

MOST FREQUENTLY USED NUMBERS



Advisement Center
956-364-4997



Ask-A-Nurse Advice Line
956-364-4306



Bookstore
956-364-4440



Career Services
956-364-4106



Cashiers
956-364-4413



College Nurse
956-364-4305



Financial Aid
956-364-4330



Learning Resource Center
956-364-4609



Office of the Registrar
956-364-4101



Office of Student Success
956-364-4163



Student Accounting
956-364-4409



TSTC Help Desk
1-800-592-8784



Veteran Services
956-364-4387



Wellness & Sports Center
956-364-4340



TSTC Police



Non-Emergency
956-364-4220



Emergency
956-364-4911

TSTC SOCIAL MEDIA



/tstcharlingen



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4 WELCOME

TSTC Students:

Congratulations!

You are about to embark on the greatest adventure of your life and this handbook will help guide the way.

The administration, faculty and staff of TSTC want to see you succeed, but you need to do your part. Become familiar with the rules and regulations of this college and, most importantly, with the resources offered here. Remember, help is yours for the asking.

You are encouraged to become familiar with the content of this handbook, which can be informative and helpful. We've laid it out so that you can look up information on an as-needed basis. There's a handy phone list to help you connect with qualified experts who can answer your academic, financial aid and job placement questions.

Take this academic adventure seriously. Your future is at stake. Get involved in TSTC clubs or organizations to learn about civic duties, community service and leadership. Your efforts will shape you into a better person and ultimately make you a more qualified employee.

Again, congratulations and best wishes for a productive educational year filled with fun, laughter and fond memories.

Sincerely,



Dr. Stella Garcia
Interim President



Dr. Stella Garcia	Interim President
Javier De Leon	Vice President for College Readiness & Corporate Education
Dr. Gisela Figueroa	Vice President for Financial & Administrative Services
Mary Gallegos Adams	Vice President for Student Development
Rebecca L. Silva	Vice President for Student Learning
Barbara Bennett	Associate Vice President for Student Learning (Engineering/Industrial/Allied Health) Interim Associate Vice President for Student Learning (Education & Humanities/Computer)
Dr. Grady Deaton	Associate Vice President for Facilities & ADA Coordinator
Cledia Hernandez	Associate Vice President for Corporate & Continuing Education
Dr. Sandra Nieto	Associate Vice President for College Readiness & Advancement
Celina Saucedo-Garza	Associate Vice President for Institutional Assessment
Christine Stuart-Carruthers	Associate Vice President for Enrollment Management



6 HELPFUL NUMBERS

Advisement Center <i>Student Services Center, Room 101</i>	956-364-4997	Student Accounting <i>Student Services Center, Room 201</i>	956-364-4409
Monday-Thursday	8 a.m. - 6 p.m.	Monday-Friday	8 a.m. - 5 p.m.
Friday	8 a.m. - 5 p.m.		
Saturday*	8 a.m. - 12 p.m.	Testing Center <i>Student Services Center, Room 312</i>	956-364-4310
		Monday-Wednesday	8 a.m. - 6 p.m.
Bookstore <i>Student Center</i>	956-364-4440	Thursday	8 a.m. - 9 p.m.
Monday-Thursday	7:45 a.m. - 5:30 p.m.	Friday	8 a.m. - 5 p.m.
Friday	7:45 a.m. - 5 p.m.	Saturday*	8 a.m. - 12 p.m.
		Veteran Services <i>Student Center, Room 138</i>	956-364-4387
Cashier <i>Student Services Center</i>	956-364-4413	Monday-Thursday	8 a.m. - 6 p.m.
Monday-Thursday	8 a.m. - 6 p.m.	Friday	8 a.m. - 5 p.m.
Friday	8 a.m. - 5 p.m.	Saturday*°	8 a.m. - 12 p.m.
Saturday*	8 a.m. - 12 p.m.		
Community Standards <i>Student Services Center</i>	956-364-4522	Wellness & Sports Center Monday-Thursday	956-364-4340
Monday-Friday	8 a.m. - 5 p.m.	Friday	8 a.m. - 9 p.m. 8 a.m. - 2 p.m.
		Emergency TSTC Police	
Counseling, Disabilities & Health Services <i>Student Services Center, Room 216</i>	956-364-4520/voice 956-364-4526/TDD	Public Safety Building	
Monday-Thursday	8 a.m. - 6 p.m.	Monday-Friday	956-364-4220
Friday	8 a.m. - 5 p.m.	Emergency	956-364-4911
Saturday*	8 a.m. - 12 p.m.	Emergency After 5 p.m.	873-COPS (2677)
College Nurse <i>Student Center</i>	956-364-4305	Harlingen Ambulance	9-911
Monday-Thursday	8 a.m. - 6 p.m.	Emergency Assistance	9-911
Friday	8 a.m. - 5 p.m.	Fire Department	9-911
Saturday (Peak Time)*°	8 a.m. - 12 p.m.	Emergency	9-911
		Police	9-911
Ask-A-Nurse Advice Line Monday-Friday	956-364-4306 8 a.m. - 5 p.m.	Hospitals Valley Baptist Medical Center	956-389-1100
		Harlingen Medical Center	956-365-1000
Financial Aid <i>Student Services Center, Room 206</i>	956-364-4330	Texas State Technical College Doctor Dr. Homero Aguilar	
Monday-Friday	8 a.m. - 5 p.m.	2401 Ed Carey Drive	
Monday-Thursday	Counter open 5 p.m. - 6 p.m.	Harlingen, Tx 78550	
Saturday* (counter only)	8 a.m. - 12 p.m.	Office	956-421-9181
		Hospital Exchange	956-423-5520
Learning Resource Center Monday-Thursday	956-364-4609 7:30 a.m. - 8 p.m.	Frequently Used Numbers Career Services	956-364-4106
Friday	7:30 a.m. - 5 p.m.	College Housing	956-364-4235
Saturday*	12 p.m. - 4 p.m.	Continuing Education	956-364-4606
Semester breaks	Monday-Friday 8 a.m. - 5 p.m.	Marketing	956-364-4111
		Office of Student Learning	956-364-4611
Mustang Café <i>Student Center</i>	956-364-4450	Office of Student Success	956-364-4163
Serving Hours: Monday-Friday	Breakfast 7 a.m. - 10:30 a.m. Lunch 11 a.m. - 2 p.m.	Online Learning	956-364-4950
		President's Office	956-364-4022
Office of the Registrar <i>Student Services Center</i>	956-364-4101	Student Life & Engagement	956-364-4304
Monday-Thursday	8 a.m. - 6 p.m.	Student Development	956-364-4301
Friday	8 a.m. - 5 p.m.	TSTC Help Desk	1-800-592-8784
Saturday*	8 a.m. - 12 p.m.	TSTC Operator	956-364-4000 or 1-800-852-8784

DEPARTMENT CONTACTS 7

	Academic Core	EA	John Garrett	Department Chair	956-364-4760
	Academic Math	MATH	Kyumars Ardalani	Department Chair	956-364-4784
	Academic Physics	PHYS	Dr. Atiq Syed	Department Chair	956-364-4779
	Allied Health Division		Jean Lashbrook	Division Director	956-364-4797
♀	Agricultural Technology*	AGT	Sam Gavito	Department Chair	956-364-4639
♀	Air Conditioning & Refrigeration Technology	ACT	Jorge Cabrera	Department Chair	956-364-4672
♀	Architectural Design & Engineering Graphics	ADEG	David Campos	Department Chair	956-364-4694
	AS Degree in Biology	BIOL	Paul Leonard	Department Chair	956-364-4678
	AS Degree in Academic Computer Science	COSC	Dr. Edna Claus	Interim Department Chair	956-364-4819
	AS Degree in Engineering Science	ENGR	Jazmin Ley	Department Chair	956-364-4065
	AS Degree in Mathematics	MATH	Kyumars Ardalani	Department Chair	956-364-4784
	AS Degree in Physics	PHYS	Dr. Atiq Syed	Department Chair	956-364-4779
♀	Auto Collision Technology	AUB	Jose Vargas	Department Chair	956-364-4659
♀	Automotive Technology	AUT	Abel Castillo	Department Chair	956-364-4576
♀	Aviation Maintenance Technology	AER	Tom Cross	Department Chair	956-364-4787
	Biology	BIOL	Paul Leonard	Department Chair	956-364-4678
♀	Biomedical Equipment Technology	BET	Robert Rivera	Department Chair	956-364-4674
♀	Building Construction Science	BCS	Johannes Schwarz	Department Chair	956-364-4770
	Business and Behavioral/Social Science	BSS	Ruby Campuzano	Department Chair	956-364-4763
♂	Business Management Technology - Office Mgt.	BMT	Cindy Mata	Department Chair	956-364-4658
♀	Business Management Technology - Operations Mgt.	BMT	Cindy Mata	Department Chair	956-364-4658
♀	Chemical-Environmental Technology	CET	Jessica Lopez	Department Chair	956-364-4735
	Communication and Humanities	HUM	Monica Mercado	Department Chair	956-364-4967
	Computer Information Systems Division		Dr. Edna Claus	Division Director	956-364-4819
♀	Computer Networking and Security Technology	CNST	Norma Colunga-Hernandez	Department Chair	956-364-4774
♀	Computer Systems Management Technology	CSMT	Alex Alcoser	Department Chair	956-364-4685
	Culinary Arts	CA	Carl Eads	Department Chair	956-364-4753
♂	Dental Assistant	DEA	Eva Euler	Department Chair	956-364-4704
♂	Dental Hygiene	DEH	Raquel Rico	Department Chair	956-364-4702
	Dental Laboratory Technology	DLT	Randy Bauer	Department Chair	956-364-4726
	Developmental English	DVE	Mirna Garcia	Department Chair	956-364-4713
	Developmental Math	DMD	Michael Murphy	Department Chair	956-364-4878
	Digital Media Design Technology	DMDT	J.J. Vavra	Department Chair	956-364-4721
	Education and Humanities Division		Nicki Cone	Division Director	956-364-4820
♂	Education and Training	ET	Dr. Tony Desjardins	Department Chair	956-364-4747
	Engineering Division		Hector Yanez	Division Director	945-364-4695
	English/Foreign Languages	ENG/FLA	Heather Hall	Department Chair	956-364-4769
♀	Game & Simulation Programming	GAME	Tony Lozano	Department Chair	956-364-4686
♂	Health Information Technology	HIT	Deborah Woods	Department Chair	956-364-4768
	Help Desk				800-592-8784
	High School Dual Enrollment		Clarisa de la Fuente	Department Director	956-364-4188
	Industrial/Manufacturing Division		Adan Gutierrez	Division Director	956-364-4860
	Mechatronics Technology	MT	Adam Hernandez	Department Chair	956-364-4982
♂	Medical Assistant	MEA	Alicia Lugo	Department Chair	956-364-4806
	Medical Information Specialist/Transcriptionist	MIST	Deborah Woods	Department Chair	956-364-4879
♂	Nurse Assistant	NA	Alicia Lugo	Department Chair	956-364-4806
	Office of Student Success		Norma Salazar	Department Director	956-364-4557
♀	Precision Manufacturing Technology	PMT	Rick Limas	Department Chair	956-364-4632
♂	Registered Nursing	RN	Antonio Jayoma	Interim Department Chair	956-364-4983
♂	Surgical Technology	ST	Robert Sanchez	Department Chair	956-364-4805
♀	Telecommunications Technology	TET	Dan Bodnar	Department Chair	956-364-4732
♂	Vocational Nursing	VN	Adriana Hinojosa-Vassberg	Department Chair	956-364-4969
♀	Welding Technology	WLT	Kenny Moore	Department Chair	956-364-4814
	Wind Energy & Turbine Technology	WET	David Gomez	Department Chair	956-364-4780
	Wind Energy & Turbine Technology (Ingleside)	WET	George Lister	Department Chair	361-238-2013

♀ Non-traditional program of study for female students ♂ Non-traditional program of study for male students *Non-traditional for Certificate only.

8 GENERAL INFORMATION

Accreditation (SACSCOC) Statement

Texas State Technical College Harlingen is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees and Certificates of Completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas State Technical College Harlingen.

The Southern Association of Colleges and Schools Commission on Colleges should be contacted only if there is evidence that appears to support TSTC Harlingen's significant non-compliance with a requirement or standard related to accreditation. Normal inquiries about TSTC Harlingen, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Texas State Technical College Harlingen and not to the Commission's office.

Nondiscrimination Policy

It is the policy of Texas State Technical College to promote and ensure equal employment opportunities for all individuals without regard to race, color, religion, gender, national origin, age, genetic information, disability, or veteran status.

Inquiries regarding TSTC's compliance with ADA can be made to the ADA Coordinator located at the Administration/Industrial Technology Building I. Requests for accommodations for prospective or current students with disabilities can be directed to the Support Services Office Disabilities Program located in the Student Services Center (Building EK), Room 216 or by contacting the office at 956-364-4520 (voice), 956-364-4526 (TDD).

Students who believe they have been discriminated against due to their race, color, religion, gender, national origin, age, genetic information, disability, or veteran status or students who believe they have been denied accommodations to which they are entitled, should follow the appropriate grievance procedure outlined on page 59 of this handbook.

Student Right to Know

In compliance with the Department of Education's Student Right-to-Know Act, TSTC Harlingen provides the following information at www.tstc.edu/harlingenrighttoknow:

- Campus crime statistics
- Financial assistance available and eligibility
- Cost of attendance
- Current academic programs
- Services for students with disabilities
- Alcohol policy
- Title IV refund policy
- Important information about bacterial meningitis
- Copyright compliance
- Safety tips from the TSTC Police Department
- Work-study position opportunities
- Graduation and transfer rates
- Current technical programs
- Drug policy
- Requirements for withdrawing from the institution
- Name of agency accrediting the institution
- Missing housing student notification
- Gainful employment

TSTC Programs of Study

TSTC Harlingen offers five Associate of Science degree programs of study, the Academic Core Curriculum, 27 Associate of Applied Science degree programs of study, and 23 Certificates of Completion. Contact information for these programs of study is found on page seven (7) of this handbook.

Course & Instructor Information (HB 2504)

For information about individual courses at TSTC and the instructor of record, visit TSTC Harlingen's website at www.tstc.edu/harlingen and click on the Course Schedules link on the Quick Links drop-down menu.

Mandatory New Student Orientation

All students new to TSTC Harlingen are required to attend New Student Orientation, either online or on campus. To register, contact the Office of Admissions located in the Student Services Center or call 956-364-4117 or register online at www.tstc.edu/harlingeninfo. New students must complete orientation prior to registration for courses.

TSTC 1101

All first-time TSTC students are required to take the freshman seminar course TSTC 1101, as are all transfer students with less than 24 Semester Credit Hours (SCH). This course is not required for Dual Enrollment students. This one-credit-hour, freshman seminar course is designed to increase student learning and success at TSTC. The most important course taught at the College, TSTC 1101 is a strong foundation for a student's academic career, focusing on student development, utilizing campus resources, and building lifelong learning skills for academic and workplace success. Transient students may request a one-time exemption from TSTC 1101 from the Office of Student Learning.

WebAdvisor

WebAdvisor (WA) is a Web interface that allows you to access information contained in the administrative database used by Texas State Technical College. WebAdvisor allows access to your personal profile that is part of your official records at TSTC. TSTC students are provided a WebAdvisor account within 24-hours or the following business day after your application is processed.

With your personal profile, you can review:

- Academic profile
- Payment due dates
- Current and past grades
- Grade Point Average by term
- Financial profile
- Financial summary by term
- Financial aid status by year

You can also:

- Review your class schedule
- Register for classes
- Search for classes
- Create a payment plan
- Submit work-study and student worker hours
- Update your mailing address and phone number
- Review communication to determine if documents need to be submitted
- Review your degree plan
- Print registration statement
- Add a class

Access to Web Services for New Students via Portal

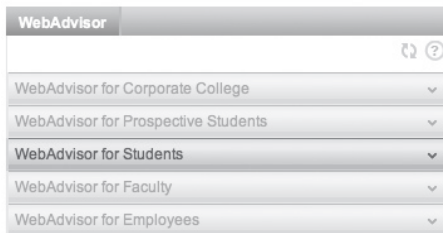
To access these services, you must log in successfully to WebAdvisor (WA).

1. Log in* to the Portal using your username and password: <http://portal.tstc.edu>.
2. Visit the WebAdvisor Web part on the bottom left of the landing page.
3. Select the "WebAdvisor for Students" tab.

Note: If you do not know your Colleague/Student ID, go to webadvisor.tstc.edu. To find your username, click "What's my User ID" or contact the TSTC Student Help Desk (see contact information below.)

4. To change the default password, click on "User Account."
5. Select "Academic Profile" to view grades, class schedules, etc.

For technical assistance with WebAdvisor, contact the TSTC Student Help Desk at 1-800-592-8784. Hours of operation are: Monday - Friday from 7 a.m. - 9:30 p.m. and Saturday - Sunday from 8 a.m. - 5 p.m. or send an email to tstchelpdesk@tstc.edu.



*Works best in Mozilla Firefox

MyMail powered by Google

Students now have an official TSTC email account. This account is the official email address to which TSTC will send electronic communications and from which you must reply. You can expect to receive official information from your instructors and college staff regarding course information, deadlines, policy/procedure changes, changes in degree requirements, special events, course schedule changes, regulatory changes, emergency notices, and other useful information. Please check your email regularly. To begin accessing your account, visit <http://mymail.tstc.edu> and use your WebAdvisor login and password.

With the MyMail account, students can get organized, consolidate email, reply by chat, stay on schedule, get your calendar on the go, get class notes from a friend, ace your team project, make it easier to get together, share files instantly and, call friends for free. If students need help accessing the TSTC email account, contact the Student Help Desk at 1-800-592-8784 or email tstchelpdesk@tstc.edu.

10 EMERGENCY NOTIFICATION SYSTEM

Texas State Technical College Harlingen has chosen Everbridge to provide critical notification services during emergencies. Should you receive an emergency notification, you will be told the nature of the emergency and will be prompted to follow simple message confirmation steps.

Accounts with default contact information are automatically created in the ENS for all registered students. If you do not wish to receive notifications, you may opt-out from the Address Change screen in WebAdvisor through the portal. Students will be required to renew their opt-in/opt-out status once a semester.

Emergency Notification (no response equals consent):

By selecting this option, I agree to receive emergency notifications.

By selecting this option, I choose NOT to receive emergency notifications.

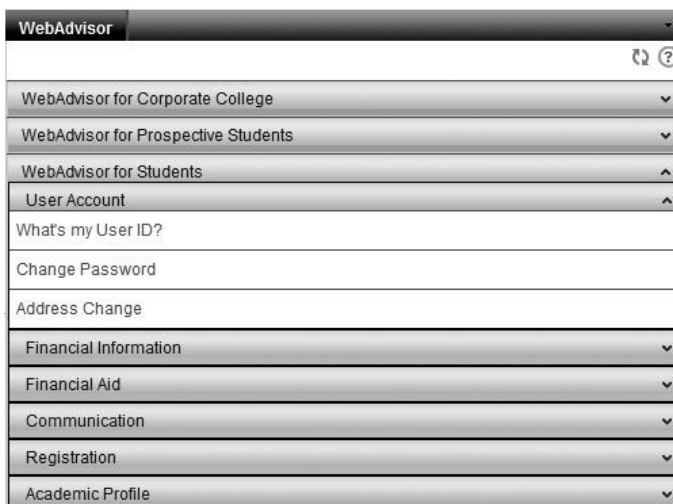
Opt-in/Opt-out Options

In order for this system to be effective and for your information to be accurate, you MUST provide your current contact information. You may update your information as necessary by following this process:

1. Log in to the Portal using your username and password: <http://portal.tstc.edu>.
2. Visit the WebAdvisor Web part on the bottom left of the landing page.
3. Select the "WebAdvisor for Student" tab.
4. Access the Address Change screen under the User Account tab.
5. Verify and update your email address and phone number.
6. Choose your opt-in status.
7. Save your entries.

Changes will be reflected within seven days (updates occur every Sunday).

If you have trouble logging in to the portal, please contact the Help Desk. If you have any problems with the Emergency Notification System, email the administrator at webmaster@harlingen.tstc.edu.



WebAdvisor Web Part

Office of the Registrar / Student Services Center / 956-364-4101

Hours: Monday - Thursday: 8 a.m. - 6 p.m., Friday: 8 a.m. - 5 p.m., Saturday: 8 a.m. - 12 p.m. (Closed holiday weekends)

The requirements for admissions to TSTC Harlingen, registration procedures, and instructions for adding/dropping courses and withdrawing from school are outlined in detail in College Operating Procedures and the College Catalog found on the college website. Students are responsible for reading and becoming familiar with these policies and procedures. It is the student's responsibility to ensure that all requirements are met. The admission requirement for a Bacterial Meningitis Vaccination for all new students under the age of 22 is detailed on page 43 under Health Services Office.

Change of Personal Information

Students are responsible for maintaining accurate personal information on their educational records to ensure communication with college departments. Official changes to personal information are made at the Office of the Registrar on a Data Change Form although changes of address, email address, and telephone numbers may be made online through WebAdvisor. Some changes require additional documentation as outlined below. All changes are processed immediately upon receipt.

Name changes must be completed in person at the Office of the Registrar. Students must provide legal documentation, such as an original marriage license or certificate, passport, court order, divorce decree, birth certificate or naturalization papers. A driver's license or Social Security card will not be accepted. Name changes for graduation candidates must be completed by the graduation application deadline. A student's permanent academic record, TSTC diploma or certificate and commencement program must reflect the same name.

Social Security number changes must also be completed in person at the Office of the Registrar. The student must present an original Social Security card as documentation.

Transcript Requests

Transcripts may be requested electronically through WebAdvisor. Students may also obtain a copy of their official transcript by completing a transcript request form found at www.tstc.edu/harlingenadmissions and submitting by mail or fax. There are no fees for transcripts, but the request form will require a signature and a telephone number where the student may be contacted in the event that additional information is needed.

Use of Student Photographs and Signatures for Publications

TSTC may use photographs or signatures of students for publication purposes unless the student requests that photographs or signatures should not be used. It is the student's responsibility to notify TSTC in writing of his/her desire not to be used in photos or publications by completing the appropriate form at the Office of the Registrar.

Family Education Rights and Privacy Act of 1974 (FERPA)

Under the Family Education Rights and Privacy Act of 1974, the following is designated as directory information and may be made public unless the student desires to withhold all or any portion of it: name, local address, classification of course work level, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of college attendance, degrees, certificates and awards received and most recent previous educational agency or institution attended by the student. A currently enrolled student may prohibit the release of directory information by completing an appropriate request form in the Office of Admissions during registration or within the first five (5) class days of each term. Under the Privacy Act of 1974, official records are not open to the public and will not be divulged without consent from the student. Minors attending the college have the same right regarding their records as adult students. If a student is still a legal dependent of a parent or guardian, the parent has the right to access the records of the dependent student provided the parent can establish this dependency as defined by the Internal Revenue Code of 1954, section 152. This request must be made in person at the Office of Admissions by providing a copy of the most recent federal income tax return and required picture identification.

Student academic records information, other than directory information, may not be released without a student's prior written consent under the FERPA exception for disclosure or to school officials with legitimate educational interests. 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 responsibilities for the Texas State Technical College.

Student academic records may be released to the following parties:

1. an individual employed by TSTC in an administrative, supervisory, academic, research or support staff position (including law enforcement and health staff personnel);
2. an individual appointed to the TSTC Board of Regents;

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3. an individual or company employed by or under contract to TSTC to perform a special task such as an attorney, auditor or collection agency;
4. 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;
5. parents of an eligible student who claim the student as a dependent for income tax purposes (form available in the Office of the Registrar);
6. in order to comply with a judicial order or a lawfully issued subpoena;
7. appropriate parties in a health or safety emergency;
8. an alleged victim of any crime of violence or non-forcible sex offense; the disclosure may only include the final results of any institutional disciplinary proceeding with respect to that alleged crime or offense, regardless of whether the institution concluded a violation was committed;
9. the general public if the institution determines as a result of disciplinary hearing that the student committed a crime of violence or non-forcible sex offense in violation of the institution's rules or policy or state or federal law, as authorized by state law;
10. parents of a student under the age of 21 regarding a university determination that the student violated federal, state or local law or institutional policy governing the use or possession of alcohol or a controlled substance.

TSTC Harlingen complies with the Family Educational Rights and Privacy Act (FERPA) and informs students of their rights under the act. Student's rights covered by the act are as follows:

1. the right to inspect and review the academic record within 45 days after the day Texas State Technical College receives a request for access. A student should submit to the registrar or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. the intent of TSTC Harlingen is to limit the disclosure of information contained in a student's academic record under the following circumstances:
 - a. with the student's prior written consent;
 - b. as an item of directory information which the student has not refused the college to disclose; or
 - c. under the FERPA provisions which allow a college to disclose information without the student's prior written consent.
3. the right of a student to consent to the release of semester credit hours taken at other institutions to the Texas Higher Education Coordinating Board.
4. the right of a student to petition TSTC Harlingen to amend or correct any part of his/her academic record which is believed to be inaccurate, misleading, or in violation of the privacy or other rights of the student. When the college decides it will not amend or correct a student's record, the student has the right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of the student. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
5. the right of any person to file a complaint with the Family Education Rights and Privacy Act Office, Department of Education, Family Policy Compliance Office, 400 Maryland Avenue SW, Washington, DC 20202-4605, if TSTC Harlingen violates the FERPA.

Registration

Students must register for classes prior to the beginning of the semester of attendance. Attending class or doing course work for a course in which they are not properly registered (which includes paying fees) is prohibited and grounds for dismissal from the college.

Students who are in good standing with TSTC Harlingen may register for classes during the scheduled registration period. Good standing is defined as follows:

1. the student is clear of any indebtedness to the college.
2. the student has maintained at least a 2.0 Standards of Progress cumulative and term GPA.
3. the student has no registration restrictions documented in college files.

Student Interruption of Enrollment

Students re-enrolling at TSTC after an interruption of enrollment of one year or more must submit an application for re-admission and undergo re-evaluation of previously earned credit(s). Individuals needing assistance in re-enrolling may contact the Testing & Advisement Center at 956-364-4997.

Adding or Dropping a Course(s)/Withdrawing

To make schedule changes prior to the first day of class, students should report to their academic advisor for consultation and/or make changes through their Webadvisor account.

To drop a course from TSTC on the first class day or thereafter, the student should:

- report to the Office of the Registrar to obtain a Course Schedule Change Form,
- proceed to obtain required signatures,
- report to the Financial Aid Office and Student Accounting to review his/her financial status based on the desired schedule changes, which can directly impact student accounts, and;
- turn in the completed Course Schedule Change Form to the Office of the Registrar for processing. The student should receive a copy of the form to verify its submittal.

To withdraw from TSTC on the first class day or thereafter, the student should follow the drop-a-course procedure and in addition see the Office of Student Success for an exit interview. Housing students must obtain a signature from the Housing Supervisor.

The student is responsible for:

- initiating the change to add or drop a course/courses,
- obtaining the required signatures and initials from college faculty and other officials,
- when applicable, submitting the completed currently adopted Course Schedule Change Form to the Office of the Registrar; and,
- when applicable, presenting a copy of the signed Course Schedule Change Form to a faculty member to enter a newly added course.

Limitation on the number of drops for students

Under Section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in Spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in Fall 2007 or later. Any course that a student drops is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution." Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Contact the TSTC Harlingen Registrar's Office at 956-364-4322 for more information before you drop a course.

Absences on Religious Occasions

TSTC grants an excused absence from class attendance to a student who wishes to observe a holy day or religious occasion. Students should contact the Office of the Registrar to request an excused absence for the date of the holy/religious day within the first 10 days of the term.

Officially Excused from Class

Students may be excused from classes to allow them to participate in special activities. Approval of the Vice President for Student Learning is required for such cases, and the student must complete all course work missed during his/her absence from class.

Unexpected situations such as severe weather conditions or power outages may require classes to be canceled. This decision is made by the TSTC President who will notify students through the Emergency Notification System. Students must be registered to receive these notifications. Instructions for registering are found on page 12.

Course Load

Students in good standing may register for a course load equivalent to that specified for the program. They may register for less than a normal credit load but must maintain 12 or more credits to be considered a full-time student, nine to 11 credits for 3/4-time, six to eight credits for 1/2-time and one to five credits for 1/4-time. With prior approval from his/her faculty advisor, a student may register for a maximum of 18 credits. Enrollment for more than 18 credits per term requires approval from the Vice President for Student Learning.

Repeat Courses

Students are allowed to repeat courses only when the initial grade earned was below a grade of "B." When a student repeats a course, only the last grade issued, regardless of whether higher or lower than the first grade, is calculated into the cumulative Grade Point Average; however, the previous grade is retained on the transcript. See COP ES 4.15 for more information at www.tstc.edu/harlingenpolicy/educationalservices.

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TSTC 1101 – REQUIRED

All first-time TSTC students are required to take the freshman seminar course TSTC 1101, as are all transfer students with less than 24 Semester Credit Hours (SCH). This course is not required for Dual Enrollment students. This one-credit-hour, freshman seminar course is designed to increase student learning and success at TSTC. The most important course taught at the College, TSTC 1101 is a strong foundation for a student's academic career, focusing on student development, utilizing campus resources, and building lifelong learning skills for academic and workplace success. Transient students may request a one-time exemption from TSTC 1101 from the Office of Student Learning.

Credit by Examination (Challenge Exam and CLEP)

Students who feel that they meet the objectives of a TSTC technical course(s) may receive credit by applying to take a challenge examination within the first five days of the term. The Department Chair offering the course must approve by signing the Credit Award for Assessments and Training form available at the Office of the Registrar. Students may or may not be enrolled in the course to attempt the challenge exam. Students not enrolled in the course should take the form to the cashier and pay the approved challenge exam fee. This fee is not refunded if the test is not passed. There will be no entry on the transcript of the exam failure. Students who do not pass the test should enroll in the course and pay the remaining designated fee for the course to receive credit. Students who score a "C" level or better on the test return the completed form to the Office of the Registrar where they will be awarded a grade of "CR" on the transcript. Grade points will not be assigned nor included in the calculation of the GPA. Students who have failed a course are not eligible to challenge that course by examination. For more information, see COP ES 2.10 Credit Award for Assessments and Training at [www.tstc.edu/harlingenpolicy/educational services](http://www.tstc.edu/harlingenpolicy/educationalservices).

Students who wish to challenge an academic course are directed to take the appropriate College Level Examination Program subject-area examination.

For more information, visit the Testing & Advisement Center in the Student Services Center, Room 312.

Transfer Credit

To receive transfer credit, students must:

- submit an official transcript from all previously attended college-level institutions to the Office of Admissions,
- request an evaluation from the Office of the Registrar of the potential transfer credit(s) prior to, but no later than, the end of the student's first term of enrollment at TSTC,
- have earned transfer course credit from a regionally accredited college-level institution,
- have earned a grade of "C" or better from the originating institution for course(s) accepted for transfer to TSTC.

Substitution Credit Assignment

Applicants or students may submit a substitution credit evaluation request to their potential or current major Department Chair. The request must be accompanied by the student's TSTC transcript containing the courses the student wishes to substitute. The transfer process must be completed before students may receive substitution credit for course work taken at another post-secondary institution.

Change of Major

A student may change majors only between terms or prior to the 11th class day of a 15-week semester, the 5th class day of a 12-week semester or the 4th class day of a 6-week session. To change a major program, a student must:

- request a "Change of Major Form" from the Office of the Registrar,
- obtain the necessary signatures on the form, and
- deliver the form to the Office of the Registrar for processing.

Class Participation

The responsibility for class attendance rests with the student. Regular and punctual attendance in all classes is expected. TSTC reserves the right to act on individual cases of non-participation at any time. TSTC does not require faculty to take attendance; however, they have the right to do so if they choose and may set participation standards. Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend lecture and laboratory sessions in accordance with requirements of the course as established and communicated by the instructor. A student who fails to meet these class participation requirements will earn a failing grade (F) in the course.

The following guidelines apply when faculty administers participation policies:

- an absence can be issued whenever a student does not attend a regular scheduled instruction period, whether it is a theory or laboratory class,
- the instructor determines whether an absence is excused or unexcused. An excused absence is defined as one due to

illness or an emergency situation beyond a student’s control. A satisfactory written explanation from an appropriate authority should be given to the instructor. An absence for any other reason is considered as unexcused.

Academic Fresh Start

Texas Senate Bill 1321, entitled “Right to an Academic Fresh Start,” allows a person who is a resident of Texas to apply for admission and not have course work completed 10 or more years prior to the date of anticipated enrollment included as consideration in the admission decision. This allows students to begin a new course of study with a clear academic record.

- This is an all-or-nothing option. Students are not able to pick and choose which courses to ignore and which courses to count. This option clears only the student’s academic record. If the student chooses the “Academic Fresh Start” option, the student does not receive any credit for any courses taken 10 or more years prior to the re-enrollment. This means that:
 - Courses taken previously cannot be used to fulfill new prerequisite requirements,
 - Courses taken previously cannot be counted toward a new degree,
 - Courses taken previously will not be counted in the student’s GPA calculation.
- The student must still complete the usual admissions process, including providing information on all colleges or universities previously attended and provide official copies of transcripts from all schools attended.
- Once the “Right to an Academic Fresh Start” provision has been claimed and the student has enrolled, the provision cannot be reversed.

Grading Policies:

TSTC Grading System

TSTC measures student achievement of skills, knowledge and competencies. It also reports student performance for each course attempted or credited based on the following scale:

Numerical Grade Requirement	Letter Grade	Performance Level	Grade Points Awarded
90-100	A	Excellent/Superior	4 grade points per semester
80-89	B	Above Required Minimum	3 grade points per semester
70-79	C	Minimal Required	2 grade points per semester
60-69	D	Below Required Minimum	1 grade point per semester
0-59	F	Failure to meet requirements	0 grade points per semester
	IP	In Progress (course completion beyond control)	None
	W	Withdraw (Course Drop)	None
	CR	Credit (transfer, credit by exam, articulation)	None
	AUD	Audit of course; grade points not awarded	None
	S	Satisfactory	None
	U	Unsatisfactory	None
	X	No Grade Assigned	None
	IM	Incomplete Military Leave	None

Medical Information Specialist/Transcriptionist, Surgical Technology, Health Information Technology, Dental Hygiene, Dental Assistant, Medical Assistant, Registered Nursing and Vocational Nursing use the following grading scale:

Numerical Grade Requirement	Letter Grade
93-100	A
86-92	B
78-85	C
0-77	D

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Aviation Maintenance Technology uses the following grading scale:

Numerical Grade Requirement	Letter Grade
90-100	A
80-89	B
70-79	C
0-69	F

Grading Criteria

Students must receive a letter grade of "C" or better in each major course to receive credit. A temporary grade of "IP" may be given and indicates that a student has not satisfactorily completed a course. This grade will be given only when the deficiency is due to an authorized absence or other cause beyond the control of the student. When the quality of work finished has been acceptable for satisfactory completion of the course, a grade will replace the "IP." A student must complete the required work within the period of time specified in the contract between the student and instructor. If it is not, the "IP" will be administratively converted to an "F."

Grade Point Average

A student's Cumulative Grade Point Average (GPA) is calculated by taking the grade points earned for every A, B, C, D or F and multiplying it by the number of credit hours assigned to each course. Next, the grade points and credit hours are totaled separately. Finally, the total grade points are divided by the total credit hours. The quotient is carried to two decimal points and rounded to the nearest one-hundredth of a point.

GPA Definitions

- Term GPA refers to the GPA for courses in one particular term.
- Standards of Progress Cumulative GPA includes developmental courses.

Transcripts include all course work taken, the student's Cumulative GPA and the Term GPA. The Program GPA will appear on the transcript as part of the program completion information.

Changing a Grade on the Transcript

A grade recorded on a student's transcript can be changed only to correct a calculation error, a mistake made recording the grade, or by following the procedure for altering an incomplete (IP) grade. A grade change must be made within one year of the issuance of the grade.

Scholastic Standing

- Good Standing - student maintains at least a 2.0 Standards of Progress Cumulative GPA and Term GPA.
- Scholastic Probation - student whose Standard of Progress Cumulative GPA or Term GPA falls below 2.0.
- Scholastic Suspension - occurs when a student on Scholastic Probation has a term and a cumulative GPA below 2.0.

Scholastic probation is intended as a serious alert so that students refocus attention on their studies. Students on scholastic probation will probably also have financial aid consequences. However, scholastic probation and financial aid probation are NOT the same. Students on probation are not allowed to register early for the upcoming semester. Students on probation are also required to meet with their faculty advisor. When the cumulative GPA returns to 2.0, students on probation return to Good Standing.

Students on probation whose cumulative and term GPAs fall below 2.0 will be placed on scholastic suspension. Students on suspension may not register for classes at TSTC for a period of one semester. However, they may formally appeal to the Office of Student Success, located at the Learning Resource Center, 2nd floor. If the appeal is granted, the student will be required to participate in a special program called HATSS (Helping a TSTC Student Succeed) Mentoring Program as a condition for registration. Students must comply with all program requirements and complete the semester with a 2.0 term GPA or higher to successfully complete the program. Students who successfully complete the program as indicated, will no longer need to be in the program the following semester. Students who do not successfully complete the semester as indicated above will be suspended for one semester. Thereafter, if they wish to return to TSTC, they must go through the appeal process and participate in the HATSS Mentoring Program once again, if an appeal is granted.

Graduation

Graduation Awards

TSTC awards the Associate of Science Degree, the Associate of Applied Science Degree, an Academic Core Institutional Certificate, and Certificates of Completion to students who complete those college requirements. These degrees and certificates are awarded in formal commencement ceremonies held at the end of each semester. Students receiving other recognition and credit who meet criteria in short instructional programs, such as Marketable Skills Awards and noncredit Continuing Education course work, do not participate in graduation ceremonies.

Graduation Orientation

Students expecting to graduate are highly encouraged to attend Graduation Orientation generally scheduled about three weeks before the end of the semester prior to the student's graduation semester. Students will receive invaluable information regarding eligibility, the application process, certification and job placement services. The graduation orientation for Spring 2015 candidates will be held November 5, 2014. Summer 2015 candidate orientation will be held April 8, 2015.

Graduation Application

Students must complete the online Graduation Application Form prior to the posted deadline approximately one month after the start of the graduation semester.

The Office of Admissions will certify that the student has met graduation criteria and requirements. The student will then receive notification of graduation eligibility. A signed form certifying graduation status will be placed in the student's permanent file. Diplomas are awarded after the final grades have been recorded on the student's transcript and the student has been certified as a graduate.

Commencement Ceremonies

Candidates for graduation are encouraged to participate in commencement ceremonies held at the end of each semester. Participation is voluntary; however, only those students who participate in the commencement ceremony receive diploma covers, as well as honor cords and medals if eligible. Students not planning to attend the commencement ceremony may pick up their diplomas at the Office of the Registrar upon notice of graduation eligibility. Diplomas not picked up within two weeks after the ceremony will be mailed to the graduate at the address in the college's administrative database.

Candidates for graduation participating in the commencement ceremony must wear only TSTC-designated regalia (cap, gown, tassel) which may be purchased at the TSTC Bookstore. Other commencement items available at or ordered through the Bookstore include invitations, announcements, and rings.

For more information, visit the graduation website at www.tstc.edu/harlingengraduation.

Board of Regents Honor Graduates

Candidates for graduation with a cumulative GPA of 4.0 for all credits attempted will be named a Board of Regents Honor Graduate and recognized at the commencement ceremony.

Honor Graduates

Candidates for graduation with a cumulative GPA between 3.50 and 3.99 for all credits attempted will be named an Honor Graduate and recognized at the commencement ceremony.

Requirements for Graduation

Students graduating from a regular instructional program must meet the following criteria:

- All course work required under the student's degree plan must be satisfactorily completed, including grades of "C" or higher in the student's major courses and technical support. For an Associate Degree (AS or AAS), Certificate of Completion and Academic Core Completion, 25 percent of the total credit hours of the required course work must be earned from TSTC Harlingen.
- A student could earn a second Associate Degree (AS or AAS) or Certificate of Completion (CC). Credit earned in the first program, whether an AS, AAS or CC, may be applied toward credit for a second program. This would occur when the first program course credit is support course work for the second program or when the first program may be treated as transfer credit with approval from the Department Chair of the second program. If a student simultaneously pursues two Associate Degrees or CCs, the program in which the student enrolled first would be considered as the first program. The major Department Chair would submit in writing to the Office of the Registrar all courses and credit applied toward graduation in the second program.
- Settlement of all financial obligations to TSTC must be made prior to graduation. If any business is pending with TSTC by commencement, TSTC withholds the diploma until clearance approval.
- Texas Success Initiative (TSI) standards must be met for the Associate Degree (includes Associate of Science, Associate of Applied Science and Academic Core)
- The student's cumulative TSTC Grade Point Average must be 2.0 or higher.

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Testing & Advisement Center/ Student Services Center, Room 101 / 956-364-4310

Advisement Hours

Monday - Thursday: 8 a.m. - 6 p.m., Friday: 8 a.m. - 5 p.m., Saturday: 8 a.m. - 12 p.m. (Closed holiday weekends)

Testing Hours:

Monday - Wednesday, 8 a.m. - 6 p.m.; arrive no later than 1 p.m. to begin testing.

Thursday, 8 a.m. - 9 p.m.; arrive no later than 5 p.m. to begin testing.

Friday, 8 a.m. - 5 p.m.; arrive no later than 1 p.m. to begin testing.

Saturday, 8 a.m. - 12 p.m.; arrive no later than 8:30 a.m. to begin testing.

Testing Center Mission

The Testing Center at Texas State Technical College Harlingen is dedicated to creating a positive, healthy atmosphere for our students and community population, working hand in hand with students, faculty and staff to provide an environment that promotes career success. Our commitment is to help each student have a productive and rewarding experience at TSTC Harlingen.

Advisement Center Mission

The Advisement Center is committed to helping students reach their educational aspirations by making sure that they are on the right academic path. The Center helps students choose an appropriate major in line with their career aspirations, understand their degree plan, choose appropriate developmental and/or academic coursework, and plan for future educational goals. Research shows that students who seek advisement throughout their college career are more likely to succeed. The Advisement Center offers Focus 2: Career Search, Skills and Work Values Assessment for students wanting to explore various career options based on their interests, skills and work values

The Advisement Center has specialized advisors for Allied Health majors, technical students, those pursuing an academic degree and undeclared students. In addition, students may use the designated computer lab in which they can receive assistance completing their Free Application for Federal Student Aid (FAFSA), registering for classes, making an online payment for classes, or accessing their WebAdvisor account.

Testing Services

Testing services are provided to assist students in obtaining maximum results from educational opportunities. The Testing Center offers the TSI assessment as the required placement test. Students seeking a Level II Certificate or an Associate Degree are required to take the TSI Assessment or submit a qualified exemption during the admission process and prior to registration. For additional information on the TSI Assessment or any other exam, please visit our office located in the Student Services Center, Room 312 or email testing@harlingen.tstc.edu.

Texas Success Initiative (TSI) Advisement

The Testing & Advisement Center evaluates TSI assessment scores and will advise students on appropriate coursework including development and/or academic course load. When needed, the Center will assign students a developmental plan and guide students through the remedial education necessary to comply with the state TSI guidelines.

What other tests are offered?

- College Level Examination Program (CLEP): For students who wish to gain credit-by-examination
- General Education Development (GED): For students interested in attaining certified high school-level academic skills
- Health Occupations Basic Entrance Test (HOBET): For students interested in enrolling in the Surgical Technology or Dental Hygiene Programs
- Test of Essential Academic Skills (TEAS): For students interested in enrolling in the Vocational Nursing Program
- LPN Step: For students interested in the Registered Nursing Program
- Online Learning Proctored Exam: For students registered for online classes

Special Accommodations

If you have a disability and require specific accommodations to complete the TSI Assessment or any examination please contact the Disability Services Center. Individuals with disabilities requesting accommodations will be required to make arrangements with the Disability Services Center by visiting the office which is located at the Student Services Center, Room 216 or call at 956-364-4520/956-364-4526 (TDD) to schedule an appointment. Students are encouraged to make arrangements at least two weeks prior to test date. Please be advised that late requests will be considered, but cannot be guaranteed.

Special Populations Program

Textbook Assistance

The Special Populations Program provides qualifying Non-Traditional, Single Parents and Displaced Homemaker students with textbook assistance. To be eligible for these services, students must meet the following guidelines:

- be enrolled full-time in a technical program of study that can be completed at TSTC Harlingen;
- complete an application for Non-Traditional, Single Parent and Displaced Homemaker Services programs and;
- submit documentation verifying status for qualifying program.

**Services are funded through the Carl D. Perkins Vocational & Applied Technology Act and are contingent upon availability of funds each semester and the adherence to program policies. Textbook Assistance is provided on a first-come, first-served basis.*

Non-Traditional Services

Non-traditional career pursuant students are either females or males pursuing "a field in which either gender comprises less than 25 percent of the current enrollment." The Testing & Advisement Center assists qualifying students that are enrolled full-time in a technical non-traditional program of study at TSTC Harlingen with the following services: child care referrals, textbook assistance, community referrals, and sensitivity and personal development workshops.

**Non-Traditional Programs of Study are subject to change due to grant regulations. For the most updated list, please visit the Counseling & Support Services Office.*

Single Parent/Displaced Homemaker

The Testing & Advisement Center assists qualified Single Parents, Displaced Homemakers and Expectant Single Mothers that are enrolled full-time in a declared technical program of study leading to an Associate of Applied Science Degree or a Certificate of Completion at TSTC Harlingen.

Students applying for Single Parent, Displaced Homemaker or Expectant Single Mother services must submit documentation to determine eligibility.

Qualifying Single Parents, Displaced Homemakers and Single Expectant Mothers are eligible for the following services: child care referrals, textbook assistance, community referrals, and sensitivity and personal development workshops.

Child Care Services

The Testing & Advisement Center makes referrals to the following agencies to aid students in securing reliable child care assistance: Cameron Works Child Care Management Services, TSTC Head Start Center, TSTC Early Childhood Head Start Center, and Workforce Solutions Child Care Services (serves Hidalgo, Starr, & Willacy County residents).

The Testing & Advisement Center also assists a limited number of qualifying students with subsidized child care when funding is available. Students must complete an application every semester and selections are made based on need.

- TSTC Early Childhood Head Start Center: 956-425-4085
- TSTC Head Start Center: 956-425-5292
- Cameron Works Child Care Management Systems: 888-589-4200

Lending Library

The Testing & Advisement Office offers a Lending Library comprised of many commonly used textbooks. The Lending Library offers books at no purchase or rental cost to technical students. Contact Testing & Advisement Office for a distribution schedule and for book availability. Students must be enrolled and have been accepted into a technical program of study to qualify.

20 STUDENT SUCCESS

Office of Student Success / Learning Resource Center, 2nd Floor / 956-364-4163

Hours: Monday - Friday: 8 a.m. - 5 p.m.

The Office of Student Success helps students overcome barriers to their education so that they can successfully complete their studies. The following programs are offered.

Supplemental Instruction & Tutoring Program

Open Lab Tutoring is available to students in different levels of Mathematics, English, Developmental Reading/Writing, Chemistry, and Biology. History, upper-level Math and English tutoring is available at the Learning Resource Center, second floor. However, tutoring in select technical areas is also available throughout campus. In addition to traditional tutoring services, the program offers computer-based tutoring which utilizes software to help students practice English and Math skills and review Biology and Social Science materials. The software is textbook compatible and provides students with practice/review test questions. Additionally, students can access "My TSTC Video Library" to view 2-5 minute tutoring videos on different subjects by visiting their Web page at www.tstc.edu/harlingenoss/situtoringprogram.

Peer Mentors

Peer Mentors are available to help students navigate college by providing guidance on college-related topics, such as navigating the Portal, WebAdvisor, Moodle, and MyMail; forecasting GPA; obtaining information on scholastic policies; and seeking campus and community resources. Peer Mentors also help incoming students, who may have participated in an AVID program, connect to the TSTC AVID Academic Achievement Center (located at the LRC, 2nd Floor) and other resources on campus. The center is open to all TSTC students and has laptops with wireless Internet access available for student use.

Helping a TSTC Student Succeed (HATSS)

Participation in the HATSS Mentoring Program is required as a re-enrollment condition for students on scholastic and/or financial aid suspension appeal. While in the program, students can register for no more than seven (7) college hours, classroom instruction courses only (no online courses), and only one semester at a time. HATSS does NOT provide any type of financial assistance to students.

Students in the HATSS Program are required to:

- Attend a Saturday College 101 Seminar. This is a 3½ hour seminar that includes information about TSTC Harlingen, scholastic and financial aid policies and procedures, and other policies that may affect student success.
- Attend two workshops throughout the semester on topics such as learning styles, time management, Cornell note-taking, study, test taking skills, and other workshops offered at TSTC.
- Meet with an assigned HATSS Mentor once per week.
- Develop a "My Plan for Success" which contains educational and personal goals for the semester. Progress on the plan is discussed during mentor/mentee meetings.
- Attend mid-term and end-of-term meetings with a HATSS staff member to follow up on progress and receive assistance as needed.
- Participate in tutoring and/or study hall. Students are required to participate in tutoring at least one hour per enrolled course each week. If tutoring is not available for enrolled courses or tutoring sessions conflict with the students' class schedule, students must attend study hall one hour per course each week.
- Stay informed by checking their TSTC MyMail and regular mail for correspondence from the Office of Student Success/HATSS Mentoring Program.
- Communicate with the HATSS Mentoring Program for additional assistance when encountering any problems, needing answers to questions, or having problems communicating with a mentor.
- Notify the HATSS Mentoring Program if contact information (e.g. phone number, email or mailing address) changes.

Students who fail to comply with all HATSS program requirements risk being administratively withdrawn from all their courses and placed on suspension for the following semester. They will have to appeal their suspension through the Office of Student Success if they wish to re-enroll at TSTC.

Students who earn a 2.0 Term GPA or higher during the term they are enrolled in HATSS can register for classes the following semester after all grades are posted and their academic standing is updated. Students remain on probation until the Cumulative GPA is also a minimum 2.0.

Students who 1.) fail to comply with HATSS program requirements and are administratively withdrawn from their classes, 2.) fail to earn a minimum Term GPA of 2.0, or 3.) withdraw from all of their courses on their own, will be suspended the

LEARNING RESOURCE CENTER 21

following semester. If they wish to re-enroll following the one-semester suspension they will be required to appeal to the Office of Student Success. If granted an appeal, students must participate in the HATSS Mentoring Program once again. For financial aid appeals, students should speak to a Financial Aid representative.

Students who choose not to appeal their scholastic suspension can opt not to attend TSTC for one semester. However, if they wish to re-enroll at TSTC, students must follow the appeal process through the Office of Student Success and participate in the HATSS Mentoring Program.

Learning Resource Center / 956-364-4609

Hours: Monday - Thursday: 7:30 a.m. - 8 p.m., Friday: 7:30 a.m. - 5 p.m., Saturday: 12 p.m. - 4 p.m., Sunday: Closed
The LRC is closed on public holidays.

TSTC's Learning Resource Center (LRC) provides a variety of services designed to help students meet their educational goals. The 35,364- square-foot, two-story facility also houses the Media Center, the Learning Resource Center boardroom, a Tutoring Center, a library instruction classroom equipped with top-of-the-line Alienware laptops, a spacious lobby, a circulation area, display cases showcasing various academic disciplines and student hobbies in addition to the reference and general collection areas.

The facility offers 68 computers in the main lab and 30 computers upstairs for student use, and laptops for in-library use. Wireless Internet connection is available for all these laptops. A fax machine and scanner are also available at no charge.

Printing is available for 5¢ a page for black and white and 50¢ for color. Students will receive \$10 on a print account at the beginning of the semester to help cover the cost of printing at the LRC. Two copiers are available for student use, and copies are available for 10¢ a page for black and white and 50¢ a page for color. Student must have money on their Mustang Bucks card to activate the copiers. The LRC also provides nine study rooms, including two larger study rooms for larger group discussion of six (6) or more people. Also available for checkout are: models, DVD's, and much more.



Overdrive

The LRC provides access to Overdrive, an e-book management system. Students can search for content and read immediately, or download to a computer or mobile device. Hundreds of e-books and audio books are available. Access Overdrive online at www.tstc.edu/harlingenlibrary.

For further information please visit www.tstc.edu/harlingenlibrary.

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Online Learning Office / State Rep. Irma Rangel Science and Technology Building, Room 104 / 956-364-4950 / Fax: 956-364-5154

Hours: Monday - Thursday: 8 a.m. - 6 p.m., Friday: 8 a.m. - 5 p.m.,

Online Learning Overview

Online learning offers TSTC students a flexible, convenient way to earn college credit. Instead of attending traditional classes on campus, students satisfy course objectives using Web-based instructional technologies, giving busy students access to course work virtually anytime, anywhere. Courses may be completely online (100 percent of course instruction is online) or hybrid (50-85 percent of instruction takes place online).

Online learning courses are just as rigorous as face-to-face courses, and deadlines do exist. In addition to basic computer and Internet skills, success will require commitment and self-motivation. Online learning students are encouraged to communicate with faculty and students in the online classroom to share ideas and become part of the online learning community.

Each online learning class has an instructor who leads the course and provides assistance. Assignments may include reading materials, watching videos, participating in discussion boards, using interactive software, and writing papers. Proctored examinations may be taken on campus at the Testing Center in the Student Services Center. Any testing off campus must be at an approved testing site and coordinated by the Online Learning Office.

The Online Learning Office will support online students by providing: the Student Online Learning Orientation (SOLO), resources that can be found on the Online Learning Office website, and face-to-face learning management system (LMS) tutorial sessions. The Online Learning Office staff will also address student questions and concerns related to online learning.

Registering for Online Courses

All standard TSTC enrollment and registration procedures apply. New students should refer to the TSTC website for information on how to apply and begin taking college credit courses. www.tstc.edu/harlingen. New students are required to complete New Student Orientation; either online or on campus. Register by contacting the Office of Admissions at 956-364-4117 or 956-364-4126. Current and returning students in good standing may register for TSTC online courses with their advisor or on their own through WebAdvisor. Registration for Virtual College of Texas courses must be completed through the Online Learning Office. Visit the Online Learning Office website at www.tstc.edu/harlingenol to access TSTC online course listings.

Students who have not taken and passed (with a C or better) a TSTC online course must successfully complete the Student Online Learning Orientation (SOLO-0100). Students can register for the orientation through WebAdvisor. For more information about SOLO, visit the Online Learning Office website. After successful completion of the orientation, students will be allowed to register for online courses.

Application of Online Course Credits to Certificates & Degrees

TSTC students may enroll in online college credit courses that lead toward a certificate or degree. More than 50 percent of the course work toward the following certificates and degrees can be completed online:

- Associate of Science Degree in Biology
- Associate of Science Degree in Math
- Associate of Science Degree in Physics
- Academic Core

Online Tutoring

Online learners can take advantage of TSTC's tutoring resources by accessing short 2-5 minute videos from MyTSTC Video Tutor Library, which contains over 100 tutoring videos. These videos are produced by our Peer Tutors and cover different subject areas, including math, English, history, biology, chemistry, developmental courses and some technical courses. To access the video library and tutoring schedule, visit the Tutoring Program Web page at www.tstc.edu/harlingenoss/situtoringprogram.

For a complete list of online courses, visit the Online Learning Office website at www.tstc.edu/harlingenol.

Financial Aid / Student Services Center / 956-364-4330 financial.aid@harlingen.tstc.edu

Office Hours: Monday - Friday: 8 a.m. - 5 p.m.,

Counter Hours: Monday - Thursday: 8 a.m. - 6 p.m., Friday: 8 a.m. - 5 p.m., Saturday: 8 a.m. - 12 p.m. (Closed holiday weekends)

The Financial Aid Department supports the mission of the college and the Student Development Division by providing federal, state, institutional, and veteran financial resources, services, and a wide variety of activities and events in order to enhance student educational experience, personal growth and development, retention, and student success. The department is proactive and collaborative and strives to provide exemplary customer service.

The Financial Aid Office offers a variety of financial assistance programs to help eligible students with the cost of attending TSTC. The funds provided through these programs can be in the form of a grant, payment for part-time employment (Work Study), Direct Loan, scholarship, veteran benefits, or a combination of any of these programs.

- A grant is gift aid that does not have to be repaid.
- The college Work Study Program is part-time employment that allows students to earn money and provides them with the opportunity to gain work experience.
- A scholarship is competitive aid, which does not have to be repaid.
- A Direct Loan is borrowed money and must be repaid with interest.

See TSTC's Financial Aid website at www.tstc.edu/harlingenfinancialaid for a complete listing of programs.

Parent/Student Obligation

It is the primary responsibility of the student (and/or parents) to provide for the educational expenses of the student from personal assets, earnings and other taxable and non-taxable income. Student aid resources are available to assist the family with the educational expenses.

Determination of Award

TSTC attempts to meet the educational financial needs of students. Financial need is determined by subtracting the parent(s)' and/or student's expected family contribution (EFC, as determined by the Free Application for Federal Student Aid, known as FAFSA), from the total estimated cost of attendance or COA. Educational Financial Need = COA - EFC. Students are awarded aid based on financial need and the availability of funds. Financial aid programs have limited funds; therefore, the Financial Aid Office may not be able to meet the student's financial aid packaging expectations, but it will try to meet the direct educational needs. Students will need to have a balance of gift aid and self-help assistance. Students are responsible for notifying the office about all resources provided to the student.

Student Cost of Attendance Budget (12 months)

Budget Components	On Campus	Off Campus	With Parents	Less than Half-time	TSTC Employees and Dependents
Mandatory Tuition & Designated Tuition/Fees*	\$6,099	\$6,099	\$6,099	\$6,099	\$720
Books & Supplies	\$1,536	\$1,536	\$1,536	\$745	\$1,536
Room & Board	\$7,826	\$10,410	\$5,833	\$0	**
Personal Expenses	\$2,798	\$3,354	\$2,198	\$0	**
Transportation	\$1,563	\$2,083	\$2,083	\$1,563/\$2,083**	\$1,563/\$2,083**
Total	\$19,823	\$23,482	\$17,479	\$8,407/\$8,927**	\$3,819/\$4,339

* Cost of Attendance (COA) at TSTC Harlingen is based on the number of credit hours a student is enrolled for as of the census day of each semester. The initial calculation of a student's COA is based at 12 credit hours per semester of the academic year (45 credits for 3 terms/1 year). Once census day passes for a semester, the recalculation of a student's actual credit hours enrolled for will take place.

** Transportation cost will be based on the housing code reported on the student's FAFSA.

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- Dependent care may be added whenever the student submits a request and documentation for childcare expenses for children 12 and under.
- TSTC Employees and their eligible dependents are charged the adjusted tuition rate approved by the TSTC Board of Regents (SOS: HR 2.3.19)
- Non-resident tuition is \$3,048 plus \$552 designated tuition. Total non-resident mandatory tuition for 12 credit hours per semester is \$3,600.

Net Price Calculator

The Net Price Calculator is a tool that will help current and prospective students, families and other consumers estimate the individual net price of an institution of higher education for a student. The Net Price Calculator can be used to determine the Cost of Attendance (COA) and give a rough approximation of financial aid (if accurate data is entered into the calculator). This tool may be used to compare the net price of multiple institutions. Visit <http://collegeforalltexas.com/apps/CollegeMoney>.

Financial Literacy

Texas State Technical College, joined by other colleges and universities throughout the country, is concerned about student debt and financial literacy. In an effort to help students and their families, TSTC is providing money management tools right at their fingertips. There are many reports and statistics that indicate having high debt affects a student's enrollment, retention, and graduation. Students are encouraged to use the tools outlined in the USA Funds Life Skills Student Guide. Students have an opportunity to set up their own personal profile and learn at their own pace, for free. Students can also download a helpful mobile device application called Borrowing for College. The USA Funds Borrowing for College Calculator helps students manage their student loan borrowing responsibly.

You can go online at <http://www.usafunds.org/CollegePlanning/Pages/BorrowingforCollege.aspx> or get your free app today. www.tstc.edu/harlingenfinanciallit

TG - www.tgslc.org/students - The TG website offers information on how to budget, finance tools (loan calculator, interest calculator, credit card calculator) budgeting, credit cards and repaying loans information.

To be eligible for assistance, a student must:

- Complete the Free Application for Federal Student Aid (FAFSA). Be sure to complete the correct application for the year that you are applying for.
 - For Fall 2014 through Summer 2015 semesters, complete the 2014-2015 FAFSA
 - For Fall 2015 through Summer 2016 semesters, complete the 2015-2016 FAFSA available starting January 1, 2015.
 - Verification documents and other forms may need to be submitted after the office reviews the application.
- Complete the admissions requirements, be accepted for enrollment, and enroll in an eligible program.
- Meet the TSTC financial aid standards of academic process.
- Be a United States citizen or an eligible non-citizen.
- Other rules for foreign students and non-citizens may apply.
- Be registered with the U.S. Selective Service (if you are a male born after December 31, 1959). All males residing in the United States are required to register for Selective Service immediately following their 18th birthday. For Selective Service information go to www.sss.gov.
- Must have a high school diploma or a GED (effective after July 1, 2012).
- Not be in default on an educational loan or owe a refund on any federal grants.
- Be registered each semester and pay tuition no later than the 11th class day of the 15-week semester, the 9th class day of the 12-week semester, or by the census date for the class/classes registered for. Students registering after the 11th class day of the 15-week semester, the 9th class day of the 12-week semester or after census date may not be eligible for financial aid for that semester. Other rules apply to short summer sessions and online education courses.

Note: Class no-shows affect financial aid eligibility. When the student is reported as not attending class prior to census, the student's award may be affected.

Awards are based on full-time enrollment. Awards will be reduced when students register for less than 12 credit hours. Due to time constraints, the student may not receive immediate notification of the adjustment; therefore, students should monitor their awards and balances on WebAdvisor.

Packaging Philosophy

The Federal Pell Grant is awarded based on eligibility and enrollment status. Students enrolled for 12 or more credit hours receive the maximum Pell entitlement, nine to 11 credit hours receive 3/4, and six to eight credit hours receive 1/2 the award. Less than half-time students who qualify receive the Pell amount determined for enrollment between one and five

credit hours. Other grants, loans, and scholarships may be canceled if the student is enrolled for one to five credits.

Additional financial aid is awarded on a first-come, first-served basis or based on program eligibility. Due to limited funds, precedence may be given to full-time students who meet priority deadlines. Students who are enrolled at least half-time may request to be considered for additional assistance. Funds are not guaranteed due to the limited availability.

Beginning with the 2012-2013 academic year, students are eligible for up to one (1) scheduled award (100 percent) per year of a Pell Grant. For the summer of 2013, students will be awarded for the Fall and Spring 50 percent per term. If a student's yearly entitlement is 100 percent or \$5,550, the student will be awarded \$2,775 per term. If students do not enroll full-time during any given semester, any unused funds will be awarded during the summer term if the student enrolls. For example: TSTC defines its year as 24 credit hours; if the student receives a full-time award in Fall 2012 and Spring 2013, the student would have received 100 percent of their annual entitlement.

Pell Grant & Direct Loan Experiment

The U.S. Department of Education (DOE) and TSTC have partnered in a federal program experiment that may allow awarding Federal Pell Grant (Experiment #1) to students with a bachelor's degree, if they are enrolled in a vocational or career program.

TSTC was also selected to participate in Experiment #6 - Limiting unsubsidized loan amounts. These Experiments begin with the 2013-2014 award year, for additional details with the experiments visit the Financial Aid Office.

Denial of Aid and/or Repayment

Financial assistance may be reduced, denied or canceled, and students may owe repayment if they:

- Purposely give false or misleading information (they may be fined \$20,000, sent to prison, or both);
- Are on academic/financial aid suspension;
- Owe money to TSTC or the Department of Education;
- Fail to report any changes in circumstances that may affect the award such as assistance from Workforce Investment Act (WIA), Department of Assistive and Rehabilitative Services (DARS), outside scholarships, day care and other programs;
- Withdraw from TSTC or drop below half-time at any time of the semester, or fail to meet eligibility requirements;
- Fail to begin attendance in one or all classes between the first day and census day;
- Are awarded Federal Pell Grant for more than one school for the same period of time;
- Stop attending classes without officially dropping or withdrawing; or
- Fail to notify TSTC about aid awarded at other institutions;
- Default on a student loan;
- Owe overpayment of grants.

Withdrawing While on Financial Aid

Financial aid is awarded based on the assumption that the student will attend the entire semester. If students completely withdraw from classes prior to 60 percent of the semester, they will owe payment of the Title IV aid not earned to the Department of Education and/or to TSTC. Students must stop by the Financial Aid Office, Office of Student Success, Student Accounting and other relevant offices before withdrawing from all classes. Unofficial withdrawal is when the student stops participating in all the classes during the semester, and all final semester grades are F's. Students will be responsible for repaying federal aid based on return of Title IV calculations.

Change in Circumstances

Financial aid awards are based on information reported on the financial aid application and the student's enrollment status. Any financial situation that has recently changed because of, but not limited to, loss of job or benefits, death or other hardship may qualify a student for a Special Circumstance evaluation.

The document is available at the Financial Aid Office or can be obtained online at www.tstc.edu/harlingenfinancialaid/onlineforms.

Re-applying/Renewal Applications

Financial aid is not automatically renewable. The FAFSA must be submitted each calendar year. Applications for the following academic year are available each year beginning January 1. The priority application deadline for the fall semester is March 29. An academic year includes three semesters: fall, spring and summer.

Verification of Information

All applications and forms must be completed carefully and accurately. The Department of Education or TSTC may select your application for verification. Visit our website to download the necessary documents or request them at the Financial

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Aid Office. Parent and/or student/spouse Federal Income Tax Transcripts, W-2's, Social Security, unemployment, child support paid or received, received SNAP or other income benefit documentation will be required. Students are responsible for submitting accurate information in order to prevent a delay in the processing of the application. Failure to complete the verification process will prevent financial aid awarding.

Note: Documents submitted should be official documents from agencies such as IRS, Social Security, Office of Attorney General or other agencies.

Payment Information

Grant and scholarship recipients: Once a student is deemed eligible for financial aid, the student may deduct tuition and books during registration. If the charges are less than your award, the Student Receivables Department will issue you a disbursement for the balance. The department will determine the date in compliance with regulations.

William D. Ford Federal Direct Loan Program

TSTC Harlingen participates in the William D. Ford Federal Direct Loan Program.

- First-time Federal Direct Loan borrowers will need to attend a pre-loan counseling session before completing the loan process. Visit our website at www.tstc.edu/harlingenfinancialaid/entranceexitcounseling for a counseling session schedule and online sessions.
- Returning borrowers will need to complete the loan request process and return the Loan Request forms to the Financial Aid Office and complete the entrance counseling online at www.studentloans.gov.

If the student is on financial aid suspension, the application will not be approved. The student will need to meet satisfactory academic progress guidelines.

TSTC Harlingen will be participating in a U.S. Department of Education Direct Loan Experiment Program – Limiting unsubsidized loan amounts. The U.S. Department of Education will disburse loan funds electronically to the Financial Aid Office at TSTC Harlingen. The Financial Aid Office will release loan funds on the scheduled disbursement dates; however, the student's eligibility will be verified before releasing loan funds. First-year, first-time borrowers must wait 30 days before their first disbursement can be released. To be eligible for a loan, students must have a current financial aid application on file, must be enrolled for six credit hours, not be on financial aid suspension or on default, and meet any other current eligibility requirements.

TSTC candidates for graduation who have borrowed a Direct or FFEL loan are required to complete a loan exit counseling session at www.nsls.ed.gov before graduation. This should be done before graduation in order to avoid graduation holds.

Maximum eligibility period to receive Direct Subsidized Loans

Time Limitation on Direct Subsidized Loan Eligibility for First-Time Borrowers on or after July 1, 2013.

There is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. In general, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your "maximum eligibility period." You can usually find the published length of any program of study in your school's catalog.

For example, if you are enrolled in a 1-year certificate degree program, the maximum period for which you can receive Direct Subsidized Loans is one year (150% of 1 year = 1.5 years). If you are enrolled in a 2-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is three years (150% of 2 years = 3 years).

Your maximum eligibility period is based on the published length of your current program. This means that your maximum eligibility period can change if you change programs. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count against your new maximum eligibility period.

To complete Stafford Entrance counseling:

All new TSTC student loan borrowers including transfer students borrowing for the first time at TSTC Harlingen must attend an in person entrance loan session.

Log in to studentloans.gov and you will see a message stating that you have already completed Entrance Counseling, however, you must select "continue" in order to proceed to the Entrance Counseling session. As part of your "Entrance Counseling" please review the information about the 150 percent borrowing regulation at Federal Student Aid.

Please note: The determination of the 150 percent limit on Direct Subsidized Loan eligibility is not the same as the financial aid standards of satisfactory academic progress maximum time frame of 150 percent for completion of a degree or certificate program. The financial aid standards of satisfactory academic progress maximum time frame is based on 150 percent of the program length as determined by total attempted credits.

NOTE: Other awards may be adjusted accordingly once the Federal Direct Loan has been processed and awarded.

Loan Deadlines:

Fall 2014	October 10, 2014
Spring 2015	February 20, 2015
Summer 2015	May 18, 2015

Unsubsidized Loan Experiment

TSTC Harlingen has been approved to participate in an Unsubsidized Loan Experiment by U.S. Department of Education. This will allow us to limit the amount of Unsubsidized Loan to students who have already borrowed \$15,000 in student loans from our institution, and other institutions, as well.

College Work Study Program

The Federal College Work Study Program is funded under the authority of the Economic Opportunity Act of 1964 and subsequent amendments. This program is jointly funded by the federal government under Title IV. In addition, the Texas College Work Study Program provides eligible, financially-needy students with jobs, which are partly funded by the state of Texas. All students considered for employment under the Work Study Program are ensured equal employment opportunities without regard to race, color, religion, gender, national origin, age, genetic information, disability, or veteran status.

Federal and Texas Work Study Programs allow students to work part-time to help them pay for educational expenses. The programs encourage community service jobs as well as work related to the student's chosen program of study. At all times, the priority should be given to the student's academics. Therefore, the Work Study Program is not intended to interfere with the student's education. Student work study employees cannot work during scheduled class time.

Students who are interested in applying for the Work Study Program may indicate their interest in work study on the Free Application for Federal Student Aid (FAFSA). Students must be meeting the Financial Aid Standards of Academic Progress. Funds awarded are subject to change due to the enrollment status or failure to meet program requirements.

Students must submit a résumé to the Financial Aid Office and be enrolled at least half-time. Students who submit a résumé and are eligible for the Work Study Program will receive a job notification when a position is available. A background check is required for all work study students. Once a student is selected for the Work Study Program, the student will be notified by phone and/or email. A selected student will meet with a Financial Aid Officer to complete employment forms and receive the Work Study Employee Handbook.

Work study opportunities and availabilities are found at www.tstc.edu/harlingenfinancialaid/wspositions.

Scholarships

The Financial Aid website offers information on featured scholarships such as the Lozano Long Promise Opportunity Scholarship (for full-time and part-time students), STARS, Investment in Competitive Texas, Shell Merit, TSTEM and Texas Top 10 Percent.

Scholarships assist students with the cost of education. Scholarships are awarded on the basis of academic criteria, but might also include financial need, campus/community activities, leadership positions and work experience. Scholarships are designed to reward, encourage, and assist students in pursuing academic excellence and leadership roles. Scholarships do not need to be repaid, but may have specific criteria for you to remain eligible (i.e. grade point average, program, enrollment status etc.). A scholarship committee will review all applications. Recipients and non-recipients will be notified. Merit-based and non-need based scholarships are available.

Please visit our scholarship section at www.tstc.edu/harlingenfinancialaid/scholarships to view the requirements needed for award.

To assist students with the application process, the Financial Aid Office will have scholarship workshops scheduled before the deadline to have the application completed and reviewed before submission. Scholarships are awarded on a first-come, first-served basis if all the requirements are met. Please take advantage of the assistance provided to make this process easier for you.

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Deadlines for TSTC Scholarships are as follows:

Semester	Deadline	Workshop
Fall 2014	June 13, 2014	June 5, 2014
Spring 2015	October 24, 2014	October 9, 2014
Summer 2015	February 13, 2015	January 29, 2015
Workshops are held from 3 - 5 p.m.		

NOTE: Incomplete scholarship applications will not be considered. Completion of the FAFSA is beneficial if students wish to be considered for any of the financial need-based awards that comprise a portion of these scholarship programs. The FAFSA should be completed as soon as possible after January 1 for the following academic year and can be submitted online at www.fafsa.gov.

Paying for College Options

- Tuition Waivers – see your high school counselor or financial aid administrator for more information or go online at www.collegefortexans.com.
- Valedictorian Exemption Program – provides free tuition for two semesters for students that are the highest-ranking in their graduation class.
- Foster Care or Adopted Students Exemption Program – provides free tuition and fees to certain students who were once in foster care under the Texas Department of Protective Service.
- Blind or Deaf Exemption Program – provides free tuition and fees to certain students who meet the state definition of being deaf or blind.
- Exemptions for Texas Veterans (Hazlewood Exemption) – provides an education benefit to honorably discharged or separated Texas veterans or to qualified dependent children.

Note: Must meet satisfactory academic progress to be eligible for tuition waivers and exemptions.

Hints to Maximize your Financial Aid Award

- 2015-2016 Free Application for Federal Student Aid (FAFSA) is available beginning January 1, 2015. Apply early at www.fafsa.ed.gov.
- Request your Personal Identification Number (PIN) at www.pin.ed.gov. Students and their parents should apply for a PIN.
- Review your financial aid application response for accuracy and signature requirements.
- Financial documents need to be provided to the Financial Aid Office, when selected for verification by the processing center or the school.
- Apply with Admissions early and provide all necessary transcripts. The online application is available at www.tstc.edu/harlingen. Select "Apply for Admissions."
- Apply for Scholarships – use all school and community resources.
- Scholarship – www.fastweb.com
- For Additional TSTC Scholarship Opportunities: www.tstc.edu/harlingenfinancialaid/scholarships.

Financial Aid Standards of Academic Progress

Students who receive financial aid must be enrolled in an eligible program and are required to maintain the following standards of satisfactory academic progress (SAP). These measurements shall be used to determine eligibility for all federal Title IV aid, state and institutional aid, and for other financial assistance unless the terms of a particular grant or funding source require additional terms. SAP is calculated at the end of each term. Some aid programs require higher standards, such as higher Grade Point Averages (GPA) or specific enrollment status. Students receiving financial aid must have a declared major in a degree or eligible certificate program. Students are expected to be continually aware of their progress toward their completion. A student who fails to meet the SAP will be notified by email at the email address on the student record; however, failure to receive notification will not change the SAP status.

Qualitative Progress Measure #1: Minimum Grade Point Average (GPA) achieved after each evaluation period or semester. To continue receiving financial aid, students are expected to successfully complete their classes with passing grades. Students must have at least a 2.0 Cumulative GPA (based on all terms of enrollment) and at least a 2.0 Term GPA during each period of enrollment. All courses, including college level and developmental will be evaluated.

Quantitative Progress Measure #2: The Pace of Progression or Completion Rate each Semester

When students enroll in classes and receive financial aid to pay for those classes, they are expected to successfully complete those classes. Students must complete at least 67 percent of the credit hours in which they are enrolled during each term. Students must also achieve a cumulative completion rate of 67 percent of all courses attempted during enrollment. Only passing grades count as successful completions. Incomplete, in progress, failing grades, and drop/withdrawals are not considered completed courses, but are considered attempted courses, and will be calculated in the 67 percent completion requirement.

Quantitative Progress Measure #3: Maximum Time to Complete a Degree/Program

To ensure that you complete your program in a reasonable amount of time, a limit set by law has been placed on the number of hours that you can attempt. That limit is 150 percent of the minimum number of hours required to complete your program. For example, if your degree program requires 72 credit hours for completion, you must complete your degree or certificate program within a maximum of 108 attempted credit hours. Once you reach the 150 percent limit or we determine that you cannot complete your program within the 150 percent limit, you will no longer be able to receive financial aid. Several variables are considered when calculating the 150 percent limit and the satisfactory progression rules. These variables include, but are not limited to:

1. All attempted credit hours are counted even if you were not receiving aid to pay for them. Attempted hours are the hours in which you are enrolled in every semester.
2. Any transfer hours that are accepted from other colleges and applied toward the completion of your program are counted in the maximum time frame. If you have previously attended any college, you must submit official transcripts from all previous colleges prior to any financial aid being released.
3. If you repeat a course, both attempts will be counted in the maximum credit hours and progression calculation, even if you did not receive aid for both attempts. Financial aid will only pay for two (2) attempts in a college-level course. Separate rules apply for developmental courses.
4. If you withdraw from a course(s) after the census date for that course, it is still counted as an attempted course and is included in the SAP calculation.
5. All periods of enrollment and attempted credits will be evaluated, as they apply to the current program of study, whether or not financial aid was awarded during prior enrollment periods.

When you receive financial aid to help pay for a program of study, you are expected to complete that program within the specified time frame for that program. You should not enroll in classes that are not required for your chosen program of study. Classes not required for your degree plan are not eligible for financial aid. Additionally, audit courses, continuing education courses, previously passed courses and courses for which you enroll after the census date are also not eligible for financial aid.

Change of Major and Transfer Credits

Students receiving financial aid must have a declared certificate- or degree-eligible program. Students should register for courses approved for their designated degree plan/catalog year. Change of Program requests will be considered. Change of Program request forms must be submitted to the Financial Aid Office. A program/major change will be documented to ensure that the student's new program is tracked for SAP. Students are responsible for notifying the Financial Aid Office and for completing the financial aid documents required when a student changes his/her program/major at the Office of the Registrar.

Transfer credits will be counted in the attempted credits and will be applied to the student's degree plan, if applicable.

Additional Certificates and Degrees

Additional certificates and degrees will be considered or reviewed on a case-by-case basis. The student must be meeting SAP requirements. Changing programs will not change a student's current status. The student's time frame and continued eligibility will be re-evaluated at the time of the review.

Additional SAP Rules: Remedial or Developmental Course Work

You may be able to take up to 27 hours of remedial or developmental course work and receive financial aid to pay for those costs. These courses will be included in the qualitative and quantitative measurements for SAP. All courses, including failures, incompletes, in progress, or drop/withdrawal are counted toward the maximum 27-credit-hour limit. Once you have attempted 27 credit hours of remedial or developmental classes, you will not be able to receive additional financial aid to pay for those courses. Enrollment in these courses is indicated by testing or as recommended by the Testing & Advisement Center.

Financial aid will NOT pay for:

- Courses taken by audit.
- Courses taken outside of your degree plan requirements.

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- Courses attempted more than two times (except remedial/developmental courses) or credits exceeding the 27 maximum credits for developmental courses.
- Courses previously passed unless the course grade failed the minimum grade requirement for the program of study. Only two attempts will be approved if a course was previously passed. A third attempt will not be paid by financial aid. The student's degree plan must specify the minimum course grade required.
- Credit hours earned by placement tests.
- Continuing education courses.
- Courses for which you register after the official census date of the term.
- Credit hours in excess of the 150 percent maximum program limit.
- Courses taken without having a declared eligible program (enrolled as undeclared, undecided, or non-degree seeking).

Failure to Meet the Financial Aid Standards of Academic Progress

Warning Status

This status is assigned to students who fail to make Standards of Academic Progress (SAP) at the end of a semester. Students in a 'warning' status may receive financial aid without completing an appeal.

The first time that a student fails to meet the qualitative (minimum 2.0 semester or cumulative GPA) or quantitative requirements (minimum 67 percent courses completed for the term or cumulatively), the student will be placed on financial aid warning. The only exception is for exceeding maximum hours, which results in immediate suspension. Failing to meet any one of the SAP measurements during the warning period will place a student on suspension.

Suspension

There are several conditions that may place a student on suspension. The student is responsible for paying all expenses during any enrollment period(s) while on suspension. Students can be placed on suspension after a warning or probation status. Reaching the maximum time frame for the program of study can also lead a student to suspension.

A student who fails to meet any of the standards of academic progress measures during a warning period will be placed on financial aid suspension and will lose eligibility for all financial aid until all SAP measures have been met. Students on probation who fail to meet the academic or Success Plan measurements will be placed on suspension.

If the Financial Aid Office mathematically determines that a student cannot complete the program of study within the 150 percent limit, the student will immediately be placed on financial aid suspension. Once the 150 percent limit has been met, the student cannot regain satisfactory progress or financial aid eligibility.

Warning – Following Suspension Status

A student who was placed on financial aid suspension and who regains eligibility for financial aid by achieving a cumulative GPA of 2.0 or higher, a Term GPA of 2.0 or higher for their last term of enrollment, a 67 percent cumulative completion rate and a 67 percent term completion rate for their last term of enrollment will be placed on Warning Status. While on warning after a suspension status, a student must meet all satisfactory academic progress requirements in order to retain aid eligibility.

Probation – After Appeal Approval

This status is assigned to a student who fails to make SAP and who has appealed, due to mitigating circumstances, and has had eligibility for Title IV reinstated. While on probation status a student must be making progress according to an academic plan which dictates that a student must achieve a Term GPA of 2.0 or higher and a term completion rate of at least 67 percent in order to continue to retain aid eligibility. Failure to meet the academic plan outlined will be cause for suspension.

Notification of Financial Aid Warning, Probation, or Suspension Status

Standards of Academic Progress statuses will be updated at the end of each semester. All students, whether on financial aid or not, will be notified via email regarding warning, probation, or suspension status. However, failure to receive notification will not change the student's financial aid status. Not enrolling for one or more terms does not remove the probation or suspension status.

Reinstatement

If you are on financial aid suspension for reasons other than reaching the maximum timeframe, you may have your aid reinstated in one of the following manners:

1. Continue to attend Texas State Technical College without financial aid until you are able to achieve both:
 - A Cumulative GPA of 2.0 or higher along with 2.0 GPA for your last term of enrollment.
 - A 67 percent cumulative completion rate along with a 67 percent completion rate for your last term of enrollment.

Once you have met both of these standards, you will be placed on continued financial aid warning and may receive aid as long as you continue to maintain academic progress. It may require multiple terms for students with an extremely low GPA and or completion rate to regain financial aid eligibility.

2. File an appeal demonstrating mitigating circumstances and be approved and be placed on warning status.

Note: If you have reached the maximum time frame, you may not regain eligibility to receive additional financial aid.

Appeal Process

Note: Appeals submitted without documentation will be denied.

The student is responsible for any payments and meeting payment deadlines during the appeal process. The student should not miss payment deadlines while waiting for a response. Failure to pay for tuition and fees may result in de-registration. The student is responsible for balances due if the student withdraws before or after an appeal is denied.

Appeals will only be granted for conditions causing extreme hardship to the student, such as the death of a family member, illness or injury of the student, or other mitigating circumstances. The appeal must include supporting documentation regarding the mitigating circumstance, such as medical statements or death certificates, or other supporting documentation. Appeals for mitigating circumstances will be considered during a student's enrollment at TSTC on a case-by-case basis. Submitting an appeal does not guarantee approval of the appeal. The Financial Aid Office will consider recommendations from counselors or advisors when reviewing appeals. The Financial Aid Office will review the appeal and approve or deny it. The decision of the financial aid office appeal process is final.

An appeal must include the following:

- A completed Satisfactory Academic Progress Appeal Form,
- Your name, TSTC ID number and email address,
- A written description of the mitigating circumstances,
- Documentation to support any claims,
- If appealing because you have exceeded the maximum hours limit or because of a change in major, a degree plan must be submitted showing the number of hours remaining until graduation,
- A description of the steps you have taken to remedy the situation (Success Plan).

Once you are notified of not being eligible for financial aid (financial aid suspension), you have five (5) working days to submit an appeal or up to the subsequent semester census date, whichever comes first. If your appeal is denied at any level (with the exception of a Level 4 appeal) and you wish to appeal to the next level, you must submit a written notice immediately to the next level.

Note: Education and career planning tools, such as the Focus 2 assessment, are available for students. The assessment may be required for students requesting reinstatement, appeals, or change of program.

Standards of Academic Progress Appeal Form is found at www.tstc.edu/harlingenfinancialaid/onlineforms.

Repayment of Federal Funds: Return of Title IV

If you receive federal financial aid and stop attending or withdraw from all courses at or before 60 percent of the term is completed, you will be required to repay all or a portion of the federal aid you received, including that used to pay for your college expenses. If you received a grade of "F" in all courses for any term, you will be required to repay a portion of the federal aid received, based on last date of participation, unless an instructor certifies and documents that you were participating in at least one class after the 60 percent point of the term or until the end of the term. A term may consist of one or more blocks or modules.

Federal student aid contact information:

Financial Aid Assistance • 1-800-4FE.DAID TTY users
 Student Loans • Federal Direct Loans: 1-800-848-0979
 Processing Center for FAFSA • 1-800-433-3243
 Veteran Affairs: 1-800-827-1000 • Houston: 1-918-687-2500

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Financial Aid Questions and Answers

Q: What is Financial Aid?

A: It is any type of financial assistance that helps students pay for the educational cost of attending college. This includes any grants, scholarships, work study, loans, tuition and fee waivers and exemptions, and any other educational resources.

Q: What are Title IV funds?

A: The federal funds that TSTC administers are: Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), and Federal College Work Study.

Q: How will my current satisfactory status be affected if I do not meet a 2.0 semester GPA?

A: You will be placed on financial aid warning for the subsequent semester that you enroll.

Q: What if I do not make a 2.0 semester GPA during the semester that I am on financial aid warning?

A: You will be placed on financial aid suspension the following semester of enrollment. You may enroll without financial aid, but you must meet all standards of Satisfactory Academic Progress (SAP) measures.

Q: Will all of my grants, college workstudy and student loans be canceled if I am on suspension?

A: Yes.

Q: If I am returning to TSTC and was on warning or suspension when I left, will I be satisfactory when I resume taking courses?

A: No. Your grades from previous semesters will be reviewed and you will return with the same status whether you received financial aid or not.

Q: What if I withdraw from TSTC while I am on suspension?

A: If you were on suspension, you will remain on suspension the subsequent semester of enrollment.

Q: Can I apply for a student loan if I am on suspension?

A: No.

Q: What happens to my financial aid if I do not attend one or all of my classes?

A: You will owe part or all of the aid awarded to you. You will be considered a no-show in the class and this will affect your financial aid and your satisfactory academic progress.

Q: Will I be notified about financial aid changes?

A: All changes to awards are reflected on the student's WebAdvisor account. Students are encouraged to use WebAdvisor to access their current information.

Q: Am I required to notify financial aid if I receive aid from scholarships, WIA, Support Services, DARS, exemptions, VA or any other resource?

A: Yes, all resources need to be reported to the financial aid office in compliance with federal regulations.

Q: When will my funds be transferred to pay for my classes?

A: Funds will be transferred to pay for tuition 10 days prior to the start of the class. Enrollment status will determine how much is released.

Q: Where can I find out how much aid I have or what my balance is?

A: Don't wait in line. Log on to WebAdvisor. You can access your financial aid, registration, grades, payments and registration statement through WebAdvisor.

Q: When can I purchase my books using Financial Aid?

A: You may purchase your books using financial aid funds at the TSTC Harlingen bookstore once funds have been transferred to pay for your classes. Normally, funds are transferred 10 days prior to the first class day. You have up to the first Saturday of the semester to purchase your books using financial aid funds. Take a valid state or Student ID Card and a copy of your registration statement to the bookstore for the purchase of your books.

Veteran Services / Student Center, Room 138 / 956-364-4387

Hours: Monday - Thursday: 8 a.m. - 6 p.m., Friday: 8 a.m. - 5 p.m., Saturday: 8 a.m. - 12 p.m. (One month prior to each semester.) Closed holiday weekends.

Texas State Technical College recognizes the sacrifice of those who have served in the United States Armed Forces. TSTC Harlingen is committed to providing excellent resources and services to our military veterans. Contact the School Certifying Official located at the Veterans Center for assistance.

The TSTC Veterans Center

Veterans Center will assist in providing outreach, services, advisement, and educational success for veterans. Listed below are some of the services provided by the Veterans Center located in the Student Center, Room 138.

- Assist Veterans with Application Support – FAFSA, Admissions, Hazlewood and GI Bill
- WebAdvisor Training
- Work-Study and job information and referral
- Veteran benefits information and assistance
- Referrals to support services on and off campus
- Printing and faxing support for veteran and their dependents
- Assist with scholarship searches and the application process
- Support service referral for counseling and special programs
- Tutoring support and referral
- Computer lab access and support
- Academic Advisement
- Online specific Veterans program information
- College credit evaluation support
- Liaison for students and Veteran agencies

Veterans Benefits

Veterans interested in using their GI Bill benefits must submit the following documents to the Financial Aid & Veteran Services Office before enrollment certification can be submitted to the VA Education Department:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov and submit VA Form 22-1990
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Admissions & Records Office)
- VA Form 22-1905 – Required for veterans using Chapter 31 (Vocational Rehabilitation & Employment Division)
- DD Form 2384 (NOBE) – Required for Veterans using Chapter 1606 or REAP.
- Transcript Evaluation Form
- VA Form 22-1995 – When changing major field of study or incoming transfer student.

Dependents using GI Bill Chapter 35 or Chapter 33 must submit the following documents:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1954.
- DD Form 214 (member 4) – Chapter 33 exempt, if Veteran is on active duty
- Veteran's service-connected compensation claim, decision letter (Chapter 35)
- University/College transcripts (to the Admissions & Records Office)
- Transcript Evaluation Form
- VA Form 22-5495 - (Chapter 35) when changing degree plan or incoming transfer student

Veterans and Dependents are encouraged to review all benefits and "Road Map to Success" at www.gibill.va.gov before applying for educational benefits.

Texas Veterans and their dependents may be eligible for benefits under the Texas Hazlewood Act. The Texas Hazlewood Act encompasses many different tuition exemptions and/or waivers for eligible Veterans and their dependents. Please visit www.collegeforalltexas.com to view all eligibility requirements.

Texas Veterans interested in using the Hazlewood Tuition Exemption must submit the proper application and all supporting documentation to the Financial Aid & Veteran Services Office.

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No-Show Status

Veterans reported as a no-show will have their enrollment certification interrupted and may lose their seat for one or all their courses. Overpayment due to a no-show status is the veteran's responsibility and money may be owed to TSTC and/or VA Education Department.

Enrollment Certification

Only classes that earn credit toward the veteran's signed degree plan will be certified to VA. Veterans are responsible for meeting with their Program Advisors and registering for the required classes. Veterans may request a print out of their program evaluation from their Program Advisor or Financial Aid & Veterans Services Office.

Course Repeat

Veterans will not be certified for repeat courses that are considered completed. If an unacceptable grade has been assigned for the original course and again for the repeat course, an overpayment will be created for the original unacceptable grade.

For example: A student takes a math course two times and receives "F" and "F" grades. The first "F" must be reported to VA because it is no longer calculated in the student's Cumulative GPA. An overpayment is created for the first "F" received in the math course.

TSTC Veteran's Affairs – Educational Benefits Checklist

Follow these guidelines when applying for VA benefits at Texas State Technical College Harlingen:

Eligibility

Students must be eligible under one of the following programs:

1. Chapter 30 – Montgomery GI Bill
2. Chapter 31 – VA Vocational Rehabilitation
3. Chapter 32 – Post Vietnam-Era VA benefits
4. Chapter 33 – Post 9/11 GI Bill
5. Chapter 35 – Survivors/Dependents education benefits
6. Chapter 1606 – Selective Reserve Montgomery GI Bill
7. Chapter 1607 (REAP) – Reserve Educational Assistance Program
8. Hazelwood Tuition Exemption

Documents Needed

Chapter 30 requires:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1990 or contact 888-442-4551.
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Office of Admissions)
- VA Form 22-1995 – When changing major field of study or incoming transfer student.
- Transcript Evaluation Form
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Chapter 31 requires:

- VA Form 22-1905 – required for Veterans using Chapter 31 (Vocational Rehabilitation & Employment Division)
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Office of Admissions)
- Transcript Evaluation Form
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Chapter 32 requires:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1990.
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Office of Admissions)
- DD Form 2384 (NOBE) – Required for Veterans using Chapter 1606 or REAP
- Transcript Evaluation Form
- VA Form 22-1995 – When changing major field of study or incoming transfer student.
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Chapter 33 requires:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1990 or contact 888-442-4551.
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Office of Admissions)
- VA Form 22-1995 – When changing major field of study or incoming transfer student.
- Transcript Evaluation Form
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Chapter 35 requires:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-5490.
- DD Form 214 (member 4) – Chapter 33 exempt, if veteran is on active duty
- Veteran’s service-connected compensation claim, decision letter. (Chapter 35)
- University/college transcripts (to the Office of Admissions)
- Transcript Evaluation Form
- VA Form 22-5495 - (Chapter 35) Required when changing major field of study or incoming transfer student.
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Chapter 1606 and 1607 (REAP) requires:

- Certificate of Eligibility – Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1990.
- DD Form 214 (member 4)
- Official military transcripts and university/college transcripts (to the Office of Admissions)
- DD Form 2384 (NOBE) – Required for veterans using Chapter 1606 or REAP
- Transcript Evaluation Form
- VA Form 22-1995 – When changing major field of study or incoming transfer student.
- Parent Institution Letter – Students declaring a major field of study such as EA Core or prerequisites for a medical program that does not earn the student a degree/certificate at TSTC.

Hazlewood benefits will be available for a maximum of 150 credit hours:

- Certificate of Eligibility – Required for veterans who served after September 10, 2011. Apply for benefits at www.gibill.va.gov. Submit VA Form 22-1990.
- DD Form 214 (member 4)
- Hazlewood application
 - o HE-V – Veterans using the benefits, Veterans transferring their unused hours to an eligible child dependent
 - o HE-D – Spouse and children dependent of a Veteran with 100 percent service connected disability or for children dependent receiving (Legacy) transferred unused hours

Note:

- Chapter 33 Veterans who are eligible for Hazlewood can use Hazlewood to “stack” on top of their 33 benefits to pay any remainder of tuition and fees ONLY not paid by Chapter 33 benefits.
- All students must apply for Hazlewood each semester they intend to use the tuition exemption.
- You MUST be enrolled in classes in order for the exemption to be posted. Please do NOT submit the application before enrolling.

Hazlewood Hours Account: To create an account for your Hazlewood benefits, or to log in to your account to obtain your hours used, go to the College for All Texans website: www.collegeforalltexans.com.

Veteran Student Alliance Club

TSTC has established a Veteran Student Alliance Club to provide outreach and to assist with identifying and meeting the needs and goals of Veterans. The club mission is to provide every individual who seeks guidance the resources and knowledge to accomplish any task. As a group, the club will promote a feeling of energy, support, knowledge and excitement to face the challenges veterans will encounter. Visit the TSTC Veterans Center for more information.

Veteran Support Groups

Veteran support groups, led by licensed practitioners, assist veterans and their families with issues and concerns they face coping with re-entry into the community and enrollment in college. Both day and evening groups are available. For information, visit the Counseling Center located in the Student Services Center, Room 216 or the TSTC Veterans Center.

36 STUDENT ACCOUNTING

Student Accounting / Student Services Center, Room 201 / 956-364-4409

Hours

Student Accounting: Monday - Friday: 8 a.m. - 5 p.m.

Cashier Windows: Monday - Thursday: 8 a.m. - 6 p.m., Friday: 8 a.m. - 5 p.m., Saturday: 8 a.m. - 12 p.m. (Closed holiday weekends)

The cashiers collect funds owed to TSTC from students, faculty, staff or others. Cashiers assist with tuition installment payments, emergency tuition loan payments, parking fines and charges, housing, insurance, meal plans, returned checks, and more. All approved fees may be paid with cash, check, credit card or debit card. The cashiers also issue reimbursement checks.

Student Payments

Student charges for tuition and fees are due and payable by noon three business days before the start of the semester. All tuition and fees may be paid online through the student's WebAdvisor account, or may be paid by cash, check or credit/debit card at the cashier's office in Student Services Center. The Installment Payment Plan, Emergency Tuition Loan, and Student Financial Aid constitute additional forms of payment. However, all payment arrangements must be formally completed by noon three business days before the start of the semester. Students may enroll online for the Installment Payment Plan (see "TouchNet Payment Plans" in the Financial Information section of WebAdvisor). For step-by-step instructions, please see the Student Accounting website. For the Emergency Tuition Loan, students must apply in person at Student Accounting, and must meet several qualifications; applications are accepted beginning one month before classes begin.

For more information on Payment Plans and Emergency Tuition Loans, see the Student Accounting website at www.tstc.edu/harlingstudentaccounting.

Past Due Accounts

A student with a past due unpaid balance is considered to have a delinquent status. The delinquent student may not register for subsequent terms, receive credit for work done that term, receive grades and transcripts, or add courses. Delinquent accounts may be turned over to a collection agency, potentially affecting students' personal credit ratings. Students with delinquent accounts are responsible for any charges associated with the collection of delinquent accounts.

Refunds

A student who withdraws from TSTC may be eligible for a refund based on the date the Course Schedule Change Form is completed and returned to the Office of the Registrar. Withdrawal clearance from the Office of the Registrar is necessary before the Student Accounting Department provides a refund. Refunds are disbursed via the Tech OneCard (Official student ID card). A check may be mailed upon the student's request.

Housing refundable amounts are prorated, based on the date of the withdrawal. Students requesting a refund from housing should contact the Student Accounting Office. Meal plans, Mustang Bucks, insurance and immunization fees are non-refundable.

Students who drop or withdraw from TSTC are eligible for a tuition refund at the following rates:

15-Week Session		12-Week Session		6-Week Session		5-Week Session	
prior to first class day	100%	prior to first class day	100%	prior to first class day	100%	prior to first class day	100%
1st-14th class day	70%	1st-11th class day	70%	1st-5th class day	70%	1st-5th class day	70%
15th-19th class day	25%	12th-15th class day	25%	6th-7th class day	25%	6th class day	25%
after 19th class day	No Refund	after 15th class day	No Refund	after 7th class day	No Refund	after 6th class day	No Refund

A refund of normally non-refundable fees could be approved in cases when the student is not accepted for enrollment by TSTC or when a class is canceled. TSTC reserves the right to withhold refunds when a student is suspended for disciplinary reasons. No refunds will be processed until time has elapsed for a check to clear the bank. Refunds are given to a student after receipt of the withdrawal notice from the Office of the Registrar. Cash refunds are not permitted. Financial aid balances and other credit balances are disbursed via the TECHOne card on the date announced at registration.

Office of Student Life & Engagement / Student Center, Room 123 / 956-364-4304

Hours: Monday- Friday: 8 a.m. - 12 p.m. and 1 p.m. - 5 p.m.

The Office of Student Life & Engagement provides activities that enhance students' educational and personal development. Activities are open to all full-time, part-time and evening students, and TSTC encourages students to take advantage of activities offered by the college. Dual enrollment students do not participate in Student Life & Engagement activities.

Student Government / Student Center / 956-364-4343

The Student Government Association (SGA) is comprised of representatives elected by the student body. The SGA serves as the voice for students for many activities and policies. SGA members serve on committees and gain the opportunity to meet people seeking improvements for TSTC's academic, social and cultural environment. The SGA discusses and studies issues pursuing the best interests of students that do not conflict with TSTC policies and regulations. The SGA also represents TSTC at annual regional and national student government conventions. SGA encourages all students to assist in the continual improvement of TSTC and ask that they do so by completing the various student surveys administered throughout the academic year. Student feedback is reviewed and considered toward excellence at TSTC. Your voice is important. Participation is open to any student enrolled at TSTC.

Clubs and Professional Organizations

Students are encouraged to join or organize clubs with the guidance of a TSTC faculty member or staff advisor. Dual enrollment students may join selected student clubs. That list is available at the Office of Student Life & Engagement. Clubs can be related to professional careers or non-academic interests. The advisor is responsible for students' actions in any activity sponsored by the organization or club. The Director of Student Life must approve all clubs or professional organizations.

To obtain such approval, each club or organization must abide by the following requirements:

- Register the name of the organization with the Office of Student Life & Engagement.
- Allow members who are either a TSTC student or employee.
- Present its constitution to the Office of Student Life & Engagement for approval.
- Conduct its affairs and activities in accordance with TSTC rules and regulations.
- Deposit all funds with the TSTC Student Receivables Department.
- Not use funds to purchase any type of alcohol or illegal drugs.
- Not involve alcohol or illegal drugs in any of the organization's activities, whether on campus or off campus.
- Receive approval from the Office of Student Life & Engagement for fund-raising activities, whether on campus or off campus, to ensure that the fund-raiser does not conflict with other school events.
- Each organization, when conducting business, will understand that TSTC will not be liable for any debts incurred by the organization.
- A designated officer must complete the annual risk management training program.
- Each advisor must complete the risk management training program.
- At the end of each school year, each organization or club must submit an annual report to the Office of Student Life & Engagement. That annual report should include the organization's activities, number of meetings held, the number of students attending each meeting and a fiscal report (yearly income from fundraisers, yearly income from membership dues - if applicable - and itemized expenditures).
- Meeting rooms for a club or organization should be requested in advance from an appropriate staff or a faculty member.
- Each organization or club advisor must ensure that students participating in on-campus or off-campus activities abide by TSTC rules and regulations.
- Abide by all rules and procedures set forth in the Handbook for Student & Employee Organizations.

For more information please contact the Office of Student Life & Engagement 956-364-4370.

Risk Management Training

Officers and advisors of student clubs and organization are required by Texas law to complete a risk management training program. Failure to complete the training will disqualify the officer and advisor from serving in an official capacity and puts the club's approval at risk. By law the training must address the following topics:

- Possession and use of alcoholic beverages and illegal drugs
 - Hazing
 - Sexual abuse and harassment
 - Fire and other safety issues
 - Student travel guidelines
 - Behavior at parties and other events held by the club or organization
 - Adoption of risk management policy

38 STUDENT LIFE & ENGAGEMENT/SPORTS

Student Travel

Official student travel is defined as travel involving one or more students traveling to an event or activity that is organized or sponsored by TSTC and is located more than 25 miles from the college. International travel is not permitted at TSTC. The faculty/staff member or student club advisor is responsible for ensuring that all TSTC rules and regulations are followed. During any trips requiring an overnight stay, the advisor(s) and students must stay in the same hotel facility/complex. Students and advisor(s) must travel together during any off-campus trips. The faculty/staff member or club advisor must submit the official Travel Request Form and a Field Trip Release Form for each student participating in the trip at least ten days prior to the sponsored trip. Forms are available at the Office of Student Life & Engagement located in the Student Center, Room 124 on the TSTC website at www.tstc.edu/harlingenstudentclubs/studenttravel.

TSTC Guidelines on Freedom of Speech and Expression

As an institution of higher learning, TSTC is dedicated to maintaining a college community that values and encourages the free exchange of ideas. The college will honor the rights of free speech, expression, petition, and peaceful assembly as set forth in the U.S. Constitution.

Contact the Office of Student Life & Engagement, located in the Student Center, Room 123 for information about specific guidelines.

Leadership Development

Students have the opportunity to earn TSTC Certified Student Leader status by participating in a variety of leadership workshops offered through the Mustang Leadership Academy series in the Fall and Spring Semesters. TSTC also provides leadership development opportunities at an annual Student Leadership Conference.

Volunteerism

The Student Activities Department sponsors a wide array of community service opportunities in which students may volunteer, such as the annual National Make a Difference Day project and monthly service events. Students are also invited to join the TSTC Service Squad.

Intramural Sports / Wellness & Sports Center / 956-364-4340 or 956-364-4341

Hours: Monday-Thursday: 8 a.m. - 9 p.m., Friday: 8 a.m. - 2 p.m.

The Intramural Program provides faculty, staff and students indoor and outdoor sports and facilities throughout the year. The Wellness and Sports Center (WSC) offers a gymnasium, a cardio room, weight room, two racquetball courts, one outdoor athletic field, a walking trail, outdoor basketball courts, and two outdoor tennis courts. Indoor sports offered are basketball, volleyball, racquetball, soccer, dodgeball, and kickball league play and tournaments. Outdoor sports offered are flag football, softball, soccer, and kickball league play and tournaments. The Intramural Program also has afternoon and evening aerobic classes and cardiovascular and muscle-toning classes.

The Intramural Program offers the No Gain-No Pain Weight Loss Program, the Commit To Be Fit Fitness Rewards Program, the Cardio Craze Aerobics Program, the Power Press Weight Lifting Program, the 100 Mile Challenge Walk/Run Program, and the Sports Star Participation Program to all TSTC students.

Only TSTC students, staff, and faculty are allowed to use the facilities and must present proper identification. Students must have a valid TECHone card and staff/faculty must provide their TSTC employee badge. Dual enrollment students do not have access to the WSC.

TSTC is not responsible for injuries or lost/stolen items. In case of emergency, call 364-4911.





40 ID CENTER/CAFETERIA/BOOKSTORE

Student ID Center / Student Center / 956-364-4352

ID Center hours: Monday - Friday: 8 a.m. - 5 p.m.

Game Room hours: Monday - Thursday: 9 a.m. - 5 p.m., Friday: 9 a.m. - 4 p.m.

Students must go to the ID Center after registering for classes to take their photo for the official TSTC ID card, the Tech OneCard. Tech OneCard is the student's official identification and can be used as a meal card⁽¹⁾, Mustang Bucks Card⁽²⁾, and access to the Learning Resource Center, Wellness & Sports Center and other college functions. Also, the Tech OneCard is used to receive Financial Aid refunds from TSTC. Tech OneCard allows the student to make the refund selection of their choice: Tech OneAccount or Direct Deposit.

For more information about the ID Center visit www.tstc.edu/harlingenidcard. For more information regarding the Tech OneCard, to activate a card or to check balance information, visit www.techonecard.com and select the Harlingen campus.

⁽¹⁾ Students may purchase a meal plan at Student Accounting. ⁽²⁾ Students may purchase Mustang Bucks by depositing cash which can be used for vending machines, copy machines, Mustang Café and Bookstore transactions.

Identification Card

Students should carry their identification card at all times to access college services and certain facilities. ID cards must be presented before using a computer lab, cashing checks, paying fees, checking out library books, obtaining official or unofficial academic transcripts, entering the Wellness & Sports Center or other designated facilities and activities. Misuse of an identification card could result in disciplinary action.

Game Room & Cool Room / Student Center / 956-364-4352

Hours: Monday - Thursday: 9 a.m. - 5 p.m., Friday: 9 a.m. - 4 p.m.

The Game Room offers, for a small fee, pool tables and air hockey. The Cool Room, located inside the Game Room, features consoles and PCs perfect for any video gamer.

Mustang Café / Student Center / 956-364-4450

Hours: Monday - Friday with breakfast from 7 a.m. - 10:30 a.m. and lunch from 11 a.m. - 2 p.m.

Check the Mustang Café website for hours of operations between semester breaks. Other hours and catering by special request. Payment by cash, credit card, Mustang Bucks, or meal plan.

A variety of meal plans are offered to meet student needs. Weekly menus and meal plan details can be found at www.tstc.edu/harlingencafeteria. The Mustang Café will soon be expanding its services with the creation of the Mustang Coffee Shop to be located in the Student Dining Hall.

The cafeteria is one of the primary social hubs on campus. Students are welcomed in the cafeteria even if they bring their own food. Diners are responsible for cleaning up after themselves following each meal.

College Bookstore / Student Center / 956-364-4440

Hours: Monday - Thursday: 7:45 a.m. - 5:30 p.m., Friday: 7:45 a.m. - 5 p.m.

VISA, MasterCard, Discover and American Express credit cards are accepted for purchases.

The TSTC Bookstore looks forward to serving your needs for textbooks, supplies, clothing, gifts, graduation items and much more. Our staff is here to help you.

Textbooks

Course material information is available online at <http://bookstores.tstc.edu/tstcharlingen>. Course materials may be purchased in the store or online, and can be mailed or held for pick-up. The bookstore also now offers textbook rentals.

Please visit our website for information on refunds, returns and buy-back policies.

Counseling & Support Services / Student Services Center, Room 208 / 956-364-4520 voice / 956-364-4526 TDD

Hours: Monday - Thursday: 8 a.m. - 6 p.m., Friday: 8 a.m. - 5 p.m., Saturday: 8 a.m. - 12 p.m. (Closed holiday weekends)

Mission

The Counseling and Support Services Center at Texas State Technical College Harlingen is dedicated to creating a positive, healthy atmosphere for our student population, working hand in hand with students, faculty and staff to provide an environment that promotes career, personal and social development. Our commitment is to help each student have a productive and rewarding experience at TSTC Harlingen. Students with disabilities are provided with a network of services to make the attainment of their educational goals accessible. Services may include accommodations, liaison to DARS/DBS, referrals to community agencies.

Counseling Services

Experienced professional counselors are available at the Counseling Center to discuss personal, social, educational and career concerns on an individual basis with students, as well as to provide student workshops on a wide range of topics designed to enhance student development. Counselors are available to assist students with behavioral and social problems, as well as drug and alcohol concerns. The ultimate goal and objective of the Center is to enhance the quality of life for all members of the TSTC community.

Mental health counseling services include individual, couples, family and group counseling. Counselors aid in a variety of mental health issues including adjustment, anxiety, depression, bipolar, schizophrenia, PTSD, etc. Counseling services related to relationship issues, identity issues and self-esteem are also provided. Counseling programs include a Substance Abuse Program, Anger Management Program, Communication and Stress Management Program, Love is Not Abuse Program and a Community Re-Integration Program. Referrals to appropriate outside agencies are provided as needed.

Session Duration and Expectation

A session is about 45 minutes. Clients who are late 15 minutes will need to reschedule. You are expected to attend scheduled appointments and to adopt an active role for treatment to be effective.

Fee Information

Counseling services are part of tuition. No fees are assessed for current students; however, individual and group counseling is limited to 12 sessions.

Cancellation Policy

If you need to cancel or reschedule an appointment, please notify the clinic as soon as possible. It is your responsibility to call and cancel or reschedule all appointments that you cannot attend. After two missed appointments, you will be contacted requesting you contact the Counseling Center before terminating services.

Confidentiality

All information and records will be kept confidential and will be held in accordance with state laws regarding the confidentiality of such records and information. However, records and/or information will be released regardless of consent under the following circumstances:

1. According to state and local laws, counselors must report all cases of physical and/or sexual abuse or neglect of minors or the elderly to the appropriate agency;
2. It is a policy of the Counseling Center to report all cases in which there exists a danger to self or others to the appropriate agency; and
3. In the event that our records are subpoenaed by the court.

Emergency/On-Call Services

The Counseling Center does not provide after hours on-call services. If in crisis, the client should call 911 or the TSTC Police Department at (956) 364-4220 or On-Campus Emergency at (956) 364-4911.

Support Services

Support Services coordinates awareness events that promote emotional and physical wellness, disability awareness and sensitivity, sexual assault and domestic violence education, for the TSTC community.

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The Support Services Office provides referrals to the following community agencies to aid students in securing reliable child care assistance: Cameron Works Child Care Management Services (serves Cameron County residents), NIÑO'S Head Start Center at TSTC, TSTC Early Childhood Head Start Center, and Workforce Solutions Child Care Services (serves Starr, Hidalgo & Willacy County residents).

Support Services is the liaison for the NIÑO's Head Start at TSTC and the Texas Department of Assistive and Rehabilitative Services (DARS) and the Texas Department of Blind Services (DBS).

Disabilities Program

The Counseling & Support Services Office reflects the college's commitment to meeting special needs of individual students. The staff coordinates with community assistance programs and serves as a resource for students identified as belonging to a special population. The staff also provides awareness and sensitivity training for faculty and staff about disability-related issues or issues involving special population students.

Any applicant for student admission with a disability who needs an alternate format should contact the Counseling & Support Services Office. Individuals with hearing impairments may utilize RELAY TEXAS to communicate with any faculty or staff member at TSTC. The Counseling & Support Services Office can be reached at 956-364-4520 (voice) or 956-364-4526 (TDD) and is located in the Student Services Center (Building EK). The college's EEO/AA Officer can be contacted at 956-364-4042 or by visiting the Human Resources Office located in the Service Support Center (SSC). The College's ADA Coordinator can also be contacted by visiting the Institutional Effectiveness and Research located in the Service Support Center or by calling 956-364-4050.

Americans with Disabilities Act

TSTC recognizes that its basic responsibility is to identify and maintain academic and technical standards that are fundamental to providing quality academic programs while ensuring the rights of individuals with disabilities. To meet this obligation, TSTC:

1. has the right to identify and establish the abilities, skills and knowledge necessary for success in its programs and to evaluate applicants, students and employees on this basis;
2. has the right to identify and establish the abilities, skills and knowledge that are fundamental to programs/courses and to evaluate each student's performance against these standards. Fundamental program and course standards may not be waived;
3. has the right to request and receive documentation that supports requests for accommodations. TSTC has a right to deny a request if the documentation demonstrates that accommodation is not necessary, or if the individual fails to provide such documentation;
4. has the right to select among equally effective accommodations for individuals with a disability;
5. has the right to refuse an unreasonable accommodation or one that imposes an undue hardship on TSTC;
6. has the responsibility to ensure that its recruitment information and activities are available in accessible formats;
7. has the responsibility to evaluate applicants based on their abilities in a nondiscriminatory manner;
8. has the responsibility to select and administer tests used to evaluate students to best ensure that test results accurately reflect aptitudes or competencies and do not discriminate against an individual with a disability. Tests designed to measure specific skills related to fundamental standards/essential job functions are allowable even when those skills are impacted by the disability;
9. has the responsibility to ensure that all of its programs, viewed in their entirety, including, but not limited to, course offerings, housing, student organizations, counseling and placement services are accessible and usable;
10. has the responsibility to adapt or substitute any academic requirements that unfairly discriminate against a student with a disability and that are not essential to the integrity of the student's academic program;
11. has the responsibility to make reasonable accommodations for a qualified student with a disability in the delivery, instructional method and evaluation system of a course as long as such individualized accommodations do not adversely affect the delivery of instruction and evaluation of non-impaired students in courses and/or programs;
12. has the responsibility to inform its applicants and students about the availability of auxiliary aids and the range of possible accommodations, as well as the procedures for requesting them. If a request for an accommodation is denied, TSTC has the responsibility to inform the individual of his/her right to appeal the decision and the procedures for initiating an appeal and;
13. has the responsibility to ensure that all of its facilities are accessible.

Responsibilities of Individuals with Disabilities

A qualified individual with a disability has a right to an equal opportunity to participate in and benefit from programs offered at TSTC. To ensure this right, qualified individuals with disabilities at TSTC have the following responsibilities:

1. to meet the same obligations as any other student to maintain TSTC's academic and technical standards;
2. to contact the Counseling & Support Services Office and demonstrate or document how their disability(ies) limit their participation in and/or success from a particular delivery system, instructional method or evaluation criteria when they make a request for accommodation. The qualified individual must provide documentation from an appropriate professional;
3. to inform TSTC's staff and faculty members of disabilities that require accommodations in the educational process;
4. to follow published procedures as stated above for making such requests and to do so in a timely fashion so that instructors and Support Services staff may plan for those accommodations;
5. to follow published procedures for filing an appeal (please refer to the procedure for Disability Discrimination Grievances section on page 60 of this Student Handbook); and
6. to advocate for their own individual needs and to seek information, counsel and assistance as necessary to be effective self-advocates.

Student Health Services / Student Center, Room 132 / 956-364-4305

Hours: Monday - Thursday: 8 a.m. - 6 p.m., Friday: 8 a.m. - 5 p.m.,
Saturday: 8 a.m. - 12 p.m. (Peak Time. One month prior to semester)

Students must present a current TSTC ID card to receive services. When the Student Health Clinic is closed, first aid assistance is available by calling the TSTC Police Department at 956-364-4911.

The clinic offers limited and convenient medical care to all students. The nursing services include: administering a selection of over-the-counter medication, rendering first aid for minor wound care, health screenings, medical equipment loaning, and health education. The Ask-A-Nurse Advice Line provides the option to call and speak with the College Nurse regarding a health concern during normal clinic hours. A wellness referral is also available for physician, Counseling & Support Services, weight management programs, STD/HIV testing, women's health services, and dental cleaning services. In the event of an emergency, all students are responsible for any medical fees that occur. This may include ambulance transfers, emergency room visits, hospitalizations, or medical facilities. Please refer to the college calendar and Mustang E-blast newsletter for upcoming health events.

The Student Health Clinic offers three vaccinations on campus. The Tuberculosis Skin Test is administered Mondays and Tuesdays only, for a fee of \$5. The Bacterial Meningitis Vaccine is administered Monday through Friday by appointment, for a fee of \$70. The Influenza Vaccine is available during flu season; call the clinic for current pricing. In order to obtain a vaccine, you must be a registered student or have a student ID number with picture identification. The vaccinations must be paid in full at the cashier's window and a receipt must be presented at the check-in counter prior to administration. The Bacterial Meningitis Vaccine is required for all students under the age of 22 and is effective for five years. The TB Skin Test and Influenza Vaccinations are valid for one year, although some programs on campus may require you to repeat the skin test every six months. Continuing Education students may receive vaccinations prior to the start of training with proper verification.

Student Insurance

Accident-only insurance coverage is available for purchase. Insurance coverage is offered by semester and may be purchased at the cashier's window until the tenth class day of each semester. Proof of accident insurance may be required by certain instructional programs. The insurance policies do not offer complete coverage or reimbursement of expenses. The policies also may not cover any pre-existing medical conditions. For additional plans and information, call the Student Health Clinic at 956.364-4306.

Students with Contagious Diseases

TSTC recognizes that contagious diseases are a serious threat to public health. We are committed to encouraging an informed and educated response to issues concerning infectious diseases. Individuals with HIV or Hepatitis will not be discriminated against admission to academic programs, health care, or access to facilities. Students with HIV or Hepatitis may attend any function or event if they are physically capable and do not pose health risks to others. All information regarding the medical status of students is confidential. A wellness referral is available in the Student Health Clinic for testing services.

Bacterial Meningitis Requirement

Texas law (SB 1107) requires all new students under the age of 22 to be vaccinated against Bacterial Meningitis. This also includes returning students who take a leave of absence from school in either a Fall or Spring Semester. The vaccination must be received within a five-year period and at least 10 days prior to the first class day of the first semester enrolled or re-enrolled. For details and forms, visit the Admissions or Health Services Web page.

Housing Office / 2701 Dogwood, Apt. G-2 / 956-364-4235

Hours: Monday- Friday: 8 a.m. - 5 p.m.

College housing for approximately 300 residents is available to students attending TSTC or the University Center. Residents must be at least eighteen years of age except by individual approval.

Housing Application

Applicants should submit the following to the Housing Office located at 2701 Dogwood, Apt. G-2, preferably one semester in advance: the Housing Application with \$150 deposit, the Release of Background Information Form and the non-refundable criminal background check fee of \$15, copy of state ID, and proof of Bacterial Meningitis Vaccination 10 days prior to move-in. Students are not allowed to move into housing during the last thirty days of a semester. Application forms are available on the housing website at www.tstc.edu/harlingenhousing.

Prospective residents will be notified by mail of the results of the criminal background check. Those deemed not eligible will have their deposits refunded and may appeal the decision to the Housing Supervisor.

Types & Rates of Student Housing Available

Single Students

Palo Blanco Dormitories (efficiency/kitchenette, two students) \$725 per semester
 Las Palmas Dormitories (efficiency/micro-fridge, two students) \$725 per semester
 Oak Tree Dormitories (two-bedroom apartment, four students) \$655 per semester

Family Housing is available to full-time students (minimum 12 semester hour credits) who are married or the custodial parent of dependent children. Proof of marriage is required for married students. The \$150 deposit plus \$15 criminal background check fee per adult member of family, and first month's rent are paid prior to move-in. A waiting list is maintained on a first-come, first-served basis. Apartments are unfurnished with a stove and refrigerator provided.

Family Apartments (two bedrooms, four-person maximum) \$455 per month

Dorm Assignment Changes

Any student that moves from one room to another room will be assessed a moving fee before the change. The Housing Office retains the right to deny room change requests. The Housing Office also reserves the right to move students to another dormitory to conserve energy, for safety reasons, during repairs or remodeling, or for other circumstances.

Housing Insurance

TSTC does not have rental insurance coverage, but a student may purchase insurance coverage from a private agency. TSTC is not liable for lost or damaged items left in dormitories during a semester break or a holiday.

Vacating Housing

Students who vacate housing during a semester will receive a pro-rated refund of paid rent. No refunds are made during the last 10 days of a semester. A residence must be inspected by the Housing Supervisor and all keys returned. Deposits are refunded based on the condition of the dorm as assessed by the Housing Supervisor. Deposits may also be used to pay other charges the resident owes TSTC, such as parking or library fines, loans, etc.

Students who withdraw from the college or graduate must vacate TSTC Housing.

All residents must vacate dorms for semester breaks and holidays except by individual approval from the Housing Supervisor.

Smoking Policy

Smoking is prohibited inside all college housing and within 25 feet of all buildings.

Alcohol & Drug Policy

The possession and consumption of any alcoholic beverage and/or empty containers is not permitted. A Zero Tolerance Drug Policy is in effect. Residents found in possession of illegal drugs or paraphernalia will be permanently evicted and immediately suspended from the college for one year.

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Bacterial Meningitis Vaccine Requirement

All new housing residents must have the bacterial meningitis vaccine 10 days prior to moving into college housing.

Housing Accommodations for Students with Disabilities

Students with disabilities that require accommodations for TSTC Housing must contact the Counseling & Support Services Office at 956-364-4520/voice, 956-364-4526/TDD, or by visiting the office located in the Counseling & Support Services Office, Room 126, in a timely manner for further guidance on the accommodations process. Students with disabilities are encouraged to self-disclose with the Counseling & Support Services Office when initiating the housing application process.

Student Health Clinic

The clinic provides continuous services from 8 a.m. - 6p.m. on Monday through Thursday and 8 a.m. - 5 p.m. on Friday. The Ask-A-Nurse Advice Line also provides the option for housing students to call and speak with the College Nurse regarding a health concern during normal clinic hours.

Missing Housing Student Notification

Any individual on campus who has information that a housing student may be a missing person must notify College Police as soon as possible. College Police will immediately investigate the report and notify local law enforcement when the student has been missing for 24 hours unless circumstances warrant immediate action. (e.g. witnessed abduction).

As part of the housing application process, a housing student age 18 and above or an emancipated minor may designate a confidential contact person(s) to be notified by College Police no more than 24-hours after the time the student is determined to be missing; otherwise, the emergency contact on the housing application will be notified. This designation will remain in effect until changed or revoked by the student. College Police will notify a custodial parent or guardian of any student under the age of 18 no more than 24 hours after the time the student is determined to be missing.

Community Standards / Student Services Center, Room 208 / 956-364-4522

Behavior Intervention Team (BIT)

The Behavior Intervention Team (BIT) is a team of college employees, chaired by the Director of Community Standards and comprised of members from Counseling, College Police, Student Life & Engagement, Housing, Health Services, Division Representatives, and Faculty and Staff Senates. The BIT provides a systematic response to any student whose behavior is perceived as a threat to themselves or others in order to protect the health, safety and welfare of the entire college community. The BIT meets weekly to review persons of interest.

Any member of the college community who has reason to believe that a student may pose a direct threat to him/herself or others may report the concern by completing the incident report form found at the BIT website at www.tstc.edu/harlingenbit or by contacting the Director of Community Standards, College Police, the Vice president for Student Development or any BIT member.

Title IX – Gender Discrimination and Sexual Harassment

“Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.” (Department of Education Office of Civil Rights) Sexual harassment is a form of gender discrimination and therefore prohibited under Title IX, as defined by the Department of Education.

“Sexual harassment is conduct that is

1. Sexual in nature,
2. Unwelcomed, and
3. Denies or limits a student’s ability to participate in or benefit from a school’s education program.”

The following are examples of types of conduct that may constitute sexual harassment:

- Inappropriate touching, patting, or pinching;
- Physical assault or coerced sexual activity;
- Obscene phone calls, texts, email, or gestures;
- Badgering someone for a date; or
- Repeatedly making inappropriate sexual comments or unwanted sexual advances.

If a student feels that he/she has been the victim of sexual harassment, a form of gender discrimination, at TSTC Harlingen, the student should immediately report the incident/complaint to the Director of Community Standards/Title IX Coordinator (located in the Student Services Center (Building EK), Room 208, Student Development and Enrollment Management Office at 956-364-4522) and/or the Vice President for Student Development (located in the Student Services Center at 956-364-4300). After a complaint is filed, a review will be conducted to determine if an investigation is warranted. If deemed necessary, all involved parties will be interviewed and the findings of the investigation will be assessed to determine a preponderance of evidence and a recommendation for a sanction (if deemed necessary). Appropriate sanction will be imposed by the Director of Community Standards, Vice President for Student Development or designee. Complainant and respondent will be notified of the outcome and the appeals process. Not participating in the investigative process may result in a determination being made based on the information gathered which could result in a limited resolution. Anonymous/Confidential requests will be considered. A review of the request will be made after assessing the campus safety.

Any witness, bystander, employee, administrator or instructor who has knowledge or received a report or complaint from a student relating to sexual harassment should immediately notify and refer the student to the Director of Community Standards/Title IX Coordinator and/or the Vice President for Student Development.

For more information regarding Title IX that includes the most recent definitions, processes, examples, resources, etc., please visit the following website: www.tstc.edu/harlingentitleix.



Student Rights & Responsibilities

As members of the college community, TSTC Harlingen students are entitled to certain rights associated with attending an institution of higher education. These rights include those expressed below and others written into college operating procedures available on the college website.

General Rights

1. The right to freedom from discrimination on the basis of race, color, religion, gender, national origin, age, genetic information, disability, or veteran status.
2. The right to develop one's individual potential.
3. The right to expect a quality education.
4. The right to pursue an education without undue interference.
5. The right to be free from hazing, threats, stalking, violence, and other harassing actions.
6. The right to petition the appropriate college unit or body for address of grievances in accordance with college procedures.
7. The rights to confidentiality of official records, transcripts, disciplinary records and other educational records consistent with the Family Educational Rights & Privacy Act (FERPA) of 1974 (Buckley Amendment).
8. The right to communicate with administrators, faculty, and staff through appropriate processes.
9. The right to publish and distribute information through the appropriate forums subject to the standards of reasonable journalism and applicable regulations/statements of the U.S. Constitution, the Federal Communications Commission and the college.
10. The right, in accordance with law and college procedures, to freedom of speech and assembly which are subject to college requirements for the maintenance and order and the protection of rights and privileges of other members in the college community.
11. The right and opportunity to participate in the formulation of procedures directly affecting students through membership or appointment to appropriate committees as determined by the College President, the Student Government Association, and other recognized groups within the college.
12. The right of access to college-designated facilities through college-approved/recognized student organizations for business meetings, special meetings, and programs open to the public in accordance with college procedures.

Academic Rights & Responsibilities

Academic Freedom - Students and all other members of the college community are guaranteed the rights freely to study, discuss, investigate, teach, conduct research and publish as appropriate to their respective roles and responsibilities. In the classroom and in conference, students have the right within the scope of the course of study to state divergent opinions, challenge ideas, and take reasoned exception to the data or the views offered.

Responsibility - Students and faculty share the responsibility to protect and to preserve conditions that are conducive to the learning process, including withholding judgment on matters of opinion, ensuring a fair hearing for divergent viewpoints, and observing rules of courtesy in the classroom.

Academic Standards - Students have the right to know the standards of academic performance established for each course in which they are enrolled.

Responsibility - Students are responsible for seeking clarification of any standard in question at the beginning of the term, for preparing assignments in advance of each class session, and for learning the content of any course of study for which they are enrolled. Rules applying to academic dishonesty must be followed, including those related to plagiarism and cheating.

Academic Evaluation - Students have the right to be evaluated solely on an academic basis, without regard to issues of diversity, opinions or conduct in matters unrelated to academic standards. Students have the right to review tests and other written works after the instructor has evaluated them and are accorded protection through the Academic Appeal Procedure against prejudiced or capricious academic evaluation.

Responsibility - Students are responsible for bringing academic grievances first to the attention of the instructor who performed the evaluation in an effort to resolve the issue. If the matter cannot be settled at this level, it may be appealed in writing as outlined in the Academic Appeal Procedure.

Improper Disclosure - Except when disclosure may be required by state or federal law, students have the right to confidentiality of information about views, beliefs and political associations which they may share privately with instructors, advisers or academic counselors. Judgment of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Responsibility - Students have the responsibility to state clearly what is and what is not confidential disclosure.

50 ACADEMIC CONCERNS/GRIEVANCES

Disruptions - Students have the right to pursue an education without disruption or interference and to expect enforcement of norms for acceptable classroom behavior that prevents disruption of the teaching/ learning process.

Responsibility - Students may not disrupt class or any other college process by any means whatsoever (including sideline conversations, comments, arguments, noise of any kind or other activity which would hinder access to or utilization of academic information).

Non-Discrimination - Students have the right to learn in a classroom environment where diversity is respected.

Responsibility - Students are responsible for respecting diversity and for behaving courteously to both faculty members and other students in the classroom regardless of difference in race, creed, color, religion, age, nationality, gender, sexual orientation or disability status.

Intellectual Property - Students have the right to expect that presentation of material in a class will be in compliance with copyright law and that their own creative work will not be disseminated or published without their permission.

Responsibility - Students who receive written notification from a faculty member that the information provided in his or her course is the faculty member's intellectual property shall not distribute, use for commercial purpose, or create derivative works of the intellectual property without obtaining the express permission of the faculty member. Students shall not assume permission in the absence of written notification from a faculty member. Students shall also respect and treat in similar manner the intellectual property of other students.

Scholastic Integrity

Students should engage in academic pursuits in a way that reflects their original ideas or creativity and accurately gives attribution to sources used to compose an assignment or project. Students should maintain honesty and integrity with activities involving class assignments, lab exercises, or research work.

Scholastic dishonesty includes, but is not limited to, cheating, plagiarism and collusion on academic work. Examples of cheating include copying another student's test answers or other academic work; use of materials during a test without prior authorization from an instructor; unauthorized collaboration between students on a test or in the preparation of academic work, or knowingly using, buying, selling, stealing, or transporting contents of a test without an instructor's permission. Plagiarism involves using another person's work or ideas without acknowledging the other person's contribution to the student's work offered for a grade or credit. Collusion refers to unauthorized collaboration with another person while preparing any work offered for a grade or credit.

Any student found guilty of scholastic dishonesty is subject to disciplinary action. Faculty should be the first authority to investigate and discipline a case of possible scholastic dishonesty. The suspected student(s) may appeal the faculty member's decision following the Academic Appeal procedures below.

Academic Concerns / Grievances

It is the intent of TSTC to maintain the academic integrity of all instructional programs while affording students a fair process for appealing grades and/or other elements of instruction. An academic concern/grievance can consist of any of the following:

- A contention of an arbitrary or capricious action taken by an instructor against a student;
- A dispute over an accusation of cheating or dishonesty;
- A dispute over a grade, or;
- Any other dispute over a matter which has impacted the final course grade.

These procedures are for academic grievances only and apply to credit and non-credit on-campus students and off-campus online learning students. For online learning students, available and appropriate technology will be utilized to facilitate the procedures.

At the start of each term, faculty members will provide their students with a written statement about the course objectives, required assignments, and grading policy. If the faculty member deems it necessary to modify the assignments or grading

policy within the term, students will be provided with information about those modifications; ideally, written information regarding the changes will be provided to the affected students. Faculty members will appraise students of their classroom performance in a timely fashion.

If, during a term, a student has an academic concern (a dispute about a test or assignment grade or the nature of an assignment/activity), he or she should first discuss the matter with the faculty member. This discussion should take place within five working days of the occurrence of the disputed matter. If the matter cannot be resolved between the student and the instructor, the student should put the concern in writing and schedule a meeting with the Department Chair within five working days. (In the event that the instructor is the Department Chair, the student would bring an academic concern to the Division Director.) The Department Chair should gather as much information as is needed to make a fair ruling regarding the grievance and should apprise the faculty member and the student, in writing, as to the ruling. The Department Chair will make his or her ruling within five working days of hearing the student's grievance. If the grievance cannot be resolved at the department level, the following Academic Appeal Process is followed:

Academic Appeal Process

1. If, after the Department Chair has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may appeal in writing to the Division Director. The student's written statement should be filed within five working days of receiving the Department Chair's ruling and should include a clear description of the original problem and why the actions taken by the college are not satisfactory. The Division Director should gather as much information as is needed to make a fair ruling regarding the academic appeal and should apprise the Department Chair, the faculty member, and the student, in writing, as to the ruling. The Division Director will respond in writing to these parties within 10 working days of receiving the student's written appeal.
2. If, after the Division Director has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may appeal in writing to an Associate Vice President for Student Learning (AVPSL). The student's written statement should be filed within five working days of receiving the Division Director's ruling and should include a clear description of the original problem and why the actions taken by the college are not satisfactory. The AVPSL should gather as much information as is needed to make a fair ruling regarding the academic appeal and should apprise the Division Director, the Department Chair, the faculty member, and the student, in writing, as to the ruling. The AVPSL will respond in writing to these parties within 10 working days of receiving the student's written appeal.
3. If, after the AVPSL has made his or her ruling, the student still feels that a fair resolution has not been achieved, the student may file a written request for a committee hearing with the Vice President for Student Learning (VPSL). This written request must be submitted within five working days of receiving the ruling from the AVPSL. Within three working days of the receipt of the written request, the VPSL will appoint a three-person appeal committee. Committee will be comprised of standing members of the Appeal Hearing Committee for Student Services. (If necessary, the VPSL will appoint additional members outside of the Student Services Appeal Hearing Committee). The committee will review all relevant documentation and schedule a meeting with the student. The committee's recommendation will be submitted, in writing, to the VPSL. The VPSL will review the committee's recommendation and notify the student of the decision in writing. The VPSL's decision is final and ends the appeal process.

Code of Student Conduct

Purpose

It is the policy of Texas State Technical College (TSTC) to encourage fair and efficient solutions for problems arising out of the student/college relationship. As responsible members of the college community, students and organizations/clubs are expected to maintain the highest level of academic and social conduct and are responsible for knowing TSTC's policies and standards.

Definitions

Administrator – individual assigned to collect, schedule, and be a liaison for the review process.

Board of Regents – governing body of TSTC System, appointed by the Governor of Texas.

Code of Student Conduct (the Code) – standards of conduct and procedures established to provide a full and fair opportunity for review of alleged misconduct.

College – Texas State Technical College (TSTC) Harlingen

College Premises – all buildings, facilities, land, and other property that are owned, used, leased or controlled by the college.

Complaint – a statement of the essential facts constituting a violation of the Code or policy of the college.

Director of Community Standards – college official authorized to investigate alleged violations of the Code and to administer the procedures and sanctions of the Code.

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Disciplinary Conference (Conference) – an informal conversation with the student to review the alleged violation(s) and give them an opportunity to respond directly and present relevant information including witnesses, documents, etc.

Drug Paraphernalia – any equipment, product, or material that is used for making, using, or concealing drugs, regardless of that item's intended use at the time of its production.

Established Student Relationship – from the time of application for admissions to the college through an award of degree which will include breaks of enrollment if the student continues to have an association with the college.

Notice of Complaint – the initial document that identifies alleged misconduct in violation of the Code.

Review – a request made by a student who disagrees with the Director of Community Standard's decision or sanction and requests that the Student Conduct Review Board evaluate the decision.

Residential Facilities – any facility operated by the college or under agreement by an outside agency, with sole purpose of providing housing for students.

Student – an individual who has established a relationship with the college for the purpose of taking a course or courses.

Student Conduct Review Board – a group convened at the request of a student or student group to evaluate the Director of Community Standard's decision or sanction placed on an individual.

Substantial Evidence - such evidence that a reasonable mind might accept as adequate to support a conclusion.

Working Day – Monday through Friday, except for official college holidays or college closings.

Application

- The Code provides an educational and non-adversarial process designed to resolve matters concerning student professionalism or conduct; it is not designed to be a legal or judicial process.
- The Code is designed to be reliable, fair and effective.
- Individuals who have established a student relationship with the college are subject to the Code.
- The Code applies to all aspects of campus life: in the classroom, on college property, in residential facilities, at an off-campus sponsored activity, or conduct that may occur off campus.
- The code operates by substantial evidence.
- Disciplinary records are maintained by the Director of Community Standards in accordance with college records and retention policy.
- Students at TSTC neither lose the rights nor escape the responsibilities of citizenship. They are expected to conduct themselves in accordance with local, state and federal law and the Code as authorized by the TSTC Board of Regents.
- The college disciplinary process will proceed during the pendency of any related criminal or civil proceedings and will not be subject to reconsideration even if related charges are dismissed or otherwise resolved.
- Student Clubs/Organizations are expected to conduct themselves in a manner consistent with the college's function as an educational institution. Student Clubs/Organizations must observe all international, federal, state or local laws and college policies, including the Code, both on campus and off campus.

Prohibited Conduct

The Director of Community Standards may initiate disciplinary proceedings against a student for violations of the Code. Specific examples of prohibited conduct subject to disciplinary action include, but are not limited to, the following:

A. Acts Violating System Operating Standards (SOS), College Operating Procedures (COP) and College Policies

1. Copyright Compliance SOS No. ES 2.11
2. Disruptive Classroom Activities Policy – Pending Review
3. Alcohol/Drug Possession Use ES 3.05
4. Prohibited Sexual Harassment Policy HR 4.03
5. Racial Harassment Policy HR 4.05
6. Hazing Policy (see page 56)
7. Smoking Policy HR COP 4.13 (SOS HR 2.4.13)
8. Student Clubs and Organizations - SOS ES.3.21, SOS ES.3.22
9. Student Rights and Responsibilities COP ES 3.17 – Pending Review
10. Student Clubs/Organization Risk Management Policy (see page 37)

B. Acts of Dishonesty

1. Intentionally furnishing false or misleading information to the college or a college official to include that presented in a disciplinary conference, investigation, review, or other proceeding.
2. Forging, altering, falsifying or misusing any college document or instrument of identification includes failure to provide requested information and/or providing false information on a College document, form, or record.
3. Intentionally interfering with any election process.

C. Acts Affecting the College Community

1. Engaging or conducting oneself in a manner that significantly interferes with or disrupts a college teaching, research, administrative, disciplinary, student services, or other college activity, or any other disruptive behavior including but not limited to such acts defined in the Texas Education Code or engaging in such behavior for the purpose of inciting others to disruptive behavior.
2. Failure to comply with the reasonable directive(s) of a college employee which includes Resident Assistants.
3. Failure to heed an official summons within the designated time or failure to identify oneself to an institutional representative in response to a request.
4. Violation of a rule or regulation relating to residence life policies, a breach of a housing contract/lease or motor vehicle regulations.
5. Failure to maintain a current official mailing address in the Office of Admissions, or giving a false or fictitious address or name to an institutional representative.
6. Inappropriate dress, grooming or personal hygiene while attending class or participating in an on or off campus college-sponsored event. Note: If a student's attire detracts from the learning experience or creates an unsafe condition, the student will be asked to change his/her clothing. If in doubt, ask the instructor or college employee responsible for the class or event.
7. Engaging in or use of obscene, lewd, or vulgar language, behavior and display regardless of the medium.
8. Gambling in any form on College property or in connection with College activities.
9. Failure to comply or fulfill financial or contractual obligation(s) to the college, or write a check on an account that is closed or has insufficient funds.
10. Loitering on college property after being asked to leave by a person in charge.
11. Conducting oneself in a manner that endangers the health or safety of any person (including guests and visitors) on College property or in connection with a College-related, sponsored, or orientated activity.
12. Inappropriate behavior (i.e. in subordination, public display of affection, etc.)
13. The act of retaliation to keep one from participating in his or her rights to a process.

D. Acts Affecting Property or Service

1. Theft or attempted theft of property or services. Stealing, damaging, defacing destroying, or misusing College Property or property belonging to an employee or student of the College, or campus visitor, including failure to turn in found items on campus to College Police or college employee.
2. Possession of stolen property.
3. Destruction or damage to college property or the property of others.
4. Unauthorized possession, duplication or use of access devices to college property or the property of others.
5. Unauthorized entry onto or use of college or individual's premises, equipment or resources.

E. Acts Affecting Computing Resources or Technology

1. Unauthorized access, use or misuse of college computing resources, systems or data.
2. Disrupting college computer operations or the availability of computing resources.
3. Using another individual's identification, password or other credential.
4. Unauthorized use or sharing of copyrighted materials through electronic means.
5. Initiating or contributing to attacks against external networks or college systems.
6. Use of college computers to access lewd, offensive or pornographic material.
7. Transporting copies of college programs, records or data to another person or computer without written authorization.
8. Using the college's computer resources for personal gain.
9. Possession of, or making use of, college keys or identification cards for unauthorized purposes or unauthorized access to college facilities.

F. Acts Affecting Health, Safety or Welfare

1. Engaging in, participating in, or inciting others to physical, psychological, or verbal abuse, domestic violence, threats, intimidation, harassment, coercion, physical/ electronic stalking or any other conduct that threatens or endangers the health, safety or welfare of another person that includes but is not limited to blocking or in any way interfering with access to any facility in the College.
2. Possession, use, sale or distribution of any quantity, whether usable or not, of an illicit drug, narcotic, controlled substance, illegal drug paraphernalia or equipment on College property including residential facilities or as part of any of its activities.
3. Public intoxication, use, possession or distribution of an alcoholic beverage(s) on any college property, at an intercollegiate or intramural activity; college related, sponsored, or orientated activity; or any other area of the campus, either managed by the College or under the agreement with an outside agency.
4. Being under the influence of alcohol, an illicit drug, narcotic or controlled substance on College property or during a college-related, sponsored or orientated activity.

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5. Providing minors or any other individual intoxicating beverages in violation of any state, federal or local law.
6. Hazing, as defined by the Texas Education Code, including engaging in, soliciting, encouraging, directing, aiding, or voluntarily submitting in behavior that could cause physical, mental or emotional harm to another or is considered humiliating or degrading.
7. Engaging in or inciting others to acts of sexual misconduct, abuse or harassment.
8. Engaging in or inciting others to speech, either orally or in writing that is directed to incite, produce lawless action, annoy or intimidate another.
9. Possession, exhibition, use, and/or display of ammunition or of a dangerous weapon, defined as any instrument, device or object capable of inflicting physical harm. Examples of a dangerous weapon include firearms, explosive devices, dangerous chemicals, knives, fireworks, compressed air guns, pellet guns, stun or zip guns, tasers, BB guns, paint ball guns, etc. or any other weapon prohibited or regulated by local, state, or federal law.
10. Misuse or tampering of fire extinguishers or other life safety equipment or interfering with any college or public safety function of the College or in College facilities, including housing facilities.
11. Reporting a false emergency or threat.
12. Tobacco and electronic smoking devices used inside campus buildings or within the non-smoking designated areas.
13. Engaging in or inciting others to acts of racial harassment.
14. Participating in or inciting others to cyberbullying, defined as the electronic posting of mean-spirited messages about a person, which at times is done so anonymously.

G. Acts Violating Law

1. Engaging in conduct that constitutes a criminal offense under international, federal, state or local law whether convicted or not, and regardless of whether the incident happened on campus or off campus.
2. Breaching the peace; or abetting or inciting another to breach the peace.
3. Disorderly conduct as defined by state law or any activity that includes, but may not be limited to: physical or verbal abuse, injury to another person, indecent displays or use of indecent language, nonconsensual acts of sexual contact/assault or disrespect for the rights and privileges of others.

H. Facilitating Acts of Misconduct

1. Planning or facilitating an act of misconduct.
2. Being present or inciting others during the commission of an act of misconduct and supporting or encouraging the act.
3. Aiding, abetting, conspiring, or being an accessory to any act prohibited in this code. These actions will be considered the same as completed violations.

I. Acts interfering with the Disciplinary Process

1. Failure to comply with a request to schedule or attend a conference with the Vice President of Student Development and the Director of Community Standards within a designated time.
2. Failure to comply with sanction(s) imposed under the Code or by the College.
3. Falsifying or misrepresenting information at any stage of the disciplinary process.
4. Knowingly initiating a false complaint to a college official.
5. Attempting to discourage a person's participation in or use of the disciplinary process.
6. Harassment, intimidation or retaliation against a college official or person involved in the disciplinary process (ex. keeping one from participating in his or her right to a process).

J. Acts of Scholastic Dishonesty

Includes, but is not limited to, cheating, plagiarism, collusion, falsifying academic records - any act designed to give unfair advantage to the student or any attempt to commit such an act.

1. "Cheating" on academic work includes, but is not limited to:
 - Copying from another student's test paper or other academic work.
 - Possession during a test of material, such as class notes, that is not authorized by the person giving the test. The presence of textbooks is a violation if they have been prohibited by the person giving the test.
 - Collaborating, without authority, or seeking aid from another student during an examination or assignment, or in preparing academic work.
 - Using, buying, selling, stealing, transporting or soliciting, in whole or in part, the contents of an un-administered test, test key, homework solution or computer program.
 - Substituting for another student or permitting another student to substitute for oneself to take a test or prepare other academic work.
 - Paying, offering money or other valuables to, or coercing another person to obtain an un-administered test, test key, homework solution or computer program, or information about an un-administered test, test key, homework solution or computer program.

- Falsifying laboratory reports and/or other academic work offered for credit.
 - Taking, keeping, misplacing or damaging property of the college, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct.
 - Failing to comply with instructions given by a person administering a test.
 - Discussing the contents of an examination with another student who will take the examination.
 - Divulging the contents of an examination for the purpose of preserving questions for use by another when the instructor has designated that the examination is not to be removed from the examination room or not to be returned to the student.
 - Misrepresenting facts, including providing false grades or resumes for the purpose of obtaining academic or financial benefit or injuring another student academically or financially.
2. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
 3. "Collusion" means the unauthorized collaboration with another person in preparing academic or lab assignments offered for credit, or collaboration with another person to commit a violation of any scholastic-dishonesty rule.
 4. "Falsifying academic records" includes, but is not limited to, the alteration of grades or other falsification of an academic record such as grade report, test paper, registration material or reporting form used by the college.

Weapon Free

TSTC Harlingen is a weapon free zone with zero tolerance. Students found to be in possession of a weapon will be addressed accordingly. Any student found violating the Prohibiting Workplace Violence Policy SOS No. HR 2.4.8 and Texas Penal Code 46.03 is subject to immediate expulsion and permanent eviction or restriction from Student Housing.

Zero Tolerance Drug Policy

TSTC is a drug-free college and workplace with zero tolerance.

Students on campus shall not unlawfully manufacture, distribute, dispense, possess or use any narcotic drug, alcohol, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulations at 21 CFR 1300.11 through 1300.15. This includes drug paraphernalia.

Any student violating this drug-related policy or convicted of a criminal drug offense occurring in the workplace is subject to a minimum of immediate one-year disciplinary suspension from TSTC, as well as permanent eviction from student housing, if applicable. Workplace includes any school premises, any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities, off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event where students are under the college's jurisdiction.

Students should contact the Counseling Center for information about drug counseling, treatment and rehabilitation programs.

Alcohol Policy

TSTC Harlingen policy prohibits the possession, sale, or use of alcoholic beverages on college premises. Students on college property or at a college-related, sponsored, or oriented activity under the influence of alcohol will be referred to College Police. Sanctions will range from a warning to expulsion. In addition, a student may be required to complete the Alcohol Awareness Course.

Students should contact the Counseling Office for information about alcohol counseling, treatment and rehabilitation programs.

Smoking

Smoking is prohibited in all TSTC buildings and within 25 feet of all entrances to buildings. It is the policy of TSTC to achieve an environment as close to smoke free as possible to create a healthy, safe campus atmosphere for students, employees, and guests.

Unacceptable Use of Computer Resources

Students violating College Operating Procedure GA 5.20 Computer Resources - Acceptable Use, including copyright infringement, the viewing of lewd, offensive, and/or pornographic material, and cyberbullying, will be subject to disciplinary action by the Director of Community Standards. This may include the loss of TSTC Information Resources access privileges, suspension or expulsion, as well as civil and criminal prosecution, depending upon the severity of the violation.

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Copyright Compliance

The unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, is against federal copyright laws. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act. Violators of civil copyright infringement may be ordered to pay either actual damages or "statutory" damages not less than \$750 or more than \$30,000 per work infringed. "Willful" copyright infringement carries a civil penalty up to \$150,000 per work infringed and a criminal penalty of imprisonment up to five years and fines up to \$250,000 per offense. See Title 17, United States Code, Sections 504, 505. For more information, see the U.S. Copyright Office website at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Copyright infringement, including illegal downloading or unauthorized distribution of copyrighted materials using the college's information technology system, is a violation of the TSTC Code of Student Conduct. Violators will be subject to appropriate disciplinary action depending on the severity of the violation, including loss of information resource access privileges and suspension from the college. The TSTC Harlingen copyright authority is the Vice President for Student Learning.

For additional college copyright information, go to www.tstc.edu/footer/copyright and review the System Operating Standard on Copyright Compliance

Hazing

Any form or participation in hazing is prohibited at TSTC and should be reported to the Director of Community Standards and/or Vice President for Student Development as a violation of the Student Code of Conduct. Hazing, (as defined in the Texas Education Code), including engaging in, soliciting, encouraging, directing, aiding or intentionally, knowingly or recklessly permitting behavior such as physical brutality, risk of harm to mental or physical health or safety, intimidation, threat of ostracism, mental stress, humiliation, or other behavior adverse to health or human dignity in association with pledging, initiation, affiliation with, holding office in, or maintaining membership in a student group; or having firsthand knowledge of the planning of hazing or of its occurrence and failing to report it to college authorities.

Food and Beverages on Campus

Food and beverages are not permitted in classrooms, laboratories or lecture rooms. Consumption of food and beverages is permitted in hallways and lounges. The respective Building Director must approve an exception to the policy with the agreement of the Department Chair involved.

Campus Disruptive Activities

Regarding disruptive activities, pursuant to Vernon's Texas Code Annotated Education Code, Subsection 4.30 (Disruptive Activities), TSTC shall adhere to the following rules and regulations as reproduced in its entirety:

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.
2. For the purpose of this section, "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, or the threat of 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;
 - obstructing or restraining the passage of any person at an exit or entrance to the campus or property, or preventing, or attempting to prevent, by force or violence, or by the threat thereof the ingress or egress of any person to or from the property or campus without the authorization of the administration of the school.
3. For the purpose of this section, a lawful assembly is disrupted when a 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.
4. A person who violates any provision of this section is guilty of a misdemeanor, and upon conviction is punishable by a fine not to exceed \$200 or by confinement in jail for not less than 10 days nor more than six months, or both.
5. Any person who is convicted a third time of violation of this section 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 the third conviction.
6. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the U.S. Constitution or the Constitution of the State of Texas.

Disciplinary Procedures

The Director of Community Standards will assess all suspected and reported violations of the Code. Complaints regarding alleged misconduct should be submitted to the Director of Community Standards as soon as possible after the alleged violation. Each violation will be reviewed on individual case-by-case basis. Disciplinary action will be imposed based on severity. TSTC Harlingen reserves the right to modify, impose, etc. any disciplinary decision as needed and when appropriate. Inclusively, sanctions may be accelerated and a student may be suspended or expelled for a single occurrence or violation without having been previously warned.

After completing an initial inquiry the Director of Community Standards may:

- Dismiss the allegations as unfounded.
- Summon the student for a conference.
- Upon completion of the conference, dismiss the allegations or impose disciplinary sanctions.
- Impose immediate interim action if the continued presence of the student poses a danger to persons, property, or disruption of the academic process of the college.

Notice of Complaint

- Deliver a notice summarizing the alleged misconduct either by mail, hand delivery or electronic means. All students are responsible for maintaining a current mailing address with the college.
- Give notification of a date that the student has to complete the conference by and if not completed the student automatically waives his/her right to a conference and the Director of Community Standards will make a decision based solely on the information at hand.

Notice of Disciplinary Findings

- If it is determined that the greater weight of evidence indicates that a student engaged in a violation of the code, then the Director of Community Standards will deliver a Notice of Disciplinary Findings.
- This notice will inform the student of any sanctions and/or restrictions.

Sanctions for Misconduct

- Admonition – oral or written reprimand.
- Discretionary Sanctions – work assignments, service to the college, etc.
- Disciplinary Probation – indicates that the student has engaged in unacceptable behavior and that further violation may result in more severe action. Additional conditions may be imposed such as counseling, educational seminars/courses, etc.
- Withholding of grades, official transcript, certificate of completion, or degree.
- Suspension of Rights and Privileges – including, but not limited to, participation in intramurals/recreation center, extracurricular activities, election to office, housing or visitation privileges, etc.
- Removal or bar from college housing facilities.
- Administratively withdrawn from a course(s).
- Bar Against Readmission - for a specific period of time, and/or drop from current enrollment or drop from enrollment in one or more courses.
- Restitution – reimbursement for damages to or misappropriation of property either monetarily or by specific duties.
- Failing grade or other academic penalty.
- Denial of Degree – this will become part of the student's permanent record.
- Revocation of a degree, grade, or certification - this will become part of the student's permanent record.
- Suspension – removal from the college for a specified period of time. A suspended student will be administratively withdrawn from TSTC, prohibited from entering college premises, and blocked from future registration until reviewed by the Vice President of Student Development. This sanction will become a part of the student's permanent record and may be removed at the completion of the sanction, at the student's request.
- Expulsion – permanent removal from the college. An expelled student will be administratively withdrawn from TSTC and prohibited from entering college premises. This will become part of the student's permanent record.
- Other penalties as seen fit by the appropriate college administrator.

Review Process

- Only sanctions that include restrictions, loss of privileges, withholding/revocation of grades or degrees, suspension, or expulsion may be reviewed by the Student Conduct Review Board/Discipline Committee. *In a Title IX proceeding, the respondent and the complainant have the ability to request a review by the Board/Committee.
- A student has three (3) working days to request a review to the Administrator.
- The student will be notified within five (5) working days of the time, date, and location of the review by the Administrator. The review will be facilitated at least five (5) working days after the student's review request has been submitted by the student but, no later than 10 working days.

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- At least two (2) working days prior to the hearing, a list of witnesses and documentation must be turned into the Administrator.
- The Director of Community Standards will present the college's case followed by the student's presentation. Each party will have the opportunity to present information/data in support of their position. The Board will be allowed to question both parties and request additional information or clarification.
- Review procedures will be confidential and closed to the public.

Student Conduct Review Board/Discipline Committee

- The Student Conduct Review Board/Discipline Committee consists of five (5) members of the campus community: chairperson (who also serves as the Administrator), three (3) faculty/staff and two (2) students. The chairperson and the faculty and staff members will be appointed by the President. The students will serve as rotating student members of the Review Board/Committee.
- The Chairperson will direct proceedings of the review and participate fully to include voting.
- The objective of the Board/Committee is to review the findings and sanctions originally imposed by the Director of Community Standards. They may not impose more severe penalties.
- The decision will be made by majority vote. All votes will be recorded by secret ballot, tabulated by the chair.
- The findings and conclusions of the Board/Committee are final and will be based on a more likely than not standard.

General Rules

- Reviews are informal proceedings and traditional rules of the courtroom evidence do not apply, but the Director of Community Standards must show substantial evidence and that the sanction imposed was reasonable based on the circumstances.
- ** Failure of a student to appear at the scheduled (after 15 minutes) review without justifiable cause following proper notification will result in the dismissal of the Board/Committee. At this point, the student's right to proceed with this Review will be forfeited.*
- An advisor or support person may be present for the review, but may not make statements or question witnesses.
- If a student intends to be accompanied by an attorney for the review, the attorney will not be permitted to present evidence or argument before the Board/Committee. The college reserves the right to counsel in the event it is deemed necessary. The time frame for scheduling a hearing may be extended if the college has to retain counsel.



Student Non-Academic Complaints/Grievances

Students are encouraged to handle non-academic concerns or complaints through routine college channels as outlined in the steps below; however, the TSTC Customer Service Representative may be contacted for assistance at any time during the process. The TSTC Customer Service Representative for TSTC Harlingen is the Vice President for Student Development located in the Student Services Center (Building EK) Room 208 and available at 956-364-4300.

Academic grievances should be filed according to the Academic Grievances procedure on page 50 of this handbook.

Routine Complaint/Grievance Procedure for Non-Academic Issues

Step 1. Discuss the issue or alleged complaint with the TSTC employee with whom there is an issue or alleged complaint. If the issue is not resolved to the student's satisfaction within five working days of the day that the problem or the alleged complaint was discussed with employee, proceed to Step 2.

Step 2. Discuss the issue or alleged complaint with the employee's supervisor within three working days of decision provided in Step 1. If the problem was not resolved to the student's satisfaction within five working days of discussing the issue or alleged complaint with the employee's supervisor, then proceed to Step 3.

Step 3. Discuss the issue or alleged complaint with the Division Director or vice president of the employee's department within three working days of the decision provided in Step 2. If the issue or alleged complaint is not resolved to the student's satisfaction within five working days of discussing the issue or alleged complaint with the Division Director or vice president, then proceed to the Formal Written Complaint Handling Procedure that follows.

Failure of the complainant to process his/her grievance to the next step within the specified time limit throughout the process shall constitute abandonment of the complaint, unless a time extension has been agreed upon. Failure of college personnel to give an answer within the prescribed time limit, unless an extension has been agreed upon previously, authorizes the student to process his/her complaint to the next step.

Formal Written Complaint Handling Procedure (Compact with Texans)

Step 1: Submit a complaint by filling out the Effective Customer Relations Form found on the TSTC website at www.tstc.edu/harlingen/footer/compact or by visiting the Office of the Vice President for Student Development located in the Student Services Center (Building EK) Room 208.

Step 2: The Customer Service Representative will acknowledge receipt of the complaint in writing within five working days. The notice will let the student know the matter is receiving attention and estimate the length of time it will take to resolve the issue.

Step 3: The complaint will be investigated.

Step 4: A solution that is consistent with TSTC policies, as well as applicable local, state and federal laws, will be proposed in writing to the student within the time frame specified in Step 2.

Step 5: If dissatisfied with the proposed solution or if the provisions of the solution have not been implemented within 10 working days of the proposal, the student may request that the Dispute Resolution Committee appointed by the College President consider the complaint. This request must be made in writing to the Vice President for Student Development within 10 working days of receipt of the letter outlining the solution and must specify what in the solution is not satisfactory. The committee will meet within 10 days of receiving the student's request to review all available documentation. The committee's decision will be final.

Discrimination Prohibited

It is the policy of Texas State Technical College to promote and ensure equal employment opportunities for all individuals without regard to race, color, religion, gender, national origin, age, genetic information, disability, or veteran status. Students who believe they have been discriminated against should follow the following procedures.

Racial Discrimination and Harassment

TSTC prohibits any act, deed, or speech interpreted as racial harassment by or against students, faculty, and/or staff of the college. Students or employees engaging in such conduct are subject to disciplinary action ranging from probation

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or suspension to termination of employment. Student allegations of racial harassment should be referred to the Office of the Vice President for Student Development (located in the Student Services Center, Room 208 or at 956-364-4300) or designee.

Disability Discrimination Grievances

Students enrolled at TSTC Harlingen who believe that they have been denied equal access in the form of appropriate accommodations, modifications, auxiliary aids, effective communication, or suffered discriminatory harassment as described in Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 have a right to file a grievance. Students with disabilities alleging violations of the ADAAA and Section 504 may grieve their complaint by following the procedures noted below.

Step 1: Student submits a written complaint to the Coordinator of the Disabilities Program at the Counseling & Support Services Office located in the Student Services Center (Building EK) as soon as the complainant becomes aware of the alleged violation, but no later than 10 days after the alleged action occurred. The time for submitting a written complaint can be waived for good cause as determined by the Support Services Office Coordinator of the Disabilities Program. The following should be included in the written complaint: the name and address of the person filing it, a brief description of the alleged violation, and any documents supporting the complaint. The Coordinator of the Disabilities Program will assist the student in the interactive process in an effort to clarify and resolve the issue. At times, the Counseling & Support Services Office Coordinator of the Disabilities Program may consult with the ADA Coordinator, Counseling & Support Services staff, and/or other pertinent parties to assist in the resolution process.

The Support Services Office Coordinator of the Disabilities Program will review the complaint and provide the student a response within 10 working days of receipt of the complaint. An extension of time can be made, not to exceed 15 working days, if the student is notified by the Support Services Coordinator of the Disabilities Program.

Step 2: If the student is not satisfied with the decision of the Support Services Coordinator of Disabilities Program, a written complaint may be submitted to the TSTC's ADA Coordinator located at the Administration – Industrial Technology Building (Bldg. I) within 10 working days of the decision provided in Step 1. The time for submitting a written complaint can be waived for good cause as determined by the TSTC's ADA Coordinator. The complaint must include the name and address of the person filing it and a description of the reason for the complaint. Upon receiving the complaint, the TSTC's ADA Coordinator will review it within 10 working days. An extension of time can be made, not to exceed 15 working days, if the student is notified by TSTC's ADA Coordinator. At times, the TSTC's ADA Coordinator will consult with the Support Services Office Disabilities Program and/or the ADA Compliance Committee to assist in the resolution process.

The TSTC's ADA Coordinator's decision will be final at the college level.

*Accommodations can be requested at any time during this process by contacting the Counseling & Support Services Office Disabilities Program.

Step 3: If the complaint is not resolved at the college level, the student may choose to file a complaint with the Federal Office of Civil Rights. The Office of Civil Rights will receive complaints and will investigate as deemed appropriate.

College Police Department / Public Safety Building / 956-364-4220 or 364-4221

Hours: Monday through Thursday: 7:30 a.m. - 5:30 p.m., Friday: 7:30 a.m. - 5 p.m.
Officers are on duty for weekends and holidays, but the office is closed on those days.

TSTC Harlingen has a commissioned, state-licensed police force. Students, faculty, and staff should report criminal activities, emergencies, and incidents that occur on TSTC property to College Police. College Police investigates incidents for possible action which can include referral to the Vice President for Student Development or designee for cases involving student discipline, further investigation by TSTC Police, or request for assistance from another law enforcement agency.

TSTC is not prohibited from disclosing to an alleged victim of violence the result of any disciplinary proceeding conducted by the college against the alleged perpetrator of the offense, with respect to that offense (as defined in Section 16, Title 18 of the U.S. Code).

Campus crime awareness information and statistics may be found on the College Police website at www.tstc.edu/harlingenpolice. A paper copy is available upon request.

Students may also contact the department for assistance with keys locked in a vehicle, dead vehicle batteries, or to request an escort to their vehicle.

Emergency Phone Numbers After Hours and Weekends
Emergency Line: 956-364-4911 or 956-873-2677

Registering Vehicles

After enrollment, TSTC students who operate motor vehicles must register those vehicles with the TSTC Police Department. TSTC traffic rules and regulations and a valid parking decal will be provided to all motorists. Parking decals should be displayed on the outside right rear windshield. All TSTC housing students who operate motor vehicles must also register their vehicles with the Housing Office. Students who falsify vehicle registration or display decals improperly obtained will be subject to disciplinary action.

Temporary Parking Permits

Students with valid parking permits who bring a different vehicle onto campus must contact the College Police Department to request and obtain a temporary parking permit. Use of temporary parking permits may not exceed 10 days per semester.

Where to Park

Students should park on a "first-come, first-served" basis in lots designated for students. Students shall not park in areas or spaces reserved for visitors, service, maintenance, nurse, handicapped, emergency or employees. Students whose vehicles are found in restricted areas or spaces will be issued a TSTC Parking Citation and, in some circumstances, may be issued a State of Texas Justice Court Citation.

Citations

TSTC traffic and parking violations will result in the issuance of a TSTC citation that must be paid at the cashier's window. Each citation will stipulate the fee imposed and the payment deadline to avoid further penalty. Each registered owner/operator of a vehicle will be responsible for all citations issued when the driver of the vehicle is not present. Lost or destroyed citations are the responsibility of the owner/operator.

State of Texas Justice Court Citations

State of Texas Justice Court Citations will be issued in motor vehicle situations involving a violation of the State of Texas Transportation Code. Disposition of these citations will rest with the criminal courts of the judicial system.

Fines and Penalties

The TSTC System Board of Regents approved the following fines and penalty charges.
Parking Fines: First Offense: \$10, Second Offense: \$15, Third Offense: \$20

Vehicles will be immobilized by the TSTC Police Department for outstanding traffic/parking violation citations.

Fees

Citation delinquent fee is \$5 (charged for appearing later than 30 days after the date of the notice).
Duplication of Report Fee: \$2

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Additional information about parking regulations, violations and fees can be obtained from the TSTC Harlingen Student Traffic/Parking Regulation Handout or the TSTC Police Department.

Appeal of Citations

TSTC-issued citations can be appealed through the TSTC Citation Appeals Board. Citations must be appealed within 10 days of issuance by requesting a TSTC citation appeal information packet from the TSTC Police Department. The TSTC Citation Appeals Board makes final decisions involving citation appeals.

Sexual Assault/Title IX

Any student who becomes the victim of a sexual assault should report the incident to the TSTC Police Department (located at the Public Safety Building A or at 956-364-4220), Director of Community Standards/Title IX Coordinator (located in the Student Services Center, Room 208 or at 956-364-4522), and/or the Vice President for Student Development (located in the Student Services Center, Room 208 or at 956-364-4300) as soon as possible. The college's policies regarding sexual offenses are available at the Title IX Coordinator's Office and the Office of the Vice President for Student Development.

Any employee, administrator, or instructor who has knowledge or receives a report or complaint from a student relating to sexual assault should immediately notify and refer the student to the TSTC Police Department, Title IX Coordinator, and/or the Vice President for Student Development.

Sex Offender Registration

Students with felony sexual convictions are required to comply with Texas Code of Criminal Procedure Article 62.153 Registration of Workers or Students at Institutions of Higher Education. Failure to register with the TSTC Police Department within the period of time specified in the code will result in severe disciplinary action, including suspension.

Missing Student Notification

Commuter Students: Individuals who have information that non-housing TSTC students may be missing should contact local law enforcement. Should College Police be notified of a missing student, College Police will immediately notify local law enforcement and assist with any investigation as requested.

Housing Students: Individuals who have information that a housing student may be a missing person must notify College Police as soon as possible. College Police will immediately investigate the report and notify local law enforcement when the student has been missing for 24 hours unless circumstances warrant immediate action (e.g. witnessed abduction).

Lost and Found Items

Lost and found items are stored at College Police located in the Public Safety Building. All reports of losses should be filed with College Police immediately. Students claiming lost items will be required to provide proof of identity. The college is not responsible for loss of money or personal property. Abandoned or unclaimed property whose owner is unknown or whose owner has not made claim of the item within the guidelines of the Texas Code of Criminal Procedures Article 18.17 will be discarded according to the law.

If students find a lost item on campus, it must be taken immediately to the College Police Department for safekeeping or turned over to a college employee who will route it to College Police. Student may not keep found items as their own.

Notes: _____

Educational Expenses

Tuition \$ _____
 Books \$ _____
 Health insurance \$ _____
 School supplies \$ _____
(copying, pencils, test forms, online services, notebooks, computer paper, calculators, etc.)
 Other \$ _____

Housing

Room and board, mortgage and association fees \$ _____
 Electricity, gas \$ _____
 Phone \$ _____
 Water, sewage, garbage \$ _____
 Other \$ _____

Food

Groceries \$ _____
 Fast foods \$ _____
 Campus meal plan \$ _____
 Beverages \$ _____
 Other \$ _____

Other Living Expenses

Personal care *(hair, toiletries)* \$ _____
 Laundry and dry cleaning \$ _____
 Clothing/shoes/hats \$ _____
 Gifts \$ _____
 Monthly membership dues/subscriptions \$ _____
 Other \$ _____

Transportation

Car payments \$ _____
 Gasoline/diesel \$ _____
 Normal car maintenance \$ _____
 License and registration fees \$ _____
 Auto insurance \$ _____
 Bus, taxi, carpool \$ _____
 Bus or plane ticket home \$ _____
 Other \$ _____

Entertainment

Movies \$ _____
 Concerts \$ _____
 Sporting events \$ _____
 Dining out \$ _____
 Health club memberships \$ _____
 Parties \$ _____
 Cable Television/Satellite \$ _____
 Theater and plays \$ _____
 Electronic equipment *(software, CDs)* \$ _____
 Sports/recreation equipment \$ _____
 Other \$ _____

Child Care and Pet Care

Daycare \$ _____
 Medical/veterinary \$ _____
 Toys \$ _____
 Special foods \$ _____
 Clothes \$ _____
 Other \$ _____

Expecting the Unexpected

Traffic tickets \$ _____
 Car repairs \$ _____
 Medication \$ _____
 Dental care \$ _____
 Library fines \$ _____
 Other \$ _____

Other

_____ \$ _____
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Next, subtract your total monthly expenditures from your total monthly income.

Total monthly income: \$ _____

Total expenditures:
 (sum of your expenses above) \$ _____

ENDING BALANCE \$ _____



AUGUST 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 End of Semester (12-week Semester) Exit Loan Session Residence Life Move-Out Day	2
<i>August is Immunization Awareness Month</i>						
3	4	5 Pingpong Tournament Pre-Loan Session	6	7	8 End of Summer (Mini-Session II) Finals for Mini-Session II Exit Loan Session	9
10	11	12 Golf Putting Tournament	13 Pre-Loan Session	14	15	16 All Finals Begin (15-week Semester) HigherOne Refund
17	18	19	20	21	22 End of Semester (15-week Semester) Graduation Residence Life Move-Out Day	23
24	25 All Grades Due	26	27 Payment Deadline	28 ● Dorm Sports Night Residence Life Move-In Day	29 Veterans Attendance Verification Form Due	30
31 Last Day to Drop with 100% Refund						

SEPTEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 <i>Labor Day Staff & Student Holiday</i>	2 First Class Day (Fall Semester) SGA Info Tents No Gain, No Pain Registration WSC Sports Registration Week	3 Residence Life Orientation SGA Info Tents Cardio Craze & 100 Mile Challenge Registration	4 Commit to be Fit & Powerpress Registration	5	6
7	8 Sports Star Registration	9	10	11 ● WSC Open House Operation MUSTang Vote Kickoff Pre-Loan Session <i>Patriot Day</i>	12 No Gain No Pain Registration Deadline 7 on 7 Flag Football Rosters Due	13
14 ●	15 ● Welcome Week	16 ● Official Record Date	17 ● Pre-Loan Session <i>Consitution Day</i>	18 ●	19 ● Last Day to Drop with 70% Refund	20 ● College 101 for HATSS Students WSC 2 mile Run
21	22 Begin Pro-rated Rent	23 ● Eat Clean, Get Lean Workshop	24 SGA Meeting	25 MLA Workshop	26 Last Day to Drop with 25% Refund	27 ● Student Leadership Conference
28 ●	29 Guys Night Out	30 Veterans Attendance Verification Form Due				
<i>September is Hispanic Heritage Month (September 15 - October 15)</i>						

OCTOBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 2nd Installment Payment Due FAFSA Deadline for Spring 2015	2 Emergency Tuition Loan Due	3	4 Pre-Loan Session
5 Last Day to Apply for Graduation Priority Spring Registration Begins Haunted House Volunteer Meeting	6	7 Wellness Walk/Run Domestic Violence Awareness Kickoff Club Olympics	8 Oktoberfest Sign- up Deadline	9 Depression/ Bipolar Awareness Booth Eat Clean, Get Lean Workshop	10 Student Loan Deadline Volleyball Roster Due	11
12	13	14	15 Think Pink Party	16 Domestic Violence Conference MLA Workshop	17	18
19 Dis-Abilities Awareness Week Drug & Alcohol Awareness Week	20	21	22 SGA Meeting	23 DARS EARN Forum	24 Scholarship Deadline for Spring 2015 Mid-term Grades Due: D&F Only	25 National Make a Difference Day Service Project
26 "What's Your Number" GPA Event	27	28 NIÑOS "Say No To Drugs" Parade Pingpong Tournament HATSS Mid-Term Meetings	29 Oktoberfest	30 MLA Workshop	31 Veterans Attendance Verification Form Due Halloween	
<i>October is Domestic Violence Awareness Month</i>						

NOVEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
<i>November is Diabetes Awareness Month</i>						
 2	3	4	5 Spring 2015 Graduation Orientation SGA Meeting 3rd Installment Payment Due	6 MLA Workshop	7 Indoor Soccer Roster Due Exit Loan Session	8 Service Opportunity
Daylight Savings Time Ends <i>Turn Clocks Back</i>						
9	10	11	12	13 Employees vs. Students Basketball Game Eat Clean, Get Lean Workshop Fajita Cookoff	14 Last Day to Drop with a "W"	15
Service Opportunity	Spirit Week	Bench Press Competition	Movie on the Lawn Wellness Walk/Run			
16	17	18	19	20	21	22
	Open Spring Registration	Love is Not Abuse Exit Loan Session		Golf Putting Contest MLA Workshop		
23	24	25	26	27	28	29
	Racquetball Tournament	WSC All Sports BBQ	Veterans Attendance Verification Form Due	<i>Thanksgiving Staff & Student Holiday</i>		
30						

DECEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
December 1 End of Pro-rated Rent Last Day to move in to Residence Life Exit Loan Session	● 1 WSC Free Throw Contest HATSS End-of-Term Meetings Cramfest	● 2 Dodgeball Tournament	3 Toys for TSTC Tots SGA Meeting	4 Eat Clean, Get Lean Workshop	5	6 Exit Loan Session
7	8	9	10	11	12 End of Semester Graduation Residence Life Move-Out Day Pre-Loan Session	13 Finals Begin for Saturday Classes
14	15 Final Grades Due for All Students	16	17	18	19	20
☼ 21	22	23	24 Christmas Eve Winter Break	25 Christmas Day	26	27
28	29	30	31 New Year's Eve			

December is Safe Toys and Gifts Awareness Month

JANUARY 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 <i>New Years Day</i>	2	3
4	5	6 Payment Deadline for Spring Tuition Pre-loan Session	7	8 Residence Life Move-In Day	9	10
11 Last Day to Drop with 100% Refund	12 First Class Day (Spring Semester) SGA Info Tents No Gain, No Pain Registration WSC Sports Registration	13 SGA Info Tents 100 Mile Challenge Registration	14 Cardio Craze Registration	15 Commit to be Fit Registration	16 5-on-5 Basketball Roster Due Pre-loan Session	17
18	19 <i>Martin Luther King Jr. Day (Observed) Staff & Student Holiday</i>	20 Welcome Week	21 Spring Residence Life Orientation	22	23	24
25	26 Pre-loan Session	27 Official Record Date	28 Open Mic Night Begin Pro-rated Rent	29 Empowerment Conference MLA Workshop	30 Last Day to Drop with 70% Refund	31 Service Opportunity
<i>January is Healthy Weight Awareness Month</i>						

FEBRUARY 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6 19th Class Day Last Day to Apply for Spring Graduation Last Day to Drop with 25% Refund	7 Service Opportunity Pre-loan Session
8	9	10 Wellness Walk/Run	11 Vegas Bash Casino Night 2nd Installment Payment Due	12 Eat Clean, Get Lean Workshop MLA Workshop Emergency Loan Payment Due	13 Scholarship Deadline for Summer 2015	14 Valentine's Day
15	16 SGA Officer Candidate Meeting	17 Pingpong Tournament Culture Week	18	19 Love is Not Abuse Workshop	20 Student Loan Deadline SGA Officer Candidate Meeting	21
22	23	24 SGA Officer Application Deadline 3 Point Basketball Shooting Contest	25 Movie on the Lawn	26 Eat Clean, Get Lean Workshop MLA Workshop	27 Veterans Attendance Verification Form Due Softball Rosters Due	28
<i>February is African-American History Month</i>						

MARCH 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	 Bench Press Competition FAFSA Deadline for Summer 2015 Summer 2015 Financial Aid Request Deadline MLA Fashion Show	 Spring Break Hookup	MLA Workshop	Mid-term Grades Due D&F Only	7
 8 Daylight Savings Time Begins <i>Move Clocks Ahead</i>	9	10 Tennis Singles Tournament	 11 Spring Break Safety Conference Car Seat Safety Event Interview Practicum	 12 Eat Clean, Get Lean Workshop →	13	14 Saturday Classes Meet
15	16 Alternative Spring Break Service Project Spring Break →	17	18 3rd Installment Payment Due	19	 20	21 Saturday Classes Do Not Meet
22	23 2015 Summer & Fall Early Registration Begins SGA Elections →	24	25	26 MLA Workshop →	27 FAFSA Priority Deadline for Fall 2015 Indoor Soccer Rosters Due	28
29	30	31 Veterans Attendance Verification Form Due				
<i>March is Gender Equality Month</i>						

APRIL 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			● 1	2	3	4
			Family Housing Picnic	Last Day to Drop with a "W" SAAM Day of Action MLA Workshop	Good Friday	
5	6	● 7	● 8	9	10	11
Easter	Open Summer Registration	Wellness Walk/Run	Techsan Day	Eat Clean, Get Lean Workshop Exit Loan Session		Service Opportunity Pre-loan Session
12	13	● 14	● 15	● 16	17	18
	Exit Loan Session	SAAM Informational Booth Golf Putting Contest		Student Leadership Banquet & Dance		
19	20	21	22	● 23	24	25
		Raquetball Tournament	Administrative Assistant Day	Denim Day In Her Shoes Spring Abilities WSC All Sports BBQ Sexual Assault Awareness Conference	Pre-loan Session	Finals Begin for Saturday Classes Only Exit Loan Session
26	27	28	29	30		
	Finals Begin for All Students			Veterans Attendance Verification Form Due		
<p><i>April is Child Abuse Prevention & Sexual Assault Awareness Month</i></p>						

MAY 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
<i>May is Law Enforcement Appreciation Month</i>					End of Semester Graduation Residence Life Move-Out Day	
3	4	5	6	7	8	9
	Final Grades Due for All Students SGA Retreat		Payment Deadline for Summer Tuition	Pre-loan Session Residence Life Move-In Day		
10	11	12	13	14	15	16
Last Day to Drop with 100% Refund (15 & 12-week Semester) <i>Mother's Day</i>	First Class Day (12 & 15-week Summer Semester) Pre-loan Session					
17	18	19	20	21	22	23
	Student Loan Deadline	Basketball Free Throw Shooting Contest Welcome Week	Summer Residence Life Orientation	Self-discovery Forum	Volleyball Rosters Due	
24	25	26	27	28	29	30
	<i>Memorial Day Staff & Student Holiday</i>		Official Record Day (12 & 15- week semester) Last Day to Drop with 70% Refund (12-week) Begin Pro-rated Rent		Last Day to Drop with a 70% Refund (15-week)	
31						
Last Day to Drop with a 100% Refund (Mini-Session I)						

JUNE 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 First Class Day (Summer Mini-Session I) Residence Life Move-In: Mini-Session I Last Day to Drop with a 25% Refund (12-week)	2	3	4	5 Last Day to Drop with a 70% Refund (Mini-Session I) Last Day to Drop with a 25% Refund (15-week)	6
7	8 Last Day to Drop with a 25% Refund (Mini-Session I)	9 ●	10	11	12 Last Day to Apply for Summer Graduation	13
14	15 Emergency Loan Payment Due	16 ● Basketball 3 Point Shooting Contest Golf Putting Contest	17 ● Open Mic Night	18	19 Mid-Term Grades Due: D&F Only (12-week Semester)	20
 21	22 End Pro-rated Rent	23	24	25 ● PTSD Awareness Day Informational Booth	26 Indoor Soccer Rosters Due	27
28	29	30				
<i>June is Student Safety Month</i>						

JULY 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			● 1 Drug/Alcohol Awareness Event 3rd Installment Payment Due (12-week Semester) Independence Day Celebration	2 End of Semester (Mini-Session I) Residence Life Move-Out (Mini-Session I) Mid-term Grades Due: D&F (15-week Semester)	3 Registration Begins (Summer Mini-Session II) Independence Day (Observance) Staff & Student Holiday	4 <i>Independence Day</i>
5 Last Day to Drop with a 100% Refund (Mini-Session II)	6 First Class Day (Summer Semester) Residence Life Move-In Day (Mini-Session II)	7	● 8 Interview Practicum	● 9 Official Record Date (Mini-Session II) →	10 Last Day to Drop with a 70% Refund (Mini-Session II) 3-on-3 Basketball Rosters Due	11
12	13 Last Day to Drop with a 25% Refund (Mini-Session II)	● 14 Basketball Free Throw Shooting Contest	15 3rd Installment Payment Due (15-week Semester)	16	17	18
19	20	21	22	23	24 Last Day to Drop with a "W" (12 & 15-week Semester)	25
26	27 Fall 2015 Open Registration Begins	28 Finals Begin (12-week Semester)	29	30	31 End of Semester (12-week Semester) Residence Life Move-Out Day (12-week Semester)	
<i>July is UV Safety Month</i>						

AUGUST 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
<i>August is Immunization Awareness Month</i>						
2	3	● 4	5	6	7	8
		Pingpong Tournament	Exit Loan Session		End of Summer (Mini-Session II) Finals for Mini-Session II Residence Life Move-Out Day (Mini- Session II)	
9	10	● 11	12	13	14	15
		Golf Putting Contest Exit Loan Session		Pre-loan Session		Finals Begin for All Students (15-week Semester) Exit Loan Session
16	17	18	19	20	21	22
	Pre-loan Session				End of Semester (15-week Semester) Graduation Residence Life Move-Out Day (15- week Semester)	
23	24	25	26	27	28	29
	All Grades Due		Fall 2015 Payment Deadline	Residence Life Move-In Day	Last Day to Drop with a 100% Refund	
30	31					
	First Class Day (Fall Semester) SGA Info Tents					

SEPTEMBER 2015

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		First Class Day (Fall Semester) 1 SGA Info Tent No Gain, No Pain Registration WSC Sports Registration Week	2 Cardio Craze & 100 Mile Challenge Registration	3 Commit to be Fit & Powerpress Registration	4	5
6	7 Labor Day Staff & Student Holiday	8 Sports Star Registration Program	9 Fall Residence Life Orientation	● 10 WSC Open House	11 No Gain No Pain Registration Deadline 7-on-7 Flag Football Rosters Due	12
13 ●	14	15 Official Record Date	16	17	18 Last Day to Drop with a 70% Refund	19
20	21	22	23	24	25 Last Day to Drop with a 25% Refund	● 26 Student Leadership Conference
27 ●	28 Guy's Night Out	29	30 2nd Installment Payment Due			

September is Hispanic Heritage Month (September 15 - October 15)

2015 - 2016 AT-A-GLANCE 79

October 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2016						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

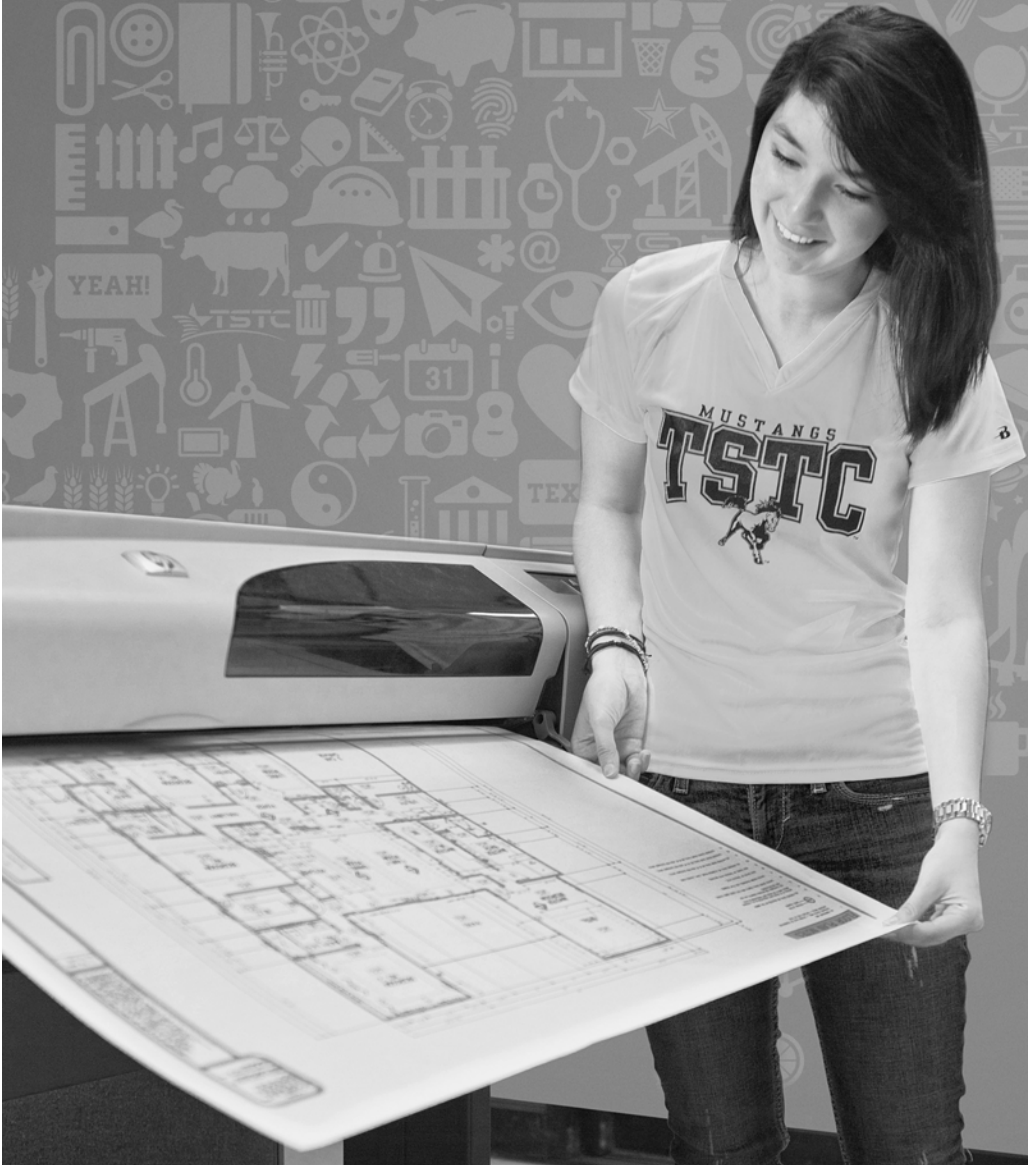
September 2016						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

80 2014 FALL SCHEDULE

	Time	Class	Location
Monday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Tuesday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Wednesday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Thursday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Friday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Saturday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Notes _____

Fall Semester



82 AUGUST 24 -
SEPTEMBER 6

August 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

24 Sun _____

31 Sun _____

25 Mon _____

01 Mon _____

26 Tue _____

02 Tue _____

27 Wed _____

03 Wed _____

28 Thu _____

04 Thu _____

29 Fri _____

05 Fri _____

30 Sat _____

06 Sat _____

September 2014

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEPTEMBER 7 - 20 ⁸³

07 Sun _____

08 Mon _____

09 Tue _____

10 Wed _____

11 Thu _____

12 Fri _____

13 Sat _____

14 Sun _____

15 Mon _____

16 Tue _____

17 Wed _____

18 Thu _____

19 Fri _____

20 Sat _____

84 SEPTEMBER 21 -
OCTOBER 4

September 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21 Sun _____

28 Sun _____

22 Mon _____

29 Mon _____

23 Tue _____

30 Tue _____

24 Wed _____

01 Wed _____

25 Thu _____

02 Thu _____

26 Fri _____

03 Fri _____

27 Sat _____

04 Sat _____

OCTOBER 5 - 18 ⁸⁵

October 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

05 Sun _____

06 Mon _____

07 Tue _____

08 Wed _____

09 Thu _____

10 Fri _____

11 Sat _____

12 Sun _____

13 Mon _____

14 Tue _____

15 Wed _____

16 Thu _____

17 Fri _____

18 Sat _____

86 OCTOBER 19 -
NOVEMBER 1

October 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19 Sun _____

26 Sun _____

20 Mon _____

27 Mon _____

21 Tue _____

28 Tue _____

22 Wed _____

29 Wed _____

23 Thu _____

30 Thu _____

24 Fri _____

31 Fri _____

25 Sat _____

01 Sat _____

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

02 Sun _____

09 Sun _____

03 Mon _____

10 Mon _____

04 Tue _____

11 Tue _____

05 Wed _____

12 Wed _____

06 Thu _____

13 Thu _____

07 Fri _____

14 Fri _____

08 Sat _____

15 Sat _____

88 NOVEMBER 16 - 29

November 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

16 Sun _____

23 Sun _____

17 Mon _____

24 Mon _____

18 Tue _____

25 Tue _____

19 Wed _____

26 Wed _____

20 Thu _____

27 Thu _____

21 Fri _____

28 Fri _____

22 Sat _____

29 Sat _____

NOVEMBER 30 - 89 DECEMBER 13

December 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

30 Sun _____

01 Mon _____

02 Tue _____

03 Wed _____

04 Thu _____

05 Fri _____

06 Sat _____

07 Sun _____

08 Mon _____

09 Tue _____

10 Wed _____

11 Thu _____

12 Fri _____

13 Sat _____

90 DECEMBER 14 -27

December 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14 Sun _____

21 Sun _____

15 Mon _____

22 Mon _____

16 Tue _____

23 Tue _____

17 Wed _____

24 Wed _____

18 Thu _____

25 Thu _____

19 Fri _____

26 Fri _____

20 Sat _____

27 Sat _____

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

DECEMBER 28 - 91

JANUARY 10

28 Sun _____

29 Mon _____

30 Tue _____

31 Wed _____

01 Thu _____

02 Fri _____

03 Sat _____

04 Sun _____

05 Mon _____

06 Tue _____

07 Wed _____

08 Thu _____

09 Fri _____

10 Sat _____

92 2015 SPRING SCHEDULE

	Time	Class	Location
Monday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Tuesday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Wednesday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Thursday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Friday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Saturday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Notes _____

January 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

11 Sun _____

18 Sun _____

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13 Tue _____

20 Tue _____

14 Wed _____

21 Wed _____

15 Thu _____

22 Thu _____

16 Fri _____

23 Fri _____

17 Sat _____

24 Sat _____

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

JANUARY 25 - 95

FEBRUARY 07

25 Sun _____

26 Mon _____

27 Tue _____

28 Wed _____

29 Thu _____

30 Fri _____

31 Sat _____

01 Sun _____

02 Mon _____

03 Tue _____

04 Wed _____

05 Thu _____

06 Fri _____

07 Sat _____

96 FEBRUARY 8-21

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

08 Sun _____

15 Sun _____

09 Mon _____

16 Mon _____

10 Tue _____

17 Tue _____

11 Wed _____

18 Wed _____

12 Thu _____

19 Thu _____

13 Fri _____

20 Fri _____

14 Sat _____

21 Sat _____

FEBRUARY 22 - 97

MARCH 7

March 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22 Sun _____

23 Mon _____

24 Tue _____

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27 Thu _____

27 Fri _____

28 Sat _____

01 Sun _____

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03 Tue _____

04 Wed _____

05 Thu _____

06 Fri _____

07 Sat _____

March 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

08 Sun _____

15 Sun _____

09 Mon _____

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10 Tue _____

17 Tue _____

11 Wed _____

18 Wed _____

12 Thu _____

19 Thu _____

13 Fri _____

20 Fri _____

14 Sat _____

21 Sat _____

April 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH 22 - 99

APRIL 4

22 Sun _____

29 Sun _____

23 Mon _____

30 Mon _____

24 Tue _____

31 Tue _____

25 Wed _____

01 Wed _____

26 Thu _____

02 Thu _____

27 Fri _____

03 Fri _____

28 Sat _____

04 Sat _____

100 APRIL 5 - 18

April 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

05 Sun _____

12 Sun _____

06 Mon _____

13 Mon _____

07 Tue _____

14 Tue _____

08 Wed _____

15 Wed _____

09 Thu _____

16 Thu _____

10 Fri _____

17 Fri _____

11 Sat _____

18 Sat _____

May 2015

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 19 - 101 MAY 2

19 Sun _____

20 Mon _____

21 Tue _____

22 Wed _____

23 Thu _____

24 Fri _____

25 Sat _____

26 Sun _____

27 Mon _____

28 Tue _____

29 Wed _____

30 Thu _____

01 Fri _____

02 Sat _____

102 2015 SUMMER SCHEDULE

	Time	Class	Location
Monday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Tuesday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Wednesday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Thursday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Friday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Saturday	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Notes _____

Summer Semester



104 MAY 3 - 16

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

03 Sun _____

10 Sun _____

04 Mon _____

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05 Tue _____

12 Tue _____

06 Wed _____

13 Wed _____

07 Thu _____

14 Thu _____

08 Fri _____

15 Fri _____

09 Sat _____

16 Sat _____

June 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17 Sun _____

18 Mon _____

19 Tue _____

20 Wed _____

21 Thu _____

22 Fri _____

23 Sat _____

24 Sun _____

25 Mon _____

26 Tue _____

27 Wed _____

28 Thu _____

29 Fri _____

30 Sat _____

106 MAY 31 -
JUNE 13

June 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

31 Sun _____

07 Sun _____

01 Mon _____

08 Mon _____

02 Tue _____

09 Tue _____

03 Wed _____

10 Wed _____

04 Thu _____

11 Thu _____

05 Fri _____

12 Fri _____

06 Sat _____

13 Sat _____

JUNE 14 - 27 ¹⁰⁷

July 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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16 Tue _____

17 Wed _____

18 Thu _____

19 Fri _____

20 Sat _____

21 Sun _____

22 Mon _____

23 Tue _____

24 Wed _____

25 Thu _____

26 Fri _____

27 Sat _____

108 JUNE 28 -
JULY 11

July 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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29 Mon _____

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30 Tue _____

07 Tue _____

01 Wed _____

08 Wed _____

02 Thu _____

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11 Sat _____

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JULY 12 - 25 ¹⁰⁹

12 Sun _____

13 Mon _____

14 Tue _____

15 Wed _____

16 Thu _____

17 Fri _____

18 Sat _____

19 Sun _____

20 Mon _____

21 Tue _____

22 Wed _____

23 Thu _____

24 Fri _____

25 Sat _____

JULY 26 - AUGUST 8

August 2015						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

26 Sun _____

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27 Mon _____

03 Mon _____

28 Tue _____

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29 Wed _____

05 Wed _____

30 Thu _____

06 Thu _____

31 Fri _____

07 Fri _____

01 Sat _____

08 Sat _____

AUGUST 9 - 22 ¹¹¹

September 2015						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

09 Sun _____

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11 Tue _____

12 Wed _____

13 Thu _____

14 Fri _____

15 Sat _____

16 Sun _____

17 Mon _____

18 Tue _____

19 Wed _____

20 Thu _____

21 Fri _____

22 Sat _____



Websites Helpful to Students

Texas State Technical College

General College Information

www.tstc.edu/harlingencatalog - TSTC's catalog

www.tstc.edu/harlingenhandbook - PDF of the current handbook

www.tstc.edu/harlingenpolicy - TSTC's list of policies and procedures

Tutoring and Learning Resources

www.tstc.edu/harlingenoss/situtoringprogram - Tutoring Schedule

www.tstc.edu/harlingenoss/videotutorlibrary - MyTSTC Video Tutor Library

Technology Tools

<https://portal.tstc.edu> - TSTC Portal

<https://sso.mymail.tstc.edu> - MyMail Student Email

<https://mycourses.tstc.edu> - Moodle

www.tstc.edu/harlingenadvisory/ens - Emergency Notification System

Motivation and Self-Awareness

www.motivation123.com

www.maximumimpact.com - John Maxwell website with an opportunity to sign up for his free e-newsletter

www.multi-intell.com - information on multiple intelligences

www.topachievement.com - articles on accomplishing goals

Critical Thinking/Creative Thinking

www.criticalthinking.org - articles on critical thinking

www.mindtools.com - helpful articles on learning strategies and thinking

www.bemorecreative.com - offers links to creativity websites

www.creativityforlife.com - articles on creativity

Writing, Research, and Search Engines

www.how-to-study.com

www.aresearchguide.com

www.powa.org - writing website

www.wordtrip.com - poetry and writing website

www.refdesk.com - fact finder website

www.google.com - search engine

www.altavista.com - search engine

www.metacrawler.com - advanced search engine

Jobs and Money

www.betterbudgeting.com

www.personalbudgeting.com

www.monster.com

www.jobhuntersbible.com - career and job searching website supplement to Richard Bolle's book *What Color Is Your Parachute?*

<http://careerjournal.com> - career articles from The Wall Street Journal

<http://careeronestop.org>

<http://online.onetcenter.org>





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Please visit www.tstc.edu/harlingen for the most updated information.