

“Unleash Your Potential”

CLARENDON COLLEGE

2009-2011 Dual Credit Handbook

P.O. Box 968

1122 College Drive

Clarendon, Texas 79226-0968

(806)-874-3571

Clarendon College Pampa Center

1601 W. Kentucky

Pampa Tx. 79065

(806)-665-8801

Clarendon College Childress Center

1902 Ave. G NW Suite 1

Childress, Tx 79201

(940)-937-2001

Clarendon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees.

SACS - COC

1866 Southern Lane

Decatur, Georgia 30033-4097

Telephone Number 404-679-4501

Clarendon College is approved by:

Texas Higher Education Coordinating Board (THECB)

The State Board of Nurse Examiners (BNE)

Texas Department of Licensing and Regulations (TDLR)

Clarendon College is a member of:

American Association of Community Colleges

Association of Texas Colleges and Universities

High Plains Higher Education Council

National Junior College Athletic Association

Texas Association of Community Colleges

Texas Association of School Boards

Texas Community College Teachers Association

Western Junior College Athletic Conference

The Clarendon College Catalog for 2008-2009 contains policies, regulations, and procedures in effect at the time of printing. Although the information is subject to change, the published program requirements for students who enter Clarendon College during 2008-2009 school year must be satisfied by the student for the successful completion of any program.

This catalog should be retained permanently since future program revisions will generally not apply to students already enrolled. Furthermore, the course descriptions provided herein may be valuable to potential employers reviewing a student's completed work.

While every attempt is made to ensure accuracy in its reporting of programs, course offerings, policies, fees, and other statements within this publication, the College reserves the right to make changes at any time without notice. This catalog is for informational purposes and does not constitute a contract.

“Unleash Your Potential”

Spring 2009

Administrative Offices Open	Monday, January 5
Registration at Childress (6 P.M. - 8 P.M.)	Wednesday, January 7
Faculty Report	Thursday, January 8
Registration at Pampa Center and Childress Center (9 A.M. - 4 P.M.)	Friday, January 9
Dormitories Open at 2 P.M	Sunday, January 11
Cafeteria Opens	Monday, January 12
Registration at Clarendon	Monday, January 12
Evening Registration at Clarendon and Pampa Center (6 P.M. - 8 P.M.)	Monday, January 12
Classes Begin	Tuesday, January 13
Late Registration Begins	Tuesday, January 13
Last Day to Register and/or Add/Drop	Thursday, January 22
Last Day for Financial Settlement	Thursday, January 22
12th Class Day	Wednesday, January 28
Cafeteria Closes after Noon Meal	Friday, March 13
College Closes for Spring Break at 4 P.M	Friday, March 13
Spring Break	Monday –Saturday, March 16-21
Classes Resume and Cafeteria Re-opens	Monday, March 23
Last Day to Drop with a “W”	Friday, April 13
Cafeteria Closes after Noon Meal	Thursday, April 9
College Closes at 4 P.M	Thursday, April 9
Good Friday (College Holiday)	Friday, April 10
Easter Holidays	Saturday - Sunday, April 11-12
Classes Resume and Cafeteria Re-opens	Monday, April 13
Pre-Registration begins Summer 2008 and Fall 2008 Sessions	Tuesday, April 14
Commencement	Friday, May 8
Final Exams	Saturday – Thursday, May 9-14
Cafeteria Closes for the Semester after Noon Meal	Thursday, May 14
Final Grade Rolls due in Registrar’s Office at 10:00 A.M.	Friday, May 15
Residence Halls Close at Noon	Friday, May 15
End of Spring Semester	Friday, May 15

Summer I 2009

(Five Week Session)

Memorial Day (College Holiday)	Monday, May 25
Summer I Registration	Thursday, June 4
Classes Begin	Monday, June 8
Late Registration Begins	Monday, June 8
Last Day to Add/Drop or Register	Wednesday, June 10
Census Date	Thursday, June 11
Last Day to Drop with a “W”	Wednesday, July 1
Independence Day (College Holiday)	Saturday, July 4
Final Exams	Thursday, July 9

**Summer II 2009
(Five Week Session)**

Summer II Registration	Thursday, July 9
Classes Begin	Monday, July 13
Late Registration Begins	Tuesday, July 14
Last Day to Add/Drop or Register	Wednesday, July 15
Census Date	Wednesday, July 15
Last Day to Drop with a “W”	Wednesday, August 5
Final Exams	Thursday, August 13

Fall 2009

New Faculty Orientation	Wednesday, August 19
Faculty Report	Thursday, August 20
Dormitories Open at 2 P.M.	Sunday, August 23
Cafeteria Opens	Monday, August 24
Registration at Clarendon	Monday & Tuesday, August 24-25
Evening Registration at Clarendon and Pampa Center (6 P.M. - 8 P.M.)	Monday, August 24
Evening Registration at Childress Center (6 P.M. - 8 P.M.)	Tuesday, August 25
Classes Begin	Wednesday, August 26
Late Registration Begins	Wednesday, August 26
Labor Day (College Holiday)	Monday, September 7
Last Day to Register and/or Add/Drop	Tuesday, September 8
Last Day for Financial Settlement	Tuesday, September 8
12th Class Day	Friday, September 11
Last Day to Drop a Class with a “W”	Friday, November 13
Pre-Registration for Spring 2010 Semester	Monday, November 16
College Closes for Thanksgiving Holidays (10:00 P.M.)	Tuesday, November 24
Thanksgiving Holidays.....	Wednesday - Friday, November 25-27
Cafeteria Re-opens after Thanksgiving Holidays	Monday, November 30
Vocational Nursing Graduation Ceremony	7:00 P.M. Friday, December 4
Final Exams for Thursday Night and Friday Night Classes	December 3-4
Final Exams for All Other Classes	Saturday - Thursday, December 5-10
Cafeteria Closes for the Semester after Noon Meal	Thursday, December 10
Residence Halls Close at Noon.....	Friday, December 11
Final Grade Rolls due in Registrar’s Office at 10:00 A.M.	Friday, December 11
College Closes for Christmas Break	Friday, December 18

**Christmas/Winter Session 2009
(Six Week Session)**

Christmas/Winter Registration	Monday, December 7
Classes Begin	Tuesday, December 8
Late Registration Begins	Tuesday, December 8
Last Day to Add/Drop or Register	Wednesday, December 9
Census Date	Friday, December 11
Last Day to Drop with a “W”	Friday, January 8, 2010
Christmas Holidays (College Holiday)	Thursday-Friday, December 24-25
Final Exams	Thursday, January 14, 2010

“Unleash Your Potential”

Spring 2010

Administrative Offices Open	Monday, January 4
Evening Registration at Childress (6 P.M. - 8 P.M.)	Wednesday, January 6
Faculty Report	Thursday, January 7
Registration at Pampa Center and Childress Center (9 A.M. - 4 P.M.)	Friday, January 8
Dormitories Open at 2 P.M.	Sunday, January 10
Cafeteria Opens	Monday, January 11
Registration at Clarendon	Monday, January 11
Evening Registration at Clarendon and Pampa Center (6 P.M. - 8 P.M.)	Monday, January 11
Classes Begin	Tuesday, January 12
Late Registration Begins	Tuesday, January 12
Last Day to Register and/or Add/Drop	Thursday, January 21
Last Day for Financial Settlement	Thursday, January 21
12th Class Day	Wednesday, January 27
Vocational Nurses Pinning	Sunday, February 7
Cafeteria Closes after Noon Meal	Friday, March 5
College Closes for Spring Break at 4 P.M.	Friday, March 12
Spring Break	Monday – Saturday, March 15-20
Classes Resume and Cafeteria Re-opens	Monday, March 22
Cafeteria Closes after Noon Meal	Thursday, April 1
College Closes at 4 P.M.	Thursday, April 1
Good Friday (College Holiday)	Friday, April 2
Easter Holidays	Saturday - Sunday, April 3-4
Classes Resume and Cafeteria Re-opens	Monday, April 5
Last Day to Drop with a “W”	Friday, April 9
Pre-Registration Begins Summer 2010 and Fall 2010 Sessions	Tuesday, April 13
Commencement	Friday, April 30
Final Exams for Thursday Night and Friday Night Classes	April 20-30
Final Exams	Saturday – Thursday, May 1-6
Cafeteria Closes for the Semester after Noon Meal	Thursday, May 6
Final Grade Rolls due in Registrar’s Office at 10:00 A.M.	Friday, May 7
Residence Halls Close at Noon	Friday, May 7
End of Spring Semester	Friday, May 7

Summer I 2010

(Five Week Session)

Summer I Registration	Thursday, May 13
Classes Begin	Monday, May 17
Late Registration Begins	Monday, May 17
Last Day to Add/Drop or Register	Wednesday, May 19
Census Date	Thursday, May 20
Memorial Day (College Holiday)	Monday, May 31
Last Day to Drop with a “W”	Wednesday, June 9
Final Exams	Thursday, June 17

Summer II 2010

(Five Week Session)

Summer II Registration	Thursday, June 17
Classes Begin	Monday, June 21
Late Registration Begins	Tuesday, June 22
Last Day to Add/Drop or Register	Wednesday, June 23
Census Date	Thursday, June 24
Last Day to Drop with a “W”	Wednesday, July 14
Final Exams	Thursday, July 22

“Unleash Your Potential”

Fall 2010

New Faculty Orientation	Wednesday, August 18
Faculty Report	Thursday, August 19
Dormitories Open at 2 P.M.	Sunday, August 22
Cafeteria Opens	Monday, August 23
Registration at Clarendon	Monday & Tuesday, August 23-24
Evening Registration at Clarendon and Pampa Center (6 P.M. - 8 P.M.)	Monday, August 23
Evening Registration at Childress Center (6 P.M. - 8 P.M.)	Tuesday, August 24
Classes Begin	Wednesday, August 25
Late Registration Begins	Wednesday, August 25
Labor Day (College Holiday)	Monday, September 6
Last Day to Register and/or Add/Drop	Tuesday, September 7
Last Day for Financial Settlement	Tuesday, September 7
12th Class Day	Friday, September 10
Last Day to Drop a Class with a “W”	Friday, November 12
Pre-Registration for Spring 2011 Semester	Monday, November 15
Vocational Nurses Pinning	Sunday, November 21
College Closes for Thanksgiving Holidays (10:00 P.M.)	Tuesday, November 23
Thanksgiving Holidays.....	Wednesday – Friday, November 24-26
Cafeteria Re-opens after Thanksgiving Holidays	Monday, November 29
Final Exams for Thursday Night and Friday Night Classes	December 2-3
Vocational Nursing Graduation Ceremony	7:00 P.M. Friday, December 3
Final Exams for All Other Classes	Saturday - Thursday, December 4-9
Cafeteria Closes for the Semester after Noon Meal	Thursday, December 9
Residence Halls Close at Noon.....	Friday, December 10
Final Grade Rolls due in Registrar’s Office at 10:00 A.M.	Friday, December 10
College Closes for Christmas Break	Friday, December 17

Christmas/Winter Session 2010

(Six Week Session)

Christmas/Winter Registration	Monday, December 6
Classes Begin	Tuesday, December 7
Late Registration Begins	Tuesday, December 7
Last Day to Add/Drop or Register	Wednesday, December 8
Census Date	Friday, December 10
Last Day to Drop with a “W”	Friday, December 31
Christmas Holidays (College Holiday)	Thursday-Friday, December 24-25
Final Exams	Thursday, January 13, 2011

Spring 2011

Administrative Offices Open	Monday, January 3
Evening Registration at Childress (6 P.M. - 8 P.M.)	Wednesday, January 5
Faculty Report	Thursday, January 6
Registration at Pampa Center and Childress Center (9 A.M. - 4 P.M.)	Friday, January 7
Dormitories Open at 2 P.M.	Sunday, January 9
Cafeteria Opens	Monday, January 10
Registration at Clarendon	Monday, January 10
Evening Registration at Clarendon and Pampa Center (6 P.M. - 8 P.M.)	Monday, January 10
Classes Begin	Tuesday, January 11
Late Registration Begins	Tuesday, January 11
Last Day to Register and/or Add/Drop	Thursday, January 20
Last Day for Financial Settlement	Thursday, January 20
12th Class Day	Wednesday, January 26
Cafeteria Closes after Noon Meal	Friday, March 4

“Unleash Your Potential”

College Closes for Spring Break at 4 P.M.	Friday, March 11
Spring Break	Monday –Saturday, March 14-19
Classes Resume and Cafeteria Re-opens	Monday, March 21
Last Day to Drop with a “W”	Friday, April 8
Pre-Registration Begins Summer 2011 and Fall 2011 Sessions	Tuesday, April 12
Cafeteria Closes after Noon Meal	Thursday, April 21
College Closes at 4 P.M.	Thursday, April 21
Good Friday (College Holiday)	Friday, April 22
Easter Holidays	Saturday - Sunday, April 23-24
Classes Resume and Cafeteria Re-opens	Monday, April 25
Commencement	Friday, April 29
Final Exams for Thursday Night and Friday Night Classes	April 28-29
Final Exams	Saturday – Thursday, April 30-May 5
Cafeteria Closes for the Semester after Noon Meal	Thursday, May 5
Final Grade Rolls due in Registrar’s Office at 10:00 A.M.	Friday, May 6
Residence Halls Close at Noon	Friday, May 6
End of Spring Semester	Friday, May 6

Summer I 2011

(Five Week Session)

Summer I Registration	Thursday, May 12
Classes Begin	Monday, May 16
Late Registration Begins	Monday, May 16
Last Day to Add/Drop or Register	Wednesday, May 18
Census Date	Thursday, May 19
Memorial Day (College Holiday)	Monday, May 30
Last Day to Drop with a “W”	Wednesday, June 1
Final Exams	Thursday, June 9

Summer II 2011

(Five Week Session)

Summer II Registration	Thursday, June 16
Classes Begin	Monday, June 20
Late Registration Begins	Tuesday, June 21
Last Day to Add/Drop or Register	Wednesday, June 22
Census Date	Thursday, June 23
Last Day to Drop with a “W”	Wednesday, July 6
Final Exams	Thursday, July 14

PHILOSOPHY OF CLARENDON COLLEGE

The faculty, Board of Regents, and administrators at Clarendon College are committed to the concept that our College be an open door to learning. With this goal in mind, we extend an educational opportunity to students of all ages who can profit from instruction. Every effort is made to provide equal access to the educational opportunities offered at Clarendon College without regard to age, gender, color, national or ethnic origin, race, religion, creed, and/or disability. In keeping with this philosophy, Clarendon College recognizes and accepts the responsibility for providing curricula for university-bound students, for students seeking career opportunities in a variety of occupations, and for persons of the community seeking cultural enrichment, short-term skill training, or personal improvement opportunities. The College will seek to achieve these goals within the limits of its legal responsibilities and available fiscal resources.

MISSION STATEMENT

Clarendon College is a comprehensive community college committed to teaching and learning and to providing equal access to opportunities that assist in the holistic development of its constituents and community. In pursuit of that mission, the College provides academic transfer programs, workforce education programs, student services, developmental education courses, continuing education, community service courses, and diverse cultural enrichment opportunities.

PURPOSES

The purposes of Clarendon College shall be to provide the following:

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Occupational programs leading directly to employment in semi-skilled and skilled occupations;
3. Freshman and sophomore courses in arts and sciences;
4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy

allowing the enrollment of disadvantaged students;

6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;

7. Workforce development programs designed to meet local and statewide needs;

8. Adult literacy programs and other basic skills programs; and,

9. Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards, in the best interest of post-secondary education in Texas.

Clarendon College exists to serve these purposes as they relate first to the local service area, then to the State of Texas, and finally, to the nation. It has accepted the challenge of providing the resources, curricula, instructional support, and personnel required to best serve the many educational needs of its students.

HISTORY OF CLARENDON COLLEGE

Clarendon College is the oldest institution of higher education in the Texas Panhandle, having been established in 1898 by the Methodist Episcopal Church, South. The College was successfully administered by the church through the first quarter of the 20th Century. The original college was moved to Abilene and became McMurry University. The Clarendon Independent School Board purchased the college property and Clarendon College was re-established in 1927 as a non-sectarian junior college. It is maintained, in part, by property taxes in the Clarendon College District (Donley County). The College was recognized by the Texas Education Agency and the Association of Texas Colleges and Universities in 1927. The College separated from the school district and moved to its present location in 1968. Clarendon College now operates from a beautiful 107-acre campus on the west edge of Clarendon. Eight counties comprise the College's service area. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and is one of 50 state-assisted community colleges in the Texas system.

CLARENDON COLLEGE PAMPA CENTER

The Clarendon College Pampa Center is located at

“Unleash Your Potential”

1601 West Kentucky in Pampa, approximately 45 miles north of Clarendon. The Center was established in 1978. The Clarendon College Pampa Center is located at 1601 West Kentucky in Pampa, approximately 45 miles north of Clarendon. The Center was established in 1978 and moved into a new 25,000 square foot facility in the Spring of 2000. The new facility was developed with the support of the Pampa Center Foundation and the Clarendon College Board of Regents. The Center now provides students with modern facilities for both academic and workforce programs. Students are able to complete two-year degree requirements at the Pampa Center

LEARNING RESOURCE CENTER (LRC)

Clarendon College Pampa Center. The LRC is open from 8 a.m. to 10 p.m. and houses computers, magazines, and newspapers for student use. Students may check out other materials, including books, from Clarendon or any other HLC Library by using the online catalog or by filling out a request form in the main office at the Pampa Center.

TRANSCRIPT SERVICES

Copies of a student's transcript, a student's permanent record of classes taken at Clarendon College, are available upon written request from the Office of the Registrar. Adequate advance notice is required for a transcript. The cost is \$5 per copy, payable in advance, for each official transcript issued. Contact:
Office of the Registrar
Clarendon College
P.O. Box 968
Clarendon, Texas 79226.

Official transcripts may be withheld if a student has an administrative hold on his or her record or if a student has an outstanding financial obligation with the institution. Official transcripts will be released after all administrative holds have been released and all financial obligations to the institution have been discharged.

Early Admissions Program

Clarendon College sponsors an Early Admissions Program for the benefit of qualified high school students. Students who participate in the Early Admissions Program have the opportunity to accelerate their college program to save both time and money. Students enrolled in high school may be admitted under the following conditions:

1. Students who have completed their sophomore or junior year in an accredited high school and who seek to enroll in an academic course(s), a transfer course(s), or an Associate Degree Program may be admitted based upon successful completion of all of the following:

a. Demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) on an approved instrument or demonstrate an exemption under the provisions of the Texas Success Initiative (TSI) (see Texas Success Initiative in this catalog). Students in the eleventh grade are eligible to enroll in the Early Admission Program if the student has achieved a score of 2200 on Mathematics and/or a score of 2200 on English Language Arts with a subsection of at least a 3 on the tenth grade TAKS relevant to the courses to be attempted. An eleventh grade student who enrolls in an early admissions course shall not be required to demonstrate further evidence of eligibility to enroll in early admissions courses in the twelfth grade.

b. Present a recommendation from the high school principal or designee.

c. Submit an application for admission and a current high school transcript (prior to graduation).

d. Be enrolled in four or more instructional clock hours (i.e., four-50 minute periods) of high school credit-only courses on a daily basis in an accredited or public high school and take a limit of two college courses each semester. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, PSAT scores, and/or other assessment indicators) may be approved by the Dean of Instruction.

e. Obtain the approval of the Dean of Instruction or designee.

2. Students who have completed their sophomore or junior year in an accredited high school and who seek to enroll in an occupational-technical program course leading to a certificate of one year or less may be admitted based on the successful completion of all of the following:

“Unleash Your Potential”

a. Demonstration of college readiness to enroll in workforce education courses in the Early Admissions Program by achieving the minimum passing standard on the Mathematics section and/or the English Language Arts section of the tenth or eleventh grade TAKS. An individual who is exempt from the TAKS may be evaluated otherwise by the College to determine eligibility for enrolling in workforce education courses.

b. A recommendation from the high school principal or designee.

c. Enrollment in four or more instructional clock hours (i.e., four 50-minute periods) of high school credit-only courses on a daily basis in an accredited or public high school and a limit of no more than two college courses each semester. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, PSAT scores, and/or other assessment indicators) may be approved by the Dean of Instruction.

d. Approval of the Dean of Instruction or designee.

3. Students who have been enrolled in a non-traditional program of study (i.e., a home school or a non-accredited high school) and who have successfully completed their sophomore or junior year as determined by the College must satisfy the following:

a. Demonstration of college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative on relevant section(s) on an approved instrument or demonstrate an exemption under the provisions of the Texas Success Initiative (TSI) (See Texas Success Initiative in this Catalog). Students in the eleventh grade are eligible to enroll in the Early Admission Program if the student has achieved a score of 2200 on Mathematics and/or a score of 2200 on English Language Arts with a subsection of at least a 3 on the tenth grade TAKS relevant to the courses to be attempted. An eleventh grade student who enrolls in an early admissions course shall not be required to demonstrate further evidence of eligibility to enroll in early admissions courses in the twelfth grade.

b. Present a letter of recommendation from the superintendent, the high school principal, or designee.

c. Submit an application for admission and a current high school transcript (prior to graduation).

d. Be enrolled in four or more instructional clock hours (i.e., four -50 minute periods) of high school credit-only courses on a daily basis in an accredited public high school or a non-traditional program of high school study and take no more than two college courses each semester. Exceptions to this requirement for students with demonstrated outstanding academic performance and capability (as evidenced by grade-point average, PSAT scores, and/or other assessment indicators) may be approved by the Dean of Instruction.

e. Obtain the approval of the Dean of Instruction or designee.

All students who enroll in the Early Admissions Program must meet all of the College’s regular prerequisite requirements designated for a particular course (e.g., successful completion of a specific course prerequisite, a minimum score on a specified placement test, minimum grade in a specified previous course, etc.). All students who participate in the Early Admission Program must maintain at least a 2.0 GPA to remain in good standing. Students will be enrolled provisionally on a semester-by-semester basis. Credit will be awarded according to state, local, and institutional policies in effect at the time of enrollment. Students participating in the Early Admission Program must submit a final high school transcript upon graduation from their high school, or a GED certificate.

THE TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative established in 2003 by the Texas Legislature as part of Senate Bill 286 requires the assessment of the academic skills of each entering student prior to enrollment and requires the College and the student to develop an individual plan for developmental education for those who demonstrate a need for skill development in the areas of reading, writing and/or mathematics. (The Texas

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Success Initiative replaces the Texas Academic Skills Program (TASP) which was first implemented in 1987.) Although the results or the assessment of academic skills are not used for admission purposes, results are used in advising and course placement. Students planning to attend Clarendon College are encouraged to take an approved test (THEA, ASSET, COMPASS or ACCUPLACER) prior to enrollment. For students who are unable to take assessment of academic skills or who do not attempt an assessment, Clarendon College will offer an assessment of academic skills test during the registration process. (Testing fees for an assessment of academic skills must be paid by the student.) All full-time and part-time students must participate in the Texas Success Initiative and the assessment of academic skills prior to enrollment unless exempt or waived based on one of the following:

1. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards:
 - a. ACT: composite score of 23 with a minimum of 19 on both the English and mathematics tests; or,
 - b. SAT: a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal and the mathematics tests.
2. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
3. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and a minimum scale score of 2200 on the English Language Arts Section with a writing subsection score of at least a three (3).
4. A student who has graduated with an associate or baccalaureate degree from an accredited institution of higher education.
5. A student who transfers to Clarendon College from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily

completed college-level course work as determined by Clarendon College.

6. A student who is enrolled in a certificate program of one year or less (Level-One Certificates).
7. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard, or service as a member of a reserve component of the armed forces of the United States.
8. Students who are non-degree seeking or non-certificate seeking may be exempt. Students should contact the Registrar's Office for additional information.

Confidentiality of Student Records

1. Transcripts, grade reports, and disciplinary reports will be released for off-campus use only upon the request of the student or by court order.
2. Requests for personal data on students from loan companies, employing agencies, and other such firms will be honored only upon the written request of the student.
3. Request for information for security checks by governmental agencies will be honored only upon the written request of the student.
4. Written requests for character appraisals of students from colleges and governmental agencies will be honored only with the student's permission.
5. College officials use discretion in fulfilling other requests not specified above. The student may have access to official records directly related to him/her and will have the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.

Authorized Access to Student Records

- As provided in P.L. 93-380, the following persons or entities will be provided access to a student's record without prior consent from the student:
1. Officials, faculty, and staff of Clarendon College who have a legitimate educational interest in the student's record;
 2. Officials of other schools in which the student

“Unleash Your Potential”

seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if he/she so desires;

3. Individuals needing the information in connection with a student's application for or receipt of financial aid;
4. State or local officials to which educational data must be reported;
5. Accrediting agencies;
6. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954;
7. Officials complying with judicial order or pursuant to any lawfully issued subpoena;
8. Representatives of the Comptroller General of the United States, Secretary of Education, administrative heads of educational agencies, or state education authorities;
9. Legitimate organizations (A.C.T., C.E.E.B., E.T.S.) developing, validating, or administering predictive tests or student-aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.

ADDING AND DROPPING COURSES

Any change in a student's class schedule after registration and prior to the census date of the semester is accomplished by completing the official Add/Drop Form. Students must pay a change-of-schedule fee plus any applicable tuition and fees to the Business Office if they wish to add or drop a course during this period of time. No course(s) may be added after the date designated by the school calendar as the last date to add a course.

A student may drop a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester, or on or before the last day to drop a class of a term as designated in the college calendar. The request for permission to drop a course is initiated by the student by procuring a drop form from the Office of Student Services. A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college.

International students and students receiving financial aid or veteran's assistance should see the appropriate college official before dropping or withdrawing from any class. Any student who is considering dropping a course is encouraged to contact the instructor prior to initiating a drop or withdrawal.

TUITION AND FEES

Tuition and fees are set by the Clarendon College Board of Regents and are payable in full at the time of registration unless prior arrangements have been made with the Business Office to participate in an installment payment plan for tuition and fees. Tuition and fees are subject to change without notice by action of the State Legislature or action of the Board of Regents. A student is not officially registered until full payment of tuition and fees is made. Payment may be made by cash, check, money order, credit card (Visa or MasterCard), or by financial aid awards.

TUITION AND REQUIRED FEES*

SEMESTER CREDIT HOURS	IN-DISTRICT RESIDENT	TEXAS RESIDENT (GRAY COUNTY)	TEXAS RESIDENT (OUT-OF-DISTRICT)	NON-TEXAS RESIDENT
1	237	267	294	522
2	237	267	294	522
3	237	267	294	522
4	316	356	392	582
5	395	445	490	642
6	474	534	588	702
7	553	623	686	819
8	632	712	784	936
9	711	801	882	1053
10	790	890	980	1170
11	869	979	1078	1287
12	948	1068	1176	1404
13	1027	1157	1274	1521
14	1106	1246	1372	1638
15	1185	1335	1470	1755
16	1264	1424	1568	1872
17	1343	1513	1666	1989
18	1422	1602	1764	2106

SCHEDULE OF TUITION AND REQUIRED FEES

TUITION

In-District Resident	\$38 per credit hour (\$114 minimum)
Out-of-District Resident	\$38 per credit hour (\$114 minimum)
Out-of-State/Non-Resident	\$57 per credit hour (\$342 minimum)

GENERAL INSTITUTIONAL FEE

Per semester hour	\$17
Minimum per student per semester	\$51

BUILDING USE FEES

Per semester hour	\$24
Minimum per student per semester	\$72

OUT-OF-DISTRICT / NON-RESIDENT FEES*

Per semester hour	\$19
Minimum per student per semester	\$57

**Out-of-District fees are applicable only to individuals classified for tuition purposes as out-of-district residents and out-of state / non-residents.*

OTHER FEES AND DEPOSITS

DISTANCE LEARNING TUITION*

In-District Resident	\$76 per credit hour (\$228 minimum)
Out-of-District Resident	\$95 per credit hour (\$285 minimum)
Out-of-State/Non-Resident	\$114 per credit hour (\$513 minimum)
Minimum per student per semester	\$72

**The distance learning tuition is charged when a course is taught off campus or electronically and the normal tuition and required fees cannot be charged or are not appropriate.*

GRADUATION FEE	\$50
DIPLOMA REPLACEMENT FEE	\$40
TRANSCRIPT FEE	\$5
LATE REGISTRATION FEE	\$25
CHANGE OF SCHEDULE FEE	\$15
MATRICULATION FEE (Withdraw prior to the first class day)	\$15
RETURNED CHECK FEE	\$35

TESTING

Accuplacer	\$49
CLEP	\$95
General Education Development (GED)	\$85
Quick THEA	\$49
Course Challenge Fee	\$380
Technical Program Assessment Fee (Per Course or Test).....	\$60-\$200

INSTALLMENT PAYMENT PLAN FOR TUITION AND FEES

1. A full-time student (12 semester hours or more) may pay for tuition and mandatory fees by one of two methods: (a) payment of tuition and fees in full (one payment) or (b) payment of tuition and fees in installments. Once a payment plan has been chosen, it may not be changed.
2. All scholarships and awards provided by the College and all federal and state grants and loans will be applied toward the full amount due the College for the payment of tuition, fees, and other charges before installment payments are scheduled.
3. The FACTS installment payment plan for tuition and fees and a \$35 service fee is available online through the Clarendon College website www.clarendoncollege.edu and is available for all academic semesters.
4. FACTS payment plan options vary by the date of registration and by the length of the semester.
5. All FACTS payments are made electronically, and it is the student’s responsibility to ensure the availability of funds.
6. The total installment payment must be paid in full on or before the date due.
7. Students who fail to make scheduled payments:
 - a. Will have a hold placed on their records;
 - b. Will be prohibited from registering for classes;
 - c. Will still be responsible for the full amount due under the contract; and,
 - d. Will receive no awards, diplomas, and records, including but not limited to official transcripts to which they would otherwise be entitled.
 - e. Upon full payment of the amount due, the hold will be released.
8. Students adding courses will be required to pay the full cost for the additional courses at the time the courses are added.
9. Students dropping hours will pay installments on the basis of the original installment contract. All refunds will be applied to the installment payment. (For students receiving Title IV aid, refunds will be applied in accordance with federal refund guidelines.)
10. Students withdrawing from the College must pay all tuition and fees owed. Withdrawal does not cancel or void the installment payment plan contract.

REFUND POLICY

Clarendon College, as soon as practicable, shall refund tuition and mandatory fees collected for courses from which the student drops or withdraws. (The indicated percentages are applied to the tuition and mandatory fees collected for each course from the which the student is withdrawing.) Any student officially withdrawing from Clarendon College before the first day classes of any semester will be assessed a \$15 matriculation fee. (Class days refers to the number of calendar days the institution normally meets classes, not the days a particular course meets.)

1. For semester-length courses for which semester credit hours are awarded:
 - a. 100% refund is to be made for courses dropped prior to the first class day.
 - b. During the fall or spring semester or comparable trimester:
 - i. during the first fifteen class days, 70%
 - ii. during the sixteenth through twentieth class days, 25%
 - iii. after the twentieth class day, none; and
 - c. Six-week summer semester:
 - i. during the first five class days, 70%
 - ii. during the sixth and seventh class days, 25%
 - iii. after the seventh class day, none.
2. For non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester):
 - a. Prior to the first class day, 100%
 - b. After classes begin, see table

“Unleash Your Potential”

**REFUND SCHEDULE
DROPS AND WITHDRAWALS**

LENGTH OF COURSE IN WEEKS	AFTER FIRST DAY OF CLASS, LAST DAY FOR 70% REFUND	AFTER FIRST DAY OF CLASS, LAST DAY FOR 25% REFUND
2 or less	2	n/a
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

ACADEMIC INFORMATION AND STANDARDS

SEMESTER HOURS AND CREDIT

The college operates on the semester plan with two long semesters of 16 weeks, several summer terms and mini-semester. The unit of credit at Clarendon College is the semester hour, which is the credit earned by meeting a course one hour per week for a semester. Most college courses meet three times each week and give three semester hours of credit. The normal load for a student is five academic courses plus physical education, which would grant 16 to 17 semester credit hours for a semester. Students may take more than 19 semester hours during the course of a single semester only with the approval of the Dean of Instruction. In the summer semester a student normally earns 6 semester hours in five weeks and 12 hours in twelve weeks. The Association of Texas Colleges recommends 14 semester hours as the maximum which may be earned in a summer.

STUDENT CLASSIFICATION

Students who have completed less than thirty (30) semester hours will be classified as freshman. Students who have completed 30 or more semester hours, but less than 64 will be classified as sophomores. Students who cannot be classified as freshman or sophomore students will be classified as special students. Students will be classified as full-time students if are enrolled in 12 or more semester hours during a regular semester or 6 or more semester hours if enrolled in a summer term. Students enrolled in less than 12 semester hours during the regular academic term will be classified as part-time.

DEGREES AND CERTIFICATES

Clarendon College offers the Associate in Arts Degree, the Associate in Science Degree, the Associate in Applied Science Degree, and certificates. The requirements for each degree or certificate are listed under graduation requirements and/or with their respective programs. A student who fails to graduate at the expected time and completes the remaining requirements at another institution may transfer up to 12 semester hours of work back to Clarendon College.

TRANSFER OF CREDIT

Transfer of Credit to Clarendon College

Credit for courses in which a passing grade (D or better) has been earned may be transferred to Clarendon College from a post-secondary institution that is accredited by one of the regional accrediting bodies. It is the responsibility of each transfer applicant to arrange for an official transcript to be sent to Clarendon College from each institution previously attended. A course from a regionally accredited institution will be accepted in lieu of a specific course at Clarendon College only if evidence indicates the course is equivalent. Credit will be posted to a student's transcript upon the successful completion of 12 credit hours at Clarendon College. Although all passing grades are accepted in transfer, students whose overall grade point average is less than 2.0 on a 4.0 scale, may only be admitted by the Dean of Instruction. Transfer students who are admitted by the dean and whose GPA is less than a 2.0 will be placed on academic probation. Failure to achieve a minimum grade point average of 2.0 for the first 12 credit hours taken at Clarendon College while on academic probation will result in academic suspension. Course work completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to Clarendon College must include the original transcript plus a certified English translation.

Transfer of Clarendon College Credit to Another Institution

Clarendon College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Because of this recognition, Clarendon College credits are regarded as equivalent to courses of the same description at other colleges and universities. Further, in order to assist students transferring to other institutions within the State of Texas, Clarendon College has joined with other junior/community colleges and universities in the State of Texas and has adopted a common course numbering system. This system allows students to take courses at Clarendon College that are numbered the same way as they are at many other Texas public colleges and universities. The purpose of the numbering system is to improve articulation and assist students who are transferring between institutions. Transfer problems typically occur only when students change their planned educational objectives. Examples of transfer difficulties include those encountered by students who change majors or who change from a two-year career education program to a transfer program. Student advisors and faculty advisors have access to a wide range of information on credit transfer. Students should work with an academic advisor or counselor to design an educational plan consistent with their educational goals. Changes in plans should be discussed with the academic advisor or counselor to avoid potential transfer problems.

Frequently Asked Questions

Q: Are high school students eligible for financial aid?

A: No, a student is not eligible for financial aid until they have graduated from high school or the equivalent.

Q: How often do I register for classes?

A: A student must register before each semester they plan on attending. Ex. A student taking classes throughout the high school year must register both in the Fall and in the Spring.

Q: When is payment due for the class?

A: Payment is due by the last day for financial settlement (same as last day to add/drop) indicated in the front of the handbook or by the date indicated by the high school.

Q: How do I drop a class?

A: In order to drop a dual credit class, the student must inform the high school counselor's office, they are also responsible for informing the college and the required paperwork there. Please see Adding/Dropping section above.

Q: Will the classes I take at Clarendon College transfer to other colleges and universities?

A: Yes, according to state law all core curriculum courses here are accepted as core throughout Texas.

Q: What is the Accuplacer?

A: The accuplacer is a placement test that is widely accepted across the state. This test is used in many college/university TSI plans which are designed to prepare students to be successful in college level courses. Please see TSI section above.

Student Checklist

- **Application for admission (all first time students)**
- **Early Admission form (all first time students)**
- **Official transcript (all first time students)**
- **TAKS scores (all first time and returning students). Some students may require testing before they are allowed to enroll in courses.**
- **Pre-registration dates will be announced at school, in the newspaper, and on our website- www.clarendoncollege.edu.**
- **Come to college during this time to register or register at your high school during the designated time.**
- **Purchase book**
- **Pay for class**
- **Pay close attention to class start date, class syllabus, last day to add/drop, and last day to receive a grade of W.**

Sample

Associate of Arts Degree Plan

Summer 1-before Jr. year	Hrs.	Summer 2	Hrs.				
Elective	3	Visual/Perf Arts	3				
Total	3	Elective	3				
		Total	6				
Fall 1- Junior Year		Spring 1- Junior Yr.					
Engl1301	3	Engl1302	3				
Hist1301	3	Hist1302	3				
Govt2305	3	Phed	1				
Phed	1	Govt2306	3				
Total	10	Total	10				
Summer 3 - before Sr. year		Summer 4					
Spch1315 or 1318	3	Elective	3				
Total	3	Total	6				
Fall 2 - Senior Year		Spring 2 - Senior Yr.					
Science	4	Science	4				
Math1314 (College Alg)	3	COSC1401 (BCIS)	4				
Humanities	3	A.A. Elective	3				
Social/Behavioral Science	3	Total	11				
Total	13						
Combined Total	62						

Contact List

Brandi Havens, Director of Admissions.....(806)874-3571 ext. 110

Dual Credit Schools: Wellington, Clarendon, Memphis, Claude, Hedley,
Samnorwood, Silverton, Shamrock

Sharon Hannon, Registrar..... (806)874- 3571 ext.163

Wendy Altman, Director Childress Center.....(940)937-2001

Dual Credit School: Childress

David Hall, Enrollment Counselor Pampa(806)665-8801

Dual Credit Schools: Pampa, Lefors, McLean, Wheeler, Ft. Elliot

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