

On behalf of the administration, faculty, staff, and student body, we would like to welcome you to Victoria College. We are here to ensure that you have every opportunity to succeed in reaching your educational objective, which may range from taking a course for personal enrichment or enhancement of job skills, to completing a one- or two-year certificate program, or transferring to a four-year college or university. We encourage you to take advantage of every opportunity offered to you at Victoria College and it is our hope that you will choose to become involved in co-curricular activities outside of class, which will enhance your college experience and provide you with a well-rounded education.

The students of Victoria College are a diverse group, and, appropriately, the avenues of involvement in non-class activities vary greatly. Student government, club activities, intramurals, and on-campus employment are a few of the options open to the student population for co-curricular involvement. By participating in co-curricular and cultural activities on campus, you can directly improve the quality of education at Victoria College—both for you and other students in the years to come. The Student Activities Director, Sharon Vaclavik, will assist you in finding activities that are of interest to you. Her office is located in the Student Center.

This information is available in alternate formats upon request.

This handbook contains policies, regulations, and procedures in existence at the time this publication went to press. The College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal laws and regulations. This handbook is for informational purposes only and does not constitute a contract. • The Victoria College reserves the right to cancel classes due to lack of enrollment and change class times and instructors as needed. • The Victoria College is an Equal Opportunity Employer. The Victoria College does not discriminate on the basis of national origin, race, color, religion, age, gender, disability, or Veteran status. It is our policy to comply fully with the nondiscrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.

Important Phone Numbers

SWITCHBOARD	361-573-3291
Admissions/Records	361-572-6408
Assessment & Testing	
Missy Klimitchek	361-572-6480
Joseph Hernandez	361-582-2403
Bookstore	361-572-6430
Career Center and Job Placement	361-582-2429
Alivette (Ricky) Jefferson	
Counseling Services	361-572-6405
Peggy Brockenbush	361-572-6414
Alvinette (Ricky) Jefferson	361-582-2429
Becky Payne	361-572-6411
Jose Sanchez	361-582-2457
Brooke Shoemaker	361-572-6406
Educational Opportunity Center (EOC)	361-572-6453
Director of Federal Programs - Lisa Alcorta-Garganta	361-582-2514
Assistant Director/ Educational Specialist - Julie Rosalez	361-572-6458
Educational Specialist - Kimberly Johnson	361-572-6459
Educational Specialist - Domingo Villarreal	361-572-6472
Secretary - Carmen Appelt	361-572-6453
Financial Aid	361-572-6415
Fax	361-572-6493
Director of Financial Aid - Paul L. Janda	361-572-6410
Financial Aid Counselor - Crystal Luna	361-582-2517
Childcare/Scholarships	361-572-6402
Pearl Gonzales	
Hazelwood Benefits/Stafford Student Loans	361-572-6409
Wanda Taylor	
Student Employment	361-582-2459
Melissa Salinas (Human Resources Office)	
Texas Grant	361 582-2517
Denise Dupuy	
K.E.Y. Center - Student Support Services	361-582-2414
Director of Federal Grants - Lisa Alcorta-Garganta	361-582-2514
Assistant Director/Counselor - Elma Saenz	361-582-2413
Academic Advisor - Amanda Garza	361-582-2412
Secretary - Jamies Brandes	361-582-2414
Library	361-572-6420
Lost and Found	361-572-6440
Maintenance Department	361-572-6465
Security Office	361-582-2580
Pager	361-220-1391
Student Activities	361-572-6440
Sharon Vaclavik	
Students with Disabilities	
Brooke Shoemaker	361-572-6406
Jose Sanchez	361-582-2457
Title V Program	
Director of Federal Programs - Lisa Alcorta-Garganta	361-582-2514
Developmental Ed Specialist - Danette Johnson	361-582-2454
Title V Counselor - Gail Janecka	361-582-2458
Secretary - Melva Flores	361-582-2455
Tutoring Center	361-572-6473
Betty East	
ADMINISTRATION	
President	361-573-3291
Dr. Jimmy Goodson	
Vice President of Arts & Sciences	361-572-6401
Dr. Alice Ann Isaac	
Vice President of Student Services	361-582-2415
Florinda Correa	
Vice President of Business & Administrative Services	361-572-6462
Elaine Marcinkowska	
Marketing & Public Information	361-582-2416

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TEXAS SUCCESS INITIATIVE

The Texas Success Initiative, which became effective at The Victoria College with the Spring 2004 semester, took the place of TASP with passage of Senate Bill 286 of the 78th Texas Legislative session. This legislation requires that the students attending Texas public colleges and universities are assessed by a state-approved test in the areas of reading, math, and writing to ensure that basic skills are met before enrolling in college-level courses. This requirement extends to both full-time and part-time students. Performance on the assessment test will not be used as a condition of admission.

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself obtained by Victoria College.

2005-2007 CALENDAR

Fall 2005

August 22	Faculty Meeting
August 24	Registration
August 26	Last Day to Register Without Penalty
August 29	Late Registration Begins
August 29	Classes Begin
August 30	Last Day to Add Classes/Register
September 5	Labor Day Holiday - College Closed
October 2	Mid-semester
November 18	Last Day to Drop Without Penalty
November 24-25	Thanksgiving Holidays - College Closed
December 2	Last Day for Student-Initiated Withdrawals
December 12	Final Exams Begin
December 16	End of Fall Semester

Spring 2006

January 2	Administration Offices Open
January 9	Faculty Meeting
January 11	Registration
January 13	Last Day to Register Without Penalty
January 16	MLK Day - College Closed
January 17	Late Registration Begins
January 17	Classes Begin
January 18	Last Day to Add Classes/Register
March 10	Mid-semester
March 13-17	Spring Break
April 14	Good Friday - College Closed
April 17	Last Day to Drop Without Penalty
April 28	Last Day for Student-Initiated Withdrawals
May 8	Final Exams Begin
May 13	Commencement

Interim Session

See Summer 2006 Schedule	Registration
May 16	Classes Begin
May 29	Memorial Day Holiday - College Closed
May 30	Final Exams

Summer 2006

First Session

May 25, 26, 30	Registration
May 29	Memorial Day Holiday - College Closed
May 30	Last Day to Add Classes/Register
May 31	Classes Begin
June 27	Last Day to Drop Without Penalty (6-week Classes)
July 4	July 4th Holiday - College Closed
July 3	Last Class Day (6-week Classes)
July 5	Final Exams (6-week Classes)
July 10	Last Day to Drop Without Penalty (8-week Classes)
July 19-20	Final Exams (8-week Classes)

Second Session

July 3,5	Registration
July 5	Last Day to Add Classes/Register
July 6	Classes Begin
August 2	Last Day to Drop Without Penalty
August 9	Last Class Day
August 10	Final Exams

Fall 2006

August 21	Faculty Meeting
August 23	Registration
August 25	Last Day to Register Without Penalty
August 28	Late Registration Begins
August 28	Classes Begin
August 29	Last Day to Add Classes/Register
September 4	Labor Day Holiday - College Closed
October 20	Mid-semester
November 17	Last Day to Drop Without Penalty
November 23-24	Thanksgiving Holidays - College Closed
December 1	Last Day for Student-Initiated Withdrawals
December 11	Final Exams Begin
December 15	End of Fall Semester

Spring 2007

January 2	Administration Offices Open
January 8	Faculty Meeting
January 10	Registration
January 12	Last Day to Register Without Penalty
January 15	MLK Day - College Closed
January 16	Late Registration Begins
January 16	Classes Begin
January 17	Last Day to Add Classes/Register
March 9	Mid-semester
March 12-16	Spring Break
April 6	Good Friday - College Closed
April 13	Last Day to Drop Without Penalty
April 27	Last Day for Student-Initiated Withdrawals
May 7	Final Exams Begin
May 12	Commencement

Interim Session

See Summer 2007 Schedule	Registration
May 15	Classes Begin
May 28	Memorial Day Holiday - College Closed
May 29	Final Exams

Summer 2007

First Session

May 24, 25, 29	Registration
May 29	Last Day to Add Classes/Register
May 28	Memorial Day Holiday - College Closed
May 30	Classes Begin
June 26	Last Day to Drop Without Penalty (6-week Classes)
July 3	Last Class Day (6-week Classes)
July 4	July 4th Holiday - College Closed
July 5	Final Exams (6-week Classes)
July 9	Last Day to Drop Without Penalty (8-week Classes)
July 18-19	Final Exams (8-week Classes)

Second Session

July 5 & 6	Registration
July 6	Last Day to Add Classes/Register
July 9	Classes Begin
August 2	Last Day to Drop Without Penalty
August 9	Last Class Day
August 13	Final Exams

*Calendar dates are subject to change.
See course schedules or www.victoriacollege.edu*

Important Information

REGULATIONS GOVERNING STUDENT USE OF VICTORIA COLLEGE COMPUTING RESOURCES

The Victoria College is pleased to offer a variety of computing resources to students. These resources include individual e-mail addresses, Internet access, dial-in access, computer labs, a variety of software, and training. We encourage students to become proficient users of computing resources because we believe that these skills are critical to academic and career success. With these privileges come responsibilities. Students are required to abide by Victoria College Computer Use Policies and Regulations. These Policies and Regulations are located in the Victoria College Student Handbook, are posted in computer labs, and are on the College web page. Students are required to agree to abide by them prior to receiving computer privileges. If you have questions, please feel free to contact Technology Services.

1. You are the only person who may use resources (User ID and Passwords) that have been assigned to you.
2. Do not give your password to anyone else, even to your friends or others whom you trust. If you suspect that someone may have discovered or guessed your password, change it immediately. Since you are encouraged to select a password which is uncommon and are urged to change your password frequently, it will be assumed that anyone other than you who gains access to your account has done so with your permission.
 - You will be held responsible for all activity for the resources assigned to you.
 - You will be held responsible for destructive or illegal activities conducted on your account.
3. You cannot be paid or otherwise commercially profit from the use of any College-provided computing resource or from any output produced using it. You may not:
 - Post advertisements for products that you sell or wish to sell
 - Post chain letters from which you hope to profit
 - Run a business on College-owned computer
4. Never use any College-provided resources to do something illegal, threatening, or deliberately destructive-not even as a joke.
 - Ignorance is no excuse. Read Computer Crimes and Law.
<http://www.utexas.edu/policies/computercrimes.html>
 - You cannot be exempt from the law because you are “just a student” or you were “playing around.”
 - If you are a student who is also employed by the College, you may be disciplined both as a student and as an employee.
5. Be civil. Do not send rude or harassing e-mail.
 - If someone asks you to stop sending them e-mail, then stop. If you fail to do so, a complaint can be filed against you and you can be disciplined according to College policy (see Victoria College Student Handbook).
 - If you are being harassed through e-mail, you may file a complaint just as you would due to in-person harassment.
6. Use resources appropriately. Send messages only to recipients who are probably interested. Examples of inappropriate use of resources include:
 - Sending a message at random to a large number of news-groups or recipients
 - Attempting to inconvenience someone by sending them a large number of messages
7. Do not falsify e-mail or news-group postings. This is forgery and can result in criminal penalties as well as disciplinary action.
 - All messages must correctly identify the sender
 - All electronic mail messages should be treated as private communications unless the author has explicitly made them available to others
8. Be careful of copyright infringement. Copyright laws for online information are still evolving, but duplicating other people's text or graphics on your Web page can get you into trouble, even if the work did not contain a copyright notice.
9. Never try to circumvent log-in procedures on any computer system or otherwise gain access where you are not allowed. This is not acceptable under any circumstances and will always result in disciplinary action.
The College tracks ALL computer usage, and evidence of any of these infractions is documented in the College's computer security system. Offenses will be investigated by the Vice President of Student Services under the authority of Part I, Article I (The College Discipline System), Sections 1.2 v (see Victoria College Student Handbook). Possible College sanctions include Warning, Reprimand, Probation, Suspension, Dismissal, and Monetary Reimbursement. Offenses may also result in criminal charges.



The College

MISSION

The Victoria College is a multipurpose open-access public community college serving Victoria and the surrounding counties. Its mission is to create and provide high-quality educational programs and services which fulfill the needs of the individual and the community for intellectual growth, workforce training, and cultural and personal enrichment.

I. The College will use the traditional classroom and distance education technologies to provide the following credit and non-credit educational programs.

- **University Transfer** - Academic courses applicable to the baccalaureate degree which effectively meet the educational needs of students planning to transfer to a university and ensure that all College associate degree graduates are competent in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

- **Workforce Education** - Workforce education designed to satisfy local and regional employer demands, meet effectively individuals' workforce training needs, and ensure that all College associate of applied science degree graduates are competent in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers.

- **Developmental Education** - Developmental education courses designed to prepare students effectively for success in college-level studies.

- **Continuing Education** - Continuing education courses that effectively fulfill business, industry, and individual needs for quick response preparatory, supplemental, or professional development training.

- **Adult Education** - Adult education, basic skills, and English as a second language instructional programs that effectively accomplish these specific educational needs of our adult constituency.

II. The College will provide all educational and administrative support services that are necessary to effectively promote its mission and to ensure all students have the opportunity to pursue their higher education goals.

III. The College will provide opportunities to enhance the community's quality of life through intellectual and cultural events.

GOALS

As Victoria College works to effectively accomplish its day-to-day operations and to pursue initiatives designed to address strategic issues, it will continuously strive to achieve the following goals.

1. **Outreach:** Victoria College outreach initiatives* will increasingly improve access to College educational programs and student services. (*Recruiting, dual-credit, distance education, and adult education programs; related grant initiatives; and cultural events)
2. **Retention:** Victoria College will improve student retention and increase the numbers of its students who persist until they successfully complete their educational program, transfer to a university, and/or enter the workforce.
3. **Excellence:** Victoria College will strive for excellence in all instruction and services provided.
4. **Efficiency:** Victoria College will continue to be a good steward of entrusted resources, look for new ways to streamline processes, and accomplish more with the same or fewer resources.
5. **Service:** Victoria College faculty and staff will make every effort to be courteous and provide timely service to all students and fellow staff members.

The Pirates

Student Services

GENERAL CAMPUS HOURS

8 a.m. - 4:30 p.m. (M, TH)

8 a.m. - 5:30 p.m. (T, W)*

8 a.m. - 4:00 p.m. (F)

*(Admissions, Business Office, Counseling & Financial Aid)

See current course schedule for complete campus hours.
Individual office hours are listed below.

ADMISSIONS/RECORDS - Administration (Bldg #9)

8 a.m. - 4:30 p.m. (M & Th)

8 a.m. - 5:30 p.m. (T & W)

8 a.m. - 4 p.m. (F) - 361-572-6408

BOOKSTORE - Student Center (Bldg. #13)

8 a.m. - 6:30 p.m. (M-Th)

8 a.m. - 2 p.m. (F)

Saturday and Sunday Closed - 361-572-6430

BUSINESS SERVICES - Administration (Bldg. #9)

8 a.m. - 4:30 p.m. (M & Th)

8 a.m. - 5:30 p.m. (T & W)

8 a.m. - 4 p.m. (F) - 361-582-2569

CAREER CENTER - Counseling Services, Administration (Bldg. #9)

8 a.m. - 4:30 p.m. (M & Th)

8 a.m. - 5:30 p.m. (T & W)

8 a.m. - 4 p.m. (F) - 361-582-2429

COUNSELING SERVICES - Administration (Bldg. #9)

8 a.m. - 4:30 p.m. (M & Th)

8 a.m. - 5:30 p.m. (T & W)

8 a.m. - 4 p.m. (F) - 361-572-6405

EDUCATIONAL OPPORTUNITY CENTER (EOC) -

Student Center (Bldg. #13)

8 a.m. - 5:00 p.m. (M & Th)

8 a.m. - 5:30 p.m. (T & W)

8 a.m. - 4 p.m. (F) - 361-572-6453

FINANCIAL AID - Administration (Bldg. #9)

8 a.m. - 4:30 p.m. (M & Th)

8 a.m. - 5:30 p.m. (T & W)

8 a.m. - 4 p.m. (F) - 361-572-6415

LIBRARY - (Bldg. #8)

7:45 a.m. - 8 p.m. (M-Th)

7:45 a.m. - 5 p.m. (F)

Closed (Sat)

1:00 p.m. - 6 p.m. (Sun) - 361-572-6420

STUDENT ACTIVITIES - Student Center (Bldg. #13)

8 a.m. - 7:00 p.m. (M-Th)

8 a.m. - 4 p.m. (F) - 361-572-6440

TESTING CENTER - Academic Building Room 101 through 8/05

Continuing Education Center Room 201 beginning 8/05

Office Hours: 8:00 a.m. - 4:30 p.m. (M-Th)

8:00 a.m. - 4:00 p.m. (F)

Testing Hours: 8:00 a.m. - 7:30 p.m. (M-Th)

8:00 a.m. - 4:00 p.m. (F)

Testing appointments need to be scheduled prior to testing.

Call 582-2589, 582-2403, or 572-6480 to schedule an appointment.

TUTORING CENTER - Language Building - Room 101 (Bldg. #11)

7:30 a.m. - 6 p.m. (M-Th)

7:30 a.m. - 4 p.m. (F)

Hours may vary from semester to semester; call for current hours 572-6473.



ADMISSIONS AND RECORDS



Admissions and Records Office is located in the Administration Building. For transcripts, residency information, enrollment verification, certificates and diplomas, social security number, name and address corrections, go to the

Admissions and Records Office, or call 572-6408.

For up-to-date registration information, please see the current Schedule of Classes.

How to Register

The Victoria College maintains an "open door" admissions policy under the authority of the Texas Administrative Code Title 19 and the Southern Association of Colleges and Schools.

Admission to the college does not guarantee admission to all programs of the College. Admission requirements for specific health programs are listed in the general catalog. Prior to registration, all new and former students (not enrolled the previous semester) must complete and submit to the Admissions and Records Office an Application for Admission to Victoria College. The application for admission is available online and can be submitted via the web as well. During Registration held in the Technology Center, students who have not submitted an application must can do so in the Technology Center. During Registration held in the Administration Building, applications also may be submitted in the Admissions and Records Office.

Eligible students may register using the web registration (self registration). Applications for admission must be submitted to the Admissions and Records office at least one week prior to using web registration.

First-time college students

(First-time college students are required to complete New Student Navigation. See page 14 for details).

1. Submit an application for admission to Admissions & Records Office.
2. Submit an official transcript from high school with date of graduation or GED certificate (copy) to Admissions & Records Office.
3. Students 18 years of age or older who did not graduate from high school or receive a GED may be admitted on Individual Approval. Assessment test scores are used by Counseling Services to determine placement in college level and/or developmental courses. Students admitted on this condition shall be subject to the same policies and regulations as all other students.

Students admitted on Individual Approval applying for financial aid may be required to score at the Ability-to-Benefit level on one of the placement exams.

4. Provide assessment test scores unless assessment-exempt or assessment-waived.

Former/returning students

Students who were previously enrolled at Victoria College but have been away for one or more long semesters (fall and/or spring) must furnish the Registrar with official transcript(s) from other colleges (if any) attended during the period of absence in addition to the new Application for Admission. All holds on the student record (admission, library, parking, etc.) must be cleared prior to readmission.

Transfer students

Applicants transferring from other institutions must submit an application and official transcripts from each college attended to the Admissions & Records Office. Students transferring to The Victoria College with fewer than 12 semester credit hours must also provide an official high school transcript or GED. Students must provide assessment scores prior to enrollment unless assessment exempt or assessment waived.

Transfer students will be admitted on scholastic probation if they are on probation from their former school or if they do not meet Victoria College standards during the last semester attended.

Students unable to furnish transcripts, GED copies, etc. prior to registration may be allowed to register with the understanding that the required materials must be on file in the Admission and Records Office within a reasonable period of time, usually 1-2 weeks.

Advising/Registration

Students participating in early advisor-assisted registration must obtain clearance from Admission and Records (Admin. Building) before continuing the registration process in the counselors' offices. Please refer to the registration schedule in the course schedule for registration times and dates.

Students participating in the regular advisor-assisted registration will be advised and have schedules developed in the Technology Center. Please refer to the registration schedule in the course schedule for times and dates.

Students using web registration should refer to the course schedule for registration information. Advisor assistance is available, but not required.

For up-to-date registration information, please see the current Schedule of Classes.

Payment of tuition and fees

During early advisor-assisted registration, the fee statement produced by the counselor is taken to the Business Office (Administration Building) for payment of fees. During regular registration, the fee statement is produced at the computers in the Technology Center and is taken to the Business Office area in the Technology Center for payment. Students using web registration should refer to directions in the computer labs as well as information found in the course schedule.

Students who are on financial aid warning may use financial aid funds during the early registration periods. If the student is placed on financial aid suspension status at the end of the semes-

ter all financial aid funds used may have to be repaid.

Once fees have been paid, students may request a free parking decal by providing the license number of the vehicle to be parked on campus. A parking decal is required for all students whether taking day or evening classes.

Student identification cards

Returning students participating in early registration will need to have their ID cards validated by presenting their tuition receipts in the Library. During regular registration, ID cards will be made for new students and validated for returning students in the Library as well.

Access grades on the web

Final grades are made available on the Victoria College website www.victoriacollege.edu at the end of each term/semester. A Personal Identification Number (PIN) is used each time grades are accessed. Grade reports are no longer mailed to students unless a request is made in the Admissions and Records Office 361-572-6408.



TEXAS SUCCESS INITIATIVE

The Texas Success Initiative, which became effective at The Victoria College with the Spring 2004 semester, took the place of TASP with passage of Senate Bill 286 of the 78th Texas Legislative session. This legislation requires that the students attending Texas public colleges and universities are assessed by a state-approved test in the areas of reading, math, and writing to ensure that basic skills are met before enrolling in college-level courses. This requirement extends to both full-time and part-time students. Performance on the assessment test will not be used as a condition of admission.

With few exceptions, state law gives you the right to request, receive, review and correct information about yourself obtained by Victoria College.

Assessment and Testing

Texas Academic Skills Program (THEA)

The Texas Success Initiative, which became effective at The Victoria College with the Spring 2004 semester, took the place of TASP with passage of Senate Bill 286 of the 78th Texas Legislative session. This legislation requires that students attending Texas public colleges and universities are assessed by a state-approved test in the areas of reading, math, and writing to ensure that basic skills are met before enrolling in college-level courses. This requirement extends to both full-time and part-time students. Performance on the assessment test will not be used as a condition of admission.

- ACT - composite score of 23 or higher with individual math and/or English scores of no less than 19. Scores can be no more than five years old.
- SAT - Composite score of 1070 with no less than 500 on verbal and/or 500 on math. Scores can be no more than five years old.

TAAS*

Scale scores of TLI-89 or higher in reading and TLI-86 or higher in mathematics and 1770 or higher in writing. TAAS scores can be no more than three years old.

TAKS (Exit-level) - Scale scores of 2200 on Mathematics section and/or 2200 on English Language Arts with a writing subsection score of at least 3.

The purpose of the THEA test is to ensure that students enrolled in Texas public colleges and universities possess basic skills in the areas of reading, writing, and mathematics. The THEA requirement extends to both full-time and part-time students.

Performance on the THEA will not be used as a condition of admission.



Alternative Test to THEA

The Coordinating Board has approved alternative test instruments that an institution may use effective the fall semester of 1998.

The alternative assessment test provides information about the student's skill levels in the areas of reading, writing, and math. Sections of the alternative test which are passed will count as passing the THEA test and those sections failed or not attempted will result in required enrollment in developmental education courses.

2004-2005 QUICK THEA/THEA ALTERNATIVE DATES

ALL DATES AND TIMES ARE SUBJECT TO CHANGE

Contact the Testing Center at 582-2589, 582-2403, 572-6480 or the Counseling Center at 572-6405 or see the Testing Center website at www.victoriacollege.edu/dept/testcenter.

COMPASS

SUMMER I 2005 - COMPASS

Location: Academic Building Room 101

Wednesday, April 27, 2005	1:30 p.m.
Wednesday, May 11, 2005	8:30 a.m.
Monday, May 23, 2005	1:30 p.m.
Wednesday, May 25, 2005	5:30 p.m.

SUMMER II 2005 - COMPASS

Location: Academic Building Room 101

Thursday, June 30, 2005	8:30 a.m.
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QUICK THEA

SUMMER I 2005 - QUICK THEA

Location: Academic Building Room 101

Monday, March 21, 2005	1:30 a.m.
Monday, April 4, 2005	8:30 a.m.
Monday, April 18, 2005	1:30 p.m.
Monday, May 2, 2005	8:30 a.m.
Monday, May 16, 2005	1:30 p.m.

SUMMER II 2005 - QUICK THEA

Location: Academic Building Room 101

Monday, June 6, 2005	8:30 a.m.
Monday, June 20, 2005	1:30 p.m.

2005 - 2006 QUICK THEA/THEA ALTERNATIVE DATES

ALL DATES AND TIMES ARE SUBJECT TO CHANGE

Contact the Testing Center at 582-2589, 582-2403, 572-6480 or the Counseling Center at 572-6405 or see the Testing Center website at www.victoriacollege.edu/dept/testcenter.

COMPASS

FALL 2005 - COMPASS

Location: Academic Building Room 101

Thursday, July 28, 2005	5:30 p.m.
Wednesday, August 3, 2005	8:30 a.m.
Monday, August 8, 2005	1:00 p.m.
Thursday, August 11, 2005	5:30 p.m.
Monday, August 15, 2005	1:00 p.m.
Monday, August 22, 2005	1:00 p.m.
Tuesday, August 23, 2005	5:30 p.m.

SPRING 2006 - COMPASS

Location: Continuing Ed., Rm. 201

Wednesday, November 9, 2005	8:30 am
Monday, November 14, 2005	1:00 pm
Thursday, December 1, 2005	5:30 pm
Monday, December 5, 2005	1:00 pm
Wednesday, December 13, 2005	8:30 am
Thursday, January 5, 2006	5:30 pm
Monday, January 9, 2006	1:00 pm
Wednesday, January 11, 2006	8:30 am

SUMMER I 2006 - COMPASS

Location: Continuing Ed., Rm. 201

Wednesday, April 26, 2006	1:30 p.m.
Wednesday, May 17, 2006	1:30 p.m.
Thursday, May 18, 2006	5:30 p.m.
Wednesday, May 24, 2006	8:30 a.m.

SUMMER II 2006 - COMPASS

Location: Continuing Ed., Rm. 201

Thursday, June 29, 2006	1:00 p.m.
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FALL 2006 - COMPASS

Location: Continuing Ed., Rm. 201

Monday, July 31, 2006	1:30 p.m.
Wednesday, August 9, 2006	1:30 p.m.
Monday, August 21, 2006	1:30 p.m.
Wednesday, August 23, 2006	8:30 a.m.

SPRING 2007 - COMPASS

Location: Continuing Ed., Rm. 201

Monday, November 13, 2006	1:30 p.m.
Thursday, November 16, 2006	8:30 a.m.
Wednesday, November 29, 2006	8:30 a.m.
Wednesday, December 6, 2006	8:30 a.m.
Wednesday, January 3, 2007	8:30 a.m.
Monday, January 8, 2007	1:30 p.m.
Wednesday, January 10, 2007	8:30 a.m.

SUMMER I 2007 - COMPASS

Location: Continuing Ed., Rm. 201

Thursday, April 26, 2007	1:30 p.m.
Monday, May 17, 2007	1:30 p.m.
Monday, May 21, 2007	1:30 p.m.

SPRING II 2007 - COMPASS

Location: Continuing Ed., Rm. 201

Thursday, June 28, 2007	1:30 p.m.
Tuesday, July 3, 2007	8:30 a.m.

QUICK THEA**FALL 2005 - QUICK THEA**

Location: Continuing Ed., Rm. 201

Monday, July 18, 2005	1:30 p.m.
Thursday, August 3, 2005	1:30 p.m.
Wednesday, August 10, 2005	8:30 p.m.
Saturday, August 13, 2005	8:00 a.m.
Wednesday, August 17, 2005	8:30 a.m.

SPRING 2006 - QUICK THEA

Location: Continuing Ed., Rm. 201

Monday, September 19, 2005	1:30 p.m.
Monday, October 3, 2005	8:30 a.m.
Monday, October 17, 2005	1:30 p.m.

Monday, November 7, 2005	8:30 a.m.
Saturday, November 12, 2005	8:00 a.m.
Wednesday, November 16, 2005	1:30 pm
Wednesday, December 6, 2005	8:30 a.m.
Wednesday, January 4, 2006	8:30 a.m.

SUMMER I 2006 - QUICK THEA

Location: Continuing Ed., Rm. 201

Monday, February 6, 2006	8:30 a.m.
Monday, February 20, 2006	1:30 p.m.
Monday, March 6, 2006	8:30 a.m.
Monday, March 20, 2006	1:30 p.m.
Monday, April 3, 2006	8:30 a.m.
Monday, April 17, 2006	1:30 p.m.
Monday, May 1, 2006	8:30 a.m.
Monday, May 15, 2006	1:30 p.m.

SUMMER II 2006 - QUICK THEA

Location: Continuing Ed., Rm. 201

Monday, June 12, 2006	1:30 p.m.
Monday, June 26, 2006	8:30 a.m.

FALL 2006 - QUICK THEA

Location: Continuing Ed., Rm. 201

Monday, July 10, 2006	8:30 a.m.
Monday, July 24, 2006	1:30 p.m.
Monday, August 7, 2006	1:30 p.m.
Saturday, August 12, 2006	8:00 a.m.
Wednesday, August 16, 2006	8:30 a.m.

SPRING 2007 - QUICK THEA

Location: Continuing Ed., Rm. 201

Monday, September 18, 2006	8:30 a.m.
Monday, October 2, 2006	8:30 a.m.
Monday, October 16, 2006	1:30 p.m.
Monday, November 6, 2006	8:30 a.m.
Saturday, November 11, 2006	8:00 a.m.
Monday, December 4, 2006	8:30 a.m.
Monday, January 1, 2007	8:30 a.m.

SUMMER I 2007 - QUICK THEA

Location: Continuing Ed., Rm. 201

Monday, February 5, 2007	8:30 a.m.
Monday, February 19, 2007	1:00 p.m.
Monday, March 5, 2007	8:30 a.m.
Monday, March 19, 2007	8:30 a.m.
Monday, April 2, 2007	8:30 a.m.
Monday, April 16, 2007	1:30 p.m.

SUMMER II 2007 - QUICK THEA

Location: Continuing Ed., Rm. 201

Monday, June 4, 2007	8:30 a.m.
Monday, June 18, 2007	1:30 p.m.
Monday, July 2, 2007	8:30 a.m.
Monday, July 23, 2007	1:30 a.m.

Preregistration and pre-payment is required. Students must register in advance in the Admissions Office or by On-Line Registration. The test fee should be paid the same day in the Business Services Office or with an acceptable credit card when registering on-line. The Admissions and Business Services Offices are located in the Administration Building. To register on-line go to The Victoria College website at www.victoriacollege.edu and click on "Quick Links". Scroll down and click on "Testing Information/Registration". Click on "THEA Alternative Assessment (ALLT)" or "THEA Quick Test (THEA)" listed under the heading On-Line Registration. Follow directions given. For additional questions call 361-582-2403 or 361-572-6480. The cost of the Alternative Assessment test is \$30 and the cost of the Quick THEA test is \$40. There are no refunds on testing fees.

What to bring: Photo identification (driver's license or student ID, for example), Social Security number, a black ink pen, and paid fee receipt from the Business Services Office.

If you have a disability and require some accommodation in taking the Alternative Assessment Test, please complete a "Request for Accommodation" form, available in the Counseling Services Office. If the accommodation is not requested at least one week in advance of the test date we, the College, cannot guarantee the availability of the accommodations on site. Documentation may be required. Testing accommodations for the Quick THEA are not provided through the college. You may contact National Evaluation Systems to schedule testing accommodations through them at 1-512-926-0743.

Certificate Assessment

Students enrolling in certificate programs with selective admissions requirements are required to take the Alternative Assessment (ALLT) (in the areas of reading, writing, and math) prior to entry. Students enrolling in certificate programs with non-selective admissions requirements are also required to take the Alternative Assessment (ALLT) test prior to entry. Failure to pass the test will not deny students entry into the program but will require students to be advised concerning developmental education as appropriate.

Please consult with the Victoria College Counseling Services for additional information.

THE VICTORIA COLLEGE

TESTING CENTER

Exam Information - 361-582-2589

Missy Klimitchek, Director - 361-572-6480
 Joseph Hernandez, Testing Facilitator - 361-582-2403
 Judy Pedraza, Testing Reception/Proctor 361-582-2589

testingcenter@victoriacollege.edu
www.victoriacollege.edu/dept/testcenter



QUESTIONS AND ANSWERS ABOUT THE THEA TEST

Q. What happens if I fail one or more parts of the assessment test?

A. You will be required to be in a developmental program in at least one of the areas you failed. The DEP for each area is as follows:

If a student's performance is below the state minimum standard, the student is placed in a Level I (0300) or Level II (0301) course based on the student's score for that portion of the test taken for college readiness purposes. If placement is at Level I, the student is required to earn a letter grade of C or better and to earn a letter grade of B or better in Level II to complete the developmental program and demonstrate college readiness. If placement is at Level II, the student must earn a letter grade of B or better to complete the developmental program and demonstrate college readiness.

After completion of the DEP for the area(s) of failure the student no longer has to be in developmental coursework for that area(s) of failure. If there are other failed areas, the student must be in developmental coursework for those areas until the completion of the Victoria College DEP for those areas. A student shall retake an assessment instrument if the student did not initially perform at or above the following scores:

1. ASSET

- Reading Skills - 35
- Elementary Algebra - 30
- Writing Skills (objective) - 35

3. COMPASS

- Reading Skills - 64
- Algebra - 23
- Writing Skills (objective) - 44

2. Accuplacer

- Reading Comprehension - 61
- Elementary Algebra - 42
- Sentence Skills - 62

4. THEA

- Reading - 201
- Mathematics - 206
- Writing - 205

5. An essay with a score of 5 will meet these criteria if the student meets the objective writing test standard.

To meet the requirements of TEC 51.3062, a student must show college readiness by one of the following options:

OPTION 1.

- a) Passing all sections of approved assessment, meeting requirements for exemptions, or
- b) Retaking an approved assessment of the section(s) failed and making the minimum score required by the State of Texas for that section(s).

OPTION 2

a) Students who earn a B or better in Level II developmental courses will be considered to have successfully completed the Victoria College Developmental Education Plan and be college ready with the following exception: Students who score one standard error of measurement below passing (see scores above) will be required to retest.

b) Students who retest and score below the “required retest” score (e.g. 206 on THEA mathematics) must choose one of the following:

1. Enroll in non-course based remediation (individualized format) and retest for the section of failure during the semester or term of enrollment.

2. If the failed section is mathematics, the student may enroll in MATH 0303. A grade of C or better will be considered successful completion of the Victoria College Development Plan, and the student will be college ready.

OPTION 3

Students who score within a locally determined range on the assessment taken for college readiness purposes may satisfy the requirements of TEC 51.306 by participating in Non-Course Based Developmental Education, which requires a minimum of 12 clock hour tutoring for the section(s) of failure within the semester or term of enrollment.

Non-Course Base Developmental Education students must retest for the section(s) of failure during the semester or term of enrollment. Students who pass the retest meet the TEC 51.3062 for satisfying the liability. Students who fail the retest may choose to continue with non-course based instruction or enroll in a semester length course for the section(s) of failure. Students who do not retest during the semester or term of enrollment or fail to meet the required minimum of 12 clock hours **must** enroll in a semester length developmental course upon re-enrollment.

OPTION 4

Students who have been diagnosed by qualified professionals as having dyslexia or a related disorder, or a specific learning disability in mathematics, and **who complete The Victoria College developmental program** will not be required to retest and will not be required to attempt any additional developmental work. The Victoria College will certify these students as having completed the requirements of TEC 51.3062.

NON-COURSE BASED DEVELOPMENTAL EDUCATION*

An alternate path is allowed for students who have scored within a locally determined score range of passing the test taken for TSI purposes. This alternate path is called Non-Course Based Developmental Education (NCBDE). This path requires a minimum of 12 clock hours tutoring for the area(s) of failure within the given semester or term of enrollment.

The student must retest for the area(s) of failure during the semester or term of enrollment. If the student passes the retest, he/she has satisfied the TEC 51.306 for the liability. If the student fails the retest he/she may elect to continue with NCBDE or enroll in a semester length course for the area(s) of failure. If the student does not retest during the semester or term of enrollment in NCBDE or fails to meet the required minimum of 12 clock hours, the student must enroll in a semester length course upon re-enrollment.

Q. What is the best time to take assessment?

A. It is in your best interest to take assessment as early as possible, preferably toward the end of your senior year in high school or in the summer prior to fall enrollment in college. If you pass all sections you will not be restricted in the types of courses you may take. If you do not pass all sections and are required by Victoria College's TSI policy enroll in developmental courses, you will subsequently have a better opportunity for success in your college-level courses.

Q. How do I get my THEA scores sent to Victoria College?

A. The THEA registration fee (\$29) includes the cost of sending your score report to three colleges or universities. When you register, you should select the three degree digit code number 367 to identify Victoria College.

Q. How do I obtain a registration bulletin for the THEA?

A. High school counselors have copies available. They may also be obtained at The Victoria College Counseling Services and Admissions and Records located in the Administration Building. The Tutoring Center and the KEY Center located in the Language Building have copies as well. Registration is also available online @ www.thea.nesinc.com.

Q. Where and when can I take the THEA exam? How much does it cost?

A. The 2004-2005 dates for the THEA exam are March 5, 2005, April 23, 2005, June 11, 2005 and July 30, 2005. The 2005-2006 dates for the THEA exam are October 29, 2005, March 4, 2006, April 22, 2006, June 17, 2006, and July 29, 2006. The fee for the exam is \$29. The Victoria College is a test site for all exams; other sites are listed in the THEA registration brochure. Since seating for the exam is limited, early registration for the THEA increases your opportunity for taking the exam at Victoria College rather than at sites in other Texas cities.

Q. What if I do not have the required fee for the THEA exam or if I need assistance in preparing for the exam?

A Study guides for THEA preparation are available for purchase in the Victoria College bookstore and are on reserve in the College Library. Free tutoring is also available in the Tutoring Center, L101 and the KEY Center, L102. THEA reviews are given weekly, and the dates will be posted on the VC website, on bulletin boards around campus, and in the weekly campus bulletin. A limited number of THEA Fee Waiver Vouchers are available to cover the cost of exam registration for students who qualify. These waivers do not cover the cost of study guides or of late registration fees. Please call the Financial Aid Office at 361-572-6415 for additional information about fee waivers.

Q. What if I need more information about THEA?

A. Contact Counseling Services (361-572-6405) if you need more information. Remember, you must take the THEA before you can enroll in credit courses unless you are assessment exempt or waived.



COUNSELING SERVICES

Counseling Services is located in the Administration Building.

Office Hours:

Monday & Thursday - 8:00 a.m. - 4:30 p.m.

Tuesday & Wednesday - 8:00 a.m. - 5:30 p.m.

Friday 8:00 a.m. - 4:00 p.m.

Academic Counseling

Counselors will help students develop an education plan, which will outline a course of study for any of the Victoria College (VC) two-year associate degrees and/or certificates. In the development of this plan, students will be more prepared to successfully complete their program of study.

Counselors will also help students who are planning to transfer to a four-year institution develop an educational plan that includes university admissions requirements and course transferability. Senior colleges routinely accept transfer credit from community colleges; however students need to be certain that particular courses are applicable to the major of their choice.

Articulation agreements between VC and some senior institutions make the transfer process seamless. Students planning to transfer to a specific institution, should let a counselor know that at the time they enroll. This will allow the counselors the opportunity to provide students with up-to-date transfer information. Students are expected to contact Counseling Services on a regular basis to ensure that they are on track.

Personal Counseling

Personal counseling is provided by counselors certified and/or licensed for the practice of counseling or who have academic preparation and experience consistent with their assignments. Availability of personal counseling is provided in all college publications and the Counseling Services web site at <http://www.victoriacollege.edu/dept/counseling/>. The counselors are willing to make after hour appointments or travel to an off-campus site, as requested, to assist students with personal problems. The counselors also have a referral directory that is used when students request or need more in-depth counseling services that the College does not provide. The referral directory is a current listing of community services-providers and is updated annually.

Disability Support Services

Qualified persons with disabilities have specialized services available, which MAY include: adapted testing, special parking provisions, note-taking assistance, readers, special equipment/equipment adaptation, information and/or referral. Prospective students who may qualify for any of these services are encouraged to contact Counseling Services at least one month prior to registration for services to be coordinated. Current students with disabilities should request accommodations as early as possible to ensure that approved services are in place when the

semester begins. Prospective students should be aware that they must complete all enrollment steps, including taking the assessment test, prior to enrollment. THEA is given on specific test dates during the year and advance registration is required. Students requesting special accommodations for the THEA must do so when registering for the test, and documentation must be submitted with the registration. For more information or assistance, contact the Counseling Services Office or call Brooke Shoemaker at 361 572-6406 or email at bshoemaker@victoriacollege.edu or Jose Sanchez at 361 582-2457 or email at jsanchez@victoriacollege.edu

Career Counseling

The Career Center is located in the Administration Building inside the Counseling Services in Room 105J. Utilizing job market information, interest inventories, and other career related resources, the Career Center offers information, assistance, and guidance to current and former students seeking employment. The counselors also assist individuals in planning a new career or changing careers. The Center's website is located at <http://www.victoriacollege.edu/dept/counseling/career.html>.

Services are provided to all current and former students searching for part-time or full-time positions. The office provides employment opportunities through off-campus job listings, open-table recruitment, and an annual job fair. The counselors assist students in the development of pre-employment job search skills, resume writing, and interviewing techniques.

The DISCOVER program, an on-line career exploration assessment, provides students with a wealth of information about specific occupations, programs of study, majors, and other institutions of higher education. The DISCOVER program assesses the students interests, abilities, and values according to the world of work map. To complete DISCOVER on-line, contact Counseling Services at 361-582-2429.

New Student Orientation (NSO)

Becoming a Victoria College student has never been easier. VC's NSO is designed to provide information to assist students to be successful at VC. NSO exists to help acquaint students to their new college environment via information sessions, tours and academic advising. This mandatory attendance program affords students an opportunity to meet with other students, counselors, and campus faculty and staff. The summer NSO is a one-day session that is filled on a first-come, first-served basis. Please register early. Sessions are scheduled from 9:00 a.m. to 4:00 p.m., and students are required to attend all day to be able to register for their fall classes. NSO costs \$20 for students to attend. This fee is used for administrative expenses associated with NSO. Students are required to pay this fee prior to attending their desired session.

Child Care and Transportation Assistance

The Victoria College Child Care and Transportation Assistance Program offers assistance with both child care and transportation costs. In 2002 The Victoria College was awarded the Child Care Means Access in Parents in School (CCAMPIS) federal grant to help supplement child care costs for eligible students. Information and applications are accepted anytime during the year and will be processed after July 15 for assistance in the upcoming academic year.

Students interested in applying for child care or transportation assistance must: 1) complete and return the application for Child Care and Transportation Assistance, 2) schedule an appointment with the CCTA Coordinator, 3) complete the Victoria College financial aid process, and 4) register or intend to register for the upcoming semester. Assistance is based on the availability of funds, student financial need, individual student assessment, program of study, number of hours completed at VC, and GPA.

For additional information about Child Care and Transportation Assistance, check the website at <http://www.victoriacollege.edu/dept/ccta>. contact Pearl Gonzales in the Financial Aid Office (ADMN 108A), (361) 572-6402 or (361) 572-6493 (fax), or by e-mail at pearl.gonzales@victoriacollege.edu.

Tutoring Center

The Victoria College offers free tutoring services to all students who need academic assistance. Student Support Services offers a Tutoring Center, located in the Language Building, room 101. The Center has tutors on duty to cover the basic academic courses such as English, math, sciences, social and behavioral sciences, and basic computer courses. Tutoring is also available in several other locations around campus and at the distance learning centers. Tutoring schedules are posted on the VC web site for easy access, and copies are available in the Center. Students who need assistance in an area not covered on the current schedule can stop by L101 and make arrangements for a tutor, depending on the availability of funds and tutors. Students can also call 572-6473, or e-mail the Center at tutorhelp@victoriacollege.edu or beast@victoriacollege.edu. For students in the distance education centers, a kiosk is available to connect to the main campus. For more information, visit www.victoriacollege.edu/dept/arc.

Special study groups, which meet once a week, are formed each semester to help students practice the basis skills of reading, writing, and math that will be needed to pass assessment or placement tests such as the THEA, COMPASS, and NET tests. The times and meeting place for these tutor-led sessions are posted on the web site and on the tutoring schedule.

Students who wish to work as tutors are encouraged to apply early each semester for these paid positions. For additional information please contact the Tutoring Center by phone or e-mail. Tutors must have an instructor's recommendation and receive training each semester to ensure the quality of support services offered.

The Tutoring Center strives to meet the needs of VC students with a selection of materials and helps such as videos, computer tutorials, and handouts. The expanded web site provides information and a variety of handouts available for printing. The Center is also a study room for students to use for individual or group sessions, and a TV/VCR is available for using videos with a tutor present to help in explaining the materials. Please stop by and see what the Tutoring Center can offer you.

K.E.Y. Center- Student Support Services

The K.E.Y. Center, (Knowledge Exploration and You) is located in the Language Building, room 102. The K.E.Y. Center-Student Support Services Program at Victoria College is funded by a grant from the U.S. Department of Education. The K.E.Y. Center grant was awarded in 2001 in the amount of \$1,135,175 to

be distributed over five years. The K.E.Y. Center is one of the first Federal TRIO Programs at The Victoria College and is funded by a grant from the U.S. Department of Education. The grant was awarded in 2001 in the amount of \$228, 825 annually for five years. It is targeted to serve and assist students in overcoming obstacles to post-secondary education. The goal of KEY Center is to increase the retention, graduation, and transfer rates of the students that it serves. The program is funded to serve 160 students annually. The students served consist of economically disadvantaged, first-generation college students, and/or students with disabilities who have an identified lack of academic preparation (students who are required to be in developmental education).

Services provided include:

- Supplemental instruction and tutoring (individualized and/or group) in basic skills areas
- Transfer assistance to students who plan to continue their education beyond a certificate or associate degree program
- Career exploration through utilization of career resources handbooks, and the Discover program
- Financial aid and scholarship assistance to students requiring help with the paperwork process
- Academic counseling through course and degree advisement
- Cultural and educational enrichment activities and workshops
- Referrals to campus and community resources
- Personal counseling

Academic Support

- Individualized and group tutoring
- Peer and Professional tutors
- On-line tutoring
- THEA preparation
- Assisted labs
- Computer assisted instruction
- Study Skills Workshops
- Orientation

Counseling and Mentoring

- Personal counseling
- Academic advising
- Financial aid and scholarship assistance
- Career counseling and employment assistance
- Transfer counseling
- Graduate school counseling
- Professional mentoring
- Peer mentoring
- Support groups

Cultural and Enrichment Activities

- Field Trips
- Reading Round Table
- Motivational Incentives-Points System
- Campus visits
- Information Workshops

For additional information, visit www.victoriacollege.edu/dept/sss/ or call (361)582-2414 or by e-mail to keycenter@victoriacollege.edu.

EDUCATIONAL OPPORTUNITY CENTER (EOC)

The Educational Opportunity Center (EOC) is located in the Student Center, room E. The EOC Program at Victoria College is funded by a grant from the U.S. Department of Education. The EOC grant was awarded in 2002 in the amount of \$1,020,000 to be distributed over five years. It is the second Federal TRIO Program awarded by the U. S. Department of Education and sponsored by The Victoria College. The grant was awarded in 2002 for five years at \$204,000.00 per year.

The purpose of the Educational Opportunity Center (EOC) is to provide free information, advice and encouragement to individuals seeking post-secondary education at any higher-level institution, not just The Victoria College or University of Houston-Victoria.

The Center provides the following services free of charge:

- career exploration
- community referrals
- re-enrollment assistance for students who have discontinued their education
- advice on how to complete and attain a GED
- assistance with the post-secondary admissions application process
- assistance researching financial aid opportunities for individuals who qualify.

Any individual 19 years or older who lives in Gonzales, Lavaca, Jackson, Calhoun, Goliad, DeWitt or Victoria County are eligible for assistance from the EOC; however, priority will be given to low-income and first generation individuals -those whose parents do not have a bachelor's degree. The EOC office is located in The Victoria College Student Center. For more information please call 361-572-6453, toll free 1-877-572-6453 or visit www.victoriacollege.edu/eoc.

TITLE V PROGRAM

The Victoria College Title V program is the result of a U.S. Department of Education grant application and was written with two specific, interrelated activities in mind. Both activities focus on improving academic outcomes at the Victoria College. The Title V grant was awarded in October 2003 in the amount of \$2,022,137 to be distributed over five years.

Satellite Campus Student Services

All Victoria College students are eligible for services provided by Student Services. Satellite campus students who wish to obtain personal counseling are encouraged to inform their instructors. Counselors make both routine and special visits to satellite sites as needed. Satellite campus students who need tutoring should contact Betty East at 361-572-6473.



FINANCIAL AID SERVICES

Financial Aid

The Financial Aid Office is open Monday and Thursday from 8:00 a.m. to 4:30 p.m., Tuesday and Wednesday from 8:00 a.m. - 5:30 p.m., and Friday 8:00 a.m. to 4:00 p.m.

A variety of state and federal funds are available to assist eligible students. An enrollment of at least half-time status (enrolled in six or more credit hours) is recommended for students to be eligible for most programs.

Students must be enrolled in and attending classes that pertain to their degree plan each semester as part of The Victoria College financial aid eligibility requirements. Students are strongly encouraged to contact the Financial Aid office to learn about the assistance available and to determine eligibility. The Financial Aid staff will make every effort to assist students in obtaining the necessary funds to attend college.

To apply for financial aid, complete a Free Application for Federal Student Aid form (FAFSA), and a Student Information Sheet (all forms are available in the Financial Aid office). You may also choose to complete a scholarship application form and a work-study application form. All forms are available in the Financial Aid Office on-line. If selected for verification, students must submit signed copies of income tax returns, W-2 forms, a verification worksheet and all other requested information. Also, all students applying for financial assistance must have a copy of their final high school academic transcript (showing graduation date) or GED passing scores on file in the Admissions office to be eligible for financial aid.

Students must maintain satisfactory academic progress (SAP) to remain eligible for financial aid. For more information about the SAP policy, see the Financial Aid website or stop by the office.

Students relying on financial aid for payment during Early Registration must have a completed financial aid file by the following dates, and have final approval (an award letter) from the Financial Aid office prior to payment.

April 15, 2005 for the Fall 2005 semester
October 15, 2005 for the Spring 2006 semester
March 15, 2006 for the Summer 2006 semesters
April 15, 2006 for the Fall 2006 semester
October 15, 2006 for the Spring 2007 semester
March 15, 2007 for the Summer 2007 semesters

Students without an award letter from the Financial Aid office must be prepared to pay from personal funds, including all installment payments.

Students wishing to use financial aid for bookstore charges may do so after they have completed registration and paid for all of their charges or have set up a payment plan with the Business Office.

Stafford loan funds are not available for initial payment of tuition, fees, or bookstore charges.

NOTICE: Please be advised that students, who execute a complete withdrawal from The Victoria College, before the following dates for the respective semesters, may be responsible for the repayment of all financial aid.

September 15, 2005 for the Fall 2005 semester

February 2, 2006 for the Spring 2006 semester

June 7, 2006 for the Summer I 2006 semester

July 13, 2006 for the Summer II 2006 semester

September 14, 2006 for the Fall 2006 semester

February 1, 2007 for the Spring 2007 semester

June 6, 2007 for the Summer I 2007 semester

July 13, 2007 for the Summer II 2007 semester

In addition, a federal refund policy will apply to all students receiving Federal Title IV funding and withdrawing from the college before 60% of the period of enrollment has been completed. The law requires that when a student withdraws during a period of enrollment, the amount of financial aid you have earned up to that point is determined by a specific formula. A student's withdrawal date is the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw, or the student's last date of attendance. Based on the withdrawal date, if you received less assistance than the amount you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

Payment of tuition and fees originally covered by financial aid that are not refundable within The Victoria College refund policy may also be owed. Refer to the Victoria College Refund Policy.

Students must be enrolled and attending all courses to maintain financial aid eligibility. Students not attending classes will become ineligible for all financial aid as of the date of last attendance

VETERANS BENEFITS

The Montgomery GI Bill (Ch 30, Ch 1606), VEAP, Ch 35, and Ch 31

Veterans are admitted on the same basis as other students. The Victoria College is approved by the Texas Workforce Commission programs taken under Title 38 of the US Code. The VA Certifying Official is a staff member of the Admissions and Records Office.

Students seeking veteran's educational benefits must contact Counseling Services at least six weeks prior to their registration period. All benefit recipients (excluding Chapter 31 and Hazelwood) are required to pay their educational costs up front at the time of registration. Funding from the Veteran's Administration will be paid directly to students by the Veteran's Administration Office upon verification of enrollment certification which must be completed each semester.

Eligible veterans receive monthly payments for their entitlement based on the coursework for which they enroll. The Veteran's Administration requires that veterans follow a declared degree plan that is approved by the VA. It is the student's responsibility to verify with the VA counselor in Counseling Services that the degree plan they have declared is a VA approved degree plan.

Hazelwood Act

Students interested in using Hazelwood benefits for registration are recommended to contact the Financial Aid Office at The Victoria College at least six weeks prior to their initial registration.

The Hazelwood Act information sheets and applications are available in the Financial Aid office. Each Hazelwood Application must be completed before each registration. The Hazelwood Act provides a tuition waiver, so it must be used at the time of registration. It will not be retroactively applied.

The following documents are needed to apply for the Hazelwood Act benefits:

- Hazelwood Application
- Victoria College Veterans' Enrollment Record
- Copy of the DD-214
- Letter of denial from VA regarding other educational benefits availability. Student should contact VA at 1-800-827-1000 and ask the VA to provide a Hazelwood letter.
- A complete Victoria College financial aid packet, which includes the FAFSA form. (A packet must be filled out each year).
- Hazelwood transcripts from all secondary institutions attended since the Fall of 1995.

Veterans' Work-Study Program

Eligible veterans can apply for this benefit by contacting the Admissions and Records Office and filling out an application for Veterans' Work-Study. Positions are limited and an interview is required.

FEDERAL WORK-STUDY

The Victoria College participates in the Federal Work-Study program. All students interested in participating in the FWS program must first apply for the Federal Pell Grant and have received an award letter from The Victoria College Financial Aid office. For additional information, please stop by the Victoria College Human Resources office.

STUDENT EMPLOYMENT

The Victoria College offers a limited number of student assistant work positions to students who do not qualify for the Federal Pell Grant or Federal Work Study programs. Students must take a minimum of 6 credit hours during a long semester, 3 credit hours during the summer semester, and maintain a 2.0 GPA to be eligible to work on campus. For more information about requirements, job openings, or an application for employment, contact the Human Resources or see the website at www.victoriacollege.edu/dept/stuemploy/.

For additional information or assistance with completing necessary financial aid forms, please visit the Financial Aid office (Administration Building) or call 361-572-6415.

Insurance

The College has no insurances for student injuries. Students are encouraged to obtain their own insurance. Information and/or applications on student insurance plans can be obtained from the Counseling Office or the Vice President of Student Services Office in the Administration Building.

STUDENT ACTIVITIES

Campus student activities are designed to give students the opportunity for self-expression, to increase interest in academic courses, and to provide wholesome recreation. The Student Activities Office is the central location for information concerning campus organizations. All students are invited to pick up a current listing of campus organizations and decide which best suits their interests or check out the website at www.victoriacollege.edu/dept/stucenter.

In addition, the Student Center also provides students with a diversion from studies with a big screen television and pool tables. The location of the Student Center is in the middle of campus and it also houses the campus bookstore, a convenience store, a 250 seat dining area, meeting rooms, a student computer lab, a spacious mall area, the Student Government Association office, and the Student Activities office. Please visit Sharon Vaclavik, the Student Center and Student Activities Director in the Student Center, call 361-572-6440 for information, or check out the website at: www.victoriacollege.edu/dept/stucenter.



**Join
a student
organization!**

Why?

**Meet new people.
Make new friends.**



African American Student Council
Art Club Association
Asian Culture Club
Baptist Student Ministry
Circle K International
Criminal Justice Society
Cyber Pirates (formerly the VC Computer Club)
Drama Club
Gamma Beta Phi Society
Lambda Beta Society
Latin American Student Organization
Medic Association
Phi Theta Kappa
Science Club
SCOPE – Student Cardiopulmonary
Organization Practicing Excellence
Student Government Association
Student Nurses Association
United Campus Ministry
VC Firefighters Association
Vocational Nurses Club
Wu Shu/Kung Fu/Lion Dance Club



ADMINISTRATIVE SERVICES

Administrative Services includes Auditoriums Rental, the Bookstore, Business Office, Campus Security, Food Services, Human Resources, Maintenance, Purchasing, and Technology Services.

Business Office Services

Payment of tuition and fees

During early advisor-assisted registration, the fee statement produced by the counselor is taken to the Business Office (Admin. Building) for payment of fees. During regular registration, the fee statement is produced in the Technology Center and is taken to the Business Office area in the Technology Center for payment. Students using web registration should refer to directions in the computer labs as well as information found in the course schedule.

Once fees have been paid, students may request a free parking decal by providing the license number of the vehicle to be parked on campus. A parking decal is required for all students whether taking day or evening classes.

Campus Security and Crime Statistics

The Victoria College is concerned about the safety and welfare of all campus members and guests, and is committed to providing a safe and secure environment. Because of that concern, security measures are employed to ensure that all persons on campus enjoy their time at Victoria College as free as possible from any threats to their safety or well-being.

The Victoria College has been fortunate not to experience a significant number of serious criminal incidents. All campus employees and students must remember that they have the primary responsibility for their own safety and security.

Reporting Crimes and/or Emergencies

Victoria College employees and students should report crimes and/or major emergencies according to the following procedures:

- Call 911 (9-911 from a campus telephone). This will bring local police, EMS, and fire department officers on campus providing expertise and support for campus security personnel. Callers should specify the nature and location of the crime or emergency and should provide other applicable information.
- Campus security should also be notified by calling 3-911 the Chief of Security Services. The office number is 582-2580 or ext. 2580 from a campus phone, and the cell phone numbers are 220-1389 or 220-1391. If contact with Campus Security is unsuccessful, contact the Chief of Security Services at 578-6599 (home).

Security of and Access to Facilities

Campus Security Officers maintain the security of the buildings by securing the locks and reporting any defective locking

mechanisms to the Maintenance Department for repairs. Campus Security Officers also note and report defective lighting equipment.

The Maintenance Department maintains the College buildings with a concern for safety and security. Maintenance personnel will respond promptly to repair broken locks, windows, and defective lighting equipment. Students, faculty, and staff have access to academic, recreational, and administrative facilities. The general public has access to recreational and meeting facilities as well as to administrative offices during regular business hours. Evening access is limited to buildings in which evening classes are held, meeting facilities which have been scheduled in advance, and recreational facilities in the Student Center.

Campus Law Enforcement

Victoria College employs Campus Security personnel who work throughout the campus from 6:00 a.m. to 11:30 p.m., Monday through Friday, and from 8:00 a.m. to 9:00 p.m. on Saturday, and from 11:00 a.m. to 9:00 p.m. on Sunday. In addition, Campus Security personnel work in the Student Center at other times when meetings or events are scheduled in the Student Center. Contact by cell phone is 220-1389 or 220-1391.

IT IS VERY IMPORTANT TO CALL 911 (9-911 FROM A CAMPUS TELEPHONE), prior to reporting a crime or emergency to campus personnel. This ensures that Police or emergency medical services will be en route immediately. However, IMMEDIATELY after calling 911, contact Campus Security in accordance with instructions stated in the section entitled, "Reporting Crimes and/or Emergencies."

Crime Awareness and Prevention Programs

Students: The Victoria College students are informed in detail about Campus Security policies and procedures during freshman orientation classes. In addition, copies of the Victoria College Campus Security Crime Statistics are distributed to all students during all registration periods.

Employees: Copies of the Victoria College Campus Security and Crime Statistics brochure are distributed annually to all employees.

Students and Employees: When an outbreak of illegal incidents or a serious incident is recorded by Campus Security personnel or the Police, crime alert bulletins appear in the College FYI to alert employees and students to watch for suspicious activity and to inform Campus Security personnel when and where these activities are noted. All students and employees are encouraged to become security conscious and to develop habits, which if employed, will help to safeguard both personal and College property. The following suggestions are provided in the spirit of crime prevention:

- Always lock your vehicle and place all valuable items such as stereo, cameras, etc., in the trunk and out of sight
- Engrave your driver's license number on all valuables that you bring on to campus. Record all of your serial numbers and complete description of your property, and keep them in a safe place.
- NEVER leave books or other items unattended. High risk areas are the Student Center, Library, and other commonly used areas.
- Watch for suspicious person and activity. Take note of physical

descriptions involving suspicious persons and vehicles. Notify Campus Security Officer or the Police as appropriate for an investigative follow-up.

- Employees who leave their offices are encourage to lock their offices and post a sign designating their expected return time.
- Do not loan College keys to anyone.
- When classrooms are vacated for the day, turn off lights and close the door prior to departure.
- Get acquainted with co-workers and become familiar with who works in which areas. Be aware of persons not belonging in designated areas.
- If incidents or offenses are discovered, contact Campus Security Officer or the Police Department, as appropriate.

ALL vehicles parked on campus must display a current Victoria College or University of Houston-Victoria decal. The decal must be placed on: (1) the back window on the driver's side; (2) the back bumper on the driver's side; or (3) on a plastic decal hanger available in the Bookstore and Business Office.

Illegal Drugs or Alcohol

The Victoria College specifically prohibits the use, possession, or distribution on College property of illegal drugs and alcohol. Violators are subject to the following actions:

- Disciplinary actions as described in the Victoria College Code of Student Conduct in the Student Handbook.
- Prosecution as provided by state statutes. The Campus Security strictly enforces all laws and College Regulations pertaining to illegal drugs and alcoholic beverages on campus.

Off-Campus Student Organizations

The Victoria College does not recognize student organizations at off-campus sites which are not regulated by the Crime Awareness and Campus Security Act of 1990.

Campus Sex Crimes Prevention Act (CSCPA)

CSCPA is a federal law that requires institutions of higher education to issue a statement advising the campus community on where information regarding registered sex offenders may be obtained. This information is provided by law enforcement agencies to the Department of Public Safety. The Victoria College makes it available through our website at: www.victoriacollege.edu/dept/security/.

CAMPUS CRIME STATISTICS

(For most recent three-year period)

	June 1, '03– May 31, '04	June 1, '02– May 31, '03	June 1, '01 – May 31, '02
Murder	0	0	0
Forcible Sex Offenses	0	0	0
Non-forcible			
Sex Offenses	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	2
Motor Vehicle Theft	0	0	1

Arrest Statistics for Crimes Listed Below

Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

Internet Access and Electronic Mail Services

Internet access and electronic mail is available to all Victoria College students from a variety of locations around the campus. Access is also available from home, for students who have the appropriate computer, communications software, and modem equipment. All students are issued a personal e-mail address, which they must activate. These services will enable students to communicate with faculty members via e-mail, access Victoria College Library holdings, and use the Internet as a research tool. Detailed procedures for activating e-mail addresses and accessing Internet services are available from the lab attendants in the various computer labs on campus or from the Computer Center located in Technology Center. We strongly encourage all students to take advantage of these services and to become proficient Internet users. For more information, please call Susie Terry at 361-582-2505.

INSTITUTIONAL SERVICES

The Victoria College/University of Houston-Victoria Library

The VC/UHV Library serves students at Victoria College and UH-Victoria. The Main Library is located in a three-story building on the west side of the campus and the Media Library is located on the third floor of UH-Victoria's University Center. The library has a collection of 218,000 volumes, 240,000 print and non-print state and federal government documents, over 3,700 journal subscriptions (475 in paper; 3,240 in electronic full text), and 7,600 audio-visual items.

Main Library Services and Locations

First Floor

- Student ID Cards
- Circulation Desk and Reserve Collection
- Reference Desk
- On-Line Library Catalog
- Public Access Microcomputers & Databases

Second Floor

- Periodicals
- Newspapers
- Texas and U.S. Documents
- Interlibrary Loan

Third Floor

- Main Book Collection
- Children's Books
- Local History Room

Lower Level / Basement

- Archives and Special Collections

Media Library (in UHV's University Center)

- Audiovisual Materials
- Textbook Collection
- Public Access Microcomputers & Databases

Library Computers

Microcomputers for access to the online catalog and the library's electronic resources are available on the first floor of the Main library and in the Media Library. The library's online catalog can be used to locate materials in both the VC/UHV Library and the Victoria Public Library.

Library Hours

Fall and Spring Semesters

Monday - Thursday	7:45 a.m. - 10:00 p.m.
Friday	7:45 a.m. - 5:00 p.m.
Saturday & Sunday	1:00 p.m. - 6:00 p.m.

Summer Terms

Monday - Thursday	7:45 a.m. - 8:00 p.m.
Friday	7:45 a.m. - 5:00 p.m.
Saturday	Closed
Sunday	1:00 p.m. - 6:00 p.m.

A schedule of library hours during non-class time is posted at the library entrance. Additional information about services and resources is available at the Main Library reference desk and at the service counter in the Media Library.

Study Space / Conference Rooms

Student study space is available in the Main Library and the Media Library. Individual students, clubs, or organizations may reserve the third floor Conference Rooms in the Main Library for meetings or group study by inquiring at the Main Library reference desk.

Library Web Page

Additional information in library services and resources are available on the library's web page: <http://vcuhvlibrary.uhv.edu>.

Student identification cards

Following registration, returning students will need to have their ID cards validated by presenting their tuition receipts in the Library. ID cards will be made for new students in the Library after registration and fee payment.

FREQUENTLY ASKED QUESTIONS

Where do I go to get a College catalog?

Catalogs may be obtained in Admissions and Records and Counseling Services in the Administration Building or in the Student Center.

What happens if I don't drop a class and just stop going?

Withdrawing from class before the deadline is your responsibility. Failure to withdraw may result in being dropped from the course by the instructor, which may produce a failing grade. Non-attendance does not constitute an official drop.

How do I add or drop a class?

ADDING COURSES

Students who wish to add a course(s) after paying fees must do so by the date printed in the College catalog and/or in the official class schedule. Course additions may be initiated in Counseling Services or the Web registration for those eligible (see current course schedule). Adding a course(s) is considered to be a schedule change. A \$5 fee is charged for each schedule change (as well as additional tuition/lab fees for courses) initiated by the student through the official reporting date of each semester/term.

WITHDRAWAL:

COURSE LOAD REDUCTION

1. Eligible students may use the College's web registration sys-

tem to complete a course load reduction through the last day of late registration (see current course schedule for details); thereafter, all students must follow step

2. Students may complete a course load reduction by submitting a written request by email, mail, fax, in person to the Counseling Services Office, or on the web.

Email: counselorhelp@victoriacollege.edu

Fax: 361-582-2525

Mail: The Victoria College, Counseling Services,
2200 E. Red River, Victoria, Texas 77901

Web: <http://www.victoriacollege.edu/dept/counseling/>

3. Students enrolled in selective admission programs must follow withdrawal procedures established by the specific program.
4. A course load reduction is considered a schedule change. A \$5 fee is charged for each schedule change initiated by the student through the last day for refunds.

TOTAL WITHDRAWAL

1. Eligible students may use the College's web registration system to complete a course load reduction through the last day of late registration (see current course schedule for details); thereafter, all students must follow step 2.
2. Students may complete a total withdrawal by submitting written request by email, mail, fax, in person to the Counseling Services Office, or on the web.

Email: counselorhelp@victoriacollege.edu

Fax: 361-582-2525

Mail: The Victoria College, Counseling Services,
2200 E. Red River, Victoria, Texas 77901

Web: <http://www.victoriacollege.edu/dept/counseling/>

3. Students enrolled in selective admission programs must follow withdrawal procedures established by the specific program.
4. A total withdrawal is considered a schedule change. A \$5 fee is charged for each schedule change initiated by the student through the last day for refunds.

Effects of Student-Initiated Course Load Reduction/ Total Withdrawals

1. All withdrawals initiated by the student through the twelfth (12th) week of classes during the fall and spring semesters will effect a course grade of W.
2. After the twelfth (12th) and no later than the end of the fourteenth (14th) week of classes, withdrawals initiated by the student will effect either a course grade of W or F. These letter grades will be determined by and be dependent on the course grade at the time of the withdrawal:
 - W if the course grade is equivalent to a numeric average of sixty (60) or higher.
 - F if the course grade is lower than a numeric average of sixty (60) or its equivalent.
3. After the fourteenth (14th) week of classes, NO WITHDRAWALS will be permitted.
4. The above regulations also apply to each of the two Summer School sessions with days and/or weeks pro-rated.

Students who are required by The Victoria College's TSI

Policy to enroll in developmental courses will not be permitted to drop these courses unless they withdraw from all classes. Students required by The Victoria College's TSI Policy to enroll in developmental classes will be dropped from all classes if they stop attending developmental classes.

Instructor Initiated Drops for Excessive Absences

Any drop initiated by an instructor for excessive absences will effect a course grade of W if the student's course grade is equivalent to a numeric average of sixty (60) or above at the time of the request; otherwise, the grade will be an F.

What is scholastic probation?

Students enrolled in Victoria College are expected to make a semester/term grade point average of 2.0 on all work attempted. A student who enrolls for six or more semester hours (credit and/or developmental) and fails to make a 2.0 semester/term grade point average will be placed on scholastic probation. The semester/term grade point average is determined by considering all courses taken except those courses in which grades of W, S, or U are received. Transfer students are admitted on scholastic probation if they are on probation from their former school or if they do not meet the standards stated above during the last semester in attendance at their former school. Students placed on scholastic probation may remove their probationary status by enrolling in six or more semester hours (credit and/or developmental) and earning a semester/term G.P.A. of 2.0 or above.

What is enforced withdrawal?

Students on scholastic probation, who take six or more semester hours (credit and/or developmental) but earn below a 2.0 semester/term G.P.A. in the next semester/term of enrollment will be placed on enforced withdrawal. Students placed on enforced withdrawal will not be permitted to return to Victoria College until one long semester (fall or spring) has elapsed. Students placed on enforced withdrawal have the right to appeal for readmission through the Director of Counseling Services.

What is the procedure for appealing enforced withdrawal?

The procedure for the appeal is as follows:

1. The student must submit a letter of appeal to the Counseling Services Office no later than 2 working days (M-F) prior to the date of regular registration.
2. The letter of appeal must contain a current mailing address, a current phone number, and social security number.
3. If the Director of Counseling Services or his designee decided that the appeal would not be granted, the student will be notified in writing of the denial. The student has no further right of appeal.
4. If the Director of Counseling Services or his designee decides to consider the appeal, the student will be contacted by phone to set up a personal interview.
5. At the time of the personal interview, topics of discussion will include further explanation of the appeal and the conditions under which the student agrees to, providing the student is readmitted.

6. Students who are granted readmission will sign an Agreement of Understanding for Appeal of Academic Suspension.

Where can I obtain a copy of the current Schedule of Classes?

You can obtain the current Schedule of Classes at Admissions and Records, Counseling Services and Vice President of Student Services' Office, Administration Building; or by visiting an information area at various locations on campus. You can also access the schedule at www.victoriacollege.edu.

How do I contact a faculty member and, in particular, a part-time faculty member who does not have an office on campus?

Ask your instructors during the first week of class how they prefer to be reached. You may also call the campus switchboard (573-3291) and the operator will connect you with the correct departmental secretary. Messages for evening instructors may be left by calling the evening school office at 573-3291 after 4:30 p.m.

What if I'm going to be out of school for a week or so because of an accident or illness?

Contact your instructor(s) immediately and make arrangements to make up the work. The instructor will discuss the situation with you at that time and determine if the severity of the accident or illness will warrant dropping the course.

How do I get my grades?

Final grades are made available on the Victoria College website www.victoriacollege.edu at the end of each term/semester. A Personal Identification Number (PIN) is used each time grades are accessed. Grade reports are no longer mailed to students unless a request is made in the Admissions and Records Office 361-572-6408.

Where do I go to have a copy of my transcript sent to another school and what is the cost?

Go to Admissions and Records in the Administration Building, or visit the website at <http://www.victoriacollege.edu/dept/admis/transreq.html>. Official transcripts will be issued with proper I.D. at the student's request, subject to certain conditions. There is no fee for transcripts.

What do I need to do when I am ready to graduate?

Fill out an application for graduation in Admissions and Records in the Administration Building, or call 572-6407.

What are student I.D. cards used for and must they be updated?

The I.D. cards are used to check out library materials and to verify enrollment. The cards are issued at the circulation desk, first floor of the library, and must be updated each semester.

Do I need to buy a parking permit?

Parking permits are required if you intend to park on the Victoria College campus. Pick up a permit at the Business Office when paying registration fees. The first permit is free; additional

permits are \$2.00 each. Please see Article XIII for complete parking information.

Can I sell my books back to the Bookstore?

The Victoria College Bookstore will purchase books on an as-needed basis for either half the purchase price or the current wholesale price depending on the needs of the bookstore. Please check the bookstore for the hours of operation.

How do I find out about campus events?

The publication called FYI gives weekly campus information. The bulletin is posted on the website at www.victoriacollege.edu/news/fyi.html, is available on stands in each building on campus and is read in class by some instructors..

Can I have something printed in FYI and if so, how?

Announcements may be published in FYI provided they are College-related. Contact the Recruiting/Marketing Office, which is located in the Administration Building, or e-mail sternadel@victoriacollege.edu.

What do I do if I lock my keys in my car or have a dead battery?

Contact Campus Security by dialing 3-911, 220-1391 or 582-2580. They will help you contact a locksmith, service station or wrecker service. In many cases, personal automobile insurance will provide some financial assistance for these types of problems.

Where can I get change?

You can get change from the Business Office in the Administration Building or the Bookstore in the Student Center.

WORDS AND TERMS TO KNOW

Academic Probation: A student who attempts six (6) or more semester hours and who earns a grade point average (GPA) below 2.0 in any semester/term is placed on Academic Probation.

Admission: The process of filling out forms, filing documents, and taking tests prior to actual registration.

Course: The organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification usually is awarded.

Course Load: The number of semester hours a student is permitted to schedule in a given semester.

Course Prerequisite: The preliminary requirement that must be met before a certain course can be taken.

Credit: Measure of the quantity of work in a course; sometimes referred to as an hour.

Curriculum: A group of required courses leading to a degree or certificate. Also used to refer to course offerings of a college as a whole.

Elective: A subject or course which a student may choose to take as distinguished from a required course. (See the Victoria College Catalog.)

Grade Point Average: The grade point average is determined by dividing the total grade points earned by hours attempted. A course in which a grade of W is earned will not be counted as hours attempted.

Installment Plan: A method available to pay tuition and fees for fall and spring semesters only. There is a \$20 service fee to use the installment plan. Under this plan, one-half of the tuition and fees must

be paid at the time of registration with the balance due in two payments. The student must personally go to the Business Office during office hours to request this payment option and sign the promissory note. Only one installment contract will be allowed per semester. Any charges incurred after the initial contract has been completed must be paid in full.

Major: The specific subject area in which a student determines to devote most effort in college. Twenty-four to 30 semester hours of work in a specific subject are usually required. Half or more of these courses usually are in the junior and senior year at a four-year college or university.

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

Placement Test: A test used to determine a student's skill levels in math, English, and reading. The results are used to help students select courses for which they have the necessary skills to succeed.

Semester: An academic term of study of 16 weeks, which is half of a nine-month school year. There are also two five-week summer terms.

Semester Hour: The term given to credit or non-credit that is allowed for courses taken. A class that meets one hour a week for 16 weeks carries one semester hour. Most classes meet three times a week, however, and award the student three semester hours. An additional hour is awarded for some laboratory courses. Semester hour(s) may be either credit or non-credit.

Transcript: An official copy of a student's academic record.

Transfer Course: Any course offered that is listed in the general academic course guide manual.

Transfer Institution: A college or university to which one may transfer for advanced education or training after attending a community college.

Tuition and Fees: Charges levied for enrolling in classes and for the use of college facilities. See the college catalog and/or semester schedule for additional information.

Tutoring: Free services provided for all students, including one on-one tutor sessions, computer and video tutorials, and special sessions for a variety of assessment and placement test, such as NET, CAT, etc.

THE VICTORIA COLLEGE Code of Student Conduct



The rules, procedures, rights and responsibilities, and policies set forth in this document are designed to ensure that students have an environment that is conducive to learning and to protect student rights as well as the rights of the College. By this publication of the rules governing student conduct, Victoria College recognizes that students have the right to know the circumstances and manner in which this disciplinary power will be exercised and advises students that disciplinary rules will be enforced.

Part I comprises rules, procedures, rights, and responsibilities governing nonacademic relationships. Part II comprises rules, procedures, rights, and responsibilities governing academic relationships. Part III comprises College policies that affect students. Many of the rules and procedures contained in Part I are derived from these policies.



PART I RULES, PROCEDURES RIGHTS, AND RESPONSIBILITIES GOVERNING NONACADEMIC RELATIONSHIPS

ARTICLE I

THE COLLEGE DISCIPLINE SYSTEM

Section

1.1 Authority of the President of Victoria College

1.1 The Board of Trustees delegates the responsibility for student discipline to the President of the College.

1.2 Disciplinary Offenses

1.2.1 Offenses as defined below are punishable disciplinary offenses.

- a. Interference, coercion, disruption, or reckless behavior which impedes, impairs, or disrupts College missions, processes, or functions, or which endangers others or interferes with the rights of others on College property;
- b. Use, possession, or distribution on College property of illegal drugs or alcohol;
- c. Falsifying, altering, or forging any official College records or documents, employing official College documents or records for purposes of misrepresentation, or causing any official College documents or records to be falsified by means of any misrepresentation;
- d. Hazing in any form;
- e. Passing a worthless check to the College or to a member of the College community acting in an official capacity;
- f. Possessing stolen property on College property;
- g. Defacing, disfiguring, damaging, or destroying public or private property on College property;

- h. Giving false testimony or other evidence at any official hearing of the College or giving false information to any faculty or staff members acting in the performance of their duties;
 - i. Harassing anyone present on College property, including through e-mail, and including sexual and racial harassment;
 - j. Violation of conditions imposed in connection with one or more of the sanctions enumerated in Section 1.71 through 1.77;
 - k. Abusive, drunken, violent, or excessively noisy behavior or expression on College property;
 - l. Lewd, indecent, or obscene behavior on College property;
 - m. The threat or commission of physical violence against any person present on College property;
 - n. The commission of acts which constitute a violation of local, state, or federal law on College property;
 - o. Unauthorized entry or use of College facilities or any violation of College rules regarding the use of College property;
 - p. Failure to comply with directions of College officials acting in the performance of their duties;
 - q. The threat or commission of physical violence against any College employee for the purpose of influencing the employee's official actions;
 - r. Stealing any item of tangible or intangible public or private property on College property;
 - s. Possessing a firearm, ammunition, illegal knife (including switchblade or butterfly knives) club, explosive, or a chemical dispensing device on College property;
 - t. Lifting, taking, or acquiring possession of, without permission, any academic material (tests, information, research papers, notes, books, periodicals, etc.) from a member of the College community, (this includes the theft of instructors' or other students' books and/or materials for resale to the Bookstore);
 - u. Bribing any College employee;
 - v. Unauthorized access to or misuse of College computers, computing programs, or service, and/or failure to comply with Victoria College Computer Use Policies and Regulations, located in Article VI;
 - w. An attempt to violate subsections c, g, o, r, t, u, or v;
 - x. Any action determined by the College to be detrimental to, or inconsistent with, the College's educational mission.
- 1.3 College Policy Regarding Students and Local Authorities**
- 1.31 The minimum standards of individual conduct required by penal statutes are both expected and required of every student attending the College. Further, while the institution does not desire to act as a policing authority for the activities of the student off College property, and while it cannot serve as a sentencing authority for a student's violations of federal, state, or local law, the College may take appropriate action where necessary as provided under Section 1.21 a, 1.21 n, or 1.7 of the Code of Student Conduct.
 - 1.32 The College will not undertake to act as a collection agency for landlords, retail stores, magazine and book companies, etc.
 - 1.33 The College cannot accept remand of students charged or convicted of violations of federal, state, or local law for the purpose of imposing disciplinary sanction. For off-campus violations of the law, College authority shall not be used merely to duplicate the function of the general laws but will be asserted only when the College's interests as an educational community are affected.
- 1.4 The Role of the Vice President of Student Services**
- 1.41 When the Vice President, after investigation into an alleged violation of the disciplinary rules, believes a student has committed a disciplinary offense defined in Section 1.2 or 3.3, the Vice President shall notify the student of said offense and the evidence against the student, and solicit the student's response, which shall be either oral or in writing, and which must be received within 30 calendar days from receipt of the notification of said offense. If the student's response is not received within the 30-day period, the Vice President may proceed with disciplinary action. The right of the student to appeal such disciplinary action will not be affected by his failure to respond to the allegations.
- 1.42 The Vice President shall determine whether the student violated the disciplinary rules and assess an appropriate sanction if necessary. If the Vice President proposes a sanction of suspension or dismissal, the student may appeal to the Discipline Committee by filing a written appeal within 10 days of receiving written notice of the sanction.
- 1.43 The Vice President of Student Services shall investigate each student complaint regarding denial of rights as set forth in Article II, with the exception of alleged violations of Section 2.28, Freedom from Discrimination, and Section 2.29, Freedom from Retaliation and Reprisal, to determine whether it contains merit.
- a. If the Vice President decides that it does, the Vice President shall attempt to settle the case to the Vice President's satisfaction and that of the student. The Vice President's decision, regarding both merit and disposition of the complaint, shall be final.
 - b. Allegations of violations of Section 2.28, Freedom from Discrimination and Harassment, and Section 2.29, Freedom from Retaliation and Reprisal, should be referred directly to the Affirmative Action Officer, Ms. Mary Smith who is located in the Administration Building. (Please see Section 1.54.)
- 1.44 The Vice President may recommend policies or practices that should be terminated, modified, or initiated to the Academic Council and the Student Government, for review. The Academic Council and/or the Student Government may subsequently make recommendations to the Administrative Council for final consideration. Individuals or groups who wish to recommend such changes should submit requests to the Vice President of Student Services.
- 1.5 The Discipline Committee**
- 1.51 There shall be a Discipline Committee with appellate jurisdiction over the decisions in cases involving alleged violations by students of the College disciplinary offenses defined in Section 1.2, if the decision imposed by the Vice

- 1.52 President of Student Services comprises suspension or dismissal. Authority
- The Discipline Committee shall have the authority to determine the issue of guilt in those cases appealed to it pursuant to Section 1.42 (limited to cases of suspension and dismissal). The Committee shall convene promptly after receiving the written appeal. The Committee shall hear evidence and argument from the College's representative and from the student or the student's representative. The student shall have the opportunity to question witnesses and to present witnesses or other evidence. After receiving evidence and argument, the committee shall render its decision promptly.
- 1.53 Composition
- The Discipline Committee shall comprise five faculty members; five additional faculty members shall serve as alternates.
- The Chair of the Discipline Committee shall convene meetings of the Committee at such times and places as necessary to carry out its duties. The Vice President of Student Services (and/or the Affirmative Action Officer) will furnish the Committee with pertinent information. All Committee members must be present to hear a case. In the event the full Committee cannot be convened within five days, the alternate member(s) will serve to ensure a timely hearing.
 - Any member of the Discipline Committee is obligated to withdraw from participation in a hearing when the member feels unable to hear the case fairly and objectively and to decide its outcome impartially on the basis of the evidence. Such a member will be replaced by an alternate.
- 1.54 Disposition of Cases of Student Complaints of Discrimination or Harassment
- Allegations of Discrimination or Harassment Based on Sex, Race, Color, National Origin, Age, Religion, Disabling Condition, Veteran's Status, or Limited English Proficiency.**
- Any student complaint of discrimination based on one or more of the
- above-cited factors should be filed with the Affirmative Action Officer, Ms. Mary Smith, who is located in the Administration Building. Privacy of both the student and accused (whether student, faculty, or staff member) will be respected to the extent permitted under the law. Gender of either party is irrelevant. The Affirmative Action Officer will investigate each complaint, and may designate two unbiased staff or faculty members to assist in the investigation. The investigation will be conducted as promptly and thoroughly as possible. If the investigation indicates that discrimination has occurred, the Affirmative Action Officer will take prompt and appropriate action to end the discrimination. In the case of allegations of discrimination involving disabling conditions, the College staff member responsible for monitoring College compliance with the Americans with Disabilities Act, **Peggy Brockenbush**, will also participate in all proceedings.
- (1) Complaints by Students against Students - If the complaint is found to have merit, the Affirmative Action Officer shall have the authority to recommend or impose sanctions as described in Section 1.7. If the complaint is found not to have merit, the Affirmative Action Officer may dismiss the case. Either party may appeal the finding of the Affirmative Action Officer to the Discipline Committee.
- (2) Complaints by Students Against Staff or Faculty Members - If the complaint is found to have merit, appropriate disciplinary action will be recommended by appropriate College authorities. The accused may appeal this finding by following the procedures outlined in the College grievance policies for faculty and staff, located in the faculty and staff handbook.
- 1.6 Appeals
- 1.61 A student who is suspended or dismissed by the Discipline Committee may appeal in writing to the President, within 10 days. The President shall uphold or reject the Discipline Committee's decision and so notify the Committee and the student within ten days.
- 1.62 A student who has been recommended for suspension or dismissal by the Discipline Committee may remain in school only upon the approval of the Vice President of Student Services.
- 1.63 Appeals in Cases of Alleged Discrimination or Harassment
- A student whose complaint has been found by the Affirmative Action Officer and other investigators not to have merit may appeal directly to the President, who shall uphold or reject the appeal and so notify the student within ten days. A student whose appeal is denied by the President may appeal in writing to the Board of Trustees in sufficient time for the matter to be included on the agenda of the next regular Board meeting following the President's decision. The decision of the Board shall be final.
- 1.7 Sanctions
- 1.71 Warning
- The Vice President of Student Services or the Vice President's authorized representative may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action. A warning is not appealable.
- 1.72 Reprimand
- A written admonition shall become a part of the student's disciplinary record. A reprimand is not appealable.
- 1.73 Probation
- Probation shall be defined as exclusion from participation in privileges or extracurricular College activities and/or compliance with special conditions, such as counseling, as set forth in the notice of probation, for a specified period of time. If a student, while on probation, violates any of the terms set forth in the notice of probation or violates the Code of Student Conduct while on campus, or in relation to a College-sponsored activity as determined by the Vice President, the student shall be subject to further discipline in the form of suspension or dismissal. Probation is not appealable, except in a case where violation of probation results in suspension or dismissal.
- 1.74 Suspension
- Suspension shall be defined as forced withdrawal from the College for a specified period of time, including exclusion from classes, termination of student status and all related privileges and activities, and exclusion from the campus if set forth in the notice of suspension. If a

student, while on suspension, violates any of the terms set forth in the notice of suspension or violates the Code of Student Conduct while on campus, or in relation to a College-sponsored activity as determined after the opportunity for a hearing, the student shall be subject to further discipline in the form of dismissal.

1.75 Dismissal

Dismissal shall be defined as exclusion from the campus and termination of student status for an indefinite period. The conditions of reconsideration for readmission will be specified at the time of dismissal. A student who is dismissed for an offense cited in Section 1.2, Disciplinary Offenses, may be readmitted to the College only with the specified approval of the Vice President of Student Services.

1.76 Monetary Reimbursement

In cases where personal or public property has been stolen, defaced, disfigured, damaged, or destroyed, the disciplinary sanction shall also include an appropriate monetary reimbursement for compensatory damages.

1.77 State of Emergency

The President of the College, or in the President's absence, the Vice President of Arts & Sciences, the Vice President of Student Services, or the Vice President of Business & Administrative Services, may declare that a state of emergency exists on the campus. The declaration of a state of emergency shall be made when, in the judgment of the President or the President's designee, conditions are such that a clear and present danger exists with regard to the safety of persons or property or when conditions are such as to justify a reasonable belief that disruption is likely to occur.

In the event of a declaration of a state of emergency, the President or the President's designee may impose upon any person such temporary sanctions or take any other actions as are considered necessary to protect members of the College community or its property, or to prevent disruption of the College.

ARTICLE II RIGHTS OF STUDENTS

Section

2.1 Right of Admission and Access

2.11 Admission Policy

Victoria College is an open-admission institution. An applicant for admission shall not be discriminated against because of race, color, creed, religion, age, sex, marital status, beliefs, national origin, disabling condition, Veteran's status, or limited English proficiency. Please see the Victoria College Catalog for complete admission information.

2.12 Financial Aid

An applicant for, or a recipient of, financial aid (including grants, loans, Work-Study, college employment, and scholarships), shall not be discriminated against on the basis of race, color, creed, religion, age, sex, marital status, beliefs, national origin, disabling condition, Veteran's status, or limited English proficiency.

2.13 Use of Facilities and Services

The College may delineate the purpose for which students may use certain facilities and shall make them available on a fair and equitable basis. However, the College may restrict its facilities and services when their use would interfere with normal College operations.

2.2 Right of Privacy

2.21 Person and Property

A student shall be free from searches and seizures of possessions while on College property unless said search and seizure is conducted in accordance with state and federal laws. In cases of imminent danger or when there are reasonable grounds upon which to believe it is necessary to conduct a search immediately in order to protect life or property, searches may be conducted in the presence of the Vice President of Student Services or another member of the Vice President's staff acting as the Vice President's authorized representative.

2.22 Disciplinary Records

Disciplinary records and information maintained by the Vice President of Student Services are treated in a confidential manner. Students have the right to view their disciplinary

records; such records and the information contained therein will not be released except with the written authorization of the student.

However, the Vice President of Student Services may disclose the student's disciplinary record without the student's consent if legal compulsion or the safety of people or property is involved, or if the information is required by authorized College personnel for official use. In these circumstances, only the information pertinent to the inquiry may be revealed. The Vice President may also act without the student's consent to have a statement of suspension or dismissal entered on the student's academic record for the time that this disciplinary sanction would prohibit the student from registering. Written notice of this statement shall be sent to the student.

2.23 Counseling Records

A student's test data and record in Counseling Services shall be kept confidential, except for use by College personnel, unless the student consents in writing to have it revealed to a designated person or institution. Without such release, no information will be revealed except to College personnel, or to comply with legal compulsion, except when there is a clear and imminent danger to an individual or to society, and such information will be limited to that which is directly pertinent to the reduction of that danger. Test data will be reported, in the aggregate, for the purpose of institutional research, planning, and evaluation and for required federal and state reports.

2.24 Permanent Education Records

Permanent education records of both credit and non-credit courses are maintained in the Admissions and Records Office. The permanent record contains the following: student's name, social security number, address, telephone number, sex, date of birth, mode of admission, placement test scores, academic work undertaken, grades and gradepoints earned, scholastic standing, and degrees and/or certificates awarded.

Student records are strictly confidential. Records are released only to individual students to whom they belong, to other colleges and to universities at the request of the student, or to legal entities under a court-ordered subpoena. Student records are accessible to counselors, administrative staff, and faculty for the

purpose of academic advising. It is the policy of the Registrar to release students' telephone numbers upon request, unless specifically instructed not to do so. The numbers are released to accommodate frequent requests by faculty and students; telephone numbers are rarely requested from off-campus individuals. Students who do not wish to have their telephone numbers released under any circumstances may instruct the Registrar to flag their records accordingly.

2.25 Subpoenaed Information

If presented with a subpoena to produce information about specific students and/or campus organizations, the recipient shall immediately notify the Vice President of Student Services and forward to that office a copy of the subpoena. The Vice President of Student Services shall immediately notify the student(s) or student organization(s) involved, or make a concerted effort to do so, and forward to them a copy of the subpoena by certified mail addressed to their last known address.

2.26 Nonacademic Information

Information about a student's or a student organization's political or social views or beliefs which faculty, staff, or administrators acquire in the course of their work as instructors, advisors, counselors, or supervisors is to be kept confidential. Students may waive the protection of this Section by granting express permission to the relevant faculty, staff, or administrator.

2.27 Student Demographic and Education Data and Social Security Number

Student demographic data and information about education, training, and employment will be organized by Social Security number. The College will routinely compile reports based on student data for use in program planning and evaluation, and will furnish required reports to the federal and state governments, all of which will be based on aggregate data. No student will be identified in any report by individual social security number. Students have a right to request, in writing, that the information they are required to provide to Victoria College be withheld from the statistical analyses described above. Requests for Exemption from Statistical Analyses may be obtained from the Admissions and Records

Office and from the Director of Institutional Research and Planning.

2.28 Freedom from Discrimination and Harassment

All students have the right to a learning environment free from discrimination and harassment based on sex, race, color, national origin, age, religion, disabling condition, veteran's status, or limited English proficiency. Students who feel they have been discriminated against based on one or more of the above-cited factors are entitled to file a complaint according to the procedures outlined in Section 1.54.

Definitions

Sexual Harassment

Sexual harassment is a type of sexual discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and is therefore prohibited at Victoria College. By definition, it is a form of sex discrimination that involves the unwelcome introduction of sexual activities or comments into the workplace or classroom. Unwelcome sexual advances and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to the conduct becomes a term or condition of employment or academic achievement, (2) submission to or rejection of the conduct is used as a basis for employment or academic decisions regarding the individual, or (3) the conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive working or academic environment. Victims of sexual harassment can include students of both sexes.

Harassment

Harassment is defined as extreme or outrageous acts or communications that are intended to harass, intimidate, or humiliate students or employees on account of sex, age, religion, disabling condition, veteran's status, race, color, or national origin and that cause them to suffer severe emotional distress or impede the learning process. Harassment is expressly prohibited and any student or employee who engages in such conduct is subject to disciplinary action.

2.29 Freedom from Retaliation or Reprisal

All students have the right to make good faith complaints of discrimina-

tion or harassment without fear of retaliation or reprisal. Any student who feels that they are being subjected to any form of retaliation or reprisal because of their complaint is entitled to file a complaint according to the procedures outlined in Section 1.54. While Victoria College is committed to providing a learning environment free from discrimination or harassment, the College recognizes that false accusations may harm the party accused. Accordingly, any person who knowingly makes a false complaint of discrimination or harassment will be subject to disciplinary action.

2.30 Peaceful Assembly

The Victoria College honors the right of free discussion and expression, peaceful picketing and demonstrations, and the right to petition and assemble peacefully as long as no violation of Section 1.21 occurs.

2.31 Electronic Privacy Statement

All technology-related services are treated confidentially. The College will not disclose personal information to third parties unless required by law or College policy. The College employs numerous measures to protect the security of electronic resources and user accounts but does not guarantee such security. The College employs software programs which monitor network traffic, identify potential unauthorized access, and detect computer viruses and/or software that might damage College computers or the network. Information obtained by the College is used only for the purpose of maintaining security and performance of College networks and computer systems. Personal information will not be released without student consent unless required by law or College policy.

2.3 Rights of the Accused

A student accused of a disciplinary violation shall have the right to present the student's case to the Vice President of Student Services and the right to appeal a sanction of suspension or dismissal to the Discipline Committee and the President.

2.4 Right of Free Expression

A student has the right to freedom of expression, which includes the right to picket or demonstrate for a cause, subject to the following conditions:

- a. The student must act in an orderly and peaceful manner.
- b. The student must not in any way interfere with the proper functioning of the College.
- c. The student must not violate any item cited in Section 1.2, Disciplinary Offenses.

2.5 Right of Student Access to Meetings of Registered Student Organizations

The College affirms the right of all students to attend meetings of registered student organizations.

Exceptions to the foregoing right include:

- a. deliberations of election boards and selection committees; and
- b. discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee's, member's, or student's right to a public hearing if requested.

Meeting shall be defined as any gathering of a quorum of the members, regardless of where the meeting is held, whether a regular or special meeting, including any informational or casual gathering held in anticipation of or in conjunction with a regular or special meeting.

2.6 Right to File a Grievance Based

Upon Denial of Any Rights Outlined in the Victoria College Code of Student Conduct, Student Rights and Responsibilities, Part I, Article II, Sections 2.1; 2.2; 2.3; 2.4; 2.5; or Part III

Students who feel that their rights, as outlined in any of the above-cited Sections, have been violated, have the right to file a grievance in accordance with the following procedures.

- a. Students who wish to file a grievance should file a Student Complaint of Denial of Rights Form with the Vice President of Student Services, within 30 calendar days of the occurrence of a violation.
- b. The Vice President of Student Services will investigate the complaint and take appropriate action.

**ARTICLE III
THE COLLEGE AS SUPERVISOR
OF STUDENT ORGANIZATIONS**

Section

3.1 Supervision of Student Organizations

3.11 The overall supervision of all student organizations shall be the responsibility of the Vice President of Student Services. The Director of Student Activities shall have responsibility for the day-to-day supervision of Student Government and shall work closely with all faculty advisors to provide support for student organizations. Faculty advisors shall have day-to-day responsibility for supervision of their clubs or organizations.

3.2 Types of Organizations, Membership, Registration, and Advisors

3.21 Types of Organizations

- a. Student Government Association
- b. Honor Societies
- c. Specialty or Discipline-Related Clubs

3.22 Membership

- a. Membership in student organizations shall be limited to students of the College. Organizations which admit members who are not Victoria College students will be ineligible for College funds.
- b. Student organizations may invite students from other educational institutions to attend meetings as guests, with the approval of the advisor. However, no Victoria College funds shall be expended for the substantial benefit of such guests.

3.23 Registration

3.231 Any student organization which wishes to use Victoria College's name, facilities, or property, or to solicit thereon, must complete the student organization registration form available in the Office of the Director of Student Activities.

3.232 The registration of any student organization is at the discretion of the Vice President of Student Services and review by the Student Life Committee and is dependent upon the completion of the required application form and compliance with the rules and additional criteria

the Vice President may set forth. Such criteria shall be established and published by the Vice President and made uniform for all similar types of organizations.

- a. Potential faculty advisors will be invited to meet with the Student Life Committee to review the general guidelines and expectations for College clubs.
- b. All College clubs are required to establish a constitution and bylaws within a 30-day time period after registration has been completed. Examples of club constitutions will be provided for the benefit of new clubs and their advisors.

3.233 Student organizations must be registered before they may use College facilities or property. The Vice President of Student Services, with the approval of the President, shall promulgate regulations governing the use of College facilities by student organizations. These regulations may be obtained in the office of the Director of Student Activities, located in the Student Center.

3.24 Fundraising and Fiscal Affairs

3.241 All student organization fundraising activities must be approved by the faculty advisor(s) of the organization, by the Director of Student Activities, and by the Vice President of Student Services. Such activities must be conducted in compliance with all College policies and regulations, and the funds used in accordance with generally accepted principals of ethical use of public funds. Funds may be used to support community services, charities, or other service projects deemed worthwhile by student organizations and by College officials. Funds may also be used to support student travel and expenses associated with official club or organizational obligations, as well as for limited social activities for the clubs, as determined appropriate by the College advisor, and in compliance with College policies. Student organizations that wish to conduct fundraising activities should follow the procedures outlined below:

- a. Complete the Victoria College Student Organization Fundraising Activity Permission Request Form and obtain the appropriate signatures. These forms may be obtained from the Student Activities Office or from club advisors.

- b. Submit the approved form to the Director of Student Activities, who will keep the original and return one copy to the club advisors
- c. A club whose fundraising activity request is denied may appeal as outlined in Section 3.5.

3.242 All student organizations are required to conduct their fiscal affairs within the constraints of the funds allocated by the College and by supplemental funds obtained through approved fundraising efforts. All supplemental funds must be deposited with the College Business Office. Organizational expenditures must comply with College purchasing procedures.

3.25 Advisors

3.251 Each student organization must comply with the following requirements for advisors upon submission of an application for registration:

- a. The Director of Student Activities shall be the advisor of the Student Government.
- b. Every Victoria College student club shall have a faculty advisor; all faculty advisors shall serve at their own request.

3.252 The definition and responsibilities of student organization advisors are as follows:

- a. A advisor is a faculty or staff member who is interested in the purposes of the organization and who is willing to assume the responsibilities cited below.
- b. Advisor responsibilities include:

- (1) giving guidance and counsel to the officers and members in carrying out the purposes of the organization;
- (2) meeting with the members of the organization at their regular meetings;
- (3) assuming overall responsibility for day-to-day supervision and activities of the club or organization;
- (4) ensuring that activities of the organization adhere to all College policies and procedures;
- (5) ensuring that organization members adhere to all College policies and procedures when engaged in organization- and College-related activities, whether on campus or off campus (including College-related travel); and

- (6) ensuring that organization members who do not comply with College policies when engaged in organizational activity, on or off campus, are subject to College disciplinary procedures as outlined in Article I of the Victoria College Code of Student Conduct - Student Rights and Responsibilities.

3.26 Club/Organization Web Page Policy

3.261 Student organizations that wish to have web pages must conform to the following guidelines:

- a. The club/organization must display the following disclaimer: "The information, ideas, and opinions expressed within the web pages of the (club organization name) are the property of their authors and may not be necessarily shared by Victoria College. While Victoria College is not responsible for the content of these web pages, if you have any concerns about the content, please contact the Student Activities Director at sharon.vaclavik@victoriacollege.edu/"
- b. The Contents of the organization's home page and any sites to which it may link should conform to the policies in the Victoria College Code of Student Conduct (Article III). Failure to abide by these policies will result in the removal of the link to the organization's home page from the Student Activities site.
- c. The organization's home page should supply the following:

- (1) A link to the Student Activities home page: <http://victoriacollege.edu/dept/stucenter>.
- (2) A link to the Victoria College home page: <http://victoriacollege.edu>
- (3) The name of the person responsible for the page and the e-mail address to which comments may be sent. The person may be the advisor or one of the clubs officers.
- (4) Date of last review

3.27 Establishing Student Organization Web Pages

- a. The club must fill out the Student Organization Web Page Registration Form. These are located in the Student Activities Office.

- b. The club must turn in a link to their web page or a disk with web page information.
- c. The club must obtain approval from the club advisor, Student Activities Director, Vice President of Student Services, and the Student Life committee before linking to the Student Activities web page.
- d. In the event that inappropriate information is displayed or linked to the web page, the organization will lose all web page privileges until such information is corrected.
- e. If no action is taken within 5 days, the club will lose web page privileges for one semester, effective immediately.
- f. To reinstate web page privileges the club must have a written appeal supported by the advisor. This appeal will be turned into the Student Activities Director. The Director, Vice President of Student Services, and the Student Life Committee will have 30 days to decide whether to reinstate privileges.
- g. The person responsible for the web page will be responsible for adhering to all College computer policies and guidelines, copyright laws, and ethics as stated in the Victoria College Student Handbook, Part III, Section 9.

College disciplinary procedures as outlined in Article I of the Victoria College Code of Student Conduct - Student

3.3 Offenses of Student Organizations

Offenses defined below are punishable when committed by members of student organizations or their visitors or invitees:

- 3.31 Possessing or consuming alcohol or illegal drugs on College property;
- 3.32 Hazing in any form;
- 3.33 Interference, coercion, or disruption which impedes, impairs, or disrupts College missions, processes, or functions, or interferes with the rights of others on College property, or the rights of other registered student organizations;
- 3.34 Conduct which is disorderly, abusive, drunken, violent, or excessively noisy;

3.35 Discrimination against any person because of race, color, creed, religion, age, sex, marital status, beliefs, national origin, disabling condition, Veteran's status, or limited English proficiency;

3.36 Knowingly electing, appointing, or retaining as an elected or appointed officer or committee chairperson any student on academic probation, financially delinquent to the College (in accordance with Article IV), or under any disciplinary sanction which prohibits the student from holding such office;

3.37 Organizing, sponsoring, implementing, or conducting programs or activities which are disorderly, which are violations of law or College regulations, or which contain lewd, indecent, or obscene conduct or expression;

3.38 Incurring financial obligations on behalf of the College;

3.39 Any violation of College rules or policies which apply to registered student organizations or their use of College facilities or property; and

3.40 Any violation of 1.21 x, whether on or off campus.

3.4 Sanctions

3.41 The Vice President of Student Services may impose sanctions up to and including refusal or cancellation of registration of a club or organization. In addition, students who commit offenses otherwise punishable as outlined in this document will be held accountable and will be subject to the disciplinary procedures cited herein.

3.5 Right of Appeal

3.51 Within 30 days of receipt of notice that the Vice President of Student Services has refused or canceled the registration of an organization, or has refused to authorize or has canceled a fundraising event of an organization, the officers or proponents of such organization shall be given the right to appeal in writing to the College President, whose decision shall be final.

ARTICLE IV STATEMENT OF FINANCIAL DELINQUENCY

Section

4.1 Student Responsibility

4.11 The College expects students to be financially responsible and not be delinquent in financial obligations to the College.

4.2 Unmet Financial Obligations

4.21 The Business Office will notify students of returned checks and unpaid parking fines. If these delinquencies are not paid as required, the Registrar will be notified.

4.22 A student who pays tuition with a check that is subsequently returned by the bank will be notified and given reasonable opportunity to resolve this matter. If the obligation is not met by the date stipulated in the notification letter(s), the student will be withdrawn from classes and the Registrar will be notified. The check will be turned over to the District Attorney's office. In addition, the student will lose the privilege of paying by check for any College expense, including, but not limited to, tuition, fees, books, fines, and food.

4.23 The Registrar will be notified of any student who has an unpaid obligation to the College, regardless of the age of the debt.

4.24 After the Registrar has been so notified, the Registrar shall not allow the delinquent student to register, receive a transcript, transfer credits, be readmitted to the College, or receive the graduation diploma which certifies the degree earned until the office or department declaring the delinquency notifies the Registrar that the obligation has been met.

4.25 A student who passes a worthless check to the College for any purpose other than tuition, such as for bookstore or food services purchases, to cash a check, or to pay a traffic violation fine, is also subject to disciplinary procedures, as specified in Article I, Section 1.2e. Such violations will be subject to investigation by the Vice President of Student Services (see Article I, Section 1.4) and subject to sanctions as outlined in Article I, Section 1.7. The check will be turned over to the District Attorney's office and the student will lose the privilege of paying by check for any College expense, including,

but not limited to, tuition, fees, books, fines, and food.

4.26 A student who fails to make installment payments by the due dates specified on the installment contract will be assessed a \$25.00 late fee for each missed payment date. Failure to pay all tuition, fees, and assessed late fees by the end of the semester will result in the student being turned over to a collection agency. The agency will assess a collection fee. A hold is placed on the records of any student who owes the College money. Future registrations and transcript requests will be denied until all monies have been paid.

PART II RULES, PROCEDURES RIGHTS, AND RESPONSIBILITIES GOVERNING ACADEMIC RELATIONSHIPS

ARTICLE V GUIDELINES

Section

5.1 Information About Course Content

Students have the right to be informed in reasonable detail in writing at the first or second class meeting with the assigned instructor about the general nature of the course and to expect the course to correspond generally to its official description.

5.2 Information About Course Grading Criteria

Students have the right to be informed in writing at the first or second class meeting with the assigned instructor about the criteria to be used in evaluating student performance and to expect the criteria to be followed. If factors such as absences or late work will be considered in determining grades, students should be so informed in writing at the first or second class meeting.

5.3 Contrary Opinion

Students have the right to express dissenting views with the information or views presented in the classroom without being penalized.

5.4 Academic Evaluation

Students have the right to receive grades based upon a fair and just evaluation of performance as measured by the standards announced by the instructor at the first or second class meeting. Grades determined by anything other than the instructor's good-faith judgment based on such standards are improper. Among irrelevant considerations are race, color, religion, age, sex, disabling condition, parental status, marital status, national origin, political affiliation, or activities outside the classroom which are unrelated to course work.

5.5 Academic Records

Students have the right to confidential academic records; such records are released only for use by College personnel for required purposes such as academic advising and determination of financial aid eligibility. The release of student records for off-campus use, such as the release of transcripts, may occur only with the student's knowledge and consent, where required by law, or by subpoena duces tecum.

DISPOSITION OF CASES INVOLVING ALLEGED VIOLATIONS OF THE ACADEMIC RIGHTS OF STUDENTS

Section

6.1 Responsibilities of the Student

Students who believe their academic rights have been violated should report the matter in writing to the appropriate Division Chair as soon as possible and no later than ten days after the first class day of the next semester. Students shall specify which of the five rights cited above has been violated.

6.2 Responsibilities of the Vice President of Arts & Sciences, the Division Chair, and Program/Department Heads

The Program/Department Head shall attempt to resolve all cases referred by student appeal to the satisfaction of the student and the instructor. If this is not accomplished, the Program/Department Head shall refer the matter to the Division Chair within ten days and shall so notify the student, the instructor, and the Division Chair in writing. The Division Chair shall then attempt to resolve the matter to the satisfaction of the student and the instructor. If this effort is unsuccessful, the

Division Chair shall refer the matter to the Vice President of Arts & Sciences, who shall make the final decision.

6.3 Student Rights During the Appeals Process

In cases of academic rights, students shall have the right of class attendance and participation during the consideration of any appeal only when approved by the Vice President of Arts & Sciences.

ACADEMIC OFFENSES

Section

7.1 Plagiarism

All academic work, written or otherwise, submitted by a student to an instructor or other academic supervisor, is expected to be the result of the student's own thought, research, or self-expression. In cases in which students feel uncertain about a question of plagiarism, they are obliged to consult the instructor on the matter prior to submitting any work. When students submit work purported to be their own, but which in any way borrows ideas, organization, wording, or anything else from another source without appropriate acknowledgment, they are guilty of plagiarism.

Plagiarism includes reproducing someone else's work, whether it be from a published article, chapter of a book, or a paper from a friend. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work submitted as one's own. Students must acknowledge all outside sources of information. Making simple changes while leaving intact the organization and thoughts of others is plagiaristic. Plagiarism does not, however, extend to those ideas which are so generally and freely circulated as to be part of the public domain.

7.2 Cheating

Cheating includes, but is not limited to, students wrongfully giving, taking, or presenting any information or material with the intent of aiding themselves or others with any academic work.

7.3 Sanctions for Academic Offenses

The following sanctions may be given to students who are found guilty of committing an academic offense:

- a. Any grade on the paper or examination in which the offense occurs.
- b. Any grade for the course in which the offending paper or examination was submitted.
- c. Forced withdrawal from the course in which the offense occurred.
- d. Forced withdrawal from the program of the division in which the offense occurred.
- e. Suspension: forced withdrawal from the College for a specified period of time.
- f. Dismissal: permanent forced withdrawal from the College.

DISPOSITION FOR CASES OF ALLEGED ACADEMIC OFFENSES

Section

8.1 Responsibility of the Instructor

Within seven working days of finding a student guilty of cheating or plagiarism, an instructor may choose to do one or more of the following:

- a. Assign any grade to the paper or test involved and so notify the student in writing.
- b. Assign any grade for the course in which the offending paper or examination was submitted and so notify the student in writing.
- c. Recommend that the student be dropped from the course in which the offense occurred. Such a recommendation shall be made to the Division Chair; if agreement occurs, the Division Chair shall so recommend to the Vice President of Arts & Sciences and send copies to the instructor and the student.
- d. Recommend that the student be dropped from a program of a division. Such a recommendation shall be made to the Division Chair and to the Division Chair of the student's program (if different); if agreement occurs, the Division Chair shall so recommend to the Vice President of Arts & Sciences and send copies to the instructor and the student.
- e. Recommend suspension or dismissal from the College. Such a recommendation shall be made to the Division Chair; if agreement occurs, the Division Chair shall so recommend to the Vice

President of Arts & Sciences and send copies to the instructor and the student.

8.2 Responsibility of the Vice President of Arts & Sciences

The Vice President of Arts & Sciences shall consider recommendations for dropping the student from the class or program of a division or suspension or dismissal from the College. The Vice President shall notify the student of the charge and the evidence against the student and solicit the student's response. The Vice President shall render a decision and report in writing the decision to the chair of the instructor's division and/or the chairperson of the division in which the student is enrolled in a program, to the instructor, and to the student. If the Vice President concurs on a recommendation of suspension or expulsion from the College, the Vice President shall take the necessary action.

8.3 Rights of the Student

a. The student may appeal:

- (1) the fact of guilt;
- (2) or the severity of the sanction if the sanction is suspension or dismissal.

b. This appeal must be filed in writing with the chair of the division in which the offense occurred:

- (1) within 30 calendar days of the student's notification of the grade if the penalty has been a reduction in grade;
- (2) or within ten calendar days of notification of forced withdrawal from the course or division, or of recommendation for suspension or dismissal.

c. The student shall have the right of class attendance and participation during the consideration of any appeal only when approved by the Vice President of Arts & Sciences.

8.4 Responsibilities of the Student Appeals Committee for Academic Matters

Upon receipt of the student appeal, the Chair of the Student Appeals Committee for Academic Matters shall invite the instructor, Division Chair, and Vice President of Arts &

Sciences to file a statement with the Committee. The Committee will then convene, review the appeal and any statements, and then decide by majority vote whether to hear the case or not, except that it must hear all cases in which a student has appealed suspension or dismissal.

If the Committee hears the case because of some question about the fact of the student's guilt, it shall convene promptly after receiving the written appeal. The Committee shall hear evidence and argument from the College's representative and the student or the student's representative. The student shall have the opportunity to question witnesses and to present witnesses or other evidence. After receiving evidence and argument, the Committee shall render its decision promptly. If the Committee decides not to hear the case, the student has no further right of appeal.

If the Committee hears the case because of an appeal of the severity of the sanction, it shall recommend an appropriate sanction to the Vice President of Arts & Sciences, in the case of dropping the student from a course or program. If the Committee decides not to hear the case, the student has no further right of appeal.

When the Committee hears a case in which the instructor and the Vice President have recommended suspension or expulsion, it may concur with the instructor and the Vice President, and recommend that the sanction of suspension or dismissal be imposed. If the Committee does not agree that such sanction be imposed, it shall return its decision and its recommendation of appropriate sanction to the Vice President, who shall consult with the Division Chair and the faculty member as to the appropriate sanction.

COMPOSITION OF THE STUDENT APPEALS COMMITTEE FOR ACADEMIC MATTERS

The Appeals Committee shall consist of six members; two full-time students elected by the Student Government Association, and four full-time faculty elected at large. The Chair of the committee must be a faculty member and will be appointed by the Committee. In addition, there shall be two student alternates and two faculty alternates who shall be selected on the same basis and with the same requirements as the regular members. All members of the Student Appeals Committee for Academic Matters and/or their alter-

nates shall be expected to meet within 48 hours after notice from the Chair.

PART III

COLLEGE POLICIES AFFECTING STUDENTS

ARTICLE VI VICTORIA COLLEGE COMPUTER USE POLICIES AND RELATED REGULATIONS

Section

9.1 Computer User Rights

9.11 A computer user's access to computing and information resources shall not be denied or removed without just cause.

9.12 The right to access includes the right to appropriate training and tools required to effect access, within the constraints of the resources available to the College.

9.13 All computer users shall have the right to be informed about personal information that is being and has been collected about them and have the right to review and correct that information. Personal information about a user shall not be used for other than the express purpose of its collection. Please see Section 2.2, Right of Privacy.

9.14 The constitutional concept of freedom of speech applies to computer users.

9.15 All computer users have ownership rights over their own intellectual works.

9.2 Computer Users' Responsibilities to Abide by Victoria College Computer Use Policies and Related Regulations

9.21 It shall be each computer user's responsibility to abide by Victoria College Computer Use Policies and all related regulations.

9.22 It shall be each computer user's personal responsibility to actively pursue needed resources; to recognize when information is needed; and to be able to find, evaluate, and effectively use information.

9.23 It shall be each computer user's personal responsibility to recognize (attribute) and honor the intellectual

property of others.

9.24 Since electronic learning is based upon the integrity and authenticity of information, it shall be each computer user's personal responsibility to be aware of the potential for, and possible effects of, manipulating electronic information; to understand the fungible nature of electronic information; and to verify the integrity and authenticity, and assure the security of information compiled or used.

9.25 Each computer user, as a member of the electronic community of learners, is responsible to all other users in that community to respect and value the rights of privacy for all; to recognize and respect the diversity of the population and opinion in the community; to behave ethically; and to comply with legal restrictions regarding the use of information resources.

9.26 Each user, as a member of the electronic community of learners, is responsible to the community as a whole to understand what information technology resources are available, to recognize that the members of the community share them, and to refrain from acts that waste resources or prevent others from using them.

9.3 Victoria College Rights

9.31 Victoria College has the right to restrict computer access exclusively to faculty, staff, and students who agree to abide by Victoria College Computer Use Policies and all related regulations, which are subject to change without notice.

9.32 Victoria College has the right to access all information stored on College computers.

9.33 Victoria College has ownership rights over the intellectual works it creates.

9.34 Victoria College has the authority to allocate resources in accordance with its institutional mission.

9.35 Victoria College has the authority to restrict Internet access provided through the College's equipment.

9.36 Victoria College has the right to fully enforce all disciplinary procedures, as outlined in Part I, against students who violate Victoria College

Computer Use Policies and/or related regulations. Victoria College reserves the right to report computer law violations to law enforcement officials (see Section 9.54).

9.4 Victoria College Responsibilities

9.41 Victoria College has the responsibility to provide all computer users with legally acquired computer resources (hardware, software, networks, databases, etc.) in all instances where access to, or use of, the resources is an integral part of active participation in the electronic community of learners.

9.42 Victoria College has the responsibility to develop, implement, and maintain security procedures to insure the integrity of individual and institutional files. The College shall not be responsible for loss of data or interference with files resulting from its efforts to maintain the privacy and security of the College computer facilities.

9.43 Victoria College has the responsibility to treat electronically stored information as confidential. The institution shall treat all personal files as confidential, examining or disclosing the contents only when authorized by the owner of the information, approved by the appropriate institutional official, or required by local, state, or federal law and/or regulations.

9.44 Victoria College has the responsibility to train and support faculty, staff, and students to effectively use information technology. Training includes skills to use the resources, to be aware of the existence of data repositories and techniques for using them, and to understand the ethical and legal uses of the resources.

9.5 Regulations Governing Student Use of Victoria College Computing Resources

Victoria College is pleased to offer a variety of computing resources to students. These resources include individual e-mail addresses, Internet access, dial-in access, computer labs, a variety of software, and training. We encourage students to become proficient users of computing resources because we believe that these skills are critical to academic and career success. With these privileges come responsibilities. Students are required to abide by Victoria College Computer Use Policies and Regulations. These Policies and Regulations are located in the

Victoria College Student Handbook, are posted in computer labs, and are on the College web page. Students are required to agree to abide by them prior to receiving computer privileges. If you have questions, please feel free to contact Technology Services.

9.51 You are the only person who may use resources (User ID and Passwords) that have been assigned to you.

9.52 Do not give your password to anyone else, even to your friends or others whom you trust. If you suspect that someone may have discovered or guessed your password, change it immediately. Since you are encouraged to select a password that is uncommon and are urged to change your password frequently, it will be assumed that anyone other than you who gains access to your account has done so with your permission.

- You will be held responsible for all activity for the resources assigned to you.
- You will be held responsible for destructive or illegal activities conducted on your account.

9.53 Do not transmit computer viruses to College computers. A computer virus is defined as an unwanted computer program or other set of instructions inserted into a computer's memory, operating system, or program that is specifically constructed with the ability to replicate itself or to affect the other programs or files in the computer by attaching a copy of the unwanted program or other set of instructions to one or more computer programs or files.

9.54 Do not modify any College-owned computer hardware or software. Do not load software on any College-owned computer equipment. The only exceptions to these two rules are for classes that specifically require such activities, and, if required, are to be conducted only with the express prior knowledge and permission of the class instructor.

9.55 You cannot be paid or otherwise commercially profit from the use of any College-provided computing resource or from any output produced using it. You may not:

- Post advertisements for products that you sell or wish to sell
- Post chain letters from which you hope to profit
- Run a business on College-owned computer

- 9.56 Never use any College-provided resources to do something illegal, threatening, or deliberately destructive-not even as a joke. Victoria College vigorously enforces its computer use regulations.
- Ignorance is no excuse. Read Computer Crimes and Law. <http://www.utexas.edu/policies/c/omputercrimes.html>
 - You cannot be exempt from the law because you are “just a student” or you were “playing around.”
 - If you are a student who is also employed by the College, you may be disciplined both as a student and as an employee.
- 9.57 Be civil. Do not send rude or harassing e-mail.
- If someone asks you to stop sending them e-mail, then stop. If you fail to do so, a complaint can be filed against you and you can be disciplined according to College policy.
 - If you are being harassed through e-mail, you may file a complaint just as you would due to in-person harassment.
- 9.58 Use resources appropriately. Send messages only to recipients who are probably interested. Examples of inappropriate use of resources include:
- Sending a message at random to a large number of news-groups or recipients
 - Attempting to inconvenience someone by sending them a large number of messages
- 9.59 Do not falsify e-mail or news-group postings. This is forgery and can result in criminal penalties as well as disciplinary action.
- All messages must correctly identify the sender
 - All electronic mail messages should be treated as private communications unless the author has explicitly made them available to others
- 9.60 Be careful of copyright infringement. Copyright laws for online information are still evolving, but duplicating other people’s text or graphics on your Web page can get you into trouble, even if the work did not contain a copyright notice.
- 9.61 Never try to circumvent log-in procedures on any computer system or otherwise gain access where you are not allowed. This is not acceptable under any circumstances and will

always result in disciplinary action. The College tracks ALL computer usage, and evidence of any of these infractions is documented in the College’s computer security system. Offenses will be investigated by the Vice President of Student Services under the authority of Part I, Article I (The College Discipline System), Sections 1.2 v (see Victoria College Student Handbook). Possible College sanctions include Warning, Reprimand, Probation, Suspension, Dismissal, and Monetary Reimbursement. Offenses may also result in criminal charges.

(These regulations were adapted, with permission, from “Looking for Trouble?” published January 3, 1997, by Academic Computing and Instructional Technology Services, The University of Texas at Austin.) <http://www.utexas.edu/cc/docs/gen22.html>

ARTICLE VII STUDENT ROLE AND RESPONSIBILITY IN INSTITUTIONAL DECISION-MAKING

Section

10.1 Statement of Student Role and Responsibility in Institutional Decision-Making

The Student Government is the official liaison between the student body and the College administration and serves as the mechanism for student input into institutional decision making. The Student Government comprises representatives and officers elected at-large and representatives elected from official campus organizations.

It is the responsibility of the Student Government to represent the entire student body, to give thoughtful consideration to student concerns, to present recommendations to the Administrative Council for consideration, and to communicate decisions affecting students to the entire student body. Recommendations may be presented for Administrative Council consideration at the request of a simple majority of the Student Government. Recommendations shall be in written form and shall be presented to the Administrative Council through the Vice President of Student Services.

The Administrative Council shall consider all recommendations and inform the Student Government of its decision(s). The Administrative Council may confer with members of the Student Government prior to

making a decision(s). The Administrative Council may, from time to time, request that the Student Government consider various matters deemed by the Council to require review by the student body.

ARTICLE VIII RIGHT OF PRIVACY

Section

11.1 Right of Privacy

11.11 Student Records
Student records are maintained in Admissions and Records and are strictly confidential. Records are released only to individual students to whom they belong, to other colleges and universities at the request of the student, or to legal entities under a court-ordered subpoena. Student records are accessible to counselors, administrative staff, and faculty for the purpose of academic advising.

It is the policy of the Registrar to release students’ telephone numbers upon request, unless specifically instructed not to do so. The numbers are released to accommodate frequent requests by faculty and students; telephone numbers are rarely requested from off-campus individuals. Students who do not wish to have their telephone numbers released under any circumstances may instruct the Registrar to flag their records accordingly.

Student demographic data and information about education, training, and employment will be organized by social security number. The College will routinely compile reports based on student data for use in program planning and evaluation, and will furnish required reports to the federal and state governments, all of which will be based on aggregate data. No student will be identified in any report by individual social security number. Students have a right to request, in writing, that the information they are required to provide to Victoria College be withheld from college statistical analyses, but not from externally-required reports. Requests for Exemption from Statistical Analyses may be obtained from the Admissions and Records Office.

11.12 Please see Section 2.2, Right of Privacy, for complete information on Victoria College privacy regulations.

ARTICLE IX EQUAL OPPORTUNITY POLICY

Section

12.1 Equal Opportunity Policy

Victoria College does not discriminate against any person in employment, promotion, or educational opportunity because of race, color, creed, religion, age, sex, marital status, beliefs, national origin, disabling condition, veteran's status, or limited English proficiency. The College subscribes to the provisions of Title IX of the Educational Amendment with respect to equal opportunities for men and women in its educational program and encourages students to investigate non-traditional careers.

ARTICLE X POLICY ON DRUG AND ALCOHOL ABUSE

Section

13.1 Policy On Drug and Alcohol Abuse The Drug-Free Schools and Communities Act of 1986 (amended in 1989) requires the adoption and implementation of a program to prevent illicit use of drugs and the abuse of alcohol by students and employees.

Victoria College is committed to maintaining a safe, healthy, lawful, and productive working and educational environment for all employees and students. Studies have shown that substance abuse increases potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor morale, and damage to the College's reputation. It is the intent of Victoria College to provide an environment conducive to study and work through upgrading the mental and physical health of the total College community.

13.12 Definition and Prohibition

An illegal drug is any drug or controlled substance which is (1) not legally obtainable or (2) is legally obtainable but was not legally obtained. The term illegal drug includes all illegal drugs, dangerous drugs, and controlled substances defined and listed in Articles 4476-14 and 4476-15 (Texas Controlled Substances Act) Vernon's Texas Civil Statutes. The College prohibits the unlawful manufacture, sale, distribution, dispensation, possession, use, or consumption of controlled substances and/or alcohol in the workplace or educational environment. An individual need not be legally intoxicated to be considered under the influence of a controlled substance or alcohol.

13.13 Scope

This policy applies to all students

and employees of the Victoria College, as well as College visitors, contractors, and all other persons occupying space in/or around office buildings, facilities, or grounds over which it has custody and control, including but not limited to rentals and leasing of auditorium and classroom spaces.

13.14 Information Services

The College recognizes that alcoholism and drug dependency are illnesses and will provide information to any employee or student seeking assistance when behavioral problems begin to affect an employee's work or a student's academic performance and these appear to be the result of drug or alcohol abuse. The individual may be referred to Counseling Services for information on illegal drugs and alcohol and/or to local community professionals including Citizens Medical Center Alcohol Drug Recovery Program, Charter Hospital, AA, Al-anon, Victory Outreach, P-DAP, Narcotics Anonymous, or ACAD (self-help). Employees or students shall not be discriminated against because they are known to have had problems and sought counseling. Employees may utilize leave in accordance with College Leave Policies to seek treatment/or rehabilitation for drug and/or alcohol abuse. The employee or student shall be responsible for any cost and/or fees incurred for professional services. Information or medical records provided the College by an employee or student concerning a personal diagnosis or treatment will be kept strictly confidential.

13.15 Condition of Employment and Enrollment

As a condition of employment and/or enrollment with the College or as a condition of receiving or continuing to receive a federal grant or any other form of financial assistance, each person affected shall abide by the terms of the requirements and prohibitions set out in this policy and shall notify the College President, in writing, of any criminal drug statute conviction for a violation occurring in the workplace or educational environment no later than five (5) days after such conviction. Within thirty (30) days of receiving notice from an employee, grant recipient, or otherwise receiving actual notice of a conviction for criminal drug statute violation occurring in the workplace or educational environment, the

College shall either (1) take appropriate action against the employee or student up to and possibly including termination or (2) require the employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program.

13.16 Notification

Each employee, to include full-time and part-time, and all students, shall be given a copy of the College's policy on drug and alcohol.

13.17 Biennial Review

The College will review this policy's effectiveness and implement changes that are needed to enforce such policy.

ARTICLE XI POLICY ON COMMUNICABLE DISEASE, INCLUDING AIDS

Section

14.1 Policy On Communicable Disease, Including Aids

14.11 Purpose

The 71st Texas Legislature determined that workplace guidelines are necessary to assure that the rights and privileges of individuals infected with the Human Immunodeficiency Virus (HIV) are protected. The Board of Victoria College acknowledges the serious threat to our community and nation posed by the AIDS epidemic. This policy and other procedures developed by the College shall emphasize educating employees and students concerning AIDS and managing each case of AIDS individually with sensitivity, flexibility, and concern for the individual as well as for employees and students. In addition, this policy defines and addresses other communicable diseases which from time to time arise in the College among students and employees.

14.12 Scope

This policy and related administrative procedures apply to all employees and students of the College.

14.13 Definition

In this policy and its procedures, communicable disease means an illness due to an infectious agent or its toxic products that arises through transmission of that agent or its products from a reservoir to a susceptible host and as further defined in the Communicable Disease Prevention and Control Act, Article

4419b-1 V.A.T.S. Communicable diseases include, but are not limited to mumps, rubella, influenza, mononucleosis, chicken pox, viral hepatitis-A, viral hepatitis-B, human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex, sexually transmitted diseases, and infectious meningitis. In this policy and procedures, HIV infection includes AIDS, AIDS-Related Complex, and a positive test for the antibody to human immunodeficiency virus.

14.14 Philosophy

The College's decisions concerning a person who has a communicable disease shall be based upon current and well-informed medical judgment which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable risks and available alternatives to respond to a student or employee with a communicable disease.

14.15 Nondiscrimination

Students: No student will be required to cease attending Victoria College or participating in the College functions solely on the basis of diagnosis of a communicable disease. If a review of the facts demonstrate that a student is unable to perform as required or presents health risk to himself/herself or the College community, a decision shall be made regarding the student's attendance at the College.

Employees: An employee who has a communicable disease will be treated in the same manner as other employees who have other illnesses or injuries. If it is determined that an employee is unable to perform assigned duties, or a significant portion thereof, or poses a threat to the health or safety of himself/herself or others, a decision shall be made regarding the employee's presence at work and employment status.

14.16 Reasonable Accommodation

The College shall offer reasonable accommodation to both students and employees who are infected with a communicable disease. Generally, reasonable accommodation will not require expenditure of additional funds.

14.17 Confidentiality

Based on the Federal Privacy Act,

the Texas Commission on Human Rights Act, and the Texas Communicable Disease Prevention and Control Act, any medical documentation or information provided by an HIV-infected student or employee to personnel and/or supervisors must be considered confidential and private information. As such, employers are forbidden by law to disclose this information without the student or employee's knowledge and consent, except as provided by law (Communicable Disease Prevention and Control Act, Section 9.03, as amended by SB 959).

It must be emphasized that anyone who breaches the HIV-infected employee's rights has committed a serious offense. This breach may be cause for litigation, resulting in both civil and criminal penalties. Employees are advised of the possibility of disciplinary actions for refusing to work with or teach an HIV-infected individual.

14.18 Education

The College shall develop and maintain a comprehensive educational program, speakers, including, for example, pamphlets, in-house newsletters, and audio-visuals, regarding HIV infection for students and employees. The program shall address current medical opinions concerning the nature of HIV infection and its symptoms, methods, or transmission, types of behavior which increase the risk of transmission of the disease, preventive measures for avoiding infection, and most importantly, responsible and humane treatment of persons infected with the disease.

All students receive an educational pamphlet about the methods of transmission and prevention of HIV infection at freshman orientation. Additional copies may be obtained in Counseling Services, Administration Building.

The curricula of Nursing and other allied health programs, as well as social work degree programs, will include information about the methods of transmission and prevention. Also, the curricula of these same programs will give attention to the physical, emotional, and psychological stress associated with care of patients with terminal illnesses.

ARTICLE XII TOBACCO USE POLICY

Section

15.1 Tobacco Use Policy

In order to protect the health, safety, and welfare of employees, students, and the public, Victoria College will provide an environment free from exposure to smoke from tobacco and other products. Tobacco use is prohibited in all College facilities. Smoking is permitted only in the one specifically designated area located outside each building.

ARTICLE XIII TRAFFIC POLICY

Section

16.1 Parking Policy

16.11 Decals

All vehicles parked on campus by students, staff and faculty MUST be registered with The Victoria College Business Office. Vehicles are not considered registered until decals are properly displayed. The decal must be located at one of the following locations:

- back window on driver's side;
- back bumper on driver's side;
- affixed on a clear plastic rearview mirror hanger, which is sold in the bookstore.

The first decal is provided free and additional decals are available for \$2.00 per decal. Decals are valid for one academic year-Fall through Summer II. All decals and permits are available from the Victoria College Business Office.

16.12 Decals for Students with Disabilities

Decals for students with disabilities are available by furnishing verification of disability status. Both the regular parking decal and the disability decal are required to be displayed on the vehicle if parked in other than a designated disabled space. Those vehicles parked in a designated disabled space only require the disability decal.

16.13 Temporary Parking Permits

Temporary parking permits are available at no cost to visitors to the campus and to students temporarily driving a borrowed or rented vehicle. The temporary permits are issued for a maximum period of two weeks.

16.14 Vehicle Violations

Parking:

- parking in designated restricted

- area (Reserved, Visitor, Handicapped, Red Zone);
- b. obstructing walkway or traffic flow;
- c. no valid current decal or decal improperly displayed;

Traffic:

- a. failure to stop at stop signs or for pedestrians in crosswalk, and
- b. unsafe driving or endangering others.

16.15 Vehicle Violation Fees

Parking Violations:

*First Ticket	\$ 5.00
*Second Ticket	\$10.00
*Third Ticket	\$15.00
Any Additional	\$25.00 each**
Fire Zone	\$25.00 each
Handicapped	\$25.00 each
Traffic Violations:	
First Moving Violation	\$25.00
Additional Traffic Violations	\$25.00**

*Number of tickets accumulates Fall through Summer II
 **Possible removal of privilege of parking on campus or dismissal from the College or University.

16.16 Payment of Vehicle Violation Tickets

All Victoria College vehicle violation tickets must be paid in the Victoria College Business Office (Administration Building) during regular office hours, or mailed to this address:

The Victoria College
 Business Office - Parking
 2200 East Red River
 Victoria, TX 77901

16.17 Failure to Pay Vehicle Violation Tickets

A hold will be placed on the records of any student with unpaid parking violations. Future registration and/or transcript requests will be denied until the violation(s) is paid.

16.18 Appeals of Vehicle Violations

Vehicle violation appeals may be made by completing an appeal form, located in the Business Office in the Administration Building, and the Student Activities Office in the Student Center. The Vehicle Violations Appeals Committee will review the appeal and determine the outcome. No appeal will be considered until all tickets are paid.

16.19 Student Notification of Vehicle Regulations

Students are notified in writing of

vehicle regulations at the time of registration and are responsible for adhering to these regulations. Failure to have knowledge of the regulations will not be considered a valid appeal for a vehicle violation.

- 16.20 Excessive vehicle violations, regardless of paid status, will result in disciplinary action under the authority of the college discipline system, Article I.

**ARTICLE XIV
 SECURITY POLICY**

Section

1.71 Security Policy

- 17.11 Victoria College employs security officers to assist students and to assist in the enforcement of College policies.

Security personnel have the authority to enforce traffic policies and to assist the Vice President of Student Services and other officers of the College to investigate alleged violations of College policy cited in Article I.

- 17.12 Victoria College security personnel make every attempt to safeguard students and their property on the College campus. Students should not leave valuables in their vehicles, in the Sports Center, or anywhere out of their control. The college is not responsible for theft of student property.

Although security officers may assist persons in need of help, students must remember that they have the primary responsibility for their own safety and security.

**ARTICLE XV
 ATTENDANCE POLICY**

Section

18.1 Attendance Policy

- 18.11 An instructor may request the withdrawal of a student from a class when the total number of absences exceeds the equivalent of two weeks of class meetings in a course; specifically, (1) ten from a class that meets five times per week, (2) eight from a class that meets four times per week, (3) six from a class that meets three times a week, (4) four from a class that meets two times per week, and (5) two from a class that meets once each week. Labs are counted as a class meeting. Attendance counting begins on the first day the student is enrolled.
- 18.12 When an instructor requests the withdrawal (drop) of a student from a course, a grade of W will be con-

sidered if the student has at the time of the request a course grade equivalent to the numeric average of sixty (60) or higher; otherwise, a grade of F will be given.

- 18.13 The Victoria College makes no distinction between excused or unexcused absences. Therefore, the instructor may count all absences in reaching the above totals except when prohibited by State law or statute.

**ARTICLE XVI
 CHILDREN ON CAMPUS POLICY**

Section

19.1 Children on Campus Policy

- 19.11 Unsupervised children are not permitted on the Victoria College campus. Parents may not bring their children to class and may not leave children unattended while parents are in class. Children are welcome to accompany their parents to campus while the parents conduct College business, such as admission- or financial aid-related matters; however, parents are always responsible to ensure that their children are supervised.

**ARTICLE XVII
 EMERGENCY PROCEDURES POLICY**

Section

20.1 Emergency Procedures Policy Introduction

These safety and security policies and procedures have been established in an attempt to protect lives and property during times of emergencies. These policies and procedures are to be followed in the event of an emergency situation.

Potential emergency situations include fire, bomb threat, armed individual on campus, severe weather alert and injury or illness.

All college employees and students are vital to the success of an emergency plan. The policies and procedures have been distributed to all college employees and students in an effort to stress the importance of campus-wide participation in following the steps involved in any given emergency.

Full-time security officers are on duty from 6:00 a.m. until 11:30 p.m. Monday through Friday. Their duties are to provide security to all buildings on the Victoria College campus, patrol parking areas and to provide assistance to anyone on campus in need of help. A part-time security officer is on duty from 8:00 a.m. until 9:00 p.m. on Saturday and from 11:00 a.m. until 9:00 p.m. on



Sunday. His primary responsibility is to provide security to all buildings on the VC campus. He also provides assistance to persons in need of help. Although security officers may assist persons in need of help, employees and students must remember that they have the primary responsibility for their own safety and security by calling 3-911, 220-1391 or 220-1389.

Victoria College employees and students are advised to call 911 in the event of a major emergency. This will bring local police, EMS, and fire department officer on campus providing expertise and support for campus security personnel. The caller should specify the nature of the emergency, the location, and provide other information that may be applicable. The caller should then notify campus security and of one of the Vice Presidents of the situation.

Weather

An emergency decision to dismiss classes or close the campus will be made by the President when weather or other conditions pose a potentially serious threat to the health or safety of the College's students and employees. The President will make the decision after consultation with appropriate College personnel and representatives of public health or safety agencies. In most situations, the College will close if Victoria Independent School District and the University of Houston-Victoria close. The decision to close the campus means that all scheduled classes and activities (both day and night) are cancelled.

The decision to close will be communicated to the local and surrounding counties television and radio stations. The media to be notified:

Victoria

KAVU

Texas Radio KTXN

KVIC 95 & KPLV & KAMG

KIXS & K107 Radio

KHMC Radio

KVLT K-Lite Radio

KZ105

Bay City

KVLG/KBUK

Corpus Christi

KVRT Public Radio

LaGrange

KOIX

Gonzales

KCTI

Seguin

KWED

Injury or Illness

General Guidelines

- Students who sustain injuries or experiences illness are encour-

aged to contact their personal physician for follow-up care.

- If a student witnesses an accident they should contact a college employee immediately who in turn will contact security or one of the Vice Presidents to assist in implementing the appropriate procedures.
- Students are asked not to provide transportation for injured or ill persons. However, if a student chooses to do so, they do so at their own risk and liability.
- Contact Student Services to make arrangements for a family member to be notified to transport them for medical attention.
- Students should not hesitate to call EMS in the event of a serious illness or accident.

Location of First Aid Kits

A first aid kit containing Band-Aids, large and small bandages, tape, gloves, one-way valve equipped mask and CPR card are located at the following locations:

Administration Building - Business Office

Academic Building - Room 107

Allied Health Building - Room 109

Fine Arts Building - Room 114

Johnson Hall - Room 100

Language Building - Suite 100

Library - 1st floor circulation desk

Maintenance Building - Work Area

Science Building - Rooms 106 and 203C

Sports Center Building - Gym

Storage Room

Student Center - Room 101D

Technical Building - Room 107

Wood Vocational Building - Room 119

Eye Wash Equipment

Eye wash equipment is located in the following locations:

Allied Health Building - Room 121

Science Building - Rooms 103, 105,

204, 205, 207, and 208

Wood Vocational Building - PTEC

and Welding Labs

Safety Showers

Safety showers are located in the following locations:

Allied Health Building - Room 121

Science Building - Rooms 105, 106,

204, 207, and 208

Wood Vocational Building - PTEC

Labs

Fire

In the event of a fire, the following steps should be taken:

- Use the fire alarm if available in

the building.

- Notify the fire department by dialing 911 or if using a campus phone dial 9-911.
- Notify campus security, the President or one of the Vice Presidents.
- Be available to advise the fire department of the type of and location of the fire, but do not interfere with their work.
- Follow the exit signs posted in each classroom for best possible routes for leaving the building.

Bomb Threat

In the event that a bomb threat is received the College will be evacuated immediately using the best possible routes for leaving the buildings. You should take all your personal belongings such as coats and backpacks.

Armed Individual on Campus

Anyone having positive knowledge that an armed person is present on campus should immediately call 911 to alert police of the situation. Be prepared to provide the following information:

- Location of the armed person
- How the person is armed, i.e. rifle, pistol, bomb, knife
- Purpose, if known of the armed person
- A complete description of the individual
- Whether or not any shots have been fired
- Your name and where you can be located if police need additional information

After notifying the police, notify campus security, the President, or one of the Vice Presidents.

ARTICLE XVIII IMMUNIZATION POLICY

Section

21.1 Immunization Policy

21.11 The Board of the Texas Department of Health and Victoria College strongly recommend that college students receive adequate immunization prior to admission for diphtheria, rubeola, rubella, mumps, and tetanus.

21.12 Students enrolled in Allied Health programs are required by state law to be immunized against these diseases.

ARTICLE XIX TRAVEL POLICY

Section

22.1 Travel Policy

22.11 Personal Liability Insurance Requirement

The Victoria College recognizes that employees and students occasionally use personal vehicles while engaged in College-related activities on campus and in the local area. All persons who use their vehicles while conducting College business or while traveling to any College-sponsored activity or any registered student organization activity shall carry appropriate automobile insurance and shall provide the Vice President of Student Services Office or the Vice President of Arts & Sciences with a copy of their driver's license and proof of their liability insurance prior to engaging in the above described activities. The College does not provide insurance for student use of personal automobiles. All drivers and passengers must abide by the safety standards listed below.

22.12 Reimbursement for Costs of Using Personal Vehicles

Mileage costs related to any significant use of personal vehicles to conduct College-related business may be reimbursed upon approval of appropriate divisions or departments.

22.13 Modes of Transportation

Modes of transporting students shall include, but not be limited to, cars, vans, buses, and airplanes.

22.2 Student Travel

22.21 Students as Drivers for College-Related Activities

A driver who is transporting one or more students of The Victoria College to an activity or event that is located more than 25 miles from campus and that is organized or sponsored either by the College or by a student organization registered at the institution must comply with the following requirements:

- a. The student driver must be currently enrolled at The Victoria College.
- b. The driver must hold a valid driver's license appropriate for the vehicle to be driven and must provide the Vice President of Student Services Office or the Vice President of Arts & Sciences Office with a copy of the driver's license and a proof

of liability insurance prior to transporting any students. A driver of a commercial motor vehicle must have a commercial driver's license.

- c. The driver may not transport students unless he or she has an acceptable driving record.

22.22 Other Drivers for College-related Activities

A driver who is transporting one or more students of The Victoria College to an activity or event that is located more than 25 miles from campus and that is organized or sponsored either by the College or by a student organization registered at the institution must comply with the following requirements:

- a. The driver must hold a valid driver's license appropriate for the vehicle to be driven and must provide the Vice President of Student Services Office or the Vice President of Arts & Sciences Office with a copy of the driver's license and a proof of liability insurance prior to transporting any students. A driver of a commercial motor vehicle must have a commercial driver's license.
- b. The driver may not transport students unless he or she has an acceptable driving record.

22.23 Students as Passengers in Motor Vehicles Involved in College-Related Activities

- a. Purchase of Personal Injury and Personal Effects Insurance
Where rental vehicles are used to transport students, the personal injury and personal effects insurance must be purchased as a part of the vehicle rental agreement regardless of the mode of transportation. For student drivers of rental vehicles, all of the above requirements related to student drivers apply.
- b. Student Consent and Release Form
Each student who travels by motor vehicle (or any form of transportation) to participate in a College-related activity, including but not limited to academically related field trips or courses, competitions or contests; or non-academic activities, must execute a copy of the Consent and Release.

- c. Student Passenger Responsibilities
Student passengers are responsible for their own safety. Student passengers should arrange transportation that is consistent with their personal expectations regarding safety. At any point during their transport either to or from a College related activity or registered student organization activity, student passengers should exercise their own personal judgment regarding the safety of their transport before riding in any vehicle.'

22.24 Safety Standards for All Drivers

- a. All drivers who are transporting one or more enrolled students either to or from any College-related activity, including any registered student organization activity, shall ensure that the number of passengers does not exceed the designated capacity of the vehicle and that each passenger is secured by a safety belt. In addition, all relevant laws will be adhered to during the duration of the trip.
- b. Drivers of one or more students presently enrolled at The Victoria College who are traveling to or from a College-related activity, including a registered student organization activity, that is located more than 25 miles from The Victoria College campus shall not drive fatigued or under the influence of any medication or other substance that would impair the driver's ability to drive safely.
- c. All drivers are encouraged to read the tips for safe driving, which can be obtained from the offices of either the Student Activities Director or the Vice President of Student Services at The Victoria College.



THE VICTORIA COLLEGE

2200 East Red River
Victoria, Texas 77901

361-573-3291

www.victoriacollege.edu