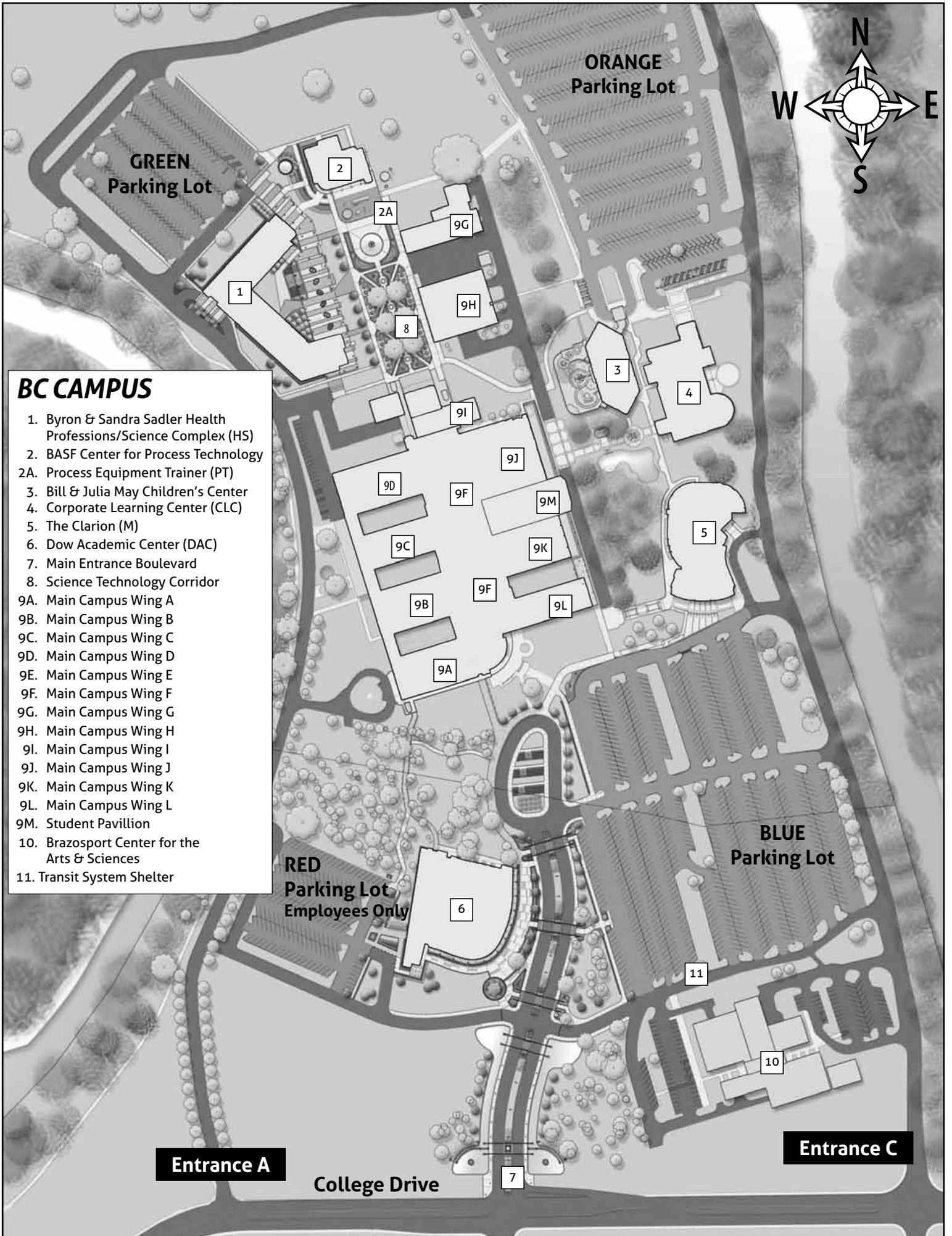


# STUDENT GUIDE & CALENDAR

 **Brazosport College™**  
The College of Choice



BRAZOSPORT COLLEGE  
**STUDENT GUIDE  
& CALENDAR**



## BC CAMPUS

1. Byron & Sandra Sadler Health Professions/Science Complex (HS)
2. BASF Center for Process Technology
- 2A. Process Equipment Trainer (PT)
3. Bill & Julia May Children's Center
4. Corporate Learning Center (CLC)
5. The Clarion (M)
6. Dow Academic Center (DAC)
7. Main Entrance Boulevard
8. Science Technology Corridor
- 9A. Main Campus Wing A
- 9B. Main Campus Wing B
- 9C. Main Campus Wing C
- 9D. Main Campus Wing D
- 9E. Main Campus Wing E
- 9F. Main Campus Wing F
- 9G. Main Campus Wing G
- 9H. Main Campus Wing H
- 9I. Main Campus Wing I
- 9J. Main Campus Wing J
- 9K. Main Campus Wing K
- 9L. Main Campus Wing L
- 9M. Student Pavillion
10. Brazosport Center for the Arts & Sciences
11. Transit System Shelter

Entrance A

College Drive

Entrance C

## BRAZOSPORT COLLEGE

### THE COLLEGE OF CHOICE

Welcome to Brazosport College!

Thanks for choosing BC. Our faculty & staff are here to help you reach your academic and career goals, whether you're transferring to another four-year college or university; entering a technical degree program; beginning your career; brushing up job skills; or continuing your lifelong quest for learning.

We hope this Student Guide and Calendar will come in handy. Use it as a quick reference for information on--

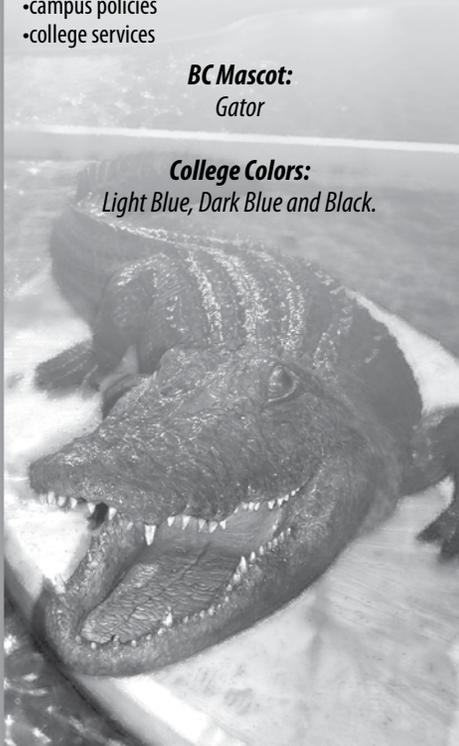
- registration
- student organizations/clubs
- campus policies
- college services

#### **BC Mascot:**

*Gator*

#### **College Colors:**

*Light Blue, Dark Blue and Black.*



#### **MISSION STATEMENT**

Brazosport College exists to improve quality of life by providing associate and baccalaureate degree programs, academic transfer programs, job skills training, and cultural enrichment in an efficient and cost effective manner. The board, faculty and staff are committed to student success by responding to student needs, creating a dynamic learning environment, exceeding expectations, and enriching our community.

# WELCOME TO BC!

Welcome to Brazosport College! The exceptional faculty and staff at BC are dedicated to your success. There are numerous programs and activities that are geared to supporting you in reaching your educational goals. This Student Guide & Calendar is just one of the resources to assist you in understanding and being knowledgeable about:

- college policies and procedures
- support programs and services
- campus events and activities
- important dates for the 2011-2012 academic year

In addition to active participation in your classes, you are encouraged to involve yourself in campus life beyond the classroom. By taking advantage of all that BC has to offer and thus being more engaged on campus, you will be taking steps to assure your success here at BC and beyond.

Thank you for choosing BC and best wishes for a successful year.

Sincerely,

A handwritten signature in black ink that reads "Ken Tasa".

Ken Tasa  
Provost & Dean of Academic & Student Affairs

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# GET INVOLVED *in*

## JOIN A STUDENT ORGANIZATION

Get involved in organizations or activities--a great way to meet others with similar interests.

There are various opportunities and organizations that Brazosport College students can choose to participate in during their tenure as a student at BC. Students have the opportunity to participate in student organizations, intramurals, community outreach and much more. As you explore the opportunities for BC students, realize the sky is the limit. "Carpe Diem" or "Seize the Day" as students say at BC!  
Student Life Office

### STUDENT SENATE

The Brazosport College Student Senate is the official voice of the student body to the BC Administration. The Student Senate provides an opportunity and avenue for students to participate in the college's decision making process. Its members consist of elected and appointed officers (sophomores and freshman) that meet weekly.

Contact: Student Life, 230-3412  
Student Pavillion

### PHI THETA KAPPA HONOR SOCIETY

ΦΘΚ is the International Honor Society for two-year colleges. The purpose of ΦΘΚ is to recognize and encourage scholarship. This is achieved through participating in opportunities for leadership, service, and scholarship while encouraging fellowship. To be invited into membership, a student must have earned a 3.5 overall GPA and have completed 12 semester hours of academic study, exclusive of developmental courses. To remain a member of ΦΘΚ, a student must maintain a 3.0. Additional scholarship opportunities are available for members.

Contact: Jo Greathouse, 230-3343 or 230-3450  
e-mail: Phi.Theta.Kappa@brazosport.edu

### FENCING CLUB

The Fencing Club was created to allow BC students to practice for and compete in local fencing competitions. The club meets twice a week for practice and travels to competitions in Houston once a month or more. Competitions are also held in Austin and Dallas and one tournament will be held at Brazosport College.

Contact: Kevin O'Neill, 230-3620  
email: Kevin.Oneill@brazosport.edu

### VISUAL ARTS COLLECTIVE

Art students and students who are interested in art will meet approximately once a month to view, discuss, learn about art, art careers, and art schools. Plans also include travel to galleries and museums.

Contact: Eric Schnell, 230-3642  
Eric.schnell@brazosport.edu

### INTRAMURALS

Intramurals promotes friendly competition between BC students in a variety of sporting events. BC offers basketball, flag football, volleyball, table tennis, billiards, tennis and more. BC students also compete twice a year with other colleges in the Gulf Coast Intercollegiate Conference. Announcements concerning events and entry procedures are posted weekly around campus.

Contact: Coordinator of Student Life, 230-3412  
Student Pavillion

### DRAMA

BC's Drama Department produces five shows annually, two each Fall & Spring semester, plus a Shakespeare in the Glen production in the summer. Auditions are usually held in September & January or by announcement. Anyone may audition. Students may be actors, technicians, carpenters, painters, costumers, back stage workers, and on occasion, singers and dancers.

Contact: Dana Andersen-Wyman, 230-3329  
email: Dana.Andersen-Wyman@brazosport.edu

### BAND

- Jazz Band plays a variety of Big Band, bebop, & fusion and performs various concerts each semester.
- Jazz Combo plays a variety of jazz & pop music, and both backs up the Jazz Singers & performs independently.
- College & Community Wind Ensemble are students & community members who serve as the BC concert band & typically perform two concerts per semester.
- Small Ensembles are woodwind, brass & percussion chamber groups.

Contact: Richard Birk, 230-3272  
email: Richard.Birk@brazosport.edu

### STUDENT REVIVE ASSOCIATION

The purpose of the Student Revive Association is to reach students who want to develop a deeper knowledge of God through fellowship and regularly scheduled meetings. Students will be encouraged to participate in community activities and serve others.

Contact: Wade Wilson, 230-3215  
email: wade.wilson@brazosport.edu

### CHOIRS

**Coasters** This pop/Broadway/jazz/show group consists of vocalists and perform some classical styles of vocal music in at least two concerts a semester, sometimes in combination with other vocal groups. The Coasters course # is MUEN 1141 section 2 and meets on Mondays and Wednesdays from 11:00-12:15. Scholarship available is up to \$400 each semester.

**Chamber Choir** is an auditioned group of 14-18 singers chosen for reading and blending skills. Music performed is traditional choral music from madrigals to contemporary. The choir will perform three to four concerts a semester, some in combination with other vocal groups. Chamber Choir course # is MUEN 1411 section 1 and meets Monday through Thursday from 12:20-1:10. Scholarship available is up to \$500 each semester.

**College Singers/Civic Chorus** combines with Coasters for most performances as well as Chamber Choir for others. Grand Chorus is for credit course # MUEN 1142 section 51, which runs concurrently with the Community Education class Civic Chorus. Both meet once a week, Tuesday evenings from 7-9. Scholarship available for College Singers is up to \$400 each semester.

**Jazz Singers** is an auditioned group of singers and instrumentalists that perform various styles of jazz. The singers are chosen from Chamber Choir. Jazz Singers perform three to four times a semester and meet Tuesdays and Thursdays from 2:10-3:20. Course # is MUEN 1151 section 1. Scholarship available is up to \$500 each semester.

contact: Rodney Mason, Director of Choral Activities  
(979)230-3316 or rodney.mason@brazosport.edu

### STUDENT LIFE BOARD

The Student Life Board coordinates special programs and activities designed to benefit the student body. Their mission is to promote student interaction by providing activities and programs that improve student life.

Contact: Student Life, 230-3412  
Student Pavillion

### MYSTERY HISTORY CLUB

The Mystery History Club (MHC) provides opportunities for students to investigate, and research local historical mysteries. The organization's primary goal is to solve local mysteries and provide an historical explanation. The MHC meets monthly throughout the academic year.

Contact: Alisa Petrovich, 230-3659  
email: Alisa.Petrovich@brazosport.edu

### STUDENT NURSING ASSOCIATION

Established for Associate Degree and Vocational nursing students; membership encourages participation in leadership, service, scholarship, and professional role development. Membership requirements: current compliance with nursing program admission and progression requirements; and yearly membership dues.

Contact: Tanya Klinegardner, 230-3188  
email: tanya.klinegardner@brazosport.edu

## HONORS PROGRAM

The Honors Program serves learners who are bright, motivated and creative. Students and faculty tailor the Honors curriculum to challenge learners to enhance their potential. Learners can earn Honors credit through individual teacher/student contracts or enrollment in Honors-designated courses.

Honors study advantages:

- Travel to local, state & national conferences
- Earn scholarships at Brazosport College and 4-year colleges & universities
- Design an individual study program
- Enjoy smaller classes & more individual interaction with faculty
- Carry Honors recognition to distinguish your academic transcript
- Meet leadership & scholastic excellence goals
- Experience cultural events & field trips to explore the world beyond the classroom
- Study abroad
- Publish and present research projects at local, State & national levels

Contact: Carrie Pritchett, 230-3538  
email: [carrie.pritchett@brazosport.edu](mailto:carrie.pritchett@brazosport.edu)

## STUDENT HONORS ENRICHMENT COUNCIL (SHEC)

SHEC is a voluntary student organization within the Honors Program. Members and officers of SHEC contribute to decision-making within Honors, travel to local and national conferences, participate in a wide variety of local projects, attend cultural events and take an annual week long educational trip each May which the students plan, organize and raise funds throughout the year. Meetings vary from semester to semester depending on student schedules and the number of ongoing activities.

Contact: Carrie Pritchett, 230-3538  
email: [carrie.pritchett@brazosport.edu](mailto:carrie.pritchett@brazosport.edu)



*There are certain things every college student should know once they begin classes at BC. Here are some helpful hints to make your college life go smoothly.*

## PROCEDURES FOR FORMING CAMPUS ORGANIZATIONS

Groups desiring to start a club or organization will initiate proceedings by conferring with the Associate Dean of Students.

Contact: Student Life, 230-3412

## UNATTENDED MINORS

For their safety, unattended minors of students/employees are not permitted on campus while students are in class or while employees are conducting business. In consideration of others, parents or other caregivers are not permitted to bring young children to class.

## LOST & FOUND

Lost & found items are held at the switchboard for 30 days. Please bring found articles to the switchboard. BC reserves the right to distribute unclaimed items to local charitable organizations, or through college clubs & organizations.

## THE SWAMP

A student recreational area, The Swamp, is located in the newly renovated L101 where students can play games and interact with others students. This area includes equipment and games for student enjoyment including pool and ping pong tables, foosball, vending machines, television and gaming areas.

## DISTINGUISHED STUDENT AWARDS

Each spring, BC recognizes students for:

- academic achievement
- student activity participation & leadership
- good citizenship

Distinguished students must:

- have 3.0 cumulative G.P.A. (based on 24 or more hours of college-level work)

• be enrolled for at least 6 hours in the spring semester  
Nominations are made by the faculty & staff, with no more than 20 students selected.

## ANNOUNCEMENTS & POSTERS

Official notices are posted on the bulletin board across campus. All information placed or distributed must be approved by the Associate Dean of Students.

Contact: Associate Dean of Students, 230-3233  
Room: E-105

## LIMITED ADVERTISING BY STUDENTS

A community events board is located on the first floor by the library entrance. All postings must be approved by the Associate Dean of Students. Anyone wishing to post material is referred to the Associate Dean of Students.

Contact: Associate Dean of Students, 230-3233  
Room: E-105

## SALE OF FOOD, DRINKS, AND/OR OTHER ITEMS ON CAMPUS

Organizations wishing to sell food, drinks or other items on campus for fundraising activities should request prior approval from the Associate Dean of Students.

Contact: Associate Dean of Students, 230-3233  
Room: E-105

# WHAT'S GOING ON

## ACADEMIC CALENDAR

For additional information or more complete listing of student calendar events go to the BC homepage and sign up for the iGator Newsfeed at [www.brazosport.edu](http://www.brazosport.edu)

### Fall Semester, 2011

Online Priority Registration (Registration only available through myBC)	July 21-22
Registration (Online and On-site)	July 25 – Aug 19
Deadline for Receipt of Applications for Admission/ Readmission, Transcripts, Applicable TSI Scores, and Completion of Required Testing for Fall Semester	Aug 19
Faculty Members Report	Aug 22
Late Registration (late registration fee applies)	Aug 22 – 26
Classes Begin	Aug 29
Drop and Add for Students Enrolled for the Fall Semester (schedule change fee applies)	Aug 29 - 30
Labor Day (Holiday, College Closed)	Sep 5
Last Day to Withdraw from Classes	Nov 4
Thanksgiving Holidays (College Closes at 3:00 p.m. Tuesday, November 22)	Nov 23 – 26
Final Examinations (Exams for Thursday night only classes will be scheduled on Dec 8)	Dec 10 – 15
(Grades Due (10:00 a.m.))	Dec 16
Christmas/New Years Holidays (College Closes at noon Tuesday, December 20)	Dec 21 – Jan 2

Final Examination	May 30
Grades Due (10:00 a.m.)	May 31

### First Summer Term (First Six Weeks), 2012

Online Priority Registration (Registration only available through myBC)	May 3-4
Registration (Online and On-site)	May 7 – 30
Memorial Day (Holiday, College Closed)	May 28
Deadline for Receipt of Applications for Admission/ Readmission, Transcripts, Applicable TSI Scores, and Completion of Required Testing for First Summer Term	May 30
Summer Faculty Members Report	May 31
Late Registration (late registration fee applies)	May 31 – June 1
Classes Begin	June 4
Drop and Add for Students Enrolled for the First Summer Term (schedule change fee applies)	June 4
Last Day to Withdraw from Classes	June 22
Independence Day (Holiday, College Closed)	July 4
Final Examinations (Exams for Tuesday/Thursday only classes will be scheduled on July 5)	July 9
Grades Due (10:00 a.m.)	July 10

### Winter Minimester, 2011

On-Site Registration (payment due at time of registration; online registration is not available)	Dec 5 – 16
Classes Begin	Dec 19
Final Examination	Jan 6
Grades Due (10:00 a.m.)	Jan 9

### Second Summer Term (Second Six Weeks), 2012

Registration (Online and On-site)	June 25 – July 10
Deadline for Receipt of Applications for Admission/ Readmission, Transcripts, Applicable TSI Scores, and Completion of Required Testing for Second Summer Term	July 10
Summer II Faculty Members Report	July 11
Late Registration (late registration fee applies)	July 11
Classes Begin Thursday	July 12
Drop and Add for Students Enrolled for the Second Summer Term (schedule change fee applies)	July 12
Last Day to Withdraw from Classes	Aug 1
Final Examinations (Exams for Tuesday/Thursday only classes will be scheduled on August 14)	Aug 15
Grades Due (3:00 p.m.)	Aug 16

### Spring Semester, 2012

Online Priority Registration (Registration only available through myBC)	Nov. 10-11
Registration (Online and On-site)	Nov 14 – Jan 6
College Opens	Jan 3
Deadline for Receipt of Applications for Admission/ Readmission, Transcripts, Applicable TSI Scores, and Completion of Required Testing for Spring Semester	Jan 6
Faculty Members Report	Jan 9
Late Registration (late registration fee applies)	Jan 9 – 13
Martin Luther King, Jr. Day (Holiday, College Closed)	Jan 16
Classes Begin Tuesday	Jan 17
Drop and Add for Students Enrolled for the Spring Semester (schedule change fee applies)	Jan 17, 18
Spring Break (College Closed)	Mar 12 – 17
Last Day to Withdraw from Classes	Mar 30
Spring Holiday (College Closed)	Apr 6
Final Examinations (Exams for Tuesday night only classes will be scheduled on May 1) (Exams for Wednesday only classes will be scheduled on May 2)	May 3 – 8
Grades due (3:00 p.m.)	May 9
Commencement	May 12

### Eleven Week Summer Term, 2012

Online Priority Registration (Registration only available through myBC)	May 3-4
Registration (Online and On-site)	May 7 – 30
Memorial Day (Holiday, College Closed)	May 28
Deadline for Receipt of Applications for Admission/ Readmission, Transcripts, Applicable TSI Scores, and Completion of Required Testing for Eleven Week Summer Term	May 30
Summer Faculty Members Report	May 31
Late Registration (late registration fee applies)	May 31 – June 1
Classes Begin	June 4
Drop and Add for Students Enrolled for the Eleven Week Summer Term (schedule change fee applies)	June 4
Independence Day (Holiday, College Closed)	July 4
Last Day to Withdraw from Classes	Aug 1
Final Examinations (Exams for Tuesday/Thursday only classes will be scheduled on August 14)	Aug 15
Grades Due (3:00 p.m.)	Aug 16

### May Intersession, 2012

On-Site Registration (payment due at time of registration; online registration is not available)	Apr 2 – May 9
Classes Begin Thursday	May 10

# STUDENT SUPPORT SERVICES

*The Learning Services & Library are here to assist you.*

*The Career Center can help you explore career paths & job placement opportunities.*

## LEARNING SERVICES

Located on the first floor adjacent to the Library, Learning Services provides a variety of services to help students with their course work.

### Hours:

Monday-Thursday 7:30 a.m.-9:30 p.m.  
Friday 7:30 a.m.-noon

- Computing Services - Learning Services offers an open computer lab with approximately 40 computers primarily set-aside for student use. Several accessories are available along with printing at a minimal charge.
- Online Learning Services - A section of the computer lab is set aside for online course work.
- Testing Services - Proctored testing services, including computerized testing, are provided for faculty and students Monday through Thursday at 8:00, 10:00, 1:00, 5:00 and 7:00 and Friday at 8:00 and 10:00. A current Brazosport College Photo I.D. is required for all BC tests. Call 230-3253 or come by to reserve a place.
- Tech Support Services - The Learning Services staff provides a limited amount of technical support related to course work.
- Audio/Visual Services - Students may view audio/visual tapes, CDs, or other media that instructors reserve.
- Office Equipment Services - Several pieces of office equipment is available for student use including a photocopier, a laminator, staplers, and hole punches
- Study Skill Services - Many students need assistance in developing strong study skills. Learning Services provides a variety of information to aid students in understanding how to manage their time and optimize learning.
- Conference Rooms - Three large conference rooms are available for meetings, study groups, etc.

## LIBRARY

BC faculty and library staff select books and other printed and electronic resources to provide up-to-date resources.

The library owns:

- over 70,000 bound volumes and over 43,000 electronic books to aid research, arranged by the Library of Congress Classification System;
- the Horizon on-line card catalog to aid searches of bound/periodical works. BC library subscribes to approximately 350 periodicals with indexes to aid periodical research;

## Health Services

In cases of serious illness, students, staff and faculty call on security officers, who are first responders, for emergency assistance. There are no medical personnel on campus, although there are first aid supplies in every building on campus. The college provides health education, drug and alcohol abuse information in its campus publications and display racks in the Admissions center. Also college policies and procedures on health-related topics and campus crime statistics are noted in this publication. There is insurance to cover accidents on campus and during approved college activities off campus.

•39 multimedia computers reaching an on-line card catalog, many electronic databases, and the internet.

Students can:

- access/print full-text articles from over 75,000 databases;
- search the Internet, connect to other libraries, and learn to cite electronic resources in research.

The public may also access/search BC library's on-line catalog and electronic databases from the library's web page:

[www.brazosport.edu/library](http://www.brazosport.edu/library)

## GENERAL RULES & INFO:

### 1. Library Hours:

Monday - Thursday ..... 7:30 a.m. - 9:30 p.m.  
Friday ..... 7:30 a.m. - 12 noon

2. Six group study rooms are available for students by reservation.
3. Books may only be returned in the library at the circulation desk return or in the outdoor bookdrops: one at the entrance to the college and one outside the gym.
4. Students withdrawing from the college must have the withdrawal form signed by a member of the library staff.
5. The library staff is not responsible for items left unattended.
6. Student I.D. cards are issued/updated at the circulation desk, a paid tuition receipt is required.

## Bill & Julia May CHILDREN'S CENTER

The Children's Center was organized to meet the needs of college students and staff. Full time care is available for children ages 6 weeks through 5 years. Part time is available for ages 18 months to 6 years for Daytime and 3 years to 8 years for evening care.

Center hours:

Full time care 7:00 a.m.-5:30 p.m. M-Fri  
Part time care(3 & up) 7:00 a.m.-5:30 p.m. M-Fri

Contact: Julie Littlefield, Director, 230-3576  
[julie.littlefield@brazosport.edu](mailto:julie.littlefield@brazosport.edu)

## STUDENTS WITH SPECIAL NEEDS

BC is committed to quality education and to providing equal educational opportunities to every student. BC offers services for individuals with special needs and capabilities which include:

### Guidance & Counseling:

Counselors:

- interpret test scores/help students select courses designed to meet their goals;
- provide additional consultation to students with academic difficulties;
- provide current career information

A designated counselor for students with disabilities is available to assist students with special needs.

Contact: Phil Robertson, 230-3236

email: [Phil.Robertson@brazosport.edu](mailto:Phil.Robertson@brazosport.edu)

## Student Success Center

Brazosport College offers a variety of services designed to help their students in the transition to college including Learning Frameworks, Supplemental Instruction (SI), the Brazosport College Writing Center, the Brazosport College Math Center, other forms of tutoring, workshops, and orientation programs for new students. Brazosport College requires that all first-time-in-college, degree-seeking students enroll in Learning Frameworks during their first semester. In addition, all students who are TSI-liable are required to take the class in their first semester. The Learning Frameworks course is designed to equip students with the knowledge, skills, and abilities necessary to become active and successful learners. SI is a free academic support program that utilizes collaborative, hands-on learning strategies to increase academic performance and retention in SI-supported courses. SI involves the use of regularly scheduled peer-facilitated sessions in which students are provided the opportunity to process and practice course-related information. The Writing Center provides drop-in tutoring Monday - Thursday 9 am - 8 pm and Friday 9 am - noon in order to assist with all areas of the writing process as well as English as a Second Language (ESL) tutoring and tutoring in reading. In addition to the Writing Center, the Student Success Center provides drop-in tutoring in all areas of math. Stop by the Student Success Center any time Monday - Thursday 9 am - 8 pm and Friday 9 am-noon. For tutoring in other subjects, or to see a current schedule, visit the Student Success Center.

Contact: Dr. Lynda Villanueva,

Associate Dean of Instruction, at 230-3422

## BOOKSTORE

Students can purchase textbooks, supplies clothing, gifts, general reading books, snacks and drinks at the college bookstore, located in the A-wing. The bookstore also provides a special order service for books not used on campus. Students may also place orders via the bookstore's website. The bookstore buys back current edition textbooks on a daily basis, provided the text is in resalable condition.

### Regular hours:

Mon-Thurs ..... 7:45 a.m.-7:30 p.m.  
Friday ..... 7:45 a.m.-noon

Contact: BC Bookstore, 230-3410

Website: [www.brazosportbookstore.com](http://www.brazosportbookstore.com)

# ADMISSIONS & REGISTRATION

## GETTING INTO BRAZOSPORT COLLEGE

### *beginning*

The Admissions/Registrar's office is your first stop for admission, readmission or transferring to/from Brazosport College. BC staff are ready to help as you complete the necessary forms and paperwork.

#### ADMISSIONS

Brazosport College is an open admissions institution. Students are encouraged to begin the admissions process prior to the date registration begins. The admission process includes:

- completion of the Texas Two Year Application located at [www.ApplyTexas.org](http://www.ApplyTexas.org)
- submission of all required documents for establishment of a correct residency determination
- submission of the official transcript from the institution of your highest education level
- meeting with a counselor for assistance with degree planning
- completion of required placement testing as recommended by your counselor
- visit the Financial Aid office to obtain information on financial aid for which you may be eligible.

#### INTERNET (myBC) REGISTRATION

Students who are cleared by Admissions and who have counselor clearance are encouraged to register and pay for classes using myBC. Online registration usually opens 2 days prior to onsite registration (see calendar page 6). Log into the system requires the student ID number (social security number or student ID number) and Personal Identification Number (PIN).

If you don't know your PIN you may obtain it in one of three ways:

1. Present a photo ID at the Registrar's office, or
2. Request that your PIN be mailed to you. In this case, current address on file is considered official.
3. PIN can be emailed to your email address or record by going to myBC student log-in page.

Courses may be added/dropped during the published add/drop period only. Dual/Concurrent students require the approval of their dual credit counselor (HS counselor at Sweeny) to add/drop courses.

#### ADD/DROP COURSES

- No course may be added after the date specified in the official BC calendar.
- A add/drop fee of \$10 is charged for each add/drop form processed.
- After the official withdrawal deadline, students are expected to take final exams and will be given the grade earned in the course.

In extraordinary circumstances, exceptions may be made under recommendation by the instructor, division chair, and approval by the Associate Dean of Instruction.

#### DEGREE REQUIREMENTS

Students should refer to the BC catalog for degree requirements. Students enrolling only in occupational courses may earn certificates representing mastery of entry level job skills. Catalogs are available in the Admissions/Registrar's Office and online at [www.brazosport.edu](http://www.brazosport.edu) - click on the "student downloads" button.

Contact: Counselor, 230-3040

#### DEGREE AUDIT

Using their BC ID# or Social Security # and their PIN# students can obtain an unofficial degree/certificate audit through myBC at [www.brazosport.edu](http://www.brazosport.edu)

Contact either the admissions office at 230-3020 or the counseling office at 230-3040 for additional assistance.

#### STUDENT CLASSIFICATION

- Students are considered full-time if they are registered for at least 12 semester hours in a long term or at least 5 semester hours in a summer session. Students who enroll in fewer than 12 hours in a long term and 5 hours in a summer session are considered part-time.
- Students are classified as freshmen if they have fewer than 31 semester credit hours completed successfully. If they have 31 to 60 semester credit hours, they are sophomores. Bachelor of Applied Technology (BAT) students with 61 to 90 semester credit hours are classified as juniors. BAT are students with more than 90 semester credit hours are classified as seniors.
- Students receiving federal financial aid, veterans' benefits, or federal loan deferral loan deferments should inquire at the Financial Aid Office on campus about regulations concerning summer semester enrollment.

#### PERSONAL CHECKS

- Checks are accepted for tuition/fees at registration times and for the exact amount of bookstore purchases;
- Personal checks may not be cashed on campus;
- Checks returned for insufficient funds will be redeposited within seven days;
- Checks returned a second time, or returned for account closed, will be turned over to a collection agency.
- Questions regarding checks that are turned over to a collection agency should be directed to the Business Office, 230-3408.

#### REFUND POLICY

- Students who wish to withdraw from BC courses after registration must complete and submit a course withdrawal form to the Registrar's office, with the required counselor's signature;

- After the specified time limits, no refund will be made;
- Consult the Annual Schedule of Classes for refund dates & times.

#### STUDENT SERVICE FEE

- Students enrolling for 1-11 semester credit hours during a long semester will be charged a student service fee of \$15;
- Students carrying 12 or more semester hours during a long semester will be charged a student service fee of \$21;
- Funds accumulated by BC through activities fees will support/partially underwrite student extra-curricular functions such as equipment/supplies for student activities; student government; membership in state/national organizations; expense of sending delegates to approved student government meetings; and financial assistance for sponsored clubs/organizations. Awards, publications, cultural activities/other activities for the good of the student body also draw funds from this source.

#### DEAN'S LIST

At the end of each semester, Brazosport College compiles a list of students named to the Dean's List. To achieve this recognition, students must:

- take and pass a minimum 12 semester credit hours of college-level work (*excluding physical education*); and earn a 3.60 GPA.

OR

- take and pass 8-11 semester credit hours of college level courses (*excluding physical education*); and earn a 3.75 GPA.

# FINANCING *financial* PAYING FOR COLLEGE YOUR FUTURE

The BC Financial Aid Office can help make your education affordable. Aid may be in the form of grants, scholarships, loans or work-study programs.

## FINANCIAL AID PURPOSE:

The BC Financial Aid program provides financial awards to those students who need assistance meeting educational expenses. Students receiving financial aid must be taking courses toward an approved degree or certificate program. Awards are offered through:

- grants
- scholarships
- loans
- on/off-campus employment
- a combination of these

Awards are made based on financial need, scholastic ability or other qualifications required by the donors of the funds.

The Department of Rehabilitative Services (DARS) offers tuition assistance to students who have certain disabilities (provided the vocational objective selected by the student with disabilities has been approved by a department representative). Apply to the nearest rehabilitation office or to the Director of DARS, in Austin, Texas.

## WORKSOURCE PROGRAMS:

The WorkSource provides financial support through WorkSource funding for childcare and educational expenses.

Contact: WorkSource,  
491 This Way, Lake Jackson, TX 77566  
(979) 297-6400

## SCHOLARSHIPS

Information on available scholarships/eligibility requirements and applications are accessible in the Financial Aid office and/or online at [www.brazosport.edu/financialaid](http://www.brazosport.edu/financialaid). Scholarships awarded to students enrolled full or part time and maintaining a 2.0 or higher grade point average (GPA).

Contact: BC Financial Aid office, 230-3377

## WITHDRAWAL OF STUDENTS WHO ARE RECEIVING FINANCIAL AID

Certain federal, state, and veterans' financial aid requirements specify students receiving such aid will be noted on the class rolls. If these students don't meet attendance rules, they must be reported to the appropriate office. Students receiving veterans aid will be reported to the state agency when they no longer meet attendance requirements. Adjustments may be made in their benefits.

Pell grant recipients' enrollment status will also be monitored because a change credit hour status may require the students' repayment of a portion of the grant to the federal government.

## REFUND AND REPAYMENT POLICY FOR STUDENTS WHO RECEIVE STATE OR FEDERAL AID

Upon withdrawal from BC, a student may be eligible for a refund of a portion of the tuition and fees paid that semester. If the student received state/federal aid (Title IV), a portion of the refund will be returned to the grant source.

Two formulas which determine refunds are: BC's Refund Policy and the federal "Return of Title IV Aid" formula derived from the October 7, 1998 Higher Education Act. The federal formula applies to students receiving federal aid if withdrawal is on/before 60% of the semester has passed. These students may also receive a refund of non-federal or non-state sources through BC's refund policy. The refund for those not receiving federal/state aid will be calculated using only BC's refund policy, as stated below:

*Students who withdraw from the College will receive a prorated refund of educational fees, according to the following schedule for the Fall and Spring Semesters*

- Prior to first regularly scheduled class day .....100%
- During first fifteen class days.....70%
- During sixteenth through twentieth class days.....25%
- After twentieth class day.....0%

The federal formula provides return of Title IV aid if federal financial assistance was in the form of a Pell Grant, FSEOG or Federal Student Loan and withdrawal was on/before completing 60% of the semester. The percentage of the refund is equal to the number of calendar days remaining in the semester divided by the total number of calendar days in the semester. If any refund remains after the required return of Title IV aid, the refund will be used to repay any state funds. The remainder will then be paid in proportion to the amount paid by the student as long as there was no unpaid balance due at the time of withdrawal. If an unpaid balance remains, all aid sources will be repaid before any refund is paid to the student.

Worksheets used to determine the amount of refund or repayment are available upon request.

## WILLIAM D. FORD DIRECT LOAN PROGRAM

1. Brazosport College participates in the William Ford Direct Loan Program. Brazosport College does not participate in the Parent "Plus" Loan Program.
2. Borrowers must meet all eligibility requirements by the Department of Education, as well as, the Satisfactory Academic Progress Policy (SAP) established by Brazosport College. The student's file must be accurate and complete prior to being awarded a student loan.
3. Borrowers must be enrolled at least half-time (6 credit hours) and working towards a degree or certificate.

## STUDENT CHECKLIST for Financial Aid

- Fill out Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov)
- Apply for admission to BC with all required forms filled out prior to registration
- Complete all additional financial aid forms as early as possible and review status on myBC
- Provide accurate information verifiable by tax returns, W-2 forms, etc.
- Provide verification of income and other data requested
- Read BC catalog to find refund policies, courses offered, degree plan, registration dates, tuition and fees, etc.
- Notify the Financial Aid Office of any change in address, name, marital status, course load (dropping a class/withdrawing from BC), increases in income or financial aid received from any source other than BC
- Reapply for financial aid each academic year

4. Transfer students who wish to borrow must submit all academic transcripts to the Financial Aid Office from all prior schools attended, as well as, meet SAP requirements.
5. The last date for priority application for each semester is one month prior to early registration. However, applications are processed throughout the year on a first-come, first-serve basis.
6. Loans processed prior to the first day of late registration will be available to students for charges of tuition, fees, and books. The remainder will be then be released to the student 30 days after classes have started.
7. All borrowers must complete student loan entrance counseling. A short quiz must be passed prior to delivery of the first disbursement of direct loan funds.
8. The financial aid office reserves the right to refuse or originate a direct loan or may certify such a loan for a reduced amount. Such decisions are made only on a case by case and are not part of a pattern or practice that denies access to loans because of a borrowers' race, gender, color, religion, national origin, age, disability status, income, or selection of a particular lender or guaranty agency. The school will notify the borrower in writing of the reason for the decision in such cases and will keep documentation supporting the decision on file.

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# careers

## CAREER COUNSELING

### FIND THE CAREER FOR YOU!

#### CAREER SERVICES

The BC Career Center, located in Room E110, offers a variety of services to assist you in selecting a major, transfer guides for senior colleges, training to help you with your job search and preparing for your career after college.

Selecting a Major and Exploring Careers:

- *DISCOVER* is a computerized career guidance program that may be used to learn about yourself and what majors and occupations might best suit your interests and strengths.
- Learning Frameworks career workshops are offered to every new student starting at BC. This workshop incorporates activities discussions and information to help you find a career path.
- Counselors are always on hand to go over your degree plan or discuss any career path question you might have.

#### DEGREE AND TRANSFER INFORMATION:

Available in BC's Career Center

- *Catalogs, transfer guides, and videos* describing admission procedures and academic programs for a variety of colleges.
- *Equivalency Guides* to help you select the right BC courses to transfer to senior colleges in Texas.
- *The Texas Common Application* for transfer and freshman students. You may complete this application (under special circumstances a paper application can be obtained - check with office of Admissions) electronically at [www.applytexas.org](http://www.applytexas.org).

#### THE JOB SEARCH

The Career Center offers numerous tools to help you get on the right path.

- CCN is BC's online job search board that provides local full and part time employment opportunities. The site offers a chance to look at CCN's nationwide job database, along with resume review and help. Local jobs are also posted outside the commons area on the Hot Jobs board.
- The Green Job Book is updated weekly with current openings at local school districts, cities, hospitals, chemical plants, and many more!
- Project Interview provides job search and interview skills training for students enrolled in BC's Chemical Technology program.
- Job search help and resume review is provided absolutely free by appointment in the Career Center. If you need help on where to find job postings or just help submitting a resume, we're here for you.

For more information about any of these services or to make an appointment, please contact BC's Career Services:

Stacie Dull, 230-3317  
[stacie.dull@brazosport.edu](mailto:stacie.dull@brazosport.edu)



#### myBC CARD (Student I.D.)

Students completing enrollment/paying fees are issued the myBC Card from the library which:

- is renewable each semester the student is enrolled during the three year life of the card. After three years, a new card will be issued;
- if during the three year life of the card it is stolen, lost, or damaged beyond use there will be a \$20 replacement fee;
- allows participation in designated college activities;
- must be shown for identification purposes when requested by college officials/other designated authorities;
- is used to check books out of the BC library;
- must be shown to make up exams in the LAC;
- must be shown in the computer center to obtain an account.

#### EVENING & WEEKEND CLASSES

Students encountering problems or needing assistance during evening hours should report to the college switchboard where they will be referred for further help.

#### INCOMPLETE GRADES

The grade of "I":

- denotes incomplete course requirements;
- may be given when a student, for a justifiable reason (such as illness), has failed to complete course requirements;
- must be secured by approval of the instructor through student contact;
- must be removed by completing course requirements within 30 days after the end of the semester (student is responsible for arranging with the instructor for completion of course requirements);
- will become an "F" unless course requirements have been satisfactorily completed; and
- may be extended by a 30-day period only with the approval of the Provost & Dean, Academic & Student Affairs

# CAMPUS PARKING & TRAFFIC

## SAFE DRIVING *vehicle*

BC employs security officers to provide security for facilities and provide assistance to students, visitors/faculty or staff. Officers regularly patrol campus parking lots. Call for their assistance through the college switchboard at 230-3000 or the on duty officer at 236-3959.

### ON-CAMPUS PARKING

Ample parking space is available for students in the student parking areas (See map, page 1). Handicapped parking (requires an official handicapped parking tag or license) is located in all parking areas, with additional parking on the west side of the campus near the fountain. A temporary tag can be obtained from the Business Office to park in visitor parking.

### REGULATIONS

1. BC strives to protect vehicles/private property when on college property, but the college assumes no responsibility for care/protection of any vehicle or its contents at any time it is operated or parked on the college campus.
2. Citations will be issued for violations of parking violations of parking and campus traffic rules and regulations.

3. Appeal of citations should be made to the college Dean, Administrative Services and CFO.

### TRAFFIC AND SECURITY REGULATIONS

The following rules/regulations are to provide for the safety of students attending BC; in order to create orderly parking/timely flow of traffic and to assist students in the protection of their vehicles. Vehicles shall be parked in appropriately-designated areas as follows:

1. Student parking is available in the Blue, Green, and Orange lots. Red lot requires a permit and is faculty and staff only.
2. Visitor parking is available in the Blue, Green and Orange lots and on the west side of the main building near the fountain. Handicapped parking is also available within the student parking lot (see #1).
3. Motorcycles will park in the designated area in the front blue parking lot.

4. Vehicles improperly parked, parked in restricted areas, or left overnight without prior notification of campus security may be removed and stored at the expense of the owner of the vehicle.

### TRAFFIC REGULATIONS

1. Parking is not permitted in the following areas:
  - A. Reserved areas
  - B. Loading zones
  - C. Driveways
  - D. Crosswalks/sidewalks
2. Double parking is not allowed.
3. Vehicles must be parked within the lines of individually marked spaces.
4. Do not back into parking spaces.
5. Students should:
  - A. Observe one-way traffic flow lanes.
  - B. Not park in any areas that are designated no parking: (*turns, esplanades, on grass, etc.*)
  - C. Drive in accordance with posted speed limits.
  - D. Observe yield/stop signs.
6. Not drive on sidewalks.
7. Yield to pedestrian traffic.
8. Not park in Visitor spaces if currently enrolled.

### AUTOMOBILE ACCIDENTS/THEFTS

Accidents/thefts should be reported to Campus Security or the C-wing Business Office.

Contact: 230-3213 or 230-3000

# PERSONAL HEALTH & SAFETY *safety*

## TIPS FOR COLLEGE STUDENTS

Brazosport College faculty and staff are not only interested in your academic well being but also your personal well being.

### STUDENT INSURANCE

The college does not provide nor recommend any specific insurance program for students. Students should determine whether to obtain health/accident insurance individually.

### STUDENT IMMUNIZATION

The following is to alert students to the need for immunization against certain diseases that are occurring more frequently in our state:

- **Measles** is a highly contagious viral disease, and antibiotics are not available to treat persons infected with this organism. Recent outbreaks of this illness resulted in hospitalizations/several deaths among college-aged persons. Based on this, it is strongly recommended that students in higher education institutions have two doses of the vaccine prior to opening classes. Most adults have had only one dose. Measles vaccine is most often given in combination with vaccines for mumps and rubella, which are also caused by viruses.
- The illness caused by **Tetanus** results from poison produced by a bacteria. Very difficult to treat once it occurs, prevention of tetanus is the most appropriate choice. The vaccine is effective for about 10 years, and

needs to be boosted at that interval. It is now common for older adults to develop tetanus in the United States as many adults do not receive the recommended 10-year boosters. The tetanus vaccine should be given in combination with the diphtheria vaccine.

- **Polio** immunization is not routinely recommended for persons 18 years of age or older. However, if global travel is planned, a physician should be contacted for specific recommendations.

- **Bacterial Meningitis** Beginning with the spring 2012 semester, Section 51.9192 of the Texas Education Code requires all students entering an institution of higher education to provide proof of receiving a bacterial meningitis vaccination received within 5 years of the date in which they apply to the institution. Proof of vaccination must be received by the Office of Admissions no later than 10 days prior to the published start of courses for a particular academic semester. Students who do not provide proof of bacterial meningitis vaccination by the established deadline could be removed from courses.

Section 51.9192 of the Texas Education Code provides exemptions from this requirement for students who are over 30 years of age, students currently attending

an institution of higher learning, or students attending courses only online. If an online student enrolls in an on-campus section of any course, they become subject to the established rule and must provide proof of bacterial meningitis vaccination within the previous 5 years at least 10 days prior to the start of that semester's published start date. Current students become subject to the rule should they have a break in enrollment of at least one fall or spring semester.

Due to the recent passage of this act, rules and regulations may be subject to update and/or change at any time. Sections 2.09 and 2.09a of the Texas Education Code emphasize the importance of students maintaining their immunizations.

is a serious, potentially deadly disease that can progress extremely quickly. The bacteria that causes meningitis inflames membranes surrounding the brain and spinal cord, and can also infect the blood. There is treatment, but survivors can develop severe health problems or disabilities. Symptoms include: high fever, rash or purple patches, light sensitivity, confusion/sleepiness, lethargy, severe headache, vomiting, stiff neck, nausea, and seizures. Diagnosis must be made by a medical provider with early diagnosis and treatment greatly improving the likelihood of recovery. Antibiotic treatment, received early, can save lives. Vaccinations are effective against 4 of the 5 most common bacterial types, but take 7-10 days to become effective. For more information on bacterial meningitis, contact your health provider; your local or regional Texas Department of Health office; or [www.edc.gov/ncidod/dbmd/diseaseinfo](http://www.edc.gov/ncidod/dbmd/diseaseinfo); or [www.acha.org](http://www.acha.org)

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# CAMPUS EMERGENCY PLAN

## Local Emergency Numbers

Dial 911 or one of the following numbers:

CITY	FIRE	POLICE	AMBULANCE
Lake Jackson	415-2700	415-2700	415-2700
Richwood	265-8157	265-8157	239-2222
Clute	265-6194	265-6194	265-6194
Freeport	239-1211	239-1211	239-1211

## Campus Emergency Contacts

NOTE: These numbers are listed to assist in reaching appropriate persons in the event of an emergency. Every emergency situation is different. Individuals are expected to exercise judgment and respond appropriately.

CONTACT	OFFICE PHONE
Security	236-3959
Fred Scott	230-3213
Dean of Students	230-3233
Herb Miles	230-3459
John Ray	230-3202
Ken Tasa	230-3320

## Campus Emergency Numbers

- On-campus Dial 0
- Off-campus Dial 230-3000
- After hours: Call campus security at 236-3959

## Introduction to Emergency Information

This section is intended to provide a ready source of information in the event of an emergency. Every emergency situation is unique and can take a variety of forms. While it is not possible to prepare for everything that can happen, some things to keep in mind are:

For some major emergencies such as hurricanes and floods, preparations can be made. For most emergencies there is no preparation. Knowing who to contact can save time, property and even lives in some cases. The following provides general information about what to do in an emergency. College administrators can provide additional information if there are questions about these procedures.

## Everyone Should:

- Think of the safety of individuals first and foremost
- Use common sense in dealing with situations
- Act quickly in the event of an emergency
- Remain calm
- Be factual in dealing with students
- Develop contingency plans and train staff
- Rehearse emergency procedures
- Practice prevention

**In all emergencies follow directions of emergency personnel and college administrators.**

## BC Campus Evacuation Areas

In an emergency situation, unless the building is affected, deans should immediately assemble.

Students, faculty and staff should move to designated evacuation zones.

## Notification of an Emergency

In the event of an emergency that requires evacuation of the college, you will be notified by college administrators and security personnel to leave the area. College administrators will assign responsibility for notification of evacuation. This will usually be done through deans, directors, and division chairs. If these persons are not on campus, the administrator on duty will be responsible for assigning persons to issue the notice to evacuate the campus.

**Do not return to an evacuated building unless told to do so by college administrators.**

## Fire

Should a fire condition exist, an alarm will sound. There are over 150 fire extinguishers on campus. Each classroom, administrative office area, and mechanical room has a fire extinguisher. Know the location of the fire extinguishers near your office or classroom.

Know the closest exit in the event of fire. Observe posted evacuation routes. Emergency exits are clearly marked with overhead, red exit markers. College personnel are responsible for pointing out exit signs to students in their classes or employees under their supervision.

In the event of a fire, follow these steps:

A. Immediately call Security at 236-3959 and report the fire and contact the switchboard at extension 0.

1. College personnel assigned to do so will notify students in classes and employees of the emergency.
2. College faculty and staff will assist the disabled in exiting the building. The ramp at the center of the college provides an alternate route for disabled individuals.

B. If the fire is minor and controllable, use a nearby fire extinguisher to put out the fire.

C. If the fire is large and uncontrollable, evacuate all rooms, closing all doors to confine the fire and reduce oxygen. (Do NOT lock doors.)

**Know the location of the nearest fire exits.**

**Know the location of fire extinguishers in your area and how to use them.**

**Use the ramp and stairs do not use the elevators.**

## Freezing Conditions

In the event of freezing weather, the President or designee will monitor road conditions and determine whether or not to close the campus. If such conditions exist, employees and students should listen to the local radio and TV stations for information.

## Tornado

Since tornadoes occur without time to prepare, there is little to be done other than protection of persons. Assigned college personnel will notify you if a tornado threatens the campus. Remember that you are safer inside the building.

**Stay away from windows and stay close to structural supports.**

## Hurricane/flood

It is the policy of Brazosport College to follow national weather advisories regarding evacuation of the area in case of severe weather conditions. Employees shall ensure that supervisors know how they may be contacted during an evacuation period.

In the event a hurricane or flood threatens the Brazosport area, the President or designee will monitor conditions and decide whether or not to close the campus. If the determination is made to close the campus, employees should do the following:

1. Unplug all electrical equipment. Computers and related equipment can be affected by power surges and outages that accompany storms.
2. Move computers and electronic equipment away from windows and outside doors, and away from areas that have leaked in the past. If you need plastic sheeting to cover equipment, contact Buildings and Grounds Maintenance at extension 3206 and they will provide plastic to cover equipment.
3. When a hurricane/flood watch is issued, the Director, Facility Services, will be responsible for securing loose materials outside the building.
4. The Director, Facility Services, will be responsible for shutting down air conditioning, gas, electrical and water systems and for moving equipment to the safest location, once the college has been evacuated.
5. Staff members are responsible for moving equipment and records in their areas to the locations designated in department plans. If assistance is needed, supervisors should contact the Director, Facility Services.
6. Listen to local radio and TV stations for more information regarding return to campus.

## Bomb Threats

Bomb threats are occasionally made against public institutions. Because the college has an open campus, access to the campus cannot be controlled. Local police chiefs advise that reaction to a bomb threat is a judgment call.

1. First and foremost is the welfare of the students and employees of the college. If you should receive a threat, try to have the caller agree for the call to be transferred to a college administrator.
2. If that fails, attempt to gather as much information as possible.

*Try to learn the following:*

- When is the bomb set to go off?
  - What does the bomb look like and where was it placed?
  - Why was the bomb set?
  - What does the voice sound like?
  - Were there any identifiable sounds in the background?
  - What was the exact wording of the threat?
3. Immediately notify a college administrator that you have received a threatening phone call and relay as much information as possible. You should be prepared to answer questions that would be helpful. *NOTE: The President or administrator on duty will make a decision regarding the action to be taken.*
  4. If an evacuation is ordered, scan your area of the building for any suspicious articles or packages. If suspicious items are identified, DO NOT attempt to remove them. Report them to a college administrator.
  5. Leave the building by way of the nearest exit and proceed to designated evacuation areas.
  6. Do not return to the building until you are notified to return by a college administrator.

**Do not hang up on phone threats. Keep the caller talking and get as much information as possible.**

## Violent Acts

When someone witnesses a violent act or the threat of violence, immediately notify campus security at 236-3959 or the college operator - 0.

## Chemical Spills

Any spill of a hazardous chemical on campus must be reported to the college administrator on duty at extension 0.

When reporting, be specific about the material spilled and the exact location of the spill. The college administrator on duty will follow up and contact outside authorities if assistance is needed.

On-site personnel should evacuate the area of the spill and seal it off as much as possible to prevent contamination of adjoining areas.

On-site personnel should also evacuate adjoining areas if the spill poses a threat to these areas.

Anyone who may be contaminated by the spill should:

1. immediately wash with soap and water
2. remove contaminated clothing
3. request assistance
4. remain in the general area
5. wait for college personnel to assist you.

College labs are equipped with safety showers and eye wash stations. These should be used at once.

## Gas Leaks On Campus

If a natural gas leak is detected in the building, the following steps should be taken:

- Walk quickly to the nearest marked exit and alert others in the area to also evacuate the area. Assist the disabled in exiting the building. Immediately send someone to notify the college switchboard operator, or security
- Go to the designated evacuation area.
- Do not turn any electrical power source on or off or attempt to use the telephone.
- Do not use a flame.
- Do not use elevators in leaving the building.
- Do not return to an evacuated building until instructed to do so by a college administrator.

## Toxic Fume Release (off campus)

During an accidental release of toxic fumes from industry, the rail transport of chemicals, or other emergencies where the air quality threatens persons on campus, shelter-in-place is recommended. Shelter-in-place means staying inside the building or seeking shelter in the nearest building.

Local authorities will notify the college to issue orders for shelter-in-place during chemical emergencies that occur off campus. All employees and students will be directed to remain inside or to seek shelter by the college administrators.

### SHELTER-IN-PLACE PROCEDURES

- Go inside the building.
- Close all doors
- The Director, Facility Services, will be responsible for shutting down the air conditioning/cooling system for the building to reduce the intake of outside air.
- Turn on radio or television for further information. Campus TV monitors will provide updated information on the emergency.
- If eyes, nose or throat become irritated, protect breathing by covering your mouth with a damp cloth. You should take frequent shallow breaths and remain calm.
- If a medical emergency develops, follow procedures outlined in the Medical Emergencies section.

**Do not leave the building until you receive official notification that the danger has passed.**

## Campus Evacuation

**Evacuation of all or part of the campus will be announced by the President or designee.**

When campus evacuation is announced, all persons are to immediately vacate the area. This announcement will be relayed in the manner outlined below. Instructors and their designees are responsible for assisting disabled persons.

Information about evacuating the college will be disseminated through the college's emergency notification systems. College deans will be responsible for notifying those under their supervision of the evacuation. Division chairs will be responsible for ensuring that all faculty and students in classes underway on campus are informed of evacuation. In the event that deans or division chairs are not available, the college administrator on duty and his or her designees will be responsible for informing those on campus of evacuation.

**Campus security will direct traffic in leaving campus.**

In the event that it is necessary to evacuate the area, employees will be contacted at the destination numbers that employees have provided to supervisors. College employees will be notified by their immediate supervisors of the campus reopening.

**Public announcement of the campus reopening will be made over Houston radio and tv stations listed.**

## Medical Emergencies

Call the college switchboard at extension 0 or security at 236-3959 if you or others need help!

**Initiate appropriate action.**

## Life Threatening Emergencies:

Unconsciousness, Difficulty Breathing, Choking, Seizures, Chest

Pains, or Serious Bleeding.

1. GET HELP!
  - a. If alone, go quickly to the nearest phone and call 911. Also, notify the college switchboard at extension 0 or security at 236-3959.
  - b. If not alone, send someone to the nearest phone to call 911 and to notify the switchboard or security.
  - c. Report the nature and location of the emergency.
  - d. Report the condition of the individual.
2. Render aid as appropriate.
3. Switchboard operator will send someone to meet emergency personnel to direct them to the incident.

## General Medical problems

(Injuries/Illness) Non-life threatening conditions .

- contact the college switchboard at extension 0.

## Accidents

### Vehicle Accidents on campus

All accidents, thefts, or offenses that occur on campus must be reported to Security or the campus operator at extension 0 from on-campus phones or 230-3000 from off campus. College security officers and administrators will be notified as appropriate by the switchboard operator for necessary follow-up action. Contact the college switchboard at extension 0 to report the accident. While the college is not responsible for personal vehicles, the college security officer and/or our contract police officer will assist in the exchange of information and notification of local police for investigation of the accident.

### Vehicle (college) Accidents off Campus

Follow normal vehicle accident procedures. Exchange information for police reports. Insurance information is located in the glove box of each vehicle. If the accident is serious and injuries are involved or the college vehicle is disabled, contact the college switchboard during college hours or a college administrator using the information on page 24 of this pamphlet during weekends or after hours.

## Maintenance Emergencies

Maintenance and related problems include:

- Power outages and electrical problems
- Water leaks
- Gas leaks
- Sewage problems

Call the college switchboard at extension 0.

At other times when classes are not in session, call the college security officer at 236-3959, or contact a college administrator listed in Campus Emergency Contacts section.

**Warning: Do not touch electrical wires. If possible, shut off power in the event of an electrical problem.**

## General Information

### Motorcycles

Motorcycles should be parked in designated areas. Do not park on sidewalks or grassy areas.

### Car trouble or jumpstarting

Contact the college switchboard. Campus security will assist with jumpstarting, but cannot perform vehicle maintenance or flat tire services.

## Houston TV Stations

KPRC TV - CHANNEL 2  
KHOU TV - CHANNEL 11  
KTRK TV - CHANNEL 13

## Houston Radio Stations

The following radio stations may be requested to broadcast information regarding local conditions after hurricanes:

Houston KTRH - 740 FM  
Houston KPRC - 950 AM  
Houston KXGJ- 101.7 FM

## Evacuation Information

In the event of an evacuation of the Brazosport area, college employees will be notified by their immediate supervisors regarding return to work. Supervisors will use phone numbers at evacuation sites listed by employees for notification. Information about return to work will also be available on the colleg web page or by dialing the college switch board for a recorded message. This emergency handbook is also available on-line on the Brazosport College home page at [www.brazosport.edu](http://www.brazosport.edu) under the "General Information" section.

## SMOKING POLICY

Based on scientific studies indicating that secondary smoke can be injurious to a non-smoker's health, BC has adopted the following policy: **Tobacco use is not permitted inside any college facility at Brazosport College. Outside tobacco use is permitted only in designated areas.** Students will be responsible to follow signage noting designated areas for tobacco use.

# PRIVILEGES & OBLIGATIONS

## RIGHTS

*It is the responsibility of each student to be aware of college policy which can affect your standing with the college. You are responsible for remaining in good academic standing and not in debt to the college financially. This guide is current at the time of publication but is subject to changes in rules and regulations as college policy, regulations of state or federal agencies or legal changes occur.*

### STUDENT RIGHTS AND RESPONSIBILITIES

Brazosport College holds that the student, upon enrollment, neither loses the rights nor escapes the duties of a citizen. Enjoying opportunity at partial expense to the local district and the State of Texas, the student-citizen has a responsibility to fellow students, the state, and the institution in which, by choice, that student enrolls. The rights and responsibilities of students include the following:

#### I. Rights

- The right to expect an educational program of the highest quality.
- The opportunity to develop one's potential to the best of that person's abilities.
- The right to inquire about and recommend improvements in policies, regulations and procedures affecting the welfare of students. This right is best exercised through the fullest use of the appropriate processes provided in the Student Senate and other campus organizations.
- The right to counsel, a fair hearing, and an appeal when disciplinary action (which a person feels is unfair or excessive) is applied to that individual or as a group member.

#### II. Obligations and Responsibilities

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

#### III. Dress and Grooming

Students are expected to dress and groom themselves in an appropriate manner while on campus or while participating in activities sponsored by the college. Students whose conduct is such as to cast unfavorable reflection upon the college, and thereby upon all students, are subject to disciplinary action.

### STANDARDS OF STUDENT CONDUCT

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit. The institution accepts the concept that where its interests as an academic community are involved, the special authority of the institution should be asserted.

#### I. Breaches of Conduct

The college regards the following as illustrations of misconduct that may result in action by the appropriate college authority. Notation of disciplinary action imposed upon students shall be made a part of the student's permanent file in the office of the Associate Dean of Students.

**Misconduct** shall include, but not be limited to, the following:

- Gambling, dishonesty or the use of intoxicating liquors while on college district property or participating in college-sponsored activities.
- The illegal use, possession and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, shall not be allowed on campus, and any student caught with

such drug will be subject to appropriate disciplinary action.

- Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

**"Cheating on a test"** shall include:

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

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

**"Collusion"** shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Students guilty of cheating, plagiarism or collusion shall be subject to dismissal from the class with a failing grade. A second offense may be cause for suspension.

- A student who owes a debt to the college or who writes an "insufficient funds" check to the college may be denied admission or readmission to the college until the debt is paid or the check redeemed.
- Violations of the Penal Statutes of Texas or of the United States occurring on college property or in connection with college-sponsored activities may also constitute violations of the college's rules and regulations when such violations affect the educational process and goals of the college.
- Possession or use of firearms on college-controlled property except for educational purposes that have the prior approval of the Provost & Dean, Academic & Student Affairs
- Interference with teaching, research, administration, or the college's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
- Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.
- Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
- Initiations by organizations may include no feature that is dangerous, harmful or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.

- Endangering the health or safety shall include, but is not limited to, assault, physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens the health or safety of any person.
- Damaging or destroying college property.
- Unauthorized use of college property.
- Refusal to properly identify himself or herself when requested to do so by a college official.
- Dressing and grooming in an inappropriate manner while on campus or when participating or attending activities sponsored by the college. The college administration is delegated the authority to develop standards of dress and grooming.
- Stealing college property or property owned by another student while he or she is on campus.
- Unauthorized use/access of college computer(s) is in evidence when a person is found to be using the college computer without the consent of an instructor or other college employee authorized to provide use/access, or gaining access to data stored or maintained on the college's computers without the consent of an instructor, or employee authorized to provide use/access. A person commits an offense if: (a) he or she intentionally or knowingly gives a password, identity code, personal identification number or other confidential information about the college computer security system to another person without the consent of college officials in charge of the computer center, or (b) if he or she uses the computer for purposes other than those approved by the instructor, or employee authorized to provide use/access. Students, and other persons using the college computer, should be aware that a breach of conduct involving unauthorized use of the college computer not only can bring disciplinary action by the college, but could subject one to a criminal charge of a Class A or B Misdemeanor, under Chapter 33, Section 1, Texas Penal Code of the State of Texas. Non-students who are found to be in violation of this policy are subject to being reported to local police authorities.

### DISCIPLINE AND PENALTIES

The college distinguishes its responsibility for student conduct that is in violation of law as cases of separate jurisdiction. When a student or group of students stand in violation of law, they are subject to college disciplinary action in addition to action taken in the courts. The Associate Dean of Students shall consider and take appropriate disciplinary action when violation of law, college rules and regulations, and other breaches of conduct by students are reported to the Associate Dean of Students.

The Associate Dean of Students shall attempt to ensure that the best interests of offending students and the college are served by making use of college counseling and other available services as the Associate Dean of Students deems appropriate.

### FOREIGN STUDENTS

A student who is a citizen of a country other than the United States attending the college under a non-immigrant visa issued by the Immigration and Naturalization Service and who is finally convicted of an offense defined by law may be expelled from the college.

### SCHOLASTIC PROBATION

Scholastic probation: Students who have a grade point average below 2.0 or who withdraw from more than half of the credit hours attempted in a semester may be placed on advised academic status or scholastic probation. The appropriate division chair will outline the conditions students must follow to continue enrollment at the college. If they fail to meet these conditions, they will be subject to scholastic suspension. See catalog "standards of Academic Progress" for more information.

## DISCIPLINARY SUSPENSION

When the Associate Dean of Students receives information that a student has allegedly violated a college policy or administrative rule, the associate dean shall investigate the alleged violation. After completing a preliminary investigation, the associate dean may:

1. Dismiss the allegation.
2. Summon the student for a conference. At this point the associate dean shall notify the student of the right to be represented by a person of his or her own choice. If the student wishes to be assisted by a representative, of the student's choosing, the conference shall be postponed to allow forty-eight hours until the representative can be present; otherwise the conference shall continue. After conferring with the student, and/or the representative if necessary, the associate dean shall:
  - a. Dismiss the allegation.
  - b. Proceed with the disposition of the violation described herein.
  - c. Prepare a complaint and proceed as outlined in this handbook and college policy.

## ADMINISTRATIVE ACTION

The Associate Dean of Students or the President may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

In any case where the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedure, the associate dean shall assess a penalty appropriate to the charges and shall inform the student of such action in writing. Decisions of the associate dean may be appealed as outlined in this handbook.

The Associate Dean of Students may seek professional assistance and advice, consult with the student's parents or guardians, or take other measures to ensure fair disposition of the case. In those cases of student conduct involving acute psychological or mental disturbances or other unusual circumstances, the Associate Dean of Students and/or the Discipline Committee are not obligated to follow procedures outlined in the disciplinary procedures above, but appropriate due process shall be provided.

## GROUP OR CLUB OFFENSES

Student societies, clubs and other student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the college. Failure to do so may subject that organization to permanent or temporary suspension of charter, withdrawal of college recognition, or other appropriate action.

## SUSPENDED STUDENTS

No former student who has been suspended for disciplinary reasons from the college shall be permitted on the campus or other facilities of the college during the period of suspension without the prior written approval of the college President, Associate Dean of Students or other designated representative.

## DISCIPLINARY APPEALS COMMITTEE

In cases where the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by the College Disciplinary Appeals Committee. The purpose of the Disciplinary Appeals Committee shall be to provide students an opportunity for a hearing when they feel there has been an unfair imposition of serious penalties in the case of misconduct. It serves as the body to hear from students who desire to have reviewed disciplinary action taken by the Associate Dean of Students and/or other college officers.

The Associate Dean of Students shall notify the student concerned by letter of the date, time and place for the hearing, which shall take place not fewer than ten class days after the date of the letter. If, however, the student has been suspended, the hearing shall take place as soon as possible, but within three days, after which time the student has the right to return to class if no hearing has taken place. The ten-day notice requirement may be altered by the Associate Dean of Students or by mutual agreement of the hearing officer and the student. The

associate dean may suspend or impose other appropriate penalties upon a student who fails without good cause to comply with a letter of notice; or, at the discretion of the associate dean, the hearing may proceed in the student's absence.

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

The disciplinary records and proceedings shall be kept separate from the student's academic record and shall be treated as confidential. The committee may impose one or more of the following penalties for offenses listed above or for violation of college rules or regulations:

1. Admonition - a written or oral reprimand from the associate dean to the student on whom it is imposed.
2. Disciplinary probation - an indication that further violations may result in suspension. Disciplinary probation may not be imposed for more than one calendar year.
3. Barring readmission, or dropping current enrollment and barring readmission - shall be imposed on a student who fails to pay a debt owed the college; dropping from current enrollment and barring readmission are imposed on a student who fails to pay fees. The penalty terminates on payment of the debt. A bar also may be placed against a student who fails to respond to a summons by the associate dean to discuss an alleged violation of college rule(s) and regulation(s). The penalty shall be lifted when the student responds to the summons as requested.
4. Restitution - shall be reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.
5. Suspension of rights and privileges - The associate dean may impose limitations on rights and privileges to fit the particular case.
6. Assignment of failing grade - or a grade of W (Withdrawal) may be assigned to a student for a course in which the student was found guilty of scholastic dishonesty.
7. Denial of degree - A student found guilty of scholastic dishonesty may be denied the student's degree or certificate.
8. Suspension from the college for less than one calendar year.
9. Suspension from the college for more than one calendar year.

Suspension from the college prohibits, during the period of suspension, the suspended student from entering a college facility without prior written approval of the college president, Associate Dean of Students, or designee; from being initiated into an honorary or service organization; and from receiving credit for scholastic work done in residence or by correspondence or extension. Except when suspension is imposed for scholastic dishonesty, the Associate Dean of Students may permit the receipt of credit for scholastic work done during the period of suspension.

The college President, and the board, upon application of the disciplined student within thirty days of the committee decision, may review the decision of the hearing officer and, upon review, affirm, modify, or reverse the lower decision.

## A SUMMARY OF THE BRAZOSPORT COLLEGE STUDENT RECORDS POLICY

Policies and procedures are hereby established in an effort to comply with the requirements of the "Family Educational Rights and Privacy Act of 1974." It is the intent of these policies and procedures to implement the requirements of this act and to clarify these requirements for all students of the college, faculty, and professional staff, parents, and other interested parties.

### Type of Records and Individual Responsible.

The following listed college personnel are assigned the responsibility for the designated records shown:

- Director of Admissions and Registrar** - Academic and admissions records, address records.
- Director of Counseling and Testing** - Academic counseling and testing records, personal counseling records.
- Director of Financial Aid** - Financial aid records, student

employment records.

**Dean, Administrative Services and CFO** - Campus security records, financial obligatory records.

**Associate Dean of Students** - Disciplinary records.

**Career Counselor** - Job placement records.

All students and former students of the college shall be allowed access to their educational records except for those prohibited by the Family Educational Rights and Privacy Act of 1974. The student shall make a written request to the college person responsible for the records he or she desires to examine. The student shall be allowed to examine appropriate records as requested at such time and place as may be designated by the responsible college person.

### Students shall comply with the following:

1. Students have the right to obtain copies of records relating to themselves at a reasonable cost.
2. A request for access to records will be granted within a reasonable period of time, but in all cases within forty-five (45) days after the request is made.
3. The student may make reasonable requests for explanations and interpretations of the records reviewed.
4. The student shall have the right to challenge the content of his or her educational record.

"Directory information" is available to anyone upon request unless otherwise specified by the student by the 12th class day of any long-term semester and 4th class day of a summer term. Directory information includes the following:

- A. Name
- B. Address
- C. Telephone listing
- D. Date of birth
- E. Major field of study
- F. Participation in officially recognized activities and sports
- G. Dates of enrollment
- H. Degrees and awards received
- I. Most recent previous institution attended

Information identified as "directory" can be changed by board policy.

The period of each semester stated above shall be provided for each registrant to indicate that any or all of the above information is not to be released to anyone outside the college. The student may indicate the item(s) not to be released by completing a form in the registrar's office.

Periodically, Brazosport College reviews the educational records it maintains; and it becomes necessary to destroy certain records. The college will not destroy any record if the action is prohibited by state and/or federal law.

## SEXUAL HARASSMENT

Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action.

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

A student who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the Associate Dean of Students.

## STUDENT COMPLAINTS

Student complaints can be formally registered by going to the Associate Dean of Students office and filling out a form registering the complaint. A formal response by letter or an interview will be arranged to respond to the complaint.

## EXCESSIVE ABSENCES

Withdrawal from a course is, first and foremost, the student's responsibility. An instructor may process an "administrative withdrawal" on a student for excessive absences. However, it is the student's responsibility to ensure, prior to the deadline for withdrawal, that he/she has been officially withdrawn. Because you stop attending a class, does not mean that you have officially withdrawn from the class.

To officially withdraw from college, the student should complete withdrawal forms available in the office of the registrar. All financial obligations must be met before total withdrawal can be completed. A student who withdraws from a course prior to the official deadline may receive a "W" for the course. Hours in which grades of "W" are received are not counted in figuring a student's grade point average. After the college's final withdrawal date, a student is expected to take the final examination and will be given the grade earned. A student who does not withdraw officially will be given grades of "F."

Students who are required to be in developmental course work based on testing will not be permitted to withdraw from the required course unless that withdrawal has the special permission of a dean or associate dean, or the student withdraws from all classes.

Class attendance is checked daily by the individual instructor. Regular attendance is expected. No "cuts" or unexcused absences are permitted. Failure to attend class regularly may result in administrative withdrawal of a student from class or college.

Students are responsible for any class work done during any absence. Assignments may be accepted by the instructors if they feel the absence was justifiable.

Tardiness will not be condoned. Continued late arrival in class will result in disciplinary action by the instructor.

## STUDENT ABSENCES ON RELIGIOUS HOLY DAYS

A student who is absent from classes for the observance of a religious holy day may be allowed to make up an examination or complete an assignment scheduled for the day of the absence. To be able to do this, a student must notify the instructor that the absence will occur. This notification must be in writing.

A religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under the Texas Tax Code, Sec. 11.20. Forms for notification are available from the Associate Dean of Students office.

## GRADE APPEAL

**An appeal of the determination of a final course grade shall be governed by the following:**

1. If the student feels a grade has been improperly determined and the individual instructor is unable or unavailable to resolve the problem, the student may appeal to the appropriate division chair by submitting to the division chair a written statement of the problem, signed by the student and dated. The student's statement must be presented to the division chair within sixty calendar days from the date published in the college catalog as the date grades were due for the semester in which the student received the grade in question.
2. If the division chair is unable to resolve the problem, the student may present a written request to the Associate Dean of Instruction for a hearing by the Academic Appeals Committee.
3. When the Academic Appeals Committee is convened, the hearing shall consist of a presentation by the student of relevant information which he/she feels justifies a different grade determination. There will then be a presentation by the instructor of the reasons for the original grade determination.
4. The committee will develop a recommendation on the matter in question based on a majority vote of the committee members present and voting. The committee shall advise the Dean of Instruction, in writing, of their recommendation. The associate dean will approve and implement the recommendation of the committee or return the recommendation to the committee with the reasons for non approval. The associate dean will notify the parties involved of the actions taken.
5. If the associate dean does not approve and implement the

recommendations of the committee, an appeal may be made in writing to the president by either party.

## ADMINISTRATIVE WITHDRAWAL

**Administrative withdrawal for excessive absences appeal shall be governed by the following:**

1. When the Academic Appeals Committee is convened, the hearing shall consist of a presentation of the reasons for the action taken by the teacher or teachers who have withdrawn the student from class or classes for excessive absences. The student may present relevant information which he/she feels justifies a different course of action.
2. The committee will develop a recommendation on the matter in question based on a majority vote of the committee members present and voting. The committee shall advise the Associate Dean of Instruction, in writing, of their recommendation. The associate dean of instruction will approve and implement the recommendation of the committee or return the recommendation to the committee with the reasons for non approval. The associate dean will notify the parties involved of the actions taken.
3. If the associate dean does not approve and implement the recommendations of the committee, an appeal may be made in writing to the president by either party.

## ADVISED SCHOLASTIC STATUS, SCHOLASTIC PROBATION AND SUSPENSION

It is important that students make satisfactory progress in their course work at Brazosport College. Students who have a grade point average of less than 2.00 or who withdraw from more than half the credit hours attempted will be considered to be making less than satisfactory progress. These students will be placed on advised academic status or academic probation. The advised scholastic status and scholastic probation system provides a warning for individual students who are not making satisfactory progress toward completing their intended programs of study or toward graduation, and it alerts the college to the student's need for counseling and other forms of support in order to assist the student in achieving the proposed objective.

Scholastic probation is a conditional permission for a student to continue in college and is granted by the Associate Dean of Instruction when such a continuation is in the best interest of the student and the college. The conditions will be developed to assist students in reaching their educational objectives. These conditions may require enrollment in study skills courses, counseling, limitations on number of hours attempted, or other activities to assist students in their course work.

When a student who is on scholastic probation at another institution enrolls in the college, the registrar shall notify the Associate Dean of Instruction. The registrar will be notified of those students placed on "scholastic probation," and the student's permanent record will be noted accordingly.

At the end of each term the names of students who have failed to meet the conditions of their probation will be submitted to the Associate Dean of Instruction after an examination of the student's scholastic record, the associate dean may suspend a student, re-admit the student on continued scholastic probation, or require the student to appear for a conference for discussion of the scholastic record. The associate dean shall advise the student and the Registrar of the action taken in each case, and the Registrar will make the appropriate notations on the student's permanent record.

The Registrar shall place the appropriate notations on students' transcripts at the end of each semester. Any transcript requested while appeal of the academic standing is pending will be released with the initial status marked on the record. If the appeal is granted, the student may request a corrected transcript. When the Registrar receives notification from the Associate Dean of Instruction of the action taken, the registrar will place the notation of that action on the student's permanent record.

**The procedure for making appeals from the actions**

**of the division chair imposing scholastic probation is outlined below:**

1. The student shall arrange a conference with the division chair to review his, or her scholastic records and the reasons for the action taken.
2. If the student is not satisfied that the action taken in his or her case by the division chair is justified he should present a written request to the Associate Dean of Instruction for a hearing.
3. The Associate Dean of Instruction will review the case and may attempt to resolve the problem informally. Should the associate dean attempt to resolve the problem informally and be unable to do so or decide not to resolve the problem informally, it will be referred to the Academic Appeals Committee and shall, in cooperation with the committee chair, set a meeting time and place of the Academic Appeals Committee and shall so notify all members of the committee, the division chair, and the student. This meeting shall be called at the earliest feasible time after receiving the written request from the student.

## SCHOLASTIC SUSPENSION

A student on advised scholastic status or scholastic probation who fails to meet the requirements for the removal of such status or probation shall be subject to scholastic suspension by action of the Associate Dean of Instruction as outlined below.

1. The initial scholastic suspension of a student will be for one regular long semester (fall or spring).
2. Scholastic suspension imposed a second time will be for a period of one year.
3. Upon a third scholastic suspension, a student is not eligible for re-admission except by special permission of the Associate Dean of Instruction.
4. A student on scholastic suspension from another institution shall be ineligible for admission to the college except by special permission of the Associate Dean of Instruction.

**The procedure for making appeals from the actions of the Associate Dean of Instruction imposing scholastic suspension is outlined below:**

1. The student shall arrange a conference with the Associate Dean of Instruction to review his or her scholastic record and the reasons for the action taken.
2. If the student is not satisfied that the action taken in his or her case is justified, a written request should be presented to the Associate Dean of Instruction for a hearing on the case by the Academic Appeals Committee.
3. The Associate Dean of Instruction shall, in cooperation with the committee chair, set a meeting time and place of the Academic Appeals Committee and shall so notify all members of the committee and the student. This meeting shall be called at the earliest feasible time after receiving the written request from the student.

## ACADEMIC APPEALS COMMITTEE SCHOLASTIC PROBATION

The purpose of the Academic Appeals Committee shall be to provide students an opportunity for a hearing when they feel there has been an unresolved problem between the student and the teacher related to the determination of a final course grade, an unfair imposition of scholastic probation, scholastic suspension, or to appeal an administrative withdrawal of a student for excessive absences or for non-disciplinary reasons. The committee is charged with the responsibility of deciding whether a grade or an administrative action taken in a particular case is justified and either endorsing the action or recommending an alternate course of action. It is expected that, except in unusual circumstances, the Associate Dean of Instruction, will implement the recommendations of the committee.

**Scholastic probation shall be governed by the following:**

1. When the Academic Appeal Committee is convened, the hearing shall consist of a presentation of the reasons for the action taken by the division chair or associate dean. The student may present

relevant information which he/she feels justifies a different course of action

- The committee will develop a recommendation on the matter in question based on a majority vote of the committee members present and voting. The committee shall advise the Associate Dean of Instruction, in writing, of their recommendation. The associate dean will approve and implement the recommendation of the committee or return the recommendation to the committee with the reasons for non approval. The associate dean will notify the parties involved of the actions taken.
- If the associate dean does not approve and implement the recommendations of the committee, an appeal may be made in writing to the president by either party.

## SCHOLASTIC SUSPENSION

Scholastic suspension shall be governed by the following:

- When the Academic Appeals Committee is convened, the hearing shall consist of a presentation of the reasons for the action taken by the Associate Dean of Instruction. The student may present relevant information which he/she feels justifies a different course of action.
- The committee will develop a recommendation on the matter in question based on a majority vote of the committee members present and voting. The committee shall advise the Associate Dean of Instruction, in writing, of their recommendation. The associate dean will approve and implement the recommendation of the committee or return the recommendation to the committee with the reasons for non approval. The associate dean will notify the parties involved of the actions taken.
- If the associate dean does not approve and implement the recommendations of the committee, an appeal may be made in writing to the president by either party.

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Brazosport College to consider all applicants for employment and all employees for placement, job assignments, transfers, promotion, reclassification, termination, compensation and benefits, and any other employment change without regard to gender, disability, race, creed, color, age and national origin or veteran's status. It is also the policy of the college to provide reasonable accommodations for individuals with disabilities unless undue hardship would result.

The college will neither permit nor condone any action of discrimination against any employee or potential employee because of gender, disability, race, creed, color, age and national origin or veteran's status. Nor will the college tolerate harassment of its employees and such actions, if proven, will be considered grounds for termination.

Further, Brazosport College expects all employees to accomplish their work in a businesslike manner with a concern for the well-being of all employees and/or the employees they supervise. Any harassment or discrimination against any employee is prohibited, regardless of the working relationship.

Specifically forbidden is harassment of a sexual, racial, ethnic or religious nature. Such harassment includes, but is not limited to, unsolicited remarks, gestures or physical contact, display or circulation of written materials or pictures derogatory to either gender or to racial, ethnic or religious groups; or basing personnel decisions on an employee's response to sexually-oriented requests.

Reports of discriminatory practices in employment or incidents of harassment in the workplace should be reported to Dr. H. E. Miles, Dean, Human Resources & Affirmative Action Officer. The college affords the same protections and rights under this policy to students as are afforded to college employees.

It is goal of the college to achieve, as early as feasible, a reasonable college workforce which approximates that of the eligible work force. Full cooperation and assistance of all associated with the college in attaining the goals of our policies and Institutional Employment Plan is expected. The overall responsibility for implementation and monitoring

of the college's Institutional Employment Plan is delegated to Dr. H. E. Miles, Dean, Human Resources.

Anyone having questions regarding the Institutional Employment Plan or this policy statement should contact Dr. Miles.

## CAMPUS SECURITY

The safety and security of college employees, students and contract employees are important concerns of Brazosport College. Substantial resources and many individuals are dedicated to providing students and employees a safe environment for learning and working. Brazosport College employs security officers and contracts for the services of a commissioned police officer in order to provide security for college facilities and provide assistance to students and employees whenever needed. These officers regularly patrol the campus facilities and parking lots. Accidents, thefts, or other criminal offenses should be reported to Campus Security at 979-236-3959 (cell phone), to the Brazosport College Switchboard by dialing "0", or by using one of the emergency call boxes located in campus parking lots.

In compliance with the Student Right-to-Know and Campus Security Act of 1990, Brazosport College collects specified information on campus crime statistics.

Pursuant to the federal law, alleged victims of violent crime are entitled to know the results of campus student disciplinary proceedings concerning the alleged perpetrators.

Brazosport College will make timely reports to the campus community on crimes considered to be a threat to students and employees and reported by local police and sheriff departments. The crime categories as specified by the Department of Education are:

### CRIMES AND ARRESTS CATEGORIES

**Criminal Offenses:** (murder/non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and negligent manslaughter).

**Hate Offenses:** (murder/non-negligent manslaughter, aggravated assault, all forcible sex offenses, including forcible rape, arson, negligent manslaughter, and simple assault).

**Arrests:** (liquor law violations, drug law violations, and illegal weapons possessions).

**Disciplinary Actions/Judicial Referrals:** (liquor law violations, drug law violations, and illegal weapons possessions).

The crime statistics for Brazosport College during the periods January – December 2008, January – December 2009 and January – December 2010 as reported by local law enforcement departments are as follows:

### CRIMES AND ARRESTS AT 500 COLLEGE DRIVE CAMPUS

	Jan.-Dec. 2008	Jan.-Dec. 2009	Jan.-Dec. 2010
<b>Criminal Offenses</b>			
Motor Vehicle Theft	0	0	1
<b>Hate Offenses</b>	0	0	0
<b>Arrests</b>	0	0	0
<b>Disciplinary Actions/ Judicial Referrals</b>			
Liquor Law Violations	0	1	0

### CRIMES AND ARRESTS ON PROPERTY CONTIGUOUS TO 500 COLLEGE DRIVE CAMPUS

<b>Criminal Offenses</b>	0	0	0
<b>Hate Offenses</b>	0	0	0
<b>Arrests</b>			
Liquor Law Violations	1	0	0
<b>Disciplinary Actions/ Judicial Referrals</b>	0	0	0

### CRIMES AND ARRESTS ON BRAZOSPORT SATELLITE LOCATIONS

<b>Criminal Offenses</b>			
Burglary	0	0	4
<b>Hate Offenses</b>	0	0	0
<b>Arrests</b>			
Liquor law violations	0	0	1
<b>Disciplinary Actions/ Judicial Referrals</b>			
Illegal weapons possessions	1	0	0

### CRIMES AND ARRESTS ON PROPERTY CONTIGUOUS TO BRAZOSPORT SATELLITE LOCATIONS

<b>Criminal Offenses</b>			
Burglary	1	2	2
<b>Hate Offenses</b>	0	0	0
<b>Arrests</b>			
Drug law violations	0	1	4
<b>Disciplinary Actions/ Judicial Referrals</b>	0	0	0

Information for this report was furnished by Police Departments from Angleton, Clute, Freeport, Sweeny, West Columbia, Lake Jackson, Richwood and Brazoria County Sheriff's Department. Copies of the reports are located in Human Resources in room J-210 located at 500 College Drive in Lake Jackson, Texas.

The information above may also be accessed through the Brazosport College website at <http://www.brazosport.edu/sites/General/CampusSecurity/Pages/crime%20statistics.aspx>. Also located on the Brazosport College website is a format for reporting non-emergency situations, offenses, or suspicious circumstances, etc. The format is "Tip Share" at <http://www.brazosport.edu/sites/general/campussecurity>.

## BRAZOSPORT COLLEGE DRUG AND ALCOHOL ABUSE PREVENTION POLICY

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law L01 - 226), the following information is provided to you. Please read it carefully so that you are aware of college regulations and other information pertaining to the illicit use of drugs and abuse of alcohol by students. If you have questions concerning any of the information, please contact the Office of the Associate Dean of Students at 230-3233.

### I. STANDARDS OF CONDUCT

Please review the standards of conduct that prohibit the unlawful possession, use, or distribution of drugs and alcohol by students on our campus. Be governed by this information while you are a student at Brazosport College.

### II. LEGAL SANCTIONS UNDER LOCAL, STATE, & FEDERAL LAW FOR UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS; & ALCOHOL ABUSE: ILLICIT DRUGS

The controlled substances listed below are grouped into felonies and misdemeanors. This list of controlled substances is not a complete list of illegal drugs, but represents the most common controlled substances found on college campuses. In some instances, the amount of controlled substances determines the degree of penalty. A felony is an offense for which the person could be sentenced to a term in the penitentiary. A state jail felony is an offense for which a person could be sentenced to confinement in a State Jail for a term not more than 2 years or less than 180 days. The person can additionally be fined up to \$10,000. A misdemeanor is an offense in which the person could be sentenced to time in a county jail or a fine or a combination of both fine and county jail time.

#### FELONY - Delivery/sale and possession

1. Cocaine
2. "LSD" (Lysergic Acid Diethylamide)
3. "Ecstasy"/MDMA(4-Methylenedioxy Methamphetamine)
4. Methamphetamine
5. Amphetamine
6. Methaqualone
7. Diazepam (Delivery/sale only)
8. Heroin
9. Methadone
10. Marijuana
  - a. More than 4 ounces, less than 5 pounds)
  - b. Delivery to a minor
11. Rohypnol (Distribution any amount -- Possession: 28 grams or more)

#### MISDEMEANOR - Possession

1. Diazepam
2. Phenobarbital
3. Rohypnol (less than 28 grams)
4. Marijuana
  - a. Four (4) ounces or less
  - b. Delivery/sale of 1/4 ounce or less

#### DRUG FREE ZONES

Institution of higher learning means any public or private technical institute, junior college, senior college, or university, medical or dental unit, or other agency of higher education as defined by Section 61.003, Education Code.

An offense otherwise punishable as a state jail felony under Section 481.112, 481.113, 481.114, or 481.120 is punishable as a felony of the third degree, and an offense otherwise punishable as a felony of the second degree under any of those sections is punishable as a felony of the first degree, if it is shown at the punishment phase of the trial of the offense that the offense was committed: in, on, or within 1,000 feet of premises owned, rented, or leased by an institution of higher learning.

The above information is found in the Penal Laws of Texas, Subtitle C, Texas Health and Safety Code (Controlled Substances Act, Dangerous Drugs Act, Simulated Controlled Substances, Volatile Chemicals and Abusable Glue and Aerosol Paint).

#### INTOXICATION & ALCOHOLIC BEVERAGE OFFENSES

##### PUBLIC INTOXICATION

- (a) A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another.
- (b) It is a defense to prosecution under this section that the alcohol or other substance was administered for therapeutic purposes and as a part of the person's professional medical treatment by a licensed physician.
- (c) An offense under this section is a Class C misdemeanor.
- (d) An offense under this section is not a lesser included offense under Section 49.04

##### CONSUMPTION OR POSSESSION OF ALCOHOLIC BEVERAGE IN MOTOR VEHICLE

- (a) In this section:
  - (1) "Open Container" means a bottle, can, or other receptacle that contains any amount of alcoholic beverage and that is open, that has been opened, that has a broken seal, or the contents of which are partially removed.
  - (2) "Passenger area of a motor vehicle" means the area of a motor vehicle designed for the seating of the operator and passengers of the vehicle. The term does not include:
    - (a) a glove compartment or similar storage container that is locked;
    - (b) the trunk of a vehicle; or
    - (c) the area behind the last upright seat of the vehicle, if the vehicle does not have a trunk.
  - (3) "Public Highway" means the entire width between and immediately adjacent to the boundary lines of any public road, street, highway, interstate, or other publicly maintained way if any part is open for public use for the purpose of motor vehicle travel. The term includes the right-of-way of a public highway.
- (b) A person commits an offense if the person knowingly possesses an open container in a passenger area of a motor vehicle that is located on a public highway, regardless of whether the vehicle is being operated or is stopped or parked. Possession by a person of one or more open containers in a single criminal episode is a single offense.
- (c) It is an exception to the application of Subsection (b) that at the time of the offense the defendant was a passenger in:
  - (1) the passenger area of a motor vehicle designed, maintained, or used primarily for the transportation of persons for compensation, including a bus, taxicab, or limousine; or
  - (2) the living quarters of a motorized housecoach or motorized house trailer, including a self contained camper, a motor home, or a recreational vehicle.
- (d) An offense under this section is a Class C misdemeanor.
- (e) A peace officer charging a person with an offense under this section,

instead of taking a person before a magistrate, shall issue to that person a written citation and notice to appear before a magistrate, the name and address of the person charged, and the offense charged. If the person makes a written promise to appear before the magistrate by signing in duplicate the citation and notice to appear issued by the officer, the officer shall release the person. Leg.H. Stats. 2001 77th Leg. Sess. Ch. 969, effective September 1, 2001.

##### DRIVING WHILE INTOXICATED -- DWI

Beginning September 1, 1999, a blood alcohol level of .08 will be proof enough that a driver is intoxicated.

- (a) A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place.
- (b) Except as provided by Subsection (c) and Section 49.09, an offense under this section is a Class B misdemeanor, with a minimum term of confinement of 72 hours.
- (c) If it is shown on the trial of an offense under this section that at the time of the offense the person operating the motor vehicle had an open container of alcohol in the person's immediate possession, the offense is a Class B misdemeanor, with a minimum term of confinement of six days.

##### INTOXICATION ASSAULT

- (a) A person commits an offense if the person, by accident or mistake, while operating an aircraft, watercraft, or motor vehicle in a public place while intoxicated, by reason of that intoxication causes serious bodily injury to another.
- (b) In this section, "serious bodily injury" means injury that creates a substantial risk of death or that causes serious permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ.
- (c) An offense under this section is a felony of the third degree.

##### INTOXICATION MANSLAUGHTER

- (a) A person commits an offense if the person:
  - (1) operates a motor vehicle in a public place, an aircraft, or a watercraft; and
  - (2) is intoxicated and by reason of that intoxication causes the death of another by accident or mistake.
- (b) An offense under this section is a felony of the second degree.

##### ENHANCED OFFENSES AND PENALTIES

If it is shown on the trial of an offense under Section 49.04, 49.05 or 49.06, that the person has previously been convicted one time of an offense relating to the operating of a motor vehicle while intoxicated, the offense is a Class A misdemeanor, with a minimum term of confinement of 30 days. If two previous convictions, it may be enhanced to a third degree felony.

### III. HEALTH RISKS ASSOCIATED WITH USE OF ILLICIT DRUGS AND THE ABUSE OF ALCOHOL:

#### ALCOHOL

1. Alcohol depresses the central nervous system. Prolonged alcohol abuse permanently impairs brain and nerve function.
2. Alcohol causes facial flushing, which becomes constant in heavy drinkers.
3. Prolonged heavy drinking can cause coronary heart disease, hypertension, heart failure, and stroke.
4. Irritation from large amounts of alcohol can cause gastritis and ulcers.
5. Alcohol acts as a diuretic, increasing urine output. Prolonged heavy drinking can cause renal failure.
6. Alcohol increases sexual confidence, but high levels cause impotence.
7. The liver is the main organ responsible for metabolizing alcohol in the blood. It manifests many of the long-term effects of heavy drinking. These effects include fatty liver, hepatitis, cirrhosis, and liver cancer.
8. Cirrhotic liver — In this condition, commonly caused by heavy drinking, bands of scar tissue form in the liver impairing its function.
9. Development of dependency — This includes a loss, or lack of control over alcohol. The drinker can no longer be certain of discontinuing drinking whenever he or she wants to. This results in prolonged binges of intoxication, with the drinker suffering observable mental or physical complications.

#### DRUG ABUSE

1. Drug dependence may cause physical problems such as lung and heart disease.
2. Mental problems, such as anxiety and depression, are common during withdrawal. Dependence may also be associated with drug tolerance, in which an increasingly higher dose of the substance is needed to produce the desired effect.
3. Complications may occur as an indirect result of dependence. For example, people who inject a narcotic drug may get sick and die as a result of an infection, such as hepatitis or AIDS, introduced into the bloodstream on a dirty needle.
4. Abusers may suffer from an overdose because of confusion about the dosage or because they take a purer, more potent preparation than they are used to.
5. In severe cases of abuse, social problems result from the disruption of family life and from criminal acts carried out to pay for drugs.

The above information was taken from The American Medical Association Home Medical Encyclopedia, 1989 edition, published by Random House, Inc., New York.

### IV. DRUG AND ALCOHOL COUNSELING

The college has worked cooperatively with the Alpha Center of the Brazosport Memorial Hospital in providing drug and alcohol abuse prevention programs. The Alpha Center offers counseling and treatment for local citizens who suffer from drug and/or alcohol dependency. For more information on other programs and services within the community, students should contact a counselor or the Associate Dean of Students at 230-3233.

#### V. DRUG FREE ZONE

Rules concerning penalties for drug abuse and alcohol are subject to changes in state law. Students will be responsible for any changes that have occurred since publication of this document.

#### VI. PLEASE NOTE:

All persons who visit the college campus, including students and employees, are reminded that Brazosport College is within the Drug-Free zone as defined, for inclusion purposes, in Section 61.003, Texas Education Code - "Institution of higher education" means any public or private technical institute, junior college, senior college or university, medical or dental unit or other agency of higher education."

Any person involved in an act of substance abuse in, on or within 1,000 feet of the premises owned, rented or leased by Brazosport College, will be subject to punishment as defined and published in the Texas Penal Code.

*Continued from page 8*

9. All borrowers must complete student exit loan counseling at the end of each year, as well as, shortly before they completely withdraw, graduate, or drop below half-time status. If student loan exit counseling is not completed, a hold will be placed on the borrowers' record and the student will not be able to re-enroll, obtain transcripts, or graduate until exit counseling is completed. Exit counseling is done at [www.mappingyourfuture.org/sx](http://www.mappingyourfuture.org/sx)
10. All borrowers must notify the Financial Aid office prior to withdrawing from any or all classes as such a change may affect the students' financial aid eligibility.
11. Any variations of this policy may be appealed to the Financial Aid Committee.
12. Brazosport College encourages students to borrow responsibly and to utilize the various resources that promote skills on budgeting, debt management, and managing repayment. The College is committed to helping students successfully complete their respective degree program while educating them about the importance of minimizing student loan dept. Such a commitment is vital to meeting our mission: Brazosport College exists to improve quality of life by providing associate and baccalaureate degree programs, academic transfer programs, job skills training, and cultural enrichment in an efficient and cost effective manner. The board, faculty and staff are committed to student success by responding to student needs, creating a dynamic learning environment, exceeding expectations, and enriching our community.

Website resources to promote skills on budgeting, debt management, and managing repayment:  
[www.aie.org/college](http://www.aie.org/college)  
[www.tgslc.org/borrowers/index.cfm](http://www.tgslc.org/borrowers/index.cfm)  
[www.mappingyourfuture.org](http://www.mappingyourfuture.org)

# CAMPUS CONTACTS

<b>MAIN SWITCHBOARD</b> .....	<b>230-3000</b>
<a href="http://www.brazosport.edu">www.brazosport.edu</a>	
<b>ADMISSIONS</b> .....	<b>230-3010</b>
<a href="http://www.brazosport.edu/sites/CurrentStudents">www.brazosport.edu/sites/CurrentStudents</a>	
<b>BOOKSTORE</b> .....	<b>230-3410</b>
<a href="http://brazosport.bkstore.com">brazosport.bkstore.com</a>	
<b>CAREER CENTER</b> .....	<b>230-3646</b>
<a href="http://www.brazosport.edu/sites/CurrentStudents">www.brazosport.edu/sites/CurrentStudents</a>	
<b>CHILDREN'S CENTER</b> .....	<b>230-3463</b>
<b>COUNSELING &amp; TESTING (ADVISEMENT) ...</b>	<b>230-3040</b>
<a href="http://www.brazosport.edu/sites/CurrentStudents/CounselingAndTesting">www.brazosport.edu/sites/CurrentStudents/CounselingAndTesting</a>	
<b>FINANCIAL AID</b> .....	<b>230-3377</b>
<a href="http://www.brazosport.edu/sites/CurrentStudents">www.brazosport.edu/sites/CurrentStudents</a>	
<b>JOB PLACEMENT</b> .....	<b>230-3429</b>
<b>LEARNING SERVICES</b> .....	<b>230-3253</b>
<a href="http://www.brazosport.edu/sites/CurrentStudents">www.brazosport.edu/sites/CurrentStudents</a>	
<b>LIBRARY</b> .....	<b>230-3310</b>
<a href="http://www.brazosport.edu/sites/CurrentStudents">www.brazosport.edu/sites/CurrentStudents</a>	
<b>REGISTRATION</b> .....	<b>230-3020</b>
<b>REGISTER ONLINE</b> .....	
<a href="http://www.marfa.brazosport.edu/cc3/gui_sis.html">www.marfa.brazosport.edu/cc3/gui_sis.html</a>	
<b>STUDENT LIFE</b> .....	<b>230-3412</b>
<a href="http://www.brazosport.edu/sites/CurrentStudents/StudentLife">www.brazosport.edu/sites/CurrentStudents/StudentLife</a>	

<b>ACADEMIC PROGRAM QUESTIONS</b>	
<a href="#">Counselors</a> ..... 230-3040	
<b>ADVANCED STANDING EXAMINATION</b>	
<a href="#">Counselors</a> ..... 230-3040	
<b>CLASS, READMITTANCE .... INDIVIDUAL INSTRUCTOR</b>	
<a href="#">Class information, day or evening</a>	
<a href="#">Academic &amp; Technical Education</a> ..... 230-3040	
<b>CLASS SCHEDULES</b>	
<a href="#">Registrar</a> ..... 230-3020	
<b>CLUBS, STUDENT</b>	
<a href="#">Coordinator of Student Life</a> ..... 230-3355	
<b>COMMUNITY EDUCATION</b>	
<a href="#">Community Education</a> ..... 230-3600	
<b>COURSES, CHANGING OR DROPPING</b>	
<a href="#">Registrar or Counselor</a> .....230-3020/230-3040	
<b>COURSES, NON-CREDIT</b>	
<a href="#">Community Education</a> ..... 230-3600	
<b>EMERGENCIES OR FIRST AID</b>	
<a href="#">College Switchboard</a> ..... Extension 0 or 230-3000	
<b>EXAMINATION SCHEDULE</b>	
<a href="#">Registrar</a> ..... 230-3020	
<b>FEES, PAYMENT</b>	
<a href="#">Cashier</a> ..... 230-3408	
<b>FINAL EXAMS, PERMISSION TO CHANGE TIME</b>	
<a href="#">Associate Dean of Instruction</a> ..... 230-3320	
<b>FINANCIAL AID CHECKS</b>	
<a href="#">Cashier</a> ..... 230-3408	

<b>GRADE CHANGES</b>	
<a href="#">Academic or Technical Education</a> ..... 230-3220	
<b>GRADES, CHANGES &amp; REQUEST INCOMPLETE</b>	
<a href="#">Associate Dean of Instruction</a> ..... 230-3320	
<b>GRADUATION</b>	
<a href="#">Admissions</a> ..... 230-3010	
<b>GRANTS</b>	
<a href="#">Financial Aid</a> ..... 230-3377	
<b>INSTRUCTORS</b>	
<a href="#">Academic or Technical Education</a> ..... 230-3320	
<b>INTERNATIONAL STUDENTS</b>	
<a href="#">Registrar</a> ..... 230-3020	
<a href="#">Internet</a> .....230-3600/3475	
<b>LOANS</b>	
<a href="#">Financial Aid</a> ..... 230-3377	
<b>LOST &amp; FOUND</b>	
<a href="#">Switchboard</a> ..... 230-3000	
<b>NURSING</b>	
<a href="#">(ADN or VN Programs)</a> ..... 230-3424	
<a href="#">Counselors</a> ..... 230-3040	
<b>PARKING FINES, PAYMENT</b>	
<a href="#">Cashier</a> ..... 230-3408	
<b>PAYROLL CHECKS</b>	
<a href="#">Cashier</a> ..... 230-3408	
<b>PLACEMENT TESTING</b>	
<a href="#">Counselors</a> ..... 230-3040	
<a href="#">Posters or signs on campus, approval</a>	
<a href="#">Dean, Student Services</a> ..... 230-3233	
<b>READMISSION ON SUSPENSION</b>	
<a href="#">Dean, Educational Programs &amp; Services</a> . 230-3320	
<b>RECORDS, STUDENT</b>	
<a href="#">Registrar</a> ..... 230-3020	
<b>REFUNDS</b>	
<a href="#">Cashier</a> ..... 230-3408	
<b>REGISTRATION</b>	
<a href="#">Registrar</a> ..... 230-3020	
<b>SCHEDULE QUESTIONS</b>	
<a href="#">Academic or Technical Education</a> ..... 230-3040	
<b>SCHOLARSHIPS</b>	
<a href="#">Financial Aid</a> ..... 230-3377	
<b>CHILDCARE ASSISTANCE</b> .....	<b>230-3377</b>
<a href="#">The Swamp</a>	
<a href="#">Coordinator of Student Life</a> ..... 230-3355	
<b>THEA TESTING</b>	
<a href="#">Counselors</a> ..... 230-3040	
<b>OCCUPATIONAL-TECHNICAL PROGRAM QUESTIONS</b>	
<a href="#">Occupational-Technical Counselor</a> ..... 230-3240	
<b>TRANSCRIPTS</b>	
<a href="#">Registrar</a> ..... 230-3010	
<b>TUITION PAYMENT</b>	
<a href="#">Cashier</a> ..... 230-3408	
<b>TUTORING</b>	
<a href="#">Learning Services</a> ..... 230-3253	
<b>VETERANS FORMS</b>	
<a href="#">Veterans Counselor</a> .....230-3473/230-3445	