TO THE ADMISSIONS/REGISTRAR'S OFFICE.

Dropping a class may affect financial aid and result in a student owing money to the college.

Students must check with financial aid prior to dropping a course.

- No course may be added after the 2nd day of classes during the regular session or after the 1st class meeting during the summer session.

GENERAL INFORMATION

ADDING AND DROPPING COURSES (con't)

- Courses may be dropped with the designation of “W” (Withdrawn) until the end of the twelfth week in a regular session and until the end of the fourth week in the summer session.

Deadline to drop a class with a grade of “W”:

Fall 2017 - November 17, 2017 (16 week courses)

Spring 2018 - April 13, 2018 (16 week courses)

Summer Sessions - available on the college website at “catalogs and schedules” online.

NOTE: A schedule change fee of \$15.00 is charged a student when the student drops a course and then registers for a new course during the schedule change time frame each enrollment period.

ALCOHOL AND SUBSTANCE ABUSE AWARENESS

The legal drinking age in the state of Texas is 21 years or older. **The regulations of Wharton County Junior College [#592]** prohibit the use, possession or distribution of narcotics or dangerous drugs or alcoholic beverages on college-owned or college-controlled property or at any off Campus College sponsored or college supervised activities. Further information is available in the Wharton County Junior College Drug and Alcohol Abuse Prevention Policy available on the WCJC Website. Possession of such items on district property or at district functions is grounds for suspension and/or expulsion from the college. The college reserves the right to inspect vehicles, residence hall rooms, and other items.

ATTENDANCE AT CLASSES

All college staff agrees that regular class attendance in classes conducted in the traditional format, as well as regular participation in courses taught in non-traditional formats is conducive to optimum achievement. **Students are directed to College Regulation #661 for specific details of the student attendance.** A student enrolled in college-level courses may be advised to withdraw from the course by the instructor if the student acquires absences in excess of two weeks’ work and cannot in the instructor’s judgment achieve the minimum course objectives. All instructors must include in the course syllabus a statement defining specific attendance policies for their individual courses. **Syllabi must be accessible to students via hard copy or electronic format. Student issues regarding class attendance and “make up” work should be directed to the (a) the instructor, (b) the instructor’s department head, (c) the instructor’s division chair, and (d) the instructor’s Dean and (e) the Vice-President for Instruction.**

Instructors will record attendance for financial aid purposes. Absences necessitated by participation in college-sponsored activities which are not class related must be authorized in advance by the Office of the Vice-President of Student Services. Absences which are class related must be authorized in advance by the Office of the Vice-President for Instruction. **Students are directed to College Regulation # 485 for details.**

GENERAL INFORMATION

AUTOMOTIVE SERVICES

The college's Automotive Technology students provide automotive services to students at an inexpensive rate. Student work is strictly supervised. **For information about these services, contact the Automotive Technology Department on the Wharton campus.**

BICYCLES ON CAMPUS

Bicycles are permitted on campus. They must be stored in the bicycle racks outside of buildings. Indoor storage is not permitted.

BOOKSTORES

The college offers books, supplies, souvenirs, and gift items through campus bookstores at the Wharton, Richmond, and Sugar Land campuses. The stores are managed by Barnes and Noble Bookstores, Inc. Text books may be bought back at half their purchase price depending on the condition of the books and inventory. Book buy backs are conducted one week prior to final exams and during final exam week. Students who receive books as part of their scholarships are required to return the books to the bookstore at the end of the semester or pay the full price of their books. A student of WCJC is under no obligation to purchase a textbook from a college affiliated bookstore. The same text book may be available from an independent retailer, including an online retailer.

BOOKSTORE HOURS:

WHARTON CAMPUS

HUTCHINS MEMORIAL BUILDING

Mon. - Thu.: 7:45 a.m. - 4:30 p.m.

Fri.: - 7:45 a.m. - 1:00 p.m.

Wharton Campus Bookstore:

Ext. 6414 or 6317

SUGAR LAND CAMPUS

BUILDING ONE

Mon.,Wed.,Thu.: 7:45 a.m. - 5:00 p.m.

Tue.: 7:45 a.m. - 7:00 p.m.

Fri.: 7:45 a.m. - 1:00 p.m.

Sugar Land Campus Bookstore:

281.242.4210

RICHMOND CAMPUS

Mon. - Thu.: 7:45 a.m. - 7:00 p.m.

Fri.: 7:45 a.m. - 1:00 p.m.

Richmond Campus Bookstore:

281.239.1513

GENERAL INFORMATION

CAFETERIA AND SNACK BAR

The college operates a campus cafeteria and snack bar at its Wharton campus. The cafeteria is located in the Hutchins Memorial Building and the snack bar is located in the Pioneer Student Center. All students residing in the residence halls must purchase a meal plan. Commuter students may purchase meal plans as well.

Serving times are as follows:

CAFETERIA

MONDAY- FRIDAY

Breakfast - 7:15 A.M - 9:00 A.M.

Lunch - 11:00 A.M. - 1:15 P.M.

Dinner - 5:00 P.M. - 6:30 P.M.

(Cafeteria closes at 6:30 P.M.)

SATURDAY

Lunch - 11:00 A.M. - 1:00 P.M..

Dinner - 5:00 P.M. - 6:00 P.M.

(Cafeteria closes at 6:30 P.M.)

SUNDAY

Lunch - 11:00 A.M. - 1:00 P.M.

SNACK BAR

MONDAY - FRIDAY - 7:30 A.M. - 1:30 A.M.

(The cafeteria and snack bar are open during the fall and spring semesters.)

GENERAL INFORMATION

CAMPUS SECURITY AND SAFETY

Wharton Campus

Office of Security and Public Safety patrols the Wharton campus 24 hours per day throughout the year, including weekends and holidays. It enforces college policies and regulations. Campus Security has working relationships with local and state law enforcement agencies and calls upon them to enforce city, state, and federal laws. This office can be reached at **(979) 532-6523**. Students may call the Wharton Campus security office for escort services if they are unsure of their safety.

Sugar Land Campus

The Sugar Land campus is monitored by security officers from 8 a.m. to 10 p.m. Mondays through Fridays, Saturdays 7:30 a.m. to 4 p.m. They can be reached at **(281) 275-3302**.

Richmond Campus

Ft. Bend Technical Center in Richmond is monitored by security officers from 7:30 a.m. to 10:00 p.m. Monday through Friday or whenever classes are held. They can be reached at **281-239-1501**.

Student Right-to-Know and Campus Security Act

Wharton County Junior College complies fully with the published mandates of the Student Right-to-Know and Campus Security Act (Public Law 101-542), the Higher Education Technical Amendments of 1991 (Public Law 102-26), Higher Education Amendments of 1992 (Public Law 102-325), and 20 U.S.C. Section 1092 and has established procedures to satisfy the stipulations of the Act.

Each year the college updates and posts online the annual Campus Security Policy and Campus Crime Statistics report. **Current students, employees and any applicant can view a publication online at the college website: wcjc.edu.**

Missing Persons Policy and Procedures

Reports regarding any student attending school or living in the residence hall who is missing must be referred immediately to **Office of Security and Public Safety at 979-532-6523 or 979-282-1993**. Students living in the residence halls are required to identify a contact person or persons whom the College will attempt to notify after the student is determined by Campus Security to be missing. Students must list these individuals as their emergency contact persons. All student contact information registered with the College is held confidentially by the college. In addition to any additional contact person designated by the student, if the student is less than 18 years of age and not emancipated, the College will attempt to notify a custodial parent or guardian not more than 24 hours after the student is determined to be missing by Campus Security.

(continued on next page)

GENERAL INFORMATION

CAMPUS SECURITY AND SAFETY

Missing Persons Policy and Procedures (con't)

Office of Security and Public Safety will initiate emergency contact procedures once a student, for whom a missing persons

report has been filed, has been missing for 24 hours. Wharton County Junior College Regulation #514

The steps are as follows:

At the beginning of each academic year, WCJC will inform students residing in on-campus housing that WCJC will, within 24 hours of a determination that an on-campus student is missing, notify either a parent or the contact person(s) previously designated by the student. If any person believes that a WCJC student is missing, the person should make a report to the Office of Campus Security and Public Safety. The Vice President of Student Services will initiate emergency contact procedures in accordance with the student's designations if Campus Security has been notified of, and makes a determination that, a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, or if a local law enforcement agency notifies WCJC that it has determined a student residing on WCJC's campus to be missing.

Each student living in on-campus housing will be given the option of identifying a person or persons to be contacted by WCJC not later than 24 hours after the time that the student is determined to be missing. Students can register this contact information confidentially through the WCJC Office of Campus Security and Public Safety. Access to this information will be limited to authorized campus personnel, such as Office of Campus Security and Public Safety, the Office of the Vice President of Student Services, the Vice President of Administrative Services, and the President.

Regardless of whether the student has named a confidential contact person under this procedure, WCJC will notify any appropriate local law enforcement agencies no later than 24 hours after the student is determined to be missing.

WCJC will follow the notification procedure below for a missing student who resides in on-campus housing. Once WCJC receives a missing student report via Office of Campus Security and Public Safety, the office of the Vice President of Student Services, Vice President of Administrative Services, or another source, the following WCJC offices will be notified:

- *Office of Security and Public Safety*
- *President*
- *Vice President of Student Services*
- *Vice President of Administrative Services*
- *Vice President of Technology and Institutional Research*
- *Vice President of Instruction*
- *Office of Marketing and Communications*

GENERAL INFORMATION

CAMPUS SECURITY AND SAFETY

If, upon investigation of the official report, the Office of Campus Security and Public Safety determines that the student has been missing for more than 24 hours, the Vice President of Student Services will contact the following:

1. The person confidentially identified by such student
2. The custodial parent or legal guardian if the student is under 18 years of age and not emancipated, and The Director of Security and Public Safety will contact the following:

3. Any appropriate local law enforcement agencies

Upon notification from any entity that any WCJC student may be missing, WCJC will use any of the following resources to assist in locating the student. These resources may be used in any order and combination:

- *The Office of Security and Public Safety,*
- *The Office of the Vice President of Student Services,*
- *The Vice President of Administrative Services, and*
- *The President.*

Any of these entities may be asked to assist in physically locating the student by accessing the student's assigned room and talking with known associates.

Any or all of the following actions may be taken in attempts to locate any WCJC Missing Student:

- *The Office of Security and Public Safety may search on campus public locations to find the student (library, academic buildings, etc.).*
- *The Office of Security and Public Safety may issue a community notice, including photographs of the student, to assist in locating the missing student in accordance with the Office of Marketing and Communication.*
- *The Offices of Security and Public Safety and the Vice President of Student Services may try to contact known friends, family, or faculty members for last sightings or additional contact information.*
- *Academic departments may be contacted to seek information on last sighting or other contact information.*
- *Security access card logs may be checked to determine last use of the missing student's card and detect future uses of the card.*
- *The Office of Security and Public Safety may access vehicle registration information for vehicle location and distribution to appropriate authorities.*
- *WCJC may use its information technology resources to examine logs for last login and use of WCJC systems.*

If there is any indication of foul play, all appropriate law enforcement agencies will be immediately notified for assistance.

Records regarding missing residential student notifications will be maintained in the Office of the Vice President of Student Services.

GENERAL INFORMATION

CHANGE OF NAME OR ADDRESS

Students who change their home or local address after registration or students who marry after enrollment should notify the Office of Admissions and Registration of this change immediately. Communications from the college are mailed to the name and address on record. Diplomas are also printed using the names on record. Students must note that changing an address does not automatically change a residency status. Students are responsible for all material sent to them by the college. A student who fails to update their address with the college is still responsible for all communications sent to their address on file at the college.

CLOSING AND SUSPENSION OF ACTIVITIES

The President is responsible for suspending college activities or the closing of any college facility due to weather, transportation, or other emergency conditions. Notice of suspended classes or the closing of facilities shall be posted on the college's web site at wcjc.edu and may also disseminated to the TV and radio. Notices of suspended classes and other emergencies may also be sent out via **RAVE** which is an emergency notification service.

All students are encouraged to opt into in the **RAVE** system. Students will receive an email sent to their WCJC student email address that provides directions on the way to add RAVE alerts to their cell phones, home phone, or any other device. Students are strongly encouraged to add this alert system to their phones. **Residence Hall students are required to sign up for the service.**

In the event of cancellation of classes, the classes missed may be made up by holding classes on weekends, evenings, and/or holidays, or by extending the calendar ending any session or semester. Students are responsible for monitoring the college notices sent out regarding closings and suspension of activities.

COSMETOLOGY SERVICES

Students may receive cosmetology services for minimal cost at the college's cosmetology departments located at Wharton and Rosenberg. Students should call the Cosmetology Department for a listing of services and times available on the WCJC website.

GENERAL INFORMATION

DELINQUENT ACCOUNTS AND RECORDS

Students who owe the college on any account will have their grade records withheld, be denied access to future registration, have their transcripts withheld, and be denied access to advising transcripts in their online services account. Students with delinquent accounts will not be able to completely withdraw from the college until the account is settled.

Students are required to complete all aspects of their admissions file and keep it current, return all college-owned property, and make full-payment of tuition, fees, and fines owed to the college. Inaccurate or incomplete student records may result in the withholding of transcripts and registrations.

DENTAL HYGIENE SERVICES

The Dental Hygiene Department is located at the M. G. and Lillie A. Johnson Health Occupations Center at the Wharton Campus.

WCJC students may contact the Dental Hygiene Department on the Wharton campus to schedule an appointment for the preventive dental care services listed below. These services are performed at no cost to the student by dental hygiene students under the direct supervision of licensed dental hygienists and dentists.

- *Oral prophylaxis (scaling and polishing the teeth.)*
- *X-Rays*
- *Fluoride treatments*
- *Preventative care (sealants) and oral health counseling*

GENERAL INFORMATION

DORMITORIES INFORMATION AND RATES

Wharton County Junior College has three dormitories available for students who prefer to live on or near the Wharton campus. **Frankie Hall is designated for men. Brooking Hall and Mullins Hall are designated for women. Students are directed to the Residence Hall Handbook on the college website at http://www.wcjc.edu/admin_offices_n/Student_Services/housing/housing.asp for information.** Students must be at least 17 years old prior to the start of the semester to be housed in residence halls.

Regulation 513: “A resident student must qualify as a full-time student (12 or more semester hours) to live in the residence hall.” “Children are not allowed to be housed with their parents in the dormitory. Guests are not permitted to spend the night in the dormitory.” To reserve a room, a student must fill out an application for a dorm room, pay a \$200 dorm deposit, and complete the criminal background check (\$15.00 cost).

DORM APPLICATION INFORMATION - Students may make application into the dorm by contacting the college at (979) 532-6368. Residence Hall Rates:



Mullins Hall - \$750/semester



Frankie Hall - \$750/semester



Brooking Hall - \$650/ semester

Board Plan*: Board in the College Cafeteria, \$1,350.00 a semester

*Students who reside in the dormitories must pay for the Board Plan. Room charges and the first payment for board must be made before entering the dormitory as a resident. The residence halls and the cafeteria will be closed during official college holidays as specified in the College Calendar. During these holidays, students must arrange for other housing and meals. Three meals per day are served Monday through Friday, two meals on Saturday and one meal on Sunday.

Disability Services works collaboratively with Student Housing in order to provide housing accommodations to qualified students with disabilities. By Federal Law, a person with a disability is any person who:

1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment, which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing or learning. Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While the Americans with Disabilities Act Amendment Act 2008 requires that priority consideration be given to the specific request by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and ***other suitable accommodations are available.***

GENERAL INFORMATION

DORMITORIES INFORMATION

Students requesting housing accommodations should fill out the Housing Application Form. Students must also comply with any deadlines for housing applications, deposit and roommate requests, etc. Students must present appropriate medical documentation to Disability Services, which establishes the need for an accommodation and relates the current impact of the condition to the requested housing accommodation. Documentation may be sent to:

WCJC/Disability Service Coordinator/911 Boling Highway/Wharton, Texas 77488

Documentation consists of an evaluation by an appropriate professional that relates the current impact of the condition. The diagnostician must be an impartial individual who is not a family member of the student. Documentation should include:

A diagnostic statement on letterhead (not prescription pad), the date of the most recent evaluation;
The current impact of (or limitations imposed by) the condition; treatments, medications, devices or services currently prescribed or used to mitigate the impact of the condition; and the expected duration, stability or progression of the condition.

DAMAGES

Dormitory residents are required to make a deposit of \$200 to reserve a room and to cover possible property damages and cleaning. Cancellations of residence hall room reservations must be done 15 calendar days prior to the first day of classes each semester. If the student wishes to receive the full deposit refunded. Returning students must make additions to their deposit (if damages were withheld) to equal \$200 prior to each semester in which they return as a resident. For non-returning residents, the deposit is refundable at the end of the semester upon written request of the student, if all provisions of the housing "contract have been satisfied. A student who vacates the dorm because of withdrawal from WCJC or graduation will have up to 2 months from the end of the semester to request the return of the deposit. If not requested within this time period, the deposit will be forfeited to the college. When a student is dismissed from the residence hall or vacates the residence hall for any reason during the semester, the board payment and room rent will not be refunded. Dormitory and cafeteria charges are subject to change without notice by action of the Board of Trustees. Students should consult the Residence Hall Handbook and the Student Handbook regarding dormitory regulations.

Additional information on College Regulation #592 can be secured from the Office of Student Services. (Pioneer Student Center, ext. 6388)

GENERAL INFORMATION

DISCLOSURE AND RIGHTS

Students Right to Prevent Disclosure of Directory Information under the provision of the Family Educational Rights and Privacy Act of 1974, students have the right to prevent the disclosure of “Directory Information.” Directory information is described as follows: name, address, telephone number, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth. A form is available for students at the WCJC Office of Admission and Registration and the college website that will prevent disclosure of directory information. Notification is sent to students each semester regarding the process to prevent disclosure of directory information. It is the student responsibility to read the notification. This form must be signed and received in the WCJC Office of Admission and Registration prior to the 12th class day in fall or spring semester and the 4th class day of the summer term to prevent disclosure for that semester. If not received by that date, it will be assumed that the above information may be disclosed for the remainder of the current semester. A new form for non-disclosure must be completed each semester. Solomon Amendment, requires that colleges provide information to military recruiters, upon request. This information is usually a subset of the directory information, but can include additional items.

DISCLOSURE TO PARENTS

FERPA permits postsecondary institutions to disclose any and all information from a student’s education records, without consent, to that student’s parents if the student is a dependent for tax purposes under IRS rules. **The burden of proof however is on the parent to prove the student is a dependent.** The student may sign a release form authorizing release of their educational records to the parents or others. Forms are available on the college website, the Office of Admission and Registration, and the **OFFICE OF STUDENT SERVICES**. FERPA allows institutions to disclose information to appropriate officials in a health or safety emergency, including parents if the emergency involves their child. FERPA permits a postsecondary institution to inform parents of students under the age of 21 when a student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

GENERAL INFORMATION

RIGHTS UNDER FERPA for Postsecondary Institutions

The Family Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The rights to request the amendment of the student's education records that the student believes are inaccurate. Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding a request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent) a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Optional: Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll, (Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW**

Further information concerning this policy and laws on which it is based is available in College Regulation 651 and through the Office of Admissions and Registration.

GENERAL INFORMATION

FINAL EXAM SCHEDULES

The final exam schedule is available on the college website at the Catalogs and Schedules page. Course syllabi may also have final exam information on them. Students may obtain a print out of the website schedule of the final exam schedule from the Office of Admissions and Registration.

FINANCIAL AID AND SCHOLARSHIPS

The financial aid program at Wharton County Junior College is designed to provide financial aid through scholarships, grants, loans, and on-campus employment. Inquiries concerning student aid should be addressed to the Student Financial Aid Office at (979) 532-6345. Applications for financial aid should be completed accurately and received in the Financial Aid Office along with any additional required forms by the priority deadline. Notifications to students regarding their financial aid processes (missing documents, award information, status, updates, etc.) will be posted in a student's online services account. Students need to open their online services account as soon as they receive notification that their account is available (usually a communication from the admissions office) and then monitor that account on a regular basis. The Financial Aid Office will communicate via WCJC Student Email addresses once the student has enrolled for courses. It is the student's responsibility to activate their WCJC student email account as soon as possible after their initial course registration. It is also a student's responsibility to monitor their student email account. Financial aid eligibility is determined for only one year at a time. All approvals are based on the assumption that Congress will appropriate funds for the various programs. Consequently, approved aid terminates if money is not allocated to Wharton County Junior College. **Steps for Applying for Financial Aid at WCJC:**

1. Apply for Admission at Wharton County junior College (WCJC) online at https://www.applytexas.org/adappc/gen/c_start.WBX
 - *Submit an official high school transcript or GED certificate of completion to the Admissions Office for applicants with no previous college work.*
 - *Submit official academic transcripts from all colleges previously attended to the Admissions office for evaluation if no financial aid was received.*
2. Apply for a Personal Identification Number (PIN) at www.pin.ed.gov before trying to complete the FREE Application for Federal Student Aid (FAFSA).
3. Log on to www.fafsa.gov to complete the Free Application for Federal Student Aid (FAFSA). For the 2018-19 academic-year you will provide income information from the 2017 federal income tax returns for you and your parents if you are a dependent student. Independent students only provide information on themselves.
 - *WCJC's school code is 003668*

GENERAL INFORMATION

FINANCIAL AID AND SCHOLARSHIPS

Steps for Applying for Financial Aid at WCJC (con't):

4. If your application for Federal Aid is selected for verification by the Department of Education you must provide the Financial Aid Office at WCJC with additional documents.
 - *If you did not use the Data Retrieval Tool Option to complete your income information when you completed your FAFSA, then you must provide an income tax transcript from the Internal Revenue Service (IRS). We can no longer accept photocopies of actual income tax returns.*
 - *Student Verification worksheet on the college web site at [http:// www.wcjc.edu/admin_offices_n/financial_aid/forms.asp](http://www.wcjc.edu/admin_offices_n/financial_aid/forms.asp) on the WCJC website).*
 - **ALL OTHER SUPPORTING DOCUMENTS AS REQUESTED BY THE FINANCIAL AID OFFICE.**
5. All students must complete the WCJC STUDENT DATA FORM on the college web site at http://www.wcjc.edu/admin_offices_n/financial_aid/forms.asp and submit it to the Financial Aid Office.
6. Submit all required documents by the Priority Date to ensure timely disbursement.
 - *Fall Semester June 1st*
 - *Spring Semester November 1st*
 - *Summer Session April 1st (please note that effective summer of 2012, Pell Grants for summer sessions are limited to only students who attended one other semester during the award year. Check with the Financial Aid Office for details.)*

NOTE: Failure to comply with the Priority Date may delay financial aid distribution and require a student to pay for tuition/fees and books out-of-pocket and then be reimbursed at a later date. The college has an installment plan to assist students in reserving classes while completing the financial aid documentation.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Under current federal law, all students who receive federal or state financial aid must be making satisfactory progress as defined by the College in order to receive or continue to receive that aid. **The following are the requirements at Wharton County Junior College (WCJC):**

1. All recipients of financial aid must be enrolled in a program of study leading to an associate's degree, an eligible certificate, or program that is transferable toward a baccalaureate degree.
2. Students receiving financial aid must maintain a 2.0 cumulative grade point average on all college level credit hours (this includes developmental studies credit hours) attempted at WCJC in order to remain eligible for financial aid.

GENERAL INFORMATION

SATISFACTORY ACADEMIC PROGRESS (SAP)

3. Students receiving financial aid must complete 70% of all credit hours attempted regardless of whether financial aid was received for the credit hours. For example see the table below:

ENROLLMENT CREDITS	MUST COMPLETE THE FOLLOWING NUMBER OF CREDITS
6 credits	5 credits
9 credits	7 credits
12 credits	19 credits
13 credits	10 credits
15 credits	11 credits
18 credits	13 credits

4. A student is only eligible for financial aid up to 150% of the credit hours required in their program. (Eligibility is lost beyond this limit).
Example: An Associate of Arts Degree with a Business Administration concentration requires 60 credit hours. $60 \text{ credit hours} \times 150\% = 90 \text{ credit hours}$, after 90 credit hours eligibility for financial aid is lost. Generally, students are notified by the financial aid office once they reach the 90 credit hour level.
5. Satisfactory progress will be measured three times per year, at the end of each semester, fall, spring and summer. The evaluation will be made regardless of the number of credit hours attempted during the semester.
6. Course work attempted and grades earned in semesters forgiven through the State of Texas “Academic Fresh Start” program will be included in the Satisfactory Progress Calculation.
7. Grades of A, B, C, and D are considered credit hours attempted and successfully completed (earned).
8. Grades of F, I (incomplete), and W (withdrawals and drops) are counted as credit hours attempted but not successfully completed (unearned).
9. Course repeats are counted as attempted credit hours and either earned or unearned depending upon the grade assigned as noted above. Last grade is included for GPA purposes.
10. Only the first two attempts of a course completed with a passing grade can be paid by financial aid. The third attempt cannot be included for payment purposes.
11. Financial aid is available for only the first 30 semester credit hours of remedial coursework attempted. Remedial coursework is counted in the 70% completion rate.
12. Students who receive all F’s, W’s, or I’s or a combination of these will be placed on financial aid suspension. Students placed on suspension as a result of this action (receiving all F’s or W’s for an enrollment period) that can document mitigating circumstances for a withdrawal need to report to the financial aid office as soon as possible with information/ documentation regarding their circumstances. These circumstances include but are not limited to:
- Student health issues that resulted in withdrawal from the college
 - Verifiable errors by college that resulted in withdrawal.
 - Deployment into active military service.

GENERAL INFORMATION

SATISFACTORY ACADEMIC PROGRESS (SAP)

13. Students not meeting the minimum Satisfactory Academic Progress criteria at the end of their warning period will be suspended from receiving financial aid.
14. Students placed on “suspension”, may continue to enroll at the College but must pay for their coursework from their own funds.
15. Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria (listed above), both the completion rate (70%) and cumulative grade point average (2.0). Students who re-gain eligibility by completing required coursework must notify the Financial Aid Office in order to have their progress reevaluated.
16. A student who has been suspended from financial aid for failure to meet the satisfactory progress requirements outlined in this policy due to mitigating circumstances may appeal the decision by completing an appeal form, explaining their mitigating circumstances, and providing appropriate documentation to support their claim. Appeals without documentation will not be considered.
17. A student must be able to meet the satisfactory academic progress requirements within one semester or an appeal cannot be approved.
18. When a student has an appeal approved, they are placed on a financial aid probationary status for one semester. Probationary students who do not meet the satisfactory progress requirements will again be suspended.
19. Students who have had a prior appeal approved (probationary status) must complete a minimum of 12 semester credit hours (100% completion) with a 2.0 GPA without the benefit of financial aid in order to file another appeal.
20. When the number of credit hours required for completion of a degree plus the number of credit hours attempted (including transfers) exceeds 150% of the hours required for a degree, the student becomes immediately ineligible for further financial aid. (Maximum Time Frame Suspension).
21. Appeals for attempting beyond the maximum time frame require a copy of a degree plan signed by the advisor and an appeal form explaining why the additional coursework is necessary. The student must be meeting the 70% and 2.0 CGPA for all hours attempted in order for the appeal to be reviewed by the committee.

STUDENT RESPONSIBILITIES REGARDING FINANCIAL AID

Students are responsible for understanding and monitoring their own satisfactory progress status. Although the Financial Aid Office attempts to notify students of their financial aid status, failure to receive notice does not affect the calculated status and is not a reason to appeal.

GENERAL INFORMATION

FINANCIAL AID REQUIREMENTS

Financial Aid will NOT be provided for certain courses. Please be aware of the following stipulations:

- Financial aid does not apply to courses taken by audit, credit hours earned by placement tests, continuing education courses AND COURSES TAKEN OUTSIDE A STUDENT'S DEGREE PLAN. It is the student's responsibility to know the courses in their degree plan (based on their declared major) and take only those courses within the degree plan. A loss of financial aid funds will result if a student takes courses outside of their degree plan.
- A grade of "F" will be counted in the GPA
- Withdrawals and repeated courses will be counted toward all hours attempted
- Federal Regulations do not allow rounding of financial aid SAP standards. For example, a 69% completion rate would not meet the 70% completion rate standard and a GPA of 1.95 does not meet the 2.0 standard.

Additional Note to Students: Students who complete an online home school high school program will need to prove the institution is accredited by a nationally recognized regional accrediting agency; for example the Southern Association of Colleges and Schools (SACS). The burden of proof is on the student to prove the institution is appropriately accredited. The college's evaluation of the accreditation is final in such cases. Federal financial aid will be denied students who receive diplomas from non-accredited online or online homeschool sources that can't be appropriately validated.

FINANCIAL AID CENSUS DATE

Financial Aid Census Date is the day the WCJC Financial Aid Office will review all students receiving financial aid enrollment for the semester. The number of eligible registered hours will determine the Financial Aid Award for the semester. The Financial Aid Census Date will be posted on the WCJC website, Financial Aid landing page, under "Important Dates" on the Financial Aid homepage.

• How does this affect student's financial aid award package?

If a student increases or decreases their enrollment level prior to the Financial Aid census date, financial aid awards will be adjusted, as appropriate, to ensure that the allocation/award is correct.

EXAMPLE: If a student **decreases their enrollment after the first class day but on or before the census date,** the aid award will be decreased as well to match the enrollment status (as already explained). However, the student may still owe some tuition and fee changes to the college because of the refund policy. Students in this situation will be responsible for any balance owed to the business office.

GENERAL INFORMATION

FINANCIAL AID CENSUS DATE (con't)

If a student **increases their enrollment level** after the census date, the aid award will **NOT** be increased. This means, for example, a student who is enrolled in ten (10) credits as of the financial aid census date, and who later adds two (2) credit hours, will **NOT** have aid adjusted upward to the full-time level. Rather, the aid will remain at the 3/4 time level.

If a student **decreases their enrollment level** after the census date, the aid award will **NOT** be reduced. This means, for example, a student who is enrolled in thirteen (13) credits as of the financial aid census date, and who later drops four (4) credit hours, will **NOT** have aid adjusted downward to the 3/4 time level. Rather, the aid will remain at the full time level.

- **However, students who achieve a zero GPA may still owe a balance because of the required Return to Title IV calculation*. A zero GPA is the result of failing all classes or withdrawing (dropping) from all classes.**

* For "Return to Title IV", aid eligibility begins on the first day of classes and is calculated day to day, therefore, **a student, with an aid award, who drops all their classes, or earns a zero GPA for the semester, will be assigned a Return to Title IV (R2T4) status. R2T4 students may owe a balance.** More information about R2T4 may be found on the website in the financial aid pages and in the WCJC Student Handbook.

- **Final notes about census date and financial aid:**

If the initial financial aid award is made

- **Before financial aid census day**, awarding is based on the assumption that you will be enrolled full time, twelve (12) credit hours or more.
- **After financial aid census day**, awarding is based on your actual enrollment status.

FINANCIAL AID-RETURN OF TITLE IV FUNDS

Wharton County Junior College returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965 and with rules of the Texas Higher Education Coordinating Board.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of funds which were received to help pay educational expenses for the semester.

GENERAL INFORMATION

FINANCIAL AID-RETURN OF TITLE IV FUNDS (con't)

Liability for return of Federal Title IV funds will be determined according to the following guidelines:

- 1.** If a student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
- 2.** If a student completely withdraws from all classes before completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
- 3.** If a student does not officially withdraw classes and stops attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs.
- 4.** If a student earns failing ("F") grades in all their courses during a semester, the student will be subject to the Return to Title IV guidelines listed in the sections above. A student in this scenario will need to document with the course instructor(s), the last day of attendance or it will be assumed the student only attended to the 50% point of the semester. This student will be liable for repayment under the Return to Title IV Funds process.

Return to Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the WCJC Business Office for deposit into the federal programs accounts. If the student does not return the amount owed within the 45 day period, the amount of overpayment will remain on the student's account and a hold will be placed on all student files including access to (all) transcripts and registrations.

FINANCIAL RESPONSIBILITY

As a condition of a student's enrollment, tuition and fees are due at the time of registration and may be paid with cash, credit card, check, financial aid, scholarship or a third party. If a student becomes delinquent regarding any debt with the institution, the student will be denied future enrollments and release of official academic transcripts.

GENERAL INFORMATION

FITNESS CENTER

Wharton County Junior College Fitness Center provides a weight-room area with State of the Art Cardiovascular equipment; a variety of weight resistant machines along with numerous free weights. The Fitness Center also provides an Aerobic Room for credited Aerobic classes or Continuing Education Aerobic classes. Locker room facilities are provided. Students may use the center upon paying per semester fee-the current fee is \$60.00/semester. This fee can be paid at the business office. Residence Hall students may use the fitness center at no charge with a valid student ID.

GRADUATION APPLICATION DEADLINES

July 15 – August graduation

November 1 – December graduation

April 1 – May graduation and Commencement

Students must go to the Registrar's Office to complete the application for graduation. Caps, gowns and invitations are ordered through the WCJC bookstores.

GUEST SPEAKERS

Guest speakers are sometimes utilized by student organizations to promote the general educational objectives of WCJC. In order to be educationally effective, these presentations must be carefully planned and coordinated. All invitations to outside speakers must be approved by the Office of Student Services.

GENERAL INFORMATION

LIBRARIES

The college has two libraries to serve WCJC students:

The J. M. Hodges Library on the Wharton Campus and the Sugar Land Campus University Branch-WCJC/ University of Houston Joint Use Fort Bend County Library at the Sugar Land Campus. WCJC also maintains a cooperative agreement with the Fort Bend Public Library System and the Matagorda County Library System for library services to students enrolled in courses at Fort Bend and Matagorda County locations. A variety of learning resources, materials, and equipment support the instructional programs. Students at any WCJC campus or in off-campus credit courses, including distance education courses, are encouraged to use the libraries. A current WCJC student identification card or a library borrower's card is needed to check out materials. A student without a current WCJC Student Identification Card should inform a library staff member that he/she is enrolled in an off-campus course. After verification of student records, borrowing privileges will be extended. Continuing Education students may also request a library Borrower's Card which will be valid for the duration of the course; a tuition receipt is needed to verify registration. The resources of the WCJC Libraries include over 50,000 books, 200 periodical subscriptions, 28 online data bases, and audio-visual materials. The libraries also provide typewriters, photocopiers, microfilm services, and internet access. Library patrons must adhere to the WCJC Internet use Policy. The J. M. Hodges library's Television and Media Department (TVM) offers various production services including transparencies, duplication of audio and video programs within the guidelines of the copyright law, laminating, and slide-tape production. Audio-visual services must be approved by a faculty member. Some of the services require a small fee. Check with library for prices.

Library Hours

Wharton Campus - J. M. Hodges Library

Fall and Spring Semesters

Monday through Thursday - 7:30 a.m. - 9:00 p.m.

Fridays - 7:30 a.m. - 4:00 p.m.

Wharton Campus - J. M. Hodges Library

Summer I and Summer II Semesters

Monday through Friday - 8:00 a.m. - 5 p.m.

GENERAL INFORMATION

LIBRARIES

In general, library materials may be checked out for 14 days. Materials may not be held between semesters.

Return of Materials

All materials are to be returned to the main circulation desks. Materials returned after 4:00 p.m. through the outside book drops will be considered as turned in the following day and fines, if any, will be charged.

FINES AND FEES	
Late fees/day	\$25/day
Reserve fees	\$25/hour
14 - day	\$25/day
3 - day reserve loan	\$25/day
1 - day reserve loan	\$25/day

OVERNIGHT RESERVE LOANS (3 P.M. - 9 A.M.)	
The next working day	\$25/day
1-hour reserve loans	\$25/day

Fines are calculated for the days the J.M. Hodges Library is open; fines are not charged for weekends and holidays. Students who have accumulated more than \$20.00 in unpaid fines may not check out materials

Near the end of semesters and holidays the loan period must be shorter than the usual 14 days. It is always in the borrower's best interest to note the item's date due as it is being checked out. At the end of the semester, students with overdue material or fines will have a hold placed on their records in the Registrar's Office. **Student records must be cleared before grades or transcripts are mailed.**

- Students must pay the replacement cost of lost or damaged materials, in addition to any late fees.

WCJC Library Telephone Numbers

Wharton Campus

979-532-6509



Sugar Land Campus

281-633-5164



GENERAL INFORMATION

LOST AND FOUND

The college is not responsible for articles left in any building. Lost articles, if found, are to be turned in to the Office of Security and Campus Safety in the Pioneer Student Center, or to the Telephone Operator's Office in the Administration Building of the Wharton Campus, or the Security Offices at Sugar Land and the Richmond Campus.

Wharton Campus	Sugar Land Campus	Richmond Campus	Bay City Campus
979-532-6523	281-275-3302	281-239-1501	979-244-4552

ORGANIZATION FUNDS

Any campus organization desiring to undertake fund-raising projects must secure the approval of the Office of Student Services before launching a campaign. All money collected by student organizations must be deposited in the Business Office no later than twenty-four hours after its collection. Cash payments should never be made from money collected. Disbursements will be made through the Business Office by vouchers. Unused funds in club accounts will be carried forward each year for use by that club. This procedure is required by state and local auditors.

WCJC CAMPUS PARKING

Tickets are \$25.

Students may park ONLY between the white lines.

Wharton Campus

- **Parking Lots 1 & 2** off Boling Highway
- **Parking Lot 4** at the Peace Building, except the area designated for Frankie Hall residents and faculty)
- **Parking Lot 5** at the Health Occupations Building
- **Parking Lot 6** at the Fine Arts and Johnson Building
- **Parking Lot 7 and 7a** at the Pioneer Student Center
- **Parking Lot 8** at the LaDieu Technology Center
- **Dorm Students** - Residents of Mullins Hall are permitted to park in Lot#1 and Lot#3, Frankie Hall Residents should park in Lot#4. Brooking Hall Residents may park in the Brooking Hall parking area or in student parking on campus.

GENERAL INFORMATION

WCJC CAMPUS PARKING

Sugar Land Campus

- Students are allowed to park between the white lines of all parking spaces provided at the Sugar Land Campus, except in the areas marked reserved or visitor parking.

Richmond Campus

- Students are allowed to park between the white lines of all parking spaces provided at the Richmond Campus, except in areas marked reserved or visitor parking.

PARKING/DECALS/FINES

 **Wharton County Junior College**

Parking Decals are required to legally park on all WCJC campuses.

Citations will be issued beginning August 29, 2018



DORM STUDENTS



FACULTY/STAFF



STUDENTS

All Vehicles without a current parking decal properly displayed on the back window/left side after the deadline will be ticketed.

Bring a completed Vehicle Registration Form to any of the locations listed below to receive your 2018-2019 parking decal.

PARKING DECAL LOCATIONS

WCJC Wharton Campus/Pioneer Student Center
Security Office - (979) 532-6523

WCJC Richmond Campus
Security Office - (281) 239-1501

WCJC Sugar Land Campus
Front Desk - (281) 243-8447

WCJC Bay City Campus
Front Desk - (979) 244-4552

- Fines for vehicle parking are \$25 each. A \$10 search fee will be added to fines for cars ticketed without a parking tag.
- Grades will be withheld from students with delinquent fines. In some cases, a student may be placed on probation.
- Appeals are made through the Summary Appeals Court (SAC). College Regulation 325 and an appeals form, which details the appeals process, at the Office of Student Services or the receptionist at the Sugar Land and Richmond Campuses.
- Failure to display parking tag will not constitute a reason for dismissal. Citations should be paid at the Business Office on the at the Business Office on the campus where the citation was issued. Payments can also be mailed to the address on the citation. Include your Social Security number and the ticket number if possible.

GENERAL INFORMATION

POSTING ITEMS ON CAMPUS

All posters, handbills, student election material, and related literature must be approved by the Office of Student Services or the Director at the extension campus. These materials must include the college logo. It is the responsibility of the student or organization posting the items in compliance with posting policy and to remove them by the deadline assigned by the Office of Student Services or Director of the extension campus. Items must be posted on the college's bulletin board only, or windows.

PUBLIC ADDRESS SYSTEM

The public address system and other mechanical electrical sound equipment cannot be used on campus except with prior approval from the Office of Student Services, who can be contacted at (979) 532-6388.

SKATEBOARDS

Skateboards are not permitted on campus.

SOLICITING AND FUND RAISING

Student-organized fund raising projects must be approved by the Office of Student Services. Students are directed to College Regulations # 127 and #561. Non-college related fund drives are not permitted on college grounds. Students approached by solicitors should notify the Office of Student Services.

GENERAL INFORMATION

STUDENT E-MAIL

WCJC Student e-Mail is considered an official method of communication WCJC's Information Technology Department automatically assigns an official WCJC Student e-Mail address to students. **All WCJC Student e-Mail accounts are password protected.** The privacy and security of WCJC Student e-Mail accounts and WCJC Student e-Mail correspondence depend on the appropriate use and protection of WCJC Student e-Mail login ID's (e-Mail prefix) and passwords.

Students are responsible for taking all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their WCJC Student e-Mail accounts by unauthorized individuals. Students should not share this information or access to college resources with others, including family members. **No one at WCJC will ask a student to provide WCJC with his or her WCJC Student e-Mail account password.**

Students are responsible for taking all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their WCJC Student e-Mail accounts by unauthorized individuals. **Students should not share this information or access to college resources with others, including family members. No one at WCJC will ask a student to provide WCJC with his or her WCJC Student e-Mail account password.**

The college will use WCJC Student e-Mail to electronically communicate official college information to students. The college has the right to expect that such communications will be received and read in a timely fashion. Official WCJC Student e-Mail communications are intended to meet the academic and administrative needs of the campus community. **Students are expected to check their WCJC Student e-Mail on a frequent and consistent basis in order to remain informed of college related communications. Students have the responsibility to recognize that certain communications may be time-critical. Students are responsible for the consequences of not reading, in a timely fashion, college-related communications sent to the official WCJC Student e-Mail address.**

All students will use their respective official WCJC Student e-Mail address when conducting WCJC business. Errors encountered in forwarding e-mails or e-mails returned to the college with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official college communications via WCJC Student e-Mail.

WCJC is not responsible for the handling of e-mail by outside service providers or servers. Redirecting WCJC Student e-Mail to another account does not absolve a student from the responsibilities associated with timely reading of communications sent to an official WCJC Student e-Mail address.

COLLEGE REGULATIONS

STUDENTS WITH DISABILITIES

Students with documented disabilities seeking accommodations should contact the Coordinator of Disability Services in the Office of Student Services. The student should provide current medical and/or psychological documentation verifying their disability. Special accommodations are available for qualified students with disabilities upon approval by the Coordinator of Disability Services. A student with a documented disability will not receive any charge for any special accommodations that are noted in the ADA action request. The ADA action request is created by the Coordinator of Disability Services after the Coordinator has reviewed the individual student documentation of a disability. **Further information about accommodations may be obtained from the ADA Coordinator of Disability Services at 979-532-6384.** Wharton County Junior College is committed to providing a discrimination-free environment for its students with disabilities. Students with disabilities are encouraged to inform the College of any assistance they may need upon application. Early self-identification will allow the student to receive whatever accommodation he or she may need as quickly as possible.

STUDENT GRIEVANCE PROCEDURES FOR DISABILITY ISSUES

Students who experience disability related problems on campus are urged to contact Coordinator of Disability Services immediately. Usually, problems can be corrected as they arise. However, if efforts to resolve the problem are unsuccessful, the student has the right to file a grievance. **Students are directed to WCJC College Regulation #591, Student Grievances and Complaints. College Regulation #591 provides a step by step process for students and includes a timeline for actions to be taken by students.**

THEFT

To protect student property, it is recommended that your student ID number be stenciled on books, radios, computers, and other materials. All thefts should be reported to the Office of Security and Campus Safety. The college is not responsible for thefts.

Wharton Campus Security: 979-532-6523

Richmond Campus Security: 281-239-1501

Sugar Land Campus Security: 281-275-3302

Bay City Campus Security: 979-244-4552

GENERAL INFORMATION

TOBACCO

Tobacco use is prohibited both indoors and outdoors including all common areas, residence halls, building entrances, athletics fields, and sidewalks. This includes e-cigarette products. Tobacco use will only be permitted on a college parking lot.

TRANSCRIPTS

A transcript of college credits is an official copy of the student's permanent record bearing the college seal and the signature of the Director of Admissions and Registration. A student may obtain copies of his or her transcript by making an electronic request. Directions for transcript requests are on the college website. All admission information must be on file, and all holds must be cleared. Each transcript will cost \$10.00.

VEHICLE REGULATIONS AND PERMITS

Students parking at the Wharton, Sugar Land, or Richmond Campus campuses must register their vehicles with the college. Vehicle registration is held at the time of initial student registration (no later than the first week of classes for students who have pre-registered). If the vehicle is acquired after these periods, the student must register within three (3) school days of acquisition. The student must remain enrolled at the college for the parking permit to be valid. Parking decals must be clearly visible per the directions given by campus security. Replacement tags are \$5 each.

WITHDRAWAL FROM THE COLLEGE

If a student chooses to withdraw from the college before the completion of the semester for which he or she is enrolled, the student is required to fill out an official withdrawal form in the Office of Admissions and Registration or check at the main office at the campus they attend or send an email to the Director of Admissions and Registration requesting withdrawal.

Students must check with the Financial Aid Office prior to withdrawal. Withdrawal from the college may affect future financial aid eligibility and result in the student having to repay financial aid for this term they are anticipating the withdrawal.

GENERAL INFORMATION

WITHDRAWAL FROM THE COLLEGE (con't)

All financial obligations to the college must be met, and the student's ID card must be returned to the Business Office in order to receive official clearance. In other words, students who owe the college on any balance will not be allowed to withdraw from the college until all debts have been satisfied.

A student may officially withdraw from college with grades of "W" until the end of the 12th week in regular session, 16 week course and until the end of the 4th week in an 8 week course. The college website has specific dates for each semester.

STUDENT RIGHT TO KNOW-COMPLETION RATE

WCJC Completion Rates (All campuses, all students)

YEAR	2011	2012	2013	2014	4-Year Average
Total completers within 150%*	17%	17%	17%	17%	17%

*Data based on IPEDS Spring 2017 Spring Collection, First Time in College Cohort.

WCJC Completion Rates (All campuses, all students)

YEAR	2011	2012	2013	2014	4-Year Average
Total Transfer-out Students	35%	33%	34%	35%	35%

*Data based on IPEDS Spring 2017 Spring Collection, First Time in College Cohort.

COLLEGE REGULATIONS

APPEAL OF ACADEMIC DECISIONS

Wharton County Junior College provides students with a procedure for the review of decisions affecting their academic status that they contend has been made unfairly, arbitrarily, capriciously, or on the basis of bias or prejudice. Examples of decisions affecting academic status are the assignment of course grades, placement in courses based on academic performance, and judgements concerning academic dishonesty.

Students may initiate a formal appeal of an academic decisions only if the claim involves an allegation of one or more of the following:

1. a practice or policy at variance with accepted college practice or policy;
2. illegal discrimination;
3. an error in computation or calculation;
4. inconsistent application of grading standards within a course;
5. capricious or arbitrary application of standards concerning grading, curriculum, or academic placement;
6. allegations of any form of academic dishonesty not supported by evidence.

To preserve the right of appeal, each step in the appeal procedure must be followed within the prescribed time limits unless such time limits are extended for good cause by the Vice President of Instruction.

What follows is a **summary of the steps and timeline for appeal of an academic decision and is not meant to be a comprehensive view of the process.** Students and those who advise them are strongly encourage to review College Regulation #663 for detailed information regarding the appeal of academic decisions.

COLLEGE REGULATIONS

APPEAL OF ACADEMIC DECISIONS (con't)

All Wharton County Junior College Regulations are available on the WCJC Website.

ACTION	DEADLINE
--------	----------

STEP 1: Meeting with Respondent(s).

The Student (“claimant” or “appellant”) meets with the person or persons responsible for the academic decisions (the respondent or respondents) to discuss the issue in question. (For example, in the case of a grade appeal, the student first meets with the instructor responsible for assigning the grade.) In some instances, a face-to-face meeting may be substituted with other means of communication such as email or telephone. This type of communication substitution shall be approved by the division chair, dean, or VPI. **Must be completed within 30 calendar days of date of original decision, except in the case of an appeal of a final grade, which must be made within 12 months of the end of the term in which the grade was awarded.**

Possible Outcomes:

1. The student may find the decision to be correct and take no further action.
2. The respondent may find that an error has been made, and take the appropriate corrective action.
3. The student may still disagree with the decision and proceed to Step two.

STEP 2: Discussion with Supervisor (Department Head then Division Chair)

The Student meets with the supervisor of the academic from which the decision originated (e.g., an academic department). If the respondent is a department head, the student meets with the division chair administratively. This type of communication substitution shall be approved by the division chair administratively responsible for the department. If the respondent is a division chair, the student meets with the appropriate dean.

If Step Two requires a meeting with the department head, then Step Three requires a meeting with the division chair and Step Four involves a meeting with the dean. Steps to meet with supervisors using the appropriate chain of command must occur prior to meeting with the appropriate dean. In other words, the process and timeline for Step Two may be repeated to include a meeting with the division chair. If a supervisor is unable to meet with the student, the student may move up the chain of command, with the approval of the VPI. **Must be initiated within 5 calendar days of completion of Step One; and must be completed within 5 calendar days. May be repeated to include a meeting with the appropriate chain of command (i.e. division chair).**

Possible Outcomes:

1. The student may accept the decision and take no further action.
2. The supervisor may sustain the decision and may inform the student that the appeal is not timely, is without merit, or does not meet the appeal criteria set forth within the appeal policy. The supervisor must provide written notification of his or her finding to all parties in the appeal. If the student disagrees with this decision, he or she may proceed to Step Three.
3. If the respondent is no longer employed by the college, the supervisor make a decision based on available evidence and recommends (in writing) to the VPI any action to be taken. If the student disagrees with this recommended action, he or she proceeds to Step Three.
4. If the supervisor determines that the student has a legitimate question or complaint and cannot sustain the decision, the supervisor meets with both the claimant and the respondent to seek a

COLLEGE REGULATIONS

APPEAL OF ACADEMIC DECISIONS (con't)

(STEP 2/Possible Outcomes: number 4 continued)

ACTION	DEADLINE
--------	----------

STEP 2: **Possible Outcomes:**

4. resolution. If resolution can not be reached, the supervisor notifies the VPI of the particulars of the case (in writing), who refers the matter to the College Hearing Board (see Step Four).

STEP 3: **Appeal through the Appropriate Instructional Dean**

Within 5 calendar days of the completion of Step Two, the student submits to the dean a written appeal that contains a description of the decision being challenged, cites evidence in support of the student's allegation that the decision meets one or more of the six criteria for appeal listed above in the reasons for appeal, and states what action or result the student is requesting in place of the original decision.

Must be initiated within five calendar days of the completion of Step Two; and must be completed within five calendar days.

Possible Outcomes:

1. The dean may inform the student (in writing) that his or her submitted materials do not support a case for appeal and reject the appeal.
2. The student may take no further action at this point
3. The student may request (in writing) that the matter be referred to the VPI.

STEP 4: **Appeal through the Vice President of Instructions**

Within 5 calendar days of the completion of Step Three, the student submits to the VPI a written appeal that contains a description of the decision being challenged, cites evidence in support of the student's allegation that the decision meets one or more of the six criteria for appeal listed above in the reasons for appeal, and states what action or result the student is requesting in place of the original decision.

Must be initiated with five calendar days of the completion of Step Three; and must be completed within five calendar days.

Possible Outcomes:

1. The VPI may inform the student (in writing) that his or her submitted materials do not support a case for appeal and reject the appeal.
2. The student may take no further action at this point
3. The student may request (in writing) that the matter be referred to the College Hearing Board (CHB).

STEP 5: **Review by the College Hearing Board**

Within 10 calendar days of date of initiation of the College Hearing Board, the VPI convenes the College Hearing Board and provides board members with all written evidence submitted by parties to the appeal. The College Hearing Board meets and reviews the appeal and renders a decision within five calendar days of the date the board considers the student's appeal.

Must be initiated within five calendar days of the completion of Step Four; and must be convened within 10 calendar days of initiation. The board must complete deliberations within 5 calendar days after being convened and send written notification of the decision within 3 calendar days.

COLLEGE REGULATIONS

APPEAL OF ACADEMIC DECISIONS (con't)

(STEP 5/Possible Outcomes: number 1 continued)

ACTION **DEADLINE**

STEP 5: **Possible Outcomes:**

1. The College Hearing Board may sustain the original decision and deny the appeal.
2. The College Hearing Board may grant the appeal and overturn or modify the original decision. If a change of grade or academic standing results, the chair of the College Hearing Board so notifies all parties to the appeal and the Registrar and/or other appropriate office of the new grade or change in academic standing.

STEP 6: **Appeal to President**

Within 5 calendar days of the completion of Step five, either party to the complaint may appeal the decision of the Hearing Board by submitting a written statement to the President of the College requesting that the President as designee of the Board review the case. The written appeal must contain a description of the Hearing Board's decision, must explain why that decision is considered unjustified, and must state what action is being requested in place of that decision

Must be initiated with five calendar days of the completion of Step Five; and must be completed within 10 calendar days.

Possible Outcomes:

1. The President may inform the requesting party (in writing) that his or her challenge of the Hearing Board's decision is without merit and that the President supports the recommendations of the Hearing Board. Unless referred back to the VPI and Hearing Board, the President's decision is final.
2. The President may find that sufficient basis exists to question the recommendation of the Hearing Board and return the case to the VPI to reconvene the Hearing Board and reconsider the case. In this event, the President describes (in writing) the basis upon which he or she judges that reconsideration is warranted. The Hearing Board then proceeds as described in Step Four, and its decision becomes final.

STUDENT RIGHTS AND RESPONSIBILITIES

The College recognizes the necessity of establishing clear guidelines for student conduct to insure the protection of rights for the individual and for the college as an education institution. In addition to other formal rules and regulations, the following statements adopted by the college apply to all individuals of the college community, as well as its guests.

COLLEGE REGULATIONS

STUDENT RIGHTS AND RESPONSIBILITIES (con't)

Student Rights

Statement of Individual Rights: The following rights of all members of the college community shall remain inviolable:

1. To learn, teach, study, and search for truth without interference or harassment.
2. To move about the campus and in campus buildings freely and without interference or harassment.
3. To express opinions freely and without interference, individually or in groups, as long as such expression does not interfere with any other individual rights hereby guaranteed or result in damage to property.

To be treated at all times with courtesy and respect, regardless of ethnic origin, cultural background, sex, creed or ideology, as long as one displays regard for the rights of others as provided in this statement of individual rights.

If a student feels that their rights have been violated, WCJC Board Reg.591 *Student Grievances and Complaints* provides policies and "internal procedures for handling student grievances and complaints concerning (a) discrimination or harassment based on sex, race, age, national origin, religion, veteran status, or handicap; (b) nonacademic decisions, rules, or regulation; (c) actions, rules, or regulations not defined as pertaining to disciplinary measures or decisions; (d) management or conduct of programs; (e) allegations of misleading advertisement or promotion of programs; or (f) other actions of college employees. Procedures for student redress of these concerns." The section in this handbook on student grievance procedures details the process for grievances.

Student Responsibilities

As a student of Wharton County Junior College, an individual assumes responsibility of observing a proper standard of conduct at all times. This general behavior includes respect for order, morality, and personal honor. Students are expected to know what is considered appropriate behavior in the college learning environment. Students are expected to understand college policies and procedures regarding the administrative functions that impact their status with the college; these include but are not limited to enrollment and financial functions. Students are encouraged to participate in all aspects of student life as citizens of the academic community.

COLLEGE REGULATIONS

PROHIBITED BEHAVIOR

Prohibited Behavior Statement

All students shall obey the law, show respect for College administration, faculty, staff, and employees, and shall observe correct standards of conduct. In addition to activities prohibited by law and/or other College policies or regulations, the following types of behavior shall be prohibited and subject to disciplinary action, including but not limited to, possible dismissal from WCJC dormitories and/or college:

1. Gambling, dishonesty, or the use of alcoholic beverages on campus or at any college sponsored event.
2. The illegal use, possession, and/or sale of a drug or narcotic on campus, as those items are defined by the Texas Controlled Substances Act.
3. Scholastic dishonesty, which shall include, but shall not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test," includes, but is not limited to, the following:
 - a. Copying from another student's test paper;
 - b. Using materials or technology 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 a test;
 - e. The unauthorized transportation or removal, in whole or in part, of the contents of a test;
 - f. Substituting for another student, or permitting another student to substitute for oneself, to take a test;
 - g. Bribing another person to obtain a test or information about a test.
4. Owing a debt to the District or writing an "insufficient funds" check to the College.
(Either instance may result in a student's being denied admission or readmission to the college 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 property or in connection with college sponsored or college supervised activities.
6. Physical assault or threat of physical assault on anyone on college property or at a college event or college-sponsored activity.
7. "Hate messages" including, but not limited to, racial epithets or derogatory remarks attacking or belittling someone's religious beliefs, lifestyle, national origin, physical attributes, etc., whether delivered orally or in writing. This includes any behavior defined as "bullying".
8. Physical obstruction or interference with teaching, research, administration, college activities, or the College's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."

COLLEGE REGULATIONS

PROHIBITED BEHAVIOR (con't)

9. Initiations by organization that include any feature that is dangerous, harmful, or degrading to the student. A violation of this prohibition renders the entire organization, as well as individual participants, subject to appropriate discipline. This includes all forms of "Hazing."
10. Endangering the health or safety of members of the College community or visitors to the campus.
11. Damaging or destroying College property.
12. Forgery, alteration, or misuses of College documents, records, or identification.
13. Theft of property of the College or of a member of the college community or campus visitor.
14. Failure to comply with reasonable directions from college officials acting in the performance of their duties.
15. Disorderly conduct that provokes a disturbance, threatens abuse or assault of another, or is otherwise abusive, indecent, profane, or excessively boisterous. This includes disorderly conduct that results in the interference with the classroom or working environment.
16. Unauthorized use of College facilities, buildings, or grounds.
17. Failure to possess official identification. Students are required to produce identification upon the request of a faculty member, staff member, or security officer.
18. The presence of the opposite sex in a student's dorm room or other private areas of the residence hall.
19. Sexual Assault as defined in the Texas Penal Code, and pursuant to College Regulation 593.
20. Unauthorized visitors, including adults and children, who are not enrolled as students, employed by the college, are not permitted to attend classes without prior approval of the instructor and Office of Vice President of Student Services. All guests are required to register with the Office of Vice President of Student Services or with the appropriate Campus Director. Individuals in violation of this policy are subject to prosecution for trespassing.
21. The use or possession of explosives, fireworks, swords, daggers, straight razors or illegal knives is not permitted on campus or in automobiles in campus parking lots. Illegal knife means
 - (a) knife with a blade over five and one-half inches,
 - (b) hand instrument designed to cut or stab another by being thrown,
 - (c) dagger, including but not limited to a dirk, stiletto, and poniard;
 - (d) bowie knife
 - (e) sword or
 - (f) spear.

Information regarding firearms is referenced in this handbook in the firearms section.

COLLEGE REGULATIONS

POSSIBLE DISMISSAL

The following six actions are grounds for possible dismissal from the WCJC residence halls and/or college:

1. Illegal use or possession of controlled substances (alcohol, drugs including paraphernalia and empty alcohol containers) anywhere on college property or at a college event or college-sponsored activity.
2. The presence of the opposite sex in a student's dorm room or other private areas of the residence hall.
3. Destruction of property, damage to buildings or furnishings, or defacing college property.
4. Physical assault or threat of physical assault toward anyone on college property or at a college event or college-sponsored activity.
5. "Hate messages" including, but not limited to, racial epithets or derogatory remarks attacking or belittling someone's religious beliefs, whether delivered orally or in writing.
6. Failure to comply with reasonable directions from college officials acting in the performance of their duties.

Students committing any of the above infractions may be suspended from the college unless, in the sole judgment of the college, extenuating circumstances exist that mitigate the offense. Students are directed to [College Regulation #592](#) for more information.

STATE LEGISLATION FOR ASSEMBLY ON CAMPUS

Students are expected to be familiar with to the following excerpts from House Bill 141 passed by the 61st Legislature of the State of Texas:

SECTION 1. No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.

SECTION 2. For purposes of this Act, "disruptive activity" means: Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity. Preventing or attempting to prevent by force or violence any lawful assembly authorized by the school administration. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or obstructing or restraining the passage of any person at an exit or entrance of said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus

COLLEGE REGULATIONS

STATE LEGISLATION FOR ASSEMBLY ON CAMPUS (con't)

SECTION 2. (cont'd) without the authorization of the administration of the school. For the purposes of this Act, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

SECTION 3. A person who violates any provision of this Act is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed \$20 or by confinement in jail for not less than one day nor more than 6 months, or both.

SECTION 4. Any person who is convicted the third time of violating this Act shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

SECTION 5. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.

Appeal of Student Disciplinary Action Wharton County Junior College provides students with a procedure for the review of disciplinary actions that they contend have been made unfairly, arbitrary, capriciously, illegally or on the basis of bias or prejudice, or have been made in error (that is, the student claims innocence.) WCJC College Regulation #664 provides a detailed, set of steps for students to use in making an appeal of a student disciplinary action. College regulations are available on the college website on the "About Us" page. Students need to consult this regulation prior to starting the appeal process.

APPEAL OF STUDENT DISCIPLINARY ACTION

The College provides students with a procedure for the review of disciplinary actions that they contend have been made unfairly, arbitrary, capriciously, illegally, or on the basis of bias or prejudice, or have been made in error (that is, the student claims innocence).

Students may initiate a formal appeal of a disciplinary action only if the claim involves an allegation that the disciplinary action was result of one or more of the following:

1. a practice or policy at variance with accepted college practice or policy;
2. illegal conduct or discrimination with respect to application of disciplinary measures;
3. allegations of guilt not supported by substantial evidence or an error in assigning guilt (that is, the student asserts he or she is not guilty of the act or acts in reaction to which the disciplinary action was applied);
4. inconsistent, capricious, or arbitrary application of the policy, rules, regulations, or standards within the student population;

COLLEGE REGULATIONS

APPEAL OF STUDENT DISCIPLINARY ACTION (con't)

Appeal of Student Disciplinary Action (cont'd)

To preserve the right of appeal, each step in the appeal procedure must be followed within the prescribed time limits unless such time limits are extended for good cause by the Vice President of Student Services or Vice President of Instruction.

What follows is a **summary of the steps and timeline for appeal of a disciplinary action and is not meant to be a comprehensive view of the process.** Students and those who advise them are strongly encouraged to review College Regulation #664 for detailed information regarding the appeal of the disciplinary decision. All Wharton County Junior College Regulations are available on the WCJC Website.

ACTION	DEADLINE
--------	----------

STEP 2:	Meeting with Respondent:
----------------	---------------------------------

The student (“claimant” or “appellant”) meets with the person or persons responsible for the disciplinary decision (the respondent or respondents) to discuss the issue in question. If the respondent is the Vice President for Student Services (VPSS) this step may be skipped and the student begins the process with Step #2. **Must be initiated within 5 days of original decision and completed within 7 calendar days of date of initiation.**

Possible Outcomes:

1. The student may find the decision to be correct and take no further action.
2. The VP may sustain the decision and may inform the student that the appeal is not timely, is without merit, or does not meet the appeal criteria set forth within the appeal policy. The VP must provide written notification of his or her finding to all parties in the appeal. If the student disagrees with this decision, he or she may proceed to the next step.
3. If the VP determines that the student has a legitimate question or complaint and cannot sustain the decision, he or she meets with both the complainant and the respondent to seek a resolution. If resolution cannot be reached, the VP refers the matter to the College Hearing Board.
4. If the respondent is no longer employed by the College, the VP makes a decision based on available evidence. If the student disagrees with the action of the VP he or she proceeds to Step Three.

STEP 3:	Review by the College Hearing Board
----------------	--

Within ten calendar days of the decision under appeal (made in Step Two), the student submits to the President of the College a written request to have the case heard by the College Hearing Board. The written request contains a specific point by point outline, made by the student, detailing the reasons that the disciplinary action under appeal was unfair, arbitrary, capricious, illegal, or made on the basis of bias or prejudice, or have been made in error. The President of the College or designee convenes the College Hearing Board within ten calendar days of initiation of Step Three and provides board members with all written evidence submitted by the parties to the appeal.

COLLEGE REGULATIONS

APPEAL OF STUDENT DISCIPLINARY ACTION (con't)

Step 3 Appeal of Student Disciplinary Action (cont'd)

College Hearing Board must be convened within 10 calendar days of initiation of Step Three and must complete deliberations within 5 calendar days after being convened.

Possible Outcomes:

1. The College Hearing Board may sustain the original decision and deny the appeal.
2. The College Hearing Board may grant the appeal and overturn or modify the original decision.
3. The decision of the College Hearing Board is final subject to appeal to the President and Board of Trustees.

STEP 4: Appeal to President and the Board of Trustees

Within five calendar days of the completion of Step Three either party to the complaint may appeal the decision of the College Hearing Board by submitting a written statement to the President of the College requesting that the President review the case and forward the case to the Board of Trustees for review. The written appeal must contain a description of the College Hearing Board's decision, must explain why that decision is considered unjustified, and must state what action is being requested in place of that decision. **Must be initiated within 5 calendar days of completion of Step Three; and must be completed within 10 calendar days of initiation.**

Must be initiated within 5 calendar days of completion of Step Three; and must be completed within 10 calendar days of initiation.

Possible Outcomes:

1. The President may inform the requesting party (in writing) that his or her challenge of the College Hearing Board's decision is without merit and that the President supports the recommendation of the College Hearing Board.
2. The President may find that sufficient basis exists to question the recommendation of the College Hearing Board and return the case to the College Hearing Board and reconsider the case. In this event, the President describes in writing the basis upon which he or she judges that reconsideration is warranted. The College Hearing Board then proceeds as described in Step Three.
3. The President may judge that the case warrants consideration by the Board of Trustees and places it on the agenda for the next scheduled Board meeting. He or she notifies the appellant(s) and respondent(s) of the date, time, and place of the Board meeting.
4. The decision of the President to forward or not to forward the case to the Board of Trustees is final.

STEP 5: Review by the Board of Trustees

If the President of the College decides that sufficient justification exists for the Board of Trustees to review the case, he or she presents the case to the Board during its closed executive session at the next regularly scheduled Board meeting. The Board's consideration of the case is based on the written record of the case developed to this point. No new evidence that has not been part of the case prior to the Board hearing is submitted to, or reviewed by, the Board. Parties to the appeal may attend the executive session and make oral presentations to the Board regarding the case if so requested by the Board, subject to time limitations established by the Board. The parties are dismissed from executive session by the Board after their presentation and questions

COLLEGE REGULATIONS

APPEAL OF STUDENT DISCIPLINARY ACTION (con't)

Step 5 Appeal of Student Disciplinary Action (cont'd)

STEP 5: The parties are dismissed from executive session by the Board after their presentation and questions from the Board. At the conclusion of executive session, when the Board reconvenes in public session, the chair announces the decision of the Board. That decision is final and not subject to appeal. Must be undertaken at the next available regular meeting of the Board of Trustees.

Possible Outcomes:

1. The Board of Trustees may support and affirm as is the recommendation of the College Hearing Board
2. The Board of Trustees may overturn, reverse, or otherwise modify the recommendation of the College Hearing Board.

Note:

The above deadlines may be adjusted and expanded to account for summer, winter, and spring breaks when faculty and students are absent from campus, or by written agreement of the parties.

COLLEGE REGULATIONS

STUDENT GRIEVANCE PROCEDURES

STUDENT GRIEVANCE PROCEDURES (Title IV, IX and Section 504 Complaints)

Wharton County Junior College is committed to equal opportunity for all students, employees, and applicants without regard to race, color, religion, sex, national origin, veteran status, age, sexual orientation, disability, political affiliation or belief, and for all beneficiaries of programs financially assisted under Title I, WIOA on the basis of citizenship/status as a lawfully admitted immigrant authorized to work in the United States or his or her participation in any WIOA Title I financially assisted work or program. No person including students, faculty, staff, part-time staff, and temporary workers will be excluded from participation in, denied the benefits of or be subjected to discrimination or harassment under any program or activity sponsored or conducted by WCJC on the basis of the categories listed above. All inquiries concerning WCJC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX and Section 504) and complaints should be directed to the following college employees:

College President Betty McCrohan, College, Title IX Coordinator

911 Boling Highway/Administration Building, A-100/Wharton, Texas 77488
bettym@wcjc.edu/979-532-6304

Vice President of Student Services, Dave Leenhouts, Co-Title IX Coordinator for Students

911 Boling Highway/Pioneer Student Center Building/Wharton, Texas 77488
leenhoutsd@wcjc.edu/979-532-6905

STUDENT GRIEVANCE PROCEDURES AND COMPLAINTS

The college provides students with a procedure to lodge a grievance or complaint concerning allegations of the following:

1. Discrimination or harassment based on sex, race, age, national origin, religion, veteran status, sexual orientation or handicap;
2. Nonacademic decisions, rules, or regulations (for appeals of academic decisions, see Regulation #663);
3. Actions, rules, regulations, not defined as pertaining to disciplinary measures or decisions (for appeals of disciplinary actions, see Regulation #664);
4. Management or conduct of college programs;
5. Misleading advertising or promotion of programs;
6. Any illegal actions of College employees that affect the grievant.

COLLEGE REGULATIONS

STUDENT GRIEVANCE PROCEDURES (con't)

STUDENT GRIEVANCE PROCEDURES

College Regulation #591 provides detailed information regarding the process for students to use to submit a grievance or complaint. The steps for the grievance or complaint are as follows:

Step One: Informal Resolution

Within ten (10) calendar days of the occurrence of the cause of the grievance, the student, if possible, contacts the source of the grievance to attempt resolution of the problem.

Step Two: Review by the Vice President of Student Services (VPSS)

Within ten (10) calendar days of the occurrence of the cause of the grievance, the student, if possible, contacts the source of the grievance to attempt resolution of the problem.

1. If the results of the informal approach at Step One are not satisfactory, the grievant initiates a formal appeal by submitting a written statement of the grievance and specifies pertinent dates, names, circumstances, and the remedy requested to the VPSS. (If the grievance is against the VPSS, the written formal appeal is directed to the VPI.) The written grievance must be filed no later than fifteen (15) calendar days after the occurrence of the circumstances leading to the grievance.
2. The VPSS (or, if the situation warrants, the VPI) investigates the complaint and schedules a meeting with the concerned parties no later than twenty (20) calendar days after the receipt of the written grievance.
3. The VPSS (or the VPI) issues a written decision on the grievance and mails it to the grievant by registered or certified mail, return receipt requested, within ten (10) calendar days of the meeting. The VPSS also provides copies of this written notification to any other principals involved in the grievance.

Step Three: Review by College Hearing Board (CHB)

1. If any grievant chooses to appeal the decision of the VPSS (or the VPI) and alleges that the decision was unreasonable, arbitrary, capricious, unfair, or prejudicial, he or she so notifies the VPI in writing within five (5) calendar days following the decision in Step Two and requests that the College Hearing Board (CHB) be convened to hear the appeal.
2. The VPI convenes the CHB within twenty (20) calendar days of receiving the request for appeal. The VPI may not deny such a request.
 - a. To convene the CHB, the VPI must receive a written petition from the grievant that consists of the circumstances of the grievance, the remedy requested, and documents detailing the previous action resulting from the grievance to date.
 - b. The VPSS (or the VPI) makes available to the CHB all data accumulated from his or her investigation of the grievance date.

COLLEGE REGULATIONS

STUDENT GRIEVANCE PROCEDURES (con't)

STUDENT GRIEVANCE PROCEDURES

Step Three: Review by College Hearing Board (CHB) (con't)

3. The hearing will be conducted in accordance with the procedures outlined in this Regulation.
4. The grievant may bring witnesses and/or counsel or an advisor to the hearing. The role of the grievant's legal counsel or advisor is limited to advising the student.
5. The CHB meets and reviews the appeal and renders a decision within ten (10) calendar days of the date the committee is first convened.
6. **Possible Outcomes**
 - a. The CHB may sustain the VPSS's (or VPI's) decision.
 - b. The CHB may grant the appeal and overturn or modify the original decision. A two-thirds majority is required to overturn the VPSS's (or VPI's) decision.
7. The chair of the CHB provides written notification of the results of the hearing to all parties and directs that any appropriate action be taken that is required to carry out the CHB's decision.

COLLEGE REGULATIONS

POLICY FOR FIREARMS ON CAMPUS

Texas Penal Code, Section 46.03, **Places weapons prohibited**, “firearm, illegal knife, club, or prohibited weapons” or prohibited weapons” are prohibited “on the premises of an institution of higher education”.

There are only two exceptions to this law:

1. A commissioned peace officer acting in an official capacity , as a WCJC student, or as a visitor.
2. A person with a License to Carry (LTC) may carry a concealed handgun into certain areas of an institution of higher learning.

Firearms are defined as handguns and long guns (rifles and shotguns).

WCJC Regulation #326, Campus Carry Policy, states WCJC’s policy regarding concealed firearms on campus.

What follows is a brief summary of that regulation and is not meant to be a comprehensive statement of the regulation. Students and those who advise them are strongly encouraged to review the **College Regulation #326** for detailed information regarding concealed firearms on WCJC property.

- An individual who possesses a valid License to Carry (LTC) may carry a concealed handgun on or about their person on WCJC campuses and in buildings, except in designated Exclusion Zones.
- Handguns must be carried in a retention holster that covers the trigger. It is the responsibility of the individual who has a valid LTC to conceal any handgun so that it is not partially or wholly visible to another person.

In compliance with Texas Penal Code Section 46.035(a-1), a LTC holder may not carry a partially or wolly visible firearm on campus premises or on any college driveway, street, walkway, sidewalk, parking lot, parking garage, or other parking area.

The WCJC Sugar Land Campus is regulated by the University of Houston Campus Carry regulation policy.

SUMMONS TO ADMINISTRATIVE OFFICES

Administrators may summon students to their offices for conferences. Summons may be made through an instructor, security personnel, or by letter. Students should report to the administrator as soon as possible but without missing a class. Failure to respond to a summons may result in a disciplinary action.

COLLEGE REGULATIONS

SEXUAL HARASSMENT

Sexual Harassment - defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature, acts of sexual violent and misconduct, or any conduct or other offensive unequal treatment of an employee, student or group of employees or students that would not occur but for their gender or gender identity. Sexual harassment can occur when:

- A.** The advances, request, or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile or otherwise offensive work or academic environment; or
- B.** Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement; or
- C.** Submission to or rejection of such advances, requests, or conduct is used as a basis for employment or academic decisions
- D.** The behavior takes the form of any violent sexual offense or act of sexual misconduct
(see section on sexual misconduct)

Prohibited Conduct - Employees and students shall not engage in conduct constituting sexual harassment. The College shall investigate all allegations of such harassment and shall take appropriate disciplinary action against employees and students found to engage in such harassment.

Complaint Procedure - An employee or student who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the Title IX Coordinator, Director of Campus Safety and Security, the Vice President of Student Services, a Campus Security Authority or immediate supervisor, in accordance with the College's grievance policy. In the case of violent sexual offense or act of sexual misconduct the procedures outlined in the sexual misconduct section should be used to address the harassment. However, no procedure or step in that policy shall have the effect of requiring the employee or student alleging such harassment to present the matter to a person who is the subject of the complaint.

COLLEGE REGULATIONS

SEXUAL HARASSMENT (con't)

Complaint Procedure (cont'd)

Students and those who advise them are strongly encourage to consult Wharton County Junior College Regulations #591, #593, #879 (all available on the WCJC website) for detailed information regarding the procedures.

SEXUAL MISCONDUCT

All individuals have the right to a safe campus environment free from threats of violence. At Wharton County Junior College, harming another person by committing any form of violent sexual or harassment, domestic violence, dating violence, sexual assault, or stalking is strictly prohibited. Victims of such crimes are encouraged to report the offense to a Campus Security Authority (CSA), the Director of Security and Public Safety, the Vice President of Student Services or the Title IX Coordinator. Victims will be assisted in reporting the offenses to local law-enforcement authorities and offered on and off campus resources. In addition, the college is in compliance with the Campus Sex Crimes Prevention Act (section 1601) and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, and as such requires certain individuals to appropriately register with the Office of Campus Safety and Security.

Wharton County Junior College, in compliance with federal and state law and regulations defines Sexual Misconduct using the following definitions:

A: Sexual Assault:

Sexual Assault as defined by Texas Penal Code Section 22.011 and other relevant provisions, including but not limited to Texas Penal Code Sections 21.11 and 15.01.

B: Aggravated Sexual Assault: Aggravated sexual assault is defined as sexual assault in which the actor:

1. Causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode;
2. By acts or words, places the victim in fear that any person will become the victim of an offense under Penal Code 20A.02(a)(3), (4), (7), or (8) (smuggling of persons) or to cause death, serious bodily injury; or kidnapping;
3. By acts or words, occurring in the presence of the victim, threatens to cause any person to become the victim of an offense under Penal Code 20A.02(a)(3), (4), (7), or (8) (smuggling of persons) or to cause death, serious bodily injury; or kidnapping;
4. Uses or exhibits a deadly weapon in the course of the same criminal episode;

COLLEGE REGULATIONS

SEXUAL MISCONDUCT (con't)

B: Aggravated Sexual Assault: Aggravated sexual assault is defined as sexual assault in which the actor:

5. Acts in concert with another, who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or
6. Administers or provides flunitrazepam, otherwise known as rohypnol, gamma hydroxybutyrate, or ketamine to the victim of the offense with the intent of facilitating the commission of the offense;
7. Assaults a victim who is younger than 14 years of age or is an elderly or a disabled individual.

C: Sex Offenses:

1. **Rape** - The penetration, no matter how slight of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without consent of the victim.
2. **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. **Incest** - Sexual intercourse between persons who are related to each other within the degrees within marriage is prohibited by law
4. **Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.

D: Domestic Violence: A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim
- By a person with whom the victim shares a child in common
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
- By a person similarly situated to a spouse of the victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred
- By any person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of jurisdiction in which the crime occurred

COLLEGE REGULATIONS

SEXUAL MISCONDUCT (con't)

E: Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include act covered under the definition of domestic violence.

F: Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person's safety or the safety of others
- Suffer substantial emotional distress

Wharton County Junior College defines "Consent" in the following fashion:

Consent: For the purpose of this policy means assent in fact whether expressed or apparent. An individual's manner of dress or the existence of a current or past dating relationship between two or more individuals does not, in and of itself, constitute evidence of consent to engage in a particular sexual activity. Consent is informed and voluntary and can be revoked at any time.

Additionally, there are certain instances in which an individual is physically or mentally unable to give consent. For example:

- The individual is under the age of 17 and is not a spouse of the actor
- The individual is unconscious
- The individual is impaired due to the ingestion of substances such as alcohol or drugs
- The actor compels another to submit to or participate in a sexual activity by using physical force or violence against the other person or by threatening to use force or violence against another person
- The other person has not consented to the sexual act with the actor and the actor knows the other person is unaware that the sexual act is occurring
- The actor has misrepresented or concealed his or her true identity to the individual

SEX CRIMES PREVENTION ACT

In compliance with the Campus Sex Crime Prevention Act (Section 1601 of Public Law 106-386) and the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, all persons required to register as part of the State of Texas Sex Offender Registration Program are required to provide notice of their presence on campus to the Office of Campus Safety and Security no later than the seventh (7th) day after the first day the person begins work or begins attending classes.

COLLEGE REGULATIONS

PROCEDURES AND RESPONSES TO ACTS OF SEXUAL MISCONDUCT

- A:** Victims of sexual violent offenses should report such offenses to the Director of Security and Public Safety, a Campus Security Authority (CSA), the Vice President of Student Services (VPSS), or the Title IX Coordinator. The CSA, Title IX Coordinator, Director of Security and Public Safety, or VPSS will provide the student/victim with information on formal reporting and on and off campus resources available. The CSA will report the incident to the Director, VPSS and Title IX Coordinator. The Director, VPSS and Title IX Coordinator, with the student/victim's consent, will start the formal investigation process and/or refer the incident to the local law enforcement authorities. The student/victim has the right to not pursue assistance from any source or have the incident processed by campus authorities or referred to local jurisdiction law enforcement agencies.
- B:** Evidence of the assault should be preserved whenever possible. The victim should not bathe or shower until their bodies are examined by authorities, and should not throw away or wash the clothes worn at the time of the assault (if the victim needs to remove an item of clothing it should be placed in a paper bag). Evidence of violence, such as visible injuries or bruising or damage to vehicle property, will need to be photographed. Likewise, evidence of emails, text messages, or phone messages must be preserved and not deleted or altered. When the student/victim grants consent, Director of Security and Public Safety shall be the lead investigator of all on campus incidents. The Director will inform the VPSS and Title IX Coordinator of the results of investigation, including findings by local jurisdictions law enforcement agencies. The VPSS, after consultation with the Title IX Coordinator and College President, has the authority to take a disciplinary action and impose sanctions based on the Director's findings. The VPSS actions may be final or interim. The VPSS will inform the student victim and alleged perpetrator in writing of the action (See Reg. 592, Procedures).
- C:** At all times, the victim is offered campus assistance in the reporting process and, to the extent permitted by law, is granted anonymity if requested.
- D:** Complaints and disciplinary actions, unless otherwise provided for, are considered confidential to the extent allowed by the law, and are subject to the provisions of the Family Educational Rights and Privacy Act (Public Law 93-389) if related to students.
- E:** The college will offer assistance to a student/victim, insofar as reasonably available, on an interim and protective basis during the processing of an investigation of an alleged incident. The assistance will include but not be limited to; changing course sections of instruction, changing on campus working or living arrangements, providing monitoring of the student victim and/or alleged perpetrator while on campus, issuing letter of criminal trespass to alleged perpetrator to ban them from college district property, restricting contact between the student victim and alleged perpetrator in common spaces on college district property (no contact order). The college will also inform the student victim of all resources on campus and off campus available to student victim.

COLLEGE REGULATIONS

PROCEDURES TAKEN BY COLLEGE IN RESPONSE AND FOR AWARENESS AND PREVENTION

- F:** If an incident results in the College Hearing Board being activated, minutes of college hearing board action will have the student/victim's name redacted to protect the student/victim's confidentiality. Chair of the college hearing board will receive training, and be up dated as needed, on how to conduct hearings in a manner that protects the safety of the student/victim.
- G:** Sanctions following appropriate disciplinary procedures include suspension or expulsion from the College, which may or may not include include a criminal trespass warning being issued on behalf of the college, or termination of employment. College disciplinary procedures occur regardless of other possible or pending criminal actions. If not otherwise provided in policy, both the victim and the person accused of sexual assault:
1. are entitled to have an advisor present during any campus disciplinary proceeding; however advisors may not actively participate in the meetings or interview any witness or respondent
 2. will be notified simultaneously and in writing of the outcome of any disciplinary proceeding appeal of disciplinary action, and any change to an interim action before it becomes final and when the result becomes final.

PROCEDURES FOR AWARENESS AND PREVENTION SEXUAL MISCONDUCT

- H:** The college will provide educational programs to students and training to college staff, on an annual basis, that includes, but is not limited to:
1. the definition of consent in reference to sexual activity and intimate relationships
 2. awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault and stalking
 3. reduction of risk of being the victim of any violent sexual offense
 4. options for safe and positive bystander intervention in potentially violent situations
 5. recognition of warnings signs of abusive behavior
 6. reporting procedures for violent sexual offenses and the sanctions for such offenses

ACTIVITIES/ORGANIZATIONS/SERVICES

STUDENT ACTIVITIES

Participation in student activities is a foundation for future civic responsibilities. In order to gain the most from college, a student should become affiliated with a club or activity of his choice. It is through such participation that students broaden their scope of friends and increase their feeling of being a part of the college.

Participation in activities can be an asset to a student's career, since more and more employers are looking for well-rounded employees.

EVENT SCHEDULING/DANCES

Recognized student organizations are allowed to use college facilities subject to the provisions in **WCJC Regulation #372**. All WCJC Regulations are available on the college website on the "About Us" page. Printed copies of WCJC Regulations are available in the Office of Student Services.

INTERCOLLEGIATE SPORTS

WCJC offers intercollegiate competition in rodeo, baseball, and volleyball. Students interested in participating in these sports should contact the athletic director or the coach of the specific sport. Scholarships are available.

Athletic Director: 979-532- 6369

Volleyball Coach: 979-532-6371

Rodeo Coach: 979-532-6453

Baseball Coach: 979-532- 6480

PIONEER STUDENT CENTER

The Pioneer Student Center offers a place for students to relax, socialize, study, eat, hold club meetings, meet as study groups, play ping pong, shoot pool, play video games, and watch TV. Access to the student center for "after hours" activities (after 5 p.m.) is available to students and their guests. Students must have a valid WCJC ID badge for after-hours use of the student center. Students are responsible for the behavior of their guests.

ACTIVITIES/ORGANIZATIONS/SERVICES

STUDENT ORGANIZATIONS

Many of the beneficial experiences students have in college are associated with extra-curricular activities, which provide students with opportunities for the development and expression of special interests and abilities, for acquiring social graces, for practicing the mechanics of group action, for developing leadership, and for recreation. All student organizations and activities conform to the educational objectives and administrative regulations of the college. They are approved by Student Services and are sponsored by members of the faculty. Participation in certain student activities requires enrollment in credit courses or programs, and in some cases, auditions or approval of an instructor. Included in these categories are the Pioneer Band, the Choir, the Chamber Singers, and intercollegiate athletics. For information including meeting times and campus locations, contact club sponsors directly. **Contact information can be obtained from the Office of Student Services at (979)-532-6388.**

HONOR SOCIETY

Phi Theta Kappa has been recognizing academic achievement at two-year colleges since 1918. Membership in Phi Theta Kappa carries key advantages for two-year college students. With diverse membership, the Phi Theta Kappa Society offers support from fellow scholars of all ages, ethnic backgrounds, economic levels, and fields of study who share a variety of interests and ideas. Invitation into membership in Phi Theta Kappa at WCJC can be extended only by the Zeta Xi chapter. To be eligible, you must be enrolled at WCJC in an associate degree program; must have completed at least 12 hours of course work leading to an associate degree (part-time students are eligible); and have a grade point average of 3.5. If you meet these general eligibility standards, contact the chapter advisor at Wharton County Junior College. If you don't know the name of your college's advisor, or if you have further questions, telephone your Student Services office. Invitation to membership, however, is extended only by the chapter. Student Services can direct you to the club advisor on the campus in which you are attending.

ACTIVITIES/ORGANIZATIONS/SERVICES

STUDENT ORGANIZATIONS

Student Organizations at Wharton County Junior College vary from year to year in accordance with changes in student interests. Current organizations are described below:

The Art Guild is an organization open to any Wharton County Junior College student that is interested in art. The purpose of the club is to promote art appreciation through art exhibits, art contests, and field trips to art galleries. The Art Guild often invites speakers to its meetings.

WCJC Business Club brings together business and accounting oriented students of WCJC for social and professional gatherings that will provide opportunities for education, networking and otherwise enhancing their opportunities in business.

Computer Science Club is an organization developed to enhance student's knowledge of information technology related to computers and occupations utilizing them.

The Dental Hygiene Club organizes to cultivate, promote and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession and to contribute toward the improvement of the health of the public.

The Gaming Club is an organization that gathers to discuss and play video games or gaming in general. You must be a student of WCJC in good standing and show interest in games.

The Human Services Club is an organization with goals to promote the well-being of students majoring in human services, to participate in community activities, to provide additional career supportive opportunities, to better college and community relations and to stimulate student participation in a variety of settings.

The Humanities Club was organized to inspire WCJC students to become more active in the arts through a development of community spirit and to experience diverse cultures. The organization is open to any WCJC student who has a desire to learn about other cultures

The Jazz Band is designed to acquaint students with present-day materials and techniques for the modern dance orchestra, with special emphasis on jazz. The group provides music for assembly programs and various community affairs.

WCJC Law Club provides an outlet for students interested in pursuing a career in law related fields. The organization brings in monthly speakers on recent topics and career opportunities in any law related fields. Not only is the Club beneficial to students in an academic setting, but the WCJC Law Club also provides opportunities for students with similar interests to befriend one another and jointly aid one another in class work and job placement, as well as participate in social events.

ACTIVITIES/ORGANIZATIONS/SERVICES

STUDENT ORGANIZATIONS

The Pioneer Jazz Band engages in the study of musical literature from the Renaissance to the present day through the performance of transcriptions and original band works. The band performs at various times throughout the semester. Participating in band is a great way to meet other students from around south Texas.

The Physical Therapists Assistants Club promotes and supports the PTA program at WCJC in its efforts to uphold professional accreditation standards and provide the community with caring and qualified graduates.

The Political Science Club is organized to promote interest in government and politics, to be non-partisan and encourage civic duties and responsibilities as citizens in our democracy.

The Pioneers in Process Technology Club organizes to promote enthusiasm for process technology, increase awareness and motivate fellow students.

WCJC Psych Club is an organization open to psychology students to promote education and community involvement. Students are invited to be as active as they wish. The organization strives to promote awareness of social issues, encourage interaction of students with similar interests, and obtain information about issues and careers in psychology.

The Radiology Club is open to students enrolled in the Radiologic Technology program. The club promotes membership attendance to the annual radiology meeting and other related activities.

The Pioneers in Nuclear and Process Technology is open to all students who have an interest in pursuing a career in the Nuclear Technology or Process Technology. Students work together on service projects in the community, resume building, and job seeking strategies.

The Pioneer Christian Fellowship Club (PCF) is to embrace the students of WCJC and provide them with the opportunities to improve community relations, promote unity, develop character, encourage leadership, and cultivate Christian fellowship among the students, faculty, and staff of WCJC.

The Student Government Association is composed of all members of the student body. The officers of the Student Government Association are the president, vice-president, secretary/treasurer, parliamentarian, historian, and representatives from each of the freshman and sophomore classes. There is a Student Government Association on each of the 3 main campuses. Everyone is welcome.

ACTIVITIES/ORGANIZATIONS/SERVICES

STUDENT COUNSELING SERVICES

Licensed Professional Counselors (LPC) are available on the Richmond, Sugar Land and Wharton Campuses. LPC's provide brief counseling and referrals for a variety of student concerns to WCJC students. These concerns may include: stress, test anxiety, family or relationship issues, coping with grief and loss, dealing with academic pressures, and other personal or college related issues. The counselors trained professionals who can respond to students' in an objective and nonjudgemental manner. The counseling relationship is unique in that it provides an environment in which a student can speak freely, privately and confidentially within the limits of the law. In addition, the WCJC website has community resources for mental health and counseling in the area. Students who need on-going, therapeutic counseling or whose cases are beyond the scope of the WCJC counseling services are referred to an outside agency or professional resource in the community. All costs incurred by those referrals are the student's responsibility.

HEALTH SERVICES AND IMMUNIZATIONS

WCJC does not operate a student health center. However the college is concerned about students' health and welfare and will make important health information available through the school bulletin, pamphlets and periodic notices. The college encourages students to review the following healthcare information and take steps to protect themselves and their families. It is critical that everyone understand the nature of this communicable disease and how it is transmitted. For information, call one of the following:

AIDS Information Hotlines

Texas AIDS line: 1-800-299-AIDS

Information AIDS: 1-800-299-AIDS

TDD/TTY for the hearing impaired: 1-800-252-8012

ACTIVITIES/ORGANIZATIONS/SERVICES

BACTERIAL MENINGITIS VACCINATIONS FOR STUDENTS

All entering students, including transfer students, must have a valid vaccination record. An entering student is defined as a student who is a first-time student of an institution of higher education. The legislation exempts students who are solely enrolled in online or distance education courses or who are 22 years of age or older. The Coordinating Board is required to adopt rules establishing the date by which applicable students are required to provide the institution with evidence that the student has received the required vaccination.

Students must receive the vaccination not later than the 10th day before the first day of the semester or term in which the student enrolls unless an extension is granted by the institution. Further, institutions are required to notify students of their right to claim an exemption from the vaccination requirement through registration materials the institution provides prior to the student's initial enrollment. Students enrolled in health related programs, Students enrolled in a health-related course must be immunized against Hepatitis B and show proof of immunization. The college also encourages these students to receive immunization against Tetanus, Diphtheria, Measles, Mumps, and Rubella.

For more information on immunizations, call:

The Texas Department of Health Immunization Division

1-800-252-9152

ACTIVITIES/ORGANIZATIONS/SERVICES

ABOUT BACTERIAL MENINGITIS

This information is provided to all college students in the state of Texas. **Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution.** It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. **There is a treatment, but those who survive may develop severe health problems or disabilities.**

What are the symptoms?

- High fever
- Severe headache
- Rash or purple patches on skin Vomiting
- Light sensitivity
- Stiff neck
- Confusion and sleepiness
- Nausea
- Lethargy
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

ACTIVITIES/ORGANIZATIONS/SERVICES

ABOUT BACTERIAL MENINGITIS

How is Bacterial Meningitis diagnosed?

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

How is the disease transmitted?

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

How do you increase your risk of getting Bacterial Meningitis?

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

What are the possible consequences of the disease?

Death (in 8 to 24 hours from perfectly well to dead), permanent brain damage, kidney failure, learning disability, hearing loss, blindness limb damage (fingers, toes, arms, legs) that requires amputation, gangrene, coma, and convulsions.

Can the disease be treated?

Antibiotic treatment, if received early, can save lives and chances of recovery are increased.

However, permanent disability or death can still occur.

Vaccinations are available and should be considered for:

- **Those living in close quarters**
- **College students 25 years old or younger**

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. **(but does not protect against all types of meningitis).**

Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.

The cost of vaccine varies, so check with your health care provider. Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days.

ACTIVITIES/ORGANIZATIONS/SERVICES

ABOUT BACTERIAL MENINGITIS

How can I find out more information?

Contact your own health care provider.

Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

DRUG AND ALCOHOL ABUSE

Students concerned about their own abuse problem, or a family member's abuse problem, should contact a WCJC counselor. These counselors are available to provide referrals for treatment programs and specialized counseling. Information shared with the college's counselors will remain confidential.

MEASLES, MUMPS, RUBELLA

According to the Texas Department of Health, those born between 1963 and 1968 may not have been properly immunized. The single dose immunization which many received was inadequate. Anyone born within this time period should see their doctor or visit a public health clinic for proper immunization against measles, mumps and rubella.

STUDENT HEALTH INSURANCE

WCJC does not provide student health or accident insurance. Students seeking individual health insurance options are directed to the Health Insurance Marketplace to research options for them.

ACTIVITIES/ORGANIZATIONS/SERVICES

TESTING SERVICES

The college testing center staff administers a variety of tests and assessments to help students achieve their academic, personal and vocational goals. Testing services include:

- TSI Assessment of College Readiness
- TEAS (Test of Essential Academic Skills)
- GED (General Education Development)
- CLEP (College Level Examination Program)
- ACT (local use only—see ACT website for national testing information)
- Nelson-Denny Reading Test
- Correspondence Tests
- Pre-TASP Reading Test

Testing locations and schedules vary.

For more information, contact the Office of Student Services, Testing Office:

Wharton Campus - (979) 532-6386

Sugar Land Campus - (281) 243-8434

Richmond Campus - (281) 239-1532

VOCATIONAL SUPPORT SERVICES

Vocational students with special needs are eligible for a broad range of support services.

These include:

- Career and educational counseling and/or assessment
- Tutoring
- Supplemental self-paced instruction
- Handicap assistance
- Information and referral services
- Linkage with other agencies and programs
- Development of individual service plans
- Assistance with transportation

For more information on Vocational Support Services, call the following representative or stop by the Administration Building, A-102, Wharton campus.

Coordinator Vocational Support Services - (979) 532-6483

INTERESTING FACTS* ABOUT WHARTON COUNTY JUNIOR COLLEGE

OFFICIAL FALL 2017 FIGURES*
1.800.561.WCJC
wcjc.edu

Founded in 1946

FOUR CAMPUS LOCATIONS

- Wharton
- Sugar Land
- Richmond
- Bay City
- El Campo (extension center)
- 7,050 credit students
- 173 full-time and 132 part-time faculty
- Average class size of 21 students
- Average age of WCJC student is 21.7 years
- Financial aid distribution awards of \$12.4 million annually

MALE/FEMALE RATIO

- Male 44%
- Female 56%

ETHNIC MAKEUP

- 34% Anglo
- 13% African-American
- 40% Hispanic
- 12% Asian
- 1% Other/race ethnicity

PROGRAMS

- Adult Basic Education
- Associate of Applied Science degree
- Associate of Arts degree
- Associate of Arts in Teaching degree
- Certificates and Certifications
- Continuing Education
- Distance Learning
- Dual Credit and Concurrent Enrollment
- Youth Activities
- Senior Citizen Programs
- Workforce Development
- Campus Housing

IMPORTANT PHONE NUMBERS

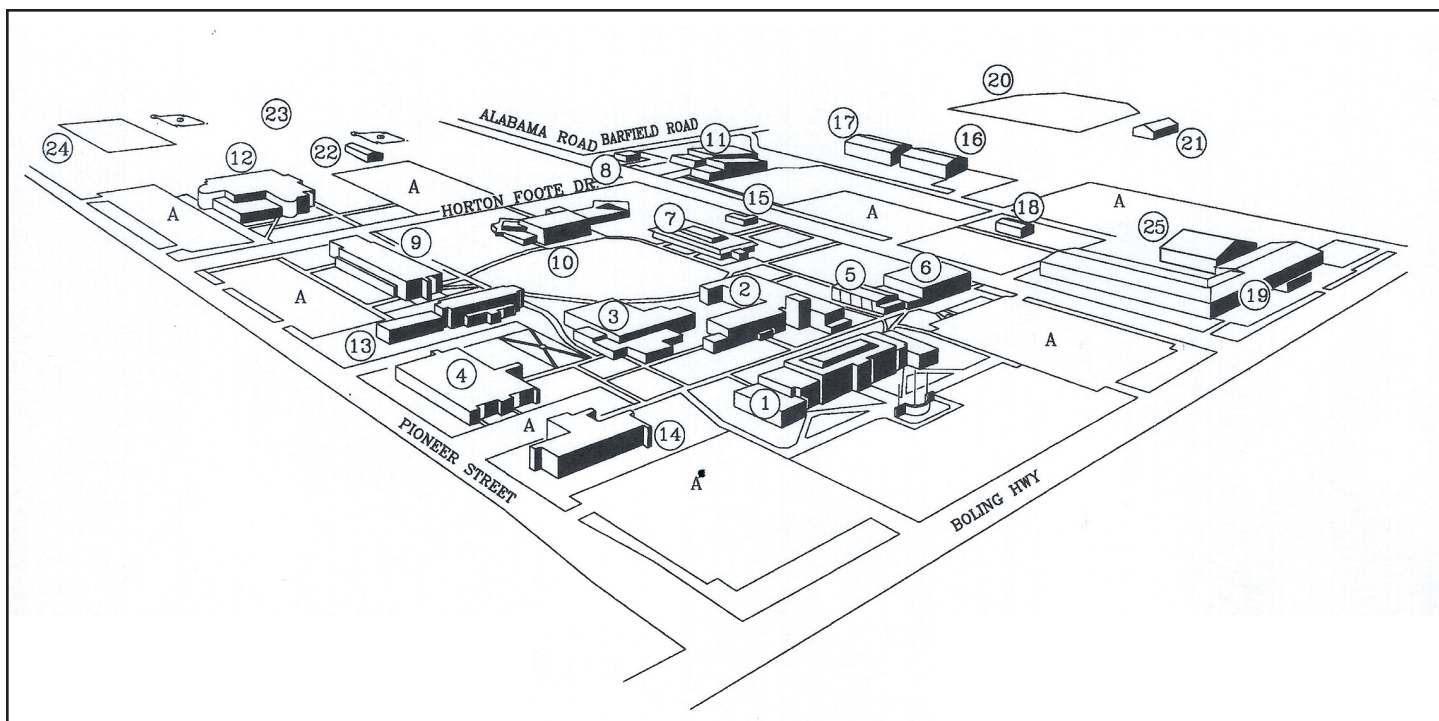
WCJC CAMPUSES

SECURITY OFFICES	281-239-1501	Richmond Campus
	281-275-3302	Sugar Land Campus
	979-532-6523	Wharton Campus
	979-244-4552	Bay City Campus
DEPARTMENTS	979-532-6303	Admissions Office
	979-532-6301	Adult Learning Center (GED Lab)
	979-532-6369	Athletics
	979-532-5608	Automotive Services
	979-532-6412	Business Office (Wharton Campus)
	979-532-6323	Cafeteria (Wharton Campus)
	979-532-6324	Continuing Education (Richmond Campus)
	979-532-6422	Cosmetology Services (Wharton Campus)
	979-532-6429	Dental Hygiene Services (Wharton Campus)
	979-532-6345	Financial Aid (Wharton Campus)
	979-532-6372	Fitness Center (Wharton Campus)
	979-532-6368	Housing (Wharton Campus)
LIBRARIES	979-532-6509	J.M. Hodges Library (Wharton Campus)
	281-633-5100	University Branch Library (located with the WCJC Sugar Land Campus)
	281-239-1619	Open Computer Lab/Online Library (Richmond Campus)
	979-244-4552	Open Computer Lab/Online Library (Bay City Campus)
BOOKSTORES	281-239-1513	Richmond Campus
	281-242-4210	Sugar Land Campus
	979-532-6414	Wharton Campus
	979-532-6304	President's Office (Wharton Campus)
	979-532-6417	Marketing & Communications (Wharton/Sugar Land/Richmond & Bay City Campuses)
	979-532-6456	Snack Bar (Wharton Campus)
	979-532-6388	Student Center (Wharton Campus)
	979-532-6388	Student Services (Wharton Campus)
	979-532-6386	Testing (Wharton Campus)
	281-243-8434	Testing (Sugar Land Campus)
	281-239-1532	Testing (Richmond Campus)
	979-532-6483	Tutoring (Wharton Campus)

Visit our website: wcjc.edu

WCJC WHARTON CAMPUS LEGEND

911 BOLING HIGHWAY



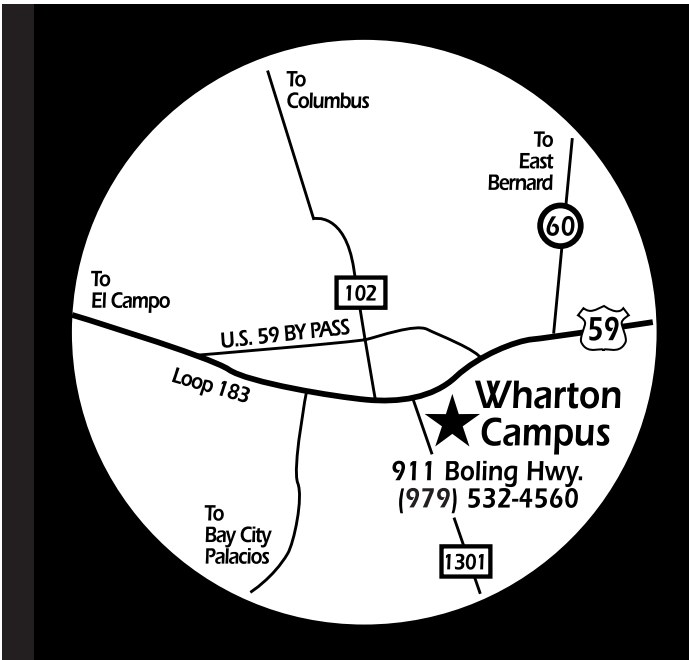
- | | |
|---|--|
| 1. ADMINISTRATION BUILDING | 14. MULLINS HALL (DORMITORY) |
| 2. F.J.L. BLASINGAME SCIENCE BUILDING | 15. DISTANCE EDUCATION CENTER |
| 3. J.M. HODGES LIBRARY | 16. MAINTENANCE SHOP |
| 4. HUTCHINS MEMORIAL CENTER | 17. STORAGE |
| 5. TY PATE FITNESS CENTER | 18. GREENHOUSE |
| 6. GYMNASIUM | 19. LA DIEU TECHNOLOGY CENTER |
| 7. PIONEER STUDENT CENTER | 20. RODEO ARENA |
| 8. TEACHERS CREDIT UNION BUILDING | 21. HORSE STABLE |
| 9. J.R. PEACE BUILDING | 22. BASEBALL BATTING CAGE |
| 10. DUSON-HANSEN BUILDING | 23. BASEBALL PRACTICE FIELDS |
| 11. CARL N. REYNOLDS BUILDING | 24. KELLEY TENNIS CENTER |
| 12. M.G. & LILLIE A. JOHNSON HEALTH
OCCUPATIONS CENTER | 25. LADIEU HORTICULTURE EXTENSION CENTER |
| 13. FRANKIE HALL (DORMITORY) | A. PARKING |



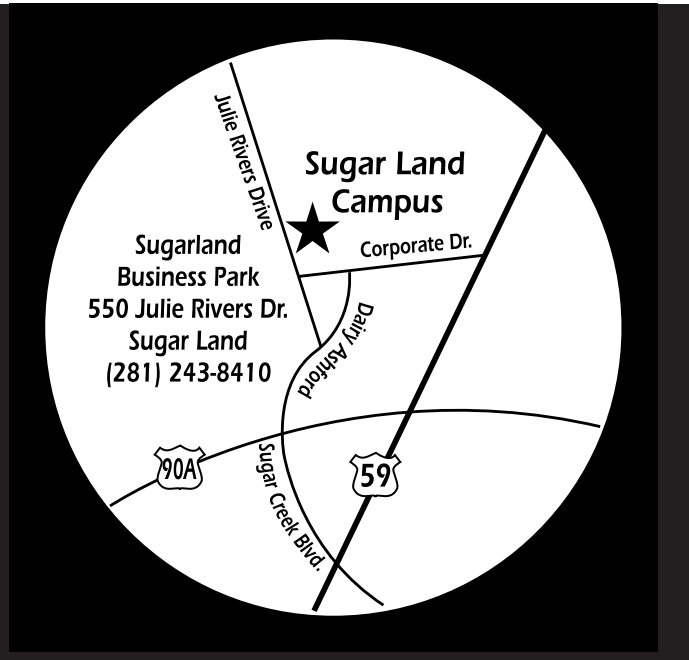
Wharton County Junior College

WCJC CAMPUS LOCATION MAPS

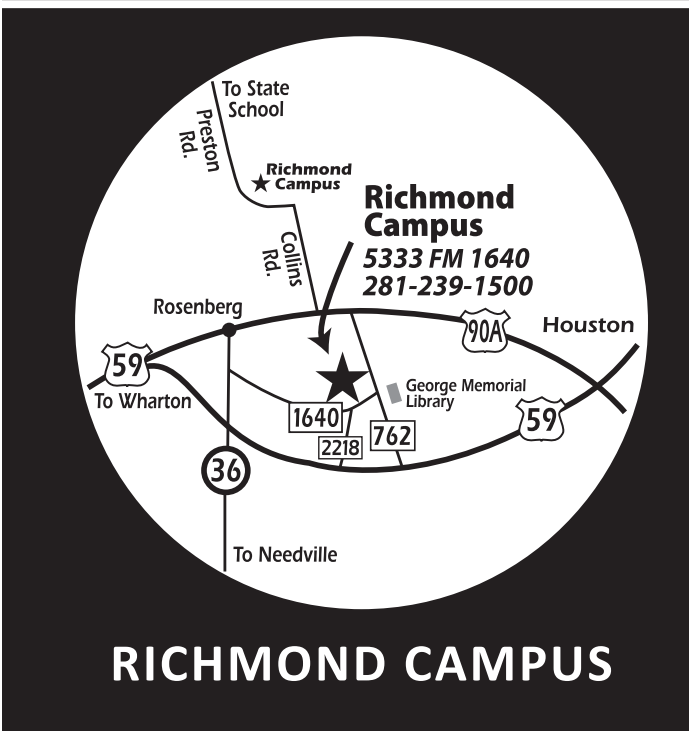
WHARTON | SUGAR LAND | RICHMOND | BAY CITY



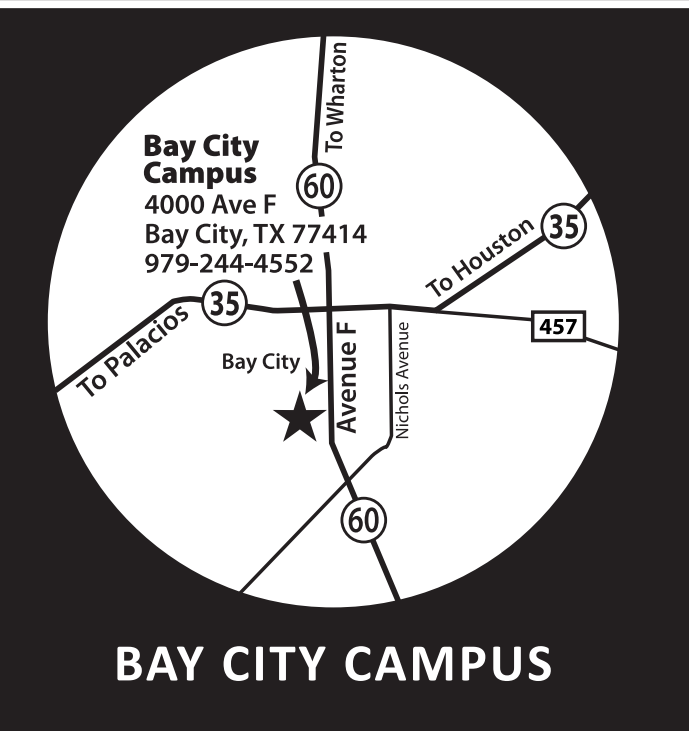
WHARTON CAMPUS



SUGAR LAND CAMPUS



RICHMOND CAMPUS



BAY CITY CAMPUS



Wharton County Junior College

THERE'S A CAMPUS NEAR YOU!



WHARTON CAMPUS

911 Boling Highway, Wharton, TX 77488-0080

(979) 532-4560



SUGAR LAND CAMPUS

14004 University Blvd., Sugar Land, TX 77479

(281) 243-8447



RICHMOND CAMPUS

5333 FM 1640, Richmond, TX 77469

(281) 239-1500



BAY CITY CAMPUS

4000 Ave. F, Suite B Bay City, TX 77414

(979) 244-4236

Plan. Achieve. Transfer or Work.