



# CLARENDON COLLEGE

**2020-2021  
STUDENT HANDBOOK**

1122 COLLEGE DRIVE  
P.O. BOX 968  
CLARENDON, TX 79226

# FREQUENTLY CALLED NUMBERS

Toll Free (800) 687-9737

## **Clarendon College - Main Campus (806) 874-3571**

Main Campus Administration Fax (806) 874-3201

Main Campus Student Services Fax (806) 874-5080

## **Clarendon College - Childress Center (940) 937-2001**

Childress Center Fax (806) 874-1569

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Pampa Center Fax (806) 665-0444

Financial Aid (806) 874-4810

Financial Aid (Fax) (806) 874-1488

Admissions (806) 874-4820

Bookstore (806) 874-4860

VP of Academic Affairs (806) 874-3571

Testing (806) 874-4837

Library (806) 874-4813

IT Director (806) 874-4816

Athletic Director (806) 874-4833

Director of Student Life (806) 874-4861

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

SACSCOC  
1866 Southern Lane  
Decatur, Georgia 30033-4097,  
Telephone Number 404-679-4501

### **Equal Opportunity Statement**

*Clarendon College does not discriminate on the basis of age, sex, color, national or ethnic origin, race, religion, creed, and/or disability in the administration of its educational policies, admission policies, scholarship and loan programs, employment practices, and all institutional programs.*

# WELCOME TO CLARENDON COLLEGE!

We are excited that you have chosen to allow us to help you achieve your educational goals. Whether you are a commuter, or reside in one of our residence halls, we believe you will enjoy your experience as part of the Clarendon College student body. We, the faculty, staff, and administration, are committed to the principles of access and opportunity, and we are available to help in any way possible.

Clarendon College is much more than a collection of buildings and programs. It is you, the student, who make this institution a place of learning and growing, both academically and personally. Student life at Clarendon College will give you opportunities to connect with your fellow students and engage in the social learning process that is vital to the college experience. In addition, to athletic events, student life at Clarendon College involves intramurals, weekend activities, and informal events that combine to make this an exciting place to be!

In the student handbook you will find guidance on making the most of your experience here at Clarendon College. Our rules and regulations are included, as well as other useful information. Refer to this document when you have questions about residence hall regulations, student organizations, your rights as a person and a student, and important events. We would also encourage you to retain and refer to the Clarendon College 2020-2021 Catalog for important information about the programs and services available at Clarendon College.

We are available to help you through your college experience, so please do not hesitate to call on us if there is something you need to facilitate your success at Clarendon College.

We are glad you are part of our student body!

<b>2020 – 2021 CALENDAR .....</b>	<b>6</b>	SCHOLARSHIP OPPORTUNITIES .....	17
<b>GENERAL INFORMATION .....</b>	<b>10</b>	TEXAS TUITION REBATE PROGRAM .....	18
PHILOSOPHY .....	10	VETERANS' AFFAIRS .....	18
MISSION STATEMENT .....	10	ADVISING .....	18
STATEMENT OF PURPOSE .....	10	FOOD SERVICE .....	18
STUDENT'S RESPONSIBILITY TO KNOW .....	11	CALENDAR .....	18
BOOKSTORE .....	11	HEALTH SERVICES .....	18
ELEVATOR ACCESS .....	11	SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES ....	19
LIBRARY .....	11	VOTER REGISTRATION .....	19
SCHOOL CLOSINGS/DELAYS .....	11	HOUSING INFORMATION .....	19
STUDENT ID CARD "BULLDOG SCRATCH" .....	11	RESIDENCE HALL INFORMATION .....	19
FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974 .....	12	BULLDOG ALERTS .....	19
CHALLENGE TO ACCURACY OF RECORD KEEPING .....	12	RESIDENCE HALL RESERVATIONS .....	20
RELIGIOUS HOLY DAYS AND STUDENT ABSENCES .....	12	ROOM ASSIGNMENTS .....	20
STATEMENT OF EQUAL OPPORTUNITY .....	12	CHANGING ROOMS .....	22
<b>ACADEMIC INFORMATION .....</b>	<b>13</b>	WHAT TO BRING.....	21
DEGREES AND CERTIFICATES .....	13	WHAT NOT TO BRING.....	21
ACADEMIC ADVISEMENT .....	13	PETS .....	22
DEGREE PLANS .....	13	REFRIGERATORS .....	22
CREDIT BY EXAMINATION .....	13	OPEN FLAMES .....	22
CLASSIFICATION INFORMATION .....	13	TOBACCO .....	22
SCHEDULE CHANGES (DROP/ADD) .....	13	RESIDENCE HALL VISITATION .....	22
LIMITED STUDENT WITHDRAWAL .....	14	STUDY COURTESY / QUIET HOURS .....	22
DROPPED COURSE GRADES .....	14	RESIDENT IDENTIFICATION .....	22
REPEATING COURSES .....	14	GENERAL EXPECTATIONS OF CONDUCT .....	23
TRANSFER CREDITS TO CLARENDON COLLEGE .....	14	RESIDENCE LIFE COORDINATORS.....	23
INCOMPLETE GRADE .....	14	CHECK-IN & CHECK-OUT .....	23
WITHDRAWAL FROM SCHOOL .....	14	HOLIDAYS .....	23
HOLDS ON STUDENT RECORDS .....	14	KEYS .....	23
ACADEMIC PROBATION AND SUSPENSION .....	14	HEALTH AND SAFETY CHECKS .....	24
CLASS ATTENDANCE .....	15	ROOM APPEARANCE / SANITARY LIVING .....	24
INTELLECTUAL PROPERTIES .....	15	LITTER .....	24
AWARDS AND RECOGNITIONS .....	15	DAMAGES .....	24
PRESIDENT'S HONOR ROLL .....	15	LIABILITY .....	24
DEAN'S HONOR ROLL .....	15	EXTENSION CORDS .....	24
GRADUATION WITH HONORS .....	15	LIVING OFF-CAMPUS .....	25
TOP HONOR GRADUATE .....	16	STUDENT LIFE SEMESTER MEETINGS .....	25
PHI THETA KAPPA .....	15	STUDENT ORGANIZATION RISK MANAGEMENT .....	25
WHO'S WHO IN AMERICAN UNIVERSITIES AND COLLEGES .....	16	<b>STUDENT LIFE INFORMATION .....</b>	<b>25</b>
OUTSTANDING STUDENT .....	16	STUDENT GOVERNMENT ASSOCIATION .....	26
KNORPP AWARD .....	16	STUDENT GOVERNMENT RECOMMENDATIONS .....	26
<b>STUDENT AFFAIRS .....</b>	<b>17</b>	FORMATION OF NEW CLUBS .....	26
FINANCIAL AID .....	17	HANDLING OF ORGANIZATIONAL FUNDS .....	26
FEDERAL FINANCIAL AID .....	17	APPROVAL OF CLUB SPONSORED ACTIVITIES .....	26

ATTENDANCE AT STUDENT ACTIVITIES / EVENTS .....	26	COMPUTER SERVICES .....	41
CLUBS AND ORGANIZATION.....	26	ACCEPTABLE USE .....	41
<b>STUDENT CODE OF CONDUCT .....</b>	<b>28</b>	ETHICS AND RESPONSIBILITIES .....	41
INDIVIDUAL RIGHTS .....	28	MISUSE OR ABUSE OF COMPUTING RESOURCES .....	42
INDIVIDUAL RESPONSIBILITIES .....	28	<b>TUITION &amp; FEES .....</b>	<b>57</b>
STUDENT RIGHTS AND RESPONSIBILITIES.....	29	INSTALLMENT PAYMENTS .....	57
PROHIBITED ACTIVITIES .....	30	REFUNDS OF TUITION AND FEES.....	78
SERIOUS INFRACTIONS .....	31	<b>GLOSSARY .....</b>	<b>58</b>
ANONYMOUS ACTIVITIES .....	31		
CLASSROOM CONDUCT .....	32		
STUDENT ACADEMIC INTEGRITY .....	32		
DISTRIBUTION OF LITERATURE, ADVERTISING, SELLING OR SOLICITATION .....	33		
ALCOHOL AND OTHER DRUGS REFERALL (AOD).....	31		
WEAPONS.....	33		
HUMAN DIGNITY.....	33		
ADMINISTRATIVE SUMMONS.....	34		
ADMINISTRATIVE DIRECTIVES.....	34		
CAMPUS POSTINGS .....	34		
SEX OFFENDER REQUIRED REGISTRATION .....	34		
COMMUNICABLE DISEASE NOTIFICATION .....	35		
<b>STUDENT DISCIPLINE .....</b>	<b>35</b>		
SANCTIONS.....	35		
STUDENT RIGHTS REGARDING SUSPENSION .....	36		
<b>STUDENT APPEALS &amp; GRIEVANCES .....</b>	<b>36</b>		
HUMAN DIGNITY .....	36		
APPEAL TO THE PRESIDENT .....	37		
APPEAL TO THE BOARD OF REGENTS .....	37		
FORMAL STUDENT COMPLAINTS.....	37		
FINANCIAL AID APPEAL PROCEDURES.....	37		
<b>CAMPUS SAFETY &amp; TRAFFIC .....</b>	<b>38</b>		
CAMPUS SAFETY .....	38		
PARKING / TRAFFIC REGULATIONS .....	38		
CLEARY ACT AND CAMPUS SECURITY .....	38		
SEXUAL HARASSMENT.....	39		
TIMELY WARNING VS EMERGENCY NOTIFICATION.....	39		
TESTING EMERGENCY NOTIFICATION.....	39		
MISSING STUDENT NOTIFICATION .....	40		
BACTERIAL MENINGITIS .....	40		
<b>INFORMATION TECHNOLOGY .....</b>	<b>41</b>		



# Clarendon College

## 2020-2021- Calendar

### Fall 2020

Faculty Report.....	Tuesday, August 18
New Faculty Orientation .....	Wednesday, August 19
All College Day.....	Thursday, August 20
Residence Hall Check-In 10:00a.m. – 5:00p.m. ....	Sunday, August 23
Cafeteria Opens for Evening Meal.....	Sunday, August 23
Registration .....	Monday, August 24
Evening Registration at Pampa 6 P.M. – 8 P.M.....	Monday, August 24
Classes Begin .....	Tuesday, August 25
Late Registration Begins .....	Tuesday, August 25
Last Day to Register and/or Add/Drop .....	Friday, August 28
Last Day for Financial Settlement .....	Thursday, September 3
Labor Day (College is open) .....	Monday, September 7
Census Date (12th Class Day).....	Wednesday, September 9
Constitution Day .....	Thursday, September 17
Columbus Day (College Holiday) .....	Monday, October 12
60% Term Completed .....	Wednesday, October 28
Pre-Registration Begins for Fall Mini 2020 and Spring 2021 .....	Wednesday, October 28
Last Day to Drop a Class with a “W” .....	Friday, November 13
Cafeteria Closes after Lunch.....	Tuesday, November 24
Thanksgiving Holidays .....	Wednesday - Friday, November 25-27
Cafeteria Re-opens for Evening Meal.....	Sunday, November 29
Classes Resume after Thanksgiving Holidays.....	Monday, November 30
Fall Commencement Ceremony.....	Friday, December 4
Final Exams.....	Monday - Wednesday, December 7-9
Cafeteria Closes after Evening Meal. ....	Wednesday, December 9
Residence Halls Close at Noon .....	Thursday, December 10
Final Grade Rolls Submitted by 2p.m. ....	Thursday, December 10
End of Fall Semester (Grade Posted to Transcripts by 2 P.M.....	Friday, December 11
College Offices Close for Christmas Break at 4:00 p.m .....	Friday, December 18
College Offices Re-open after Christmas Break.....	Monday, January 4, 2021

**Fall 8-Week 2020**

Pre-Registration for Fall 8 week 2020.....	Monday, September 14 – Friday, October 16
Classes Begin .....	Monday, October 19
Late Registration Begins .....	Monday, October 19
Last Day to Add/Drop or Register .....	Thursday, October 22
Last Day for Financial Settlement .....	Thursday, October 22
Census Date (6th Class Day).....	Monday, October 26
60% Term Completed .....	Friday, November 13
Last Day to Drop with a “W” .....	Friday, November 13
Thanksgiving Holidays.....	Wednesday - Friday, November 25-27
Classes Resume after Thanksgiving Holidays .....	Monday, November 30
Final Exams.....	Monday-Wednesday, December 7-9
Final Grade Rolls Submitted by 2p.m. ....	Thursday, December 10
End of Fall 8-week Semester (Grades Posted to Transcripts by 2 p.m.) .....	Friday, December 11
College Offices Close for Christmas Break at 4:00 p.m. ....	Friday, December 18
College Offices Re-open after Christmas Break .....	Monday, January 4, 2021

**Fall Mini (Online Only) 2020 (5 Week Session)**

Pre-Registration for Fall-Mini 2020 .....	Wednesday, October 28 – Tuesday, December 15
Classes Begin. ....	Wednesday, December 16
Late Registration Begins. ....	Wednesday, December 16
Last Day to Add/Drop or Register .....	Thursday, December 17
Last Day for Financial Settlement. ....	Thursday, December 17
Census Date (3rd Class Day) .....	Friday, December 18
College Offices Close for Christmas Break at 4:00 p.m. ....	Friday, December 18
60% Term Completed .....	Friday, January 1, 2021
College Offices Re-open after Christmas Break .....	Monday, January 4, 2021
Last Day to Drop with a “W” .....	Wednesday, January 6, 2021
Final Exams.....	Wednesday, January 13, 2021
Final Grade Rolls Submitted by 2:00 p.m. ....	Thursday, January 14, 2021
End of Fall Mini (Grades Posted to Transcripts by 2:00p.m.) .....	Friday, January 15, 2021

**Spring 2021**

College Offices Re-open after Christmas Break .....	Monday, January 4, 2021
Faculty Report.....	Wednesday, January 13
New Faculty Orientation .....	Wednesday, January 13
All College Day .....	Thursday, January 14
Residence Hall Check-In 1:00 p.m. – 6:00 p.m. ....	Sunday, January 17
Cafeteria Opens Evening Meal.....	Sunday, January 17
Registration .....	Monday, January 18
Evening Registration at Pampa 6:00p.m. – 8:00p.m. ....	Monday, January 18
MLK Holiday (College is Open) .....	Monday, January 18
Classes Begin.....	Tuesday, January 19
Late Registration Begins .....	Tuesday, January 19
Last Day to Register and/or Add/Drop.....	Thursday, January 21
Last Day for Financial Settlement.....	Friday, January 29
Census Date (12th Class Day) .....	Wednesday, February 3
Cafeteria Closes after Lunch .....	Friday, March 12
College Closes for Spring Break at 4:00 p.m.....	Friday, March 12

Spring Break.....	Monday - Friday, March 15-19
Classes Resume and Cafeteria Re-Opens .....	Monday, March 23
60% of Term Completed.....	Monday, March 29
Good Friday (College Holiday) .....	Friday, April 2
Pre-Registration Begins Summer 2021 & Fall 2021 .....	Monday, April 5
Last Day to Drop with a "W" .....	Thursday, April 15
Commencement.....	Friday, May 7
Final Exams.....	Monday – Wednesday, May 10 – 12
Cafeteria Closes for the Semester after Evening Meal.....	Wednesday, May 12
Final Grade Rolls Submitted by 2:00 p.m.....	Thursday, May 13
Residence Halls Close at Noon.....	Thursday, May 13
End of Spring Semester (Grades Posted to Transcripts 2:00p.m.) .....	Friday, May 14
Memorial Day (College Holiday) .....	Monday, May 31

### Spring 8-Week 2021

Pre-Registration for Spring 8-week 2021 .....	Monday, February 22 – Friday, March 12
Classes Begin .....	Monday, March 22
Late Registration Begins .....	Monday, March 22
Last Day to Add/Drop or Register .....	Thursday, March 25
Last Day for Financial Settlement .....	Thursday, March 25
Census Date (6th Class Day).....	Monday, March 29
Last Day to Drop with a "W" .....	Thursday, April 16
60% Term Completed.....	Thursday, April 22
Final Exams.....	Monday-Wednesday, May 10 - 12
Final Grade Rolls Submitted by 2:00 p.m. ....	Thursday, May 13
End of Spring 8-week Semester (Grades Posted to Transcripts by 2:00 p.m.).....	Friday, May 14

### Summer I 2021 (5 1/2 Week Session)

Pre-Registration for Summer I 2021 .....	Monday, April 5 – Thursday, May 27
Memorial Day (College Holiday).....	Monday, May 31
Classes Begin .....	Wednesday, June 2
Late Registration Begins .....	Wednesday, June 2
Last Day to Add/Drop or Register .....	Thursday, June 3
Last Day for Financial Settlement.....	Thursday, June 3
Census Date (4th Class Day) .....	Monday, June 7
60% of Term Completed .....	Thursday, June 24
Last Day to Drop with a "W" .....	Tuesday, June 22
Final Exams.....	Wednesday & Thursday, July 7 & 8
Final Grade Rolls Submitted by 2:00 p.m. ....	Thursday, July 8
End of Summer I Semester (Grades Posted to Transcripts 2:00p.m.) .....	Thursday, July 8

### Summer II 2021 (5 1/2 Week Session)

Pre-Registration for Summer II 2021 .....	Monday, April 5 – Thursday, July 8
Classes Begin .....	Monday, July 12
Late Registration Begins .....	Monday, July 12
Last Day to Add/Drop or Register .....	Tuesday, July 13
Last Day for Financial Settlement .....	Tuesday, July 13
Census Date (4 <sup>th</sup> Class day) .....	Thursday, July 15
Last Day to Drop with a “W” .....	Monday, July 27
60% Term Completed .....	Tuesday, August 3
Final Exams .....	Monday, & Tuesday, August 16 & 17
Final Grade Rolls Submitted by 2:00 p.m. ....	Wednesday, August 18
End of Summer II Semester (Grades Posted to Transcripts by 2:00 p.m.) .....	Thursday, August 19

### Summer 2021 (12 Week Session)

Pre-Registration for Summer 12 Week 2021 CTE .....	Monday, April 5 – Thursday, May 20
Classes Begin .....	Monday, May 24
Late Registration Begins .....	Monday, May 24
Last Day to Add/Drop or Register .....	Thursday, May 27
Last Day for Financial Settlement .....	Thursday, May 27
Memorial Day (College Holiday) .....	Monday, May 31
Census Date (12 <sup>th</sup> Class Day) .....	Thursday, June 10
60% of Term Completed .....	Monday, July 12
Last Day to Drop with a “W” .....	Thursday, July 29
Final Exams .....	Tuesday & Wednesday, August 10 & 11
Final Grade Rolls Submitted by 2:00 p.m. ....	Thursday, August 12
End of Summer 12 Week (Grades Posted to Transcripts by 2:00 p.m.) .....	Friday, August 13

## GENERAL INFORMATION

### PHILOSOPHY

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, learning and providing 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, career/technical education, student services, developmental education programs, continuing education/community service courses through a variety of instructional methodology, including but not limited to: face to face, distance education, and hybrid delivery.

Clarendon College strives to provide diverse cultural enrichment opportunities for its constituents.

### STATEMENT OF PURPOSE

The purposes of Clarendon College are defined in the Texas Education Code, Section 130.003, and shall be to provide:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. vocational 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. other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the Clarendon College Board of Regents, in the best interest of postsecondary education in Texas.

Clarendon College exists to serve these purposes as they relate first to the local service areas, then to the State of Texas, and finally, to the nation offering career, technical/workforce, and academic courses for certificates or associate degree. Continuing education, remedial and compensatory education consistent with the open admissions policies, and a program of counseling and guidance shall also be provided. The College has accepted the challenge of providing the resources, curricula, instructional support, and personnel required to best serve the many educational needs of its students.

### STUDENT'S RESPONSIBILITY TO KNOW

It is the student's responsibility to be familiar with the provisions of the College's literature, especially documents such as the Clarendon College Catalog, the Clarendon College Student Handbook, the residence hall contract and residence hall guidelines. The College reserves the right to change any provision or requirement at any time within the student's term of enrollment. The College further reserves the right to ask the student to withdraw for cause at any time. There is a mandatory meeting of all on-campus students at the beginning of each semester to review the key information of the student handbook and assist in providing the information of what is the student's responsibility to know. At this meeting students acknowledge receipt of the Code of Student life and agree to abide by the terms and conditions stated in the code of student life.

### BOOKSTORE

Clarendon College has partnered with MBS Direct to allow students to purchase their textbooks online through the Clarendon College website, 7 days a week, 24 hours a day. The online bookstore is an easy and fast way for students to buy their textbooks online using financial aid or direct payment. The online bookstore offers a large in-stock selection of new and used textbooks, as well as maintaining a wide selection of books for rent. Textbooks are available for buyback with fast payment and free shipping. The bookstore on the Clarendon Campus remains open to assist students with online ordering.

### ELEVATOR ACCESS

Students needing access to the elevator in the Administration/Academic Center should make arrangements for access through the Student Affairs Office. Official documentation may be required of one requesting to use the elevator.

### LIBRARY

The Library, conveniently located in the center of campus, provides an attractive atmosphere for study, listening and viewing educational materials. The Library has an increasingly diverse print collection which is accessible through open stacks for easy browsing and has access to thousands of e-books which are accessible electronically. The collection, which can be accessed through an online catalog system, reflects a diversity of viewpoints that encourages research and recreational reading. The Library provides print and electronic access magazines, journals, and newspapers.

All Clarendon College students are able to access the Library's websites, online databases, e-mail, and other Internet resources, and various software and micro-computer applications from any computer workstation in the library or on campus.

Students are introduced to the library during Learning Frameworks and receive further instruction with various class assignments. Together with faculty, librarians design and deliver instructional subject-specific sessions that help students develop independent research and lifelong learning skills.

The Library/LRC is a member of the Harrington Library Consortium (HLC); a group of more than 100 college, university, public, and school libraries in the Texas Panhandle sharing resources through a common computerized system with provides access to millions of items. Materials owned by other libraries may be requested through interlibrary loan.

### SCHOOL CLOSINGS/DELAYS

Only the President or administrator in charge in his/her absence has the authority to close the College. When this action is to be taken, the President will notify the appropriate administrators. Notice of the closing will be sent out through the Bulldog Alert System, and area radio and television stations will be notified to broadcast the notice of closing. In addition, a notice will be placed on the College's weather hotline (806-874-4850), website, Facebook Page, and Twitter Feed.

### STUDENT ID CARD "BULLDOG SCRATCH"

Students will be issued an identification card upon enrollment at Clarendon College. The student ID card in addition to being used for admittance into the cafeteria, library, student activity events, athletic events and when voting in student elections is a MasterCard Debit Card. Students should carry their ID cards at all times. Replacement of a lost or damaged ID card requires payment of a \$25 replacement fee.

#### FAMILY EDUCATION RIGHTS & PRIVACY ACT OF 1974

In compliance with the Texas Open Records Act and the Buckley Amendment (Public Law 93-579), Clarendon College will consider the following information to be “public or directory information” unless the individual student advises the Registrar in writing that his/her name should not be included or released as public information: Student name, date and place of birth, home address, home telephone, e-mail address, marital status, classification, dates of attendance, major and minor, current class schedule, degrees and awards received, number of hours enrolled for current semester, photographs, previous education agencies/institutions attended, participation in officially recognized activities and sports, weights and heights of members of athletic teams, and the most recent previous educational agency or institution attended by the student. Students desiring to review their records may do so through a request to the Registrar.

#### CHALLENGE TO ACCURACY OF RECORD KEEPING

Any student who challenges the accuracy of his/her record should follow this procedure:

1. Informal Review. The student and Executive Vice President of Academics and Student Affairs meets to review any perceived discrepancies.
2. Formal Review. If the informal review does not resolve the question of accuracy, the student may request a formal review. The Vice President of Academic Affairs will chair and appoint a committee of two full-time faculty members to hear challenges concerning academic records. The student has the right to request a third faculty member to serve on the committee.

#### RELIGIOUS HOLY DAYS AND STUDENT ABSENCES

In accordance with Section 51.911, Texas Education Code, Clarendon College shall allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th calendar day after the first day of the semester, the student notifies the instructor of each class the student had scheduled on that date that the student would be absent for a religious holy day. Notification forms for this purpose are available from the Director of Student Life along with instructions and procedures.

In order for the absence to be considered as “excusable,” the religious organization must meet the requirements as outlined in the Education Code 51.911-Section 1 as enacted by the Texas Legislature, which states a “Religious holy day means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.”

#### STATEMENT OF EQUAL OPPORTUNITY

Clarendon College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies:

Brad Vanden Boogaard

P.O. Box 968

Clarendon, TX 79226

806-874-3571 Ext. 1101

[brad.vandenboogaard@clarendoncollege.edu](mailto:brad.vandenboogaard@clarendoncollege.edu)

Clarendon College does not make any pre-admissions inquiry about disabilities. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admission decision. If you require special services because of your disability, you may notify the Office of Student Affairs. This voluntary self-identification allows Clarendon College to prepare appropriate support services to facilitate your learning. This information will be kept in strict confidence and has no effect on your admission to the College. Any student inquiries or complaints concerning Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA) of 1990 should be referred to the Office of Student Affairs or to the Vice President of Academic Affairs.

# ACADEMIC INFORMATION

## DEGREES AND CERTIFICATES

Clarendon College grants the:

- 1) Associate in Arts Degree,
- 2) Associate in Science Degree
- 3) Associate in Applied Science Degree
- 4) Certificate of Completion

The Associate in Arts and the Associate in Science Degrees are awarded for successful completion of a two-year program designed for students planning to transfer to a senior college or university.

The Associate in Applied Science Degree is awarded for successful completion of a two-year prescribed occupational curriculum.

The Certificate of Technology is awarded to those who complete the technical competencies of a one to two-year TSI required occupational curriculum.

The Certificate of Completion is awarded for successful completion of a specialized curriculum in a TSI waived occupational program of less than two years in length.

Additional information concerning program and degree requirements, including graduation requirements, is available in the Clarendon College Catalog.

## ACADEMIC ADVISEMENT

The advisement process begins with freshman orientation where students are assigned an academic advisor. When students declare a major, they are assigned to a faculty advisor teaching in that field. Students who have not declared majors may meet with a faculty advisor who will assist them until a major is declared.

The advisor works closely with the student in helping plan a program of study and assists the student in preparing a degree plan for each semester.

The purpose of academic advisement is: to determine and clarify career and educational choices; to relate the selection of courses to career and educational choices; to facilitate transfer to a senior college or university; to facilitate graduation from Clarendon College.

## DEGREE PLANS

Each student, with the assistance of his/her faculty advisor or the Enrollment Services Counselor, will develop a degree plan early in the freshman year. If the student plans to pursue a bachelor's degree, the degree plan should reflect the degree requirements of the baccalaureate-granting institution to which the student intends to transfer, in addition to the Clarendon College graduation requirements.

If the student plans to pursue a certificate or degree in a technical program at Clarendon College, the degree plan needs to reflect only the graduation requirements for Clarendon College.

## CREDIT BY EXAMINATION

A student may earn credit by examination. The College will grant credit for the College-Level Examination Program (CLEP), ACT Scores, SAT Scores, Advanced Placement (AP) or International Baccalaureate (IB). For additional information, refer to the College Catalog.

## CLASSIFICATION INFORMATION

Clarendon College students may be classified in the following ways:

Freshman	Having 0-29 semester credit hours of earned college credit
Sophomore	Having 30 or more semester credit hours of earned college credit
Full-time	Enrollment in 12 or more semester credit hours in a given long semester
	Part-time Enrollment in less than 12 hours in a given semester

## SCHEDULE CHANGES (DROP/ADD)

Students desiring to make schedule changes after their initial registration each semester must do so during the designated "Drop and Add" period as scheduled in the College Catalog. Students will be required to pay tuition and fees applicable to any class(es) added to their schedule.

Official withdrawal from a course is initiated in the Student Affairs Office. However, each student should consult with his/her academic advisor or the **Enrollment Services Counselor** before officially withdrawing from a course. A student who stops attending a class without officially dropping it may receive a grade of "F" for that class.

#### LIMITED STUDENT WITHDRAWAL

TEC 51.907 Limits student withdraw from college coursework; Clarendon College will record and tally student non-completion (withdraw) of courses. Students are allowed six drops (withdraw) throughout their tenure of earning a bachelor's degree. Upon reaching the six course withdraw limit a student will be required to complete the course and receive the earned grade. Each academic course or course combination (lecture / lab course combinations) will count one unit towards the six withdraw limit unless extenuating circumstances exist.

#### DROPPED COURSE GRADES

A student who drops a course after the first 12 class days of instruction will receive a grade of "W." The last day to drop a course for each semester is published in the Catalog.

#### REPEATING COURSES

When a course is repeated, the highest grade earned will be the grade that will factor into the student's cumulative grade point average. A grade of "W" may not replace a performance grade.

#### TRANSFER CREDITS TO CLARENDON COLLEGE

New students who wish to have coursework completed at other colleges evaluated for transfer should contact the Registrar's Office at the time of enrollment. The College will notify each transfer student of accepted credits prior to the end of the first academic term in which they are enrolled.

#### INCOMPLETE GRADE

The conditional grade "I" (Incomplete) may be assigned to a student only when he/she has a justifiable reason (such as, illness or a death in the family) for not being able to complete a course within the given semester. The student should pre-arrange this grade with the instructor, and the student must not assume that such a grade will automatically be awarded. To remove an "I", the student must complete all coursework by a deadline to be determined by the instructor and approved by the Vice President of Academic Affairs. That date must not exceed the end of the next long (fall or spring) semester. Failure to complete the work by the deadline will result in the student receiving a failing grade (a grade of "F").

#### WITHDRAWAL FROM SCHOOL

When a student finds it necessary to withdraw from school before the end of the semester, he or she should obtain a withdrawal form from the Office of Student Affairs. Full instructions for withdrawing from college will be given at the time the withdrawal form is picked up. Students who withdraw after the census date as designated in the College calendar will be assigned a grade of "W". The last day that students may withdraw from any given semester is noted in the College Catalog. Students who withdraw to perform active military service as a member of the United States Armed Forces or Texas National Guard should inform the student services office at the time of the withdrawal.

#### HOLDS ON STUDENT RECORDS

A "hold" is placed on a student's grades and/or transcript when he/she fails to resolve financial obligations to the College. Financial obligations include payment of tuition, fees, library fines, or other fees levied by the College.

#### ACADEMIC PROBATION AND SUSPENSION

Students are expected to maintain a minimum grade point average of 2.0 in every semester. Any time a student's cumulative grade point average (GPA) falls below 2.0 that student is placed on academic and attendance probation for the next long semester. Students on Academic Probation are also on "attendance probation" and are expected to attend every class unless hindered by circumstances beyond their control. If the student fails to achieve a cumulative GPA of 2.0 or better in the semester in which he/she is on probation, the student will be placed on academic suspension. A student may appeal this action through the Admissions Committee if there are extenuating circumstances which might alter this suspension status. When on academic suspension the student may not enroll until after the end of the next long semester. After serving a one-semester suspension, students with the approval of the Admissions Committee, may be eligible to re-enter on continued academic probation. The College will notify students in writing of their status when they are placed on academic probation or suspension.

After a student has been on academic suspension, he/she must reapply for admission to Clarendon College through the Office of Admissions. A student may appeal the academic suspension decision to the Admissions committee.

#### CLASS ATTENDANCE

Clarendon College believes strongly that the greatest single predictor of student success is class attendance. Students are expected to attend all classes in which they are enrolled. Class attendance is the responsibility of the student. It is also the responsibility of the student to consult with all instructors when an absence occurs.

Instructors are responsible for keeping an accurate record of class attendance and for informing students of attendance requirements. Students who have attendance problems, for whatever reason, are strongly encouraged to consult with each of their instructors as well as the counselor.

**NOTE:** A student's attendance record may not be penalized for an excused absence. The student shall be allowed to take an examination or complete an assignment which occurred during the excused absence. This along with any other make-up work should be scheduled with the instructor. An example of an excused absence is pre-approved participation in a school-sponsored activity.

#### INTELLECTUAL PROPERTIES

The College encourages students to produce intellectual property directly related to course assignments. Course-related activities may be carried out with access to College facilities and equipment provided appropriate channels and guidelines are followed. The student shall adhere to the laws governing the use of copyrighted materials. Students will be governed by the following:

1. Students shall have sole ownership and equity rights to property they produce at their expense.
2. The College will be the sole owner and equity holder of property developed by the student if the College initially agreed to fund, or later, to purchase the student's project. In this case, the student may retain a copy of the project for personal use only and not for sale or distribution.
3. Any and all products of course assignments including paintings, sculptures, original musical compositions, video and audio productions, photographs, and literary works are the sole property of the student.

#### AWARDS AND RECOGNITIONS

Outstanding students are recognized by the faculty, administration, and student body each year. Recognition is given for accomplishments in the areas of academics, all-around participation, and involvement at Clarendon College

#### PRESIDENT'S HONOR ROLL

Students who earn a 4.0 grade point average while enrolled in at least 12 semester hours are listed on the President's Honor Roll at the end of each semester.

#### DEAN'S HONOR ROLL

Students who earn a 3.6 or higher grade point average while enrolled in at least 12 semester hours are listed on the Dean's Honor Roll at the end of each semester.

#### GRADUATION WITH HONORS

Students who are graduating with an Associate Degree, who have at least 24 semester hours in residence, who have completed at least two semesters at Clarendon College, and who meet appropriate GPA criteria may graduate with the following honors:

- Cum laude 3.5 to 3.74
- Magna cum laude 3.75 to 3.89
- Summa cum laude 3.9 to 4.0

### TOP HONOR GRADUATE

Selection of the top honor graduate will be conducted in April of each year. The top honor graduate is based on student grade point average, participation in commencement, and to what extent the student meets the following standards:

1. The student must have earned a minimum of 24 semester hours at Clarendon College.
2. The student must have completed or have currently in progress all courses required for an associate's degree.
3. The student must have all courses attempted (including all transfer hours) included for evaluation in his/her grade point average.
4. The student must be in compliance with all student conduct rules and regulations as outlined in the Student Handbook and the College Catalog.
5. Grades from the final semester will not be included in the evaluation for this honor.

### PHI THETA KAPPA

Phi Theta Kappa is an international community college honorary scholastic society. It is an honor to be selected into the membership of Phi Theta Kappa. A faculty committee recommends students for membership on the basis of character, citizenship, and scholarship. The local Phi Theta Kappa chapter was chartered in 1958.

### WHO'S WHO IN AMERICAN UNIVERSITIES AND COLLEGES

Each fall semester, a limited number of sophomores who have a GPA of 3.0 or better are presented to the faculty for selection to the prestigious Who's Who in American Junior Colleges. Students are selected for their outstanding leadership as well as their scholastic abilities.

### OUTSTANDING STUDENT

Each year a student is selected by the faculty for the Outstanding Student Award. This selection is based on his/her exemplary leadership and academic abilities. The award is presented at a commencement ceremony. The recipient's name is engraved on a plaque donated by the Clarendon Jaycees.

### KNORPP AWARD

Selected by the faculty, a student is selected for this award on the basis of overall academic excellence, grades earned, scholastic papers and/or projects completed, and other indicators of scholastic achievement. The Walter B. Knorpp Outstanding Academic Achievement Award recipient will be presented an award plaque and his/her name will be engraved on a trophy as tribute to his/her academic performance at Clarendon College.

# STUDENT AFFAIRS

The Division of Student Affairs at Clarendon College exists to facilitate students' academic achievement. The Student Affairs staff works to facilitate student achievement by providing prospective and current students with accurate and up-to-date information regarding admission requirements, scholarships and other financial assistance available, programs available at Clarendon College, baccalaureate transfer opportunities and processes, campus housing, and student activities. Students may initiate contact with any of the Student Affairs team members in the administrative offices or in the Bairfield Activity Center for help with any aspect of their experience at Clarendon College.

## FINANCIAL AID

The purpose of financial aid at Clarendon College is to assist students in meeting the cost of attending Clarendon College and to help provide financial assistance to any student who might be denied a college education because of insufficient funds. Although the primary responsibility for financing an education rests with the student and his or her family, Clarendon College understands that many students will require financial assistance. Clarendon College is committed to helping students achieve their educational goals, and to facilitate that achievement, our advisors and the Financial Aid office can help you through the process of applying for federal, state, and local financial aid.

The priority deadline for applications to receive aid for the fall semester is April 1 for Clarendon College and Foundation scholarships, and July 1 for federal aid. The priority deadline for aid in the spring semesters is November 1, and April 1 is the deadline for summer financial assistance.

## FEDERAL FINANCIAL AID

Clarendon College participates in the Title IV program for federal student aid. If eligible, students may receive Pell and Supplemental Educational Opportunity (SEOG) grants, they may participate in the Federal Work-Study program, and they may have access to Federal Stafford loans. To be considered for federal aid at Clarendon College, each student must:

1. Complete a FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) using the Clarendon College school code 003554
2. An FSA ID is your electronic signature for your FAFSA. If you do not have one you will be prompted to create one to sign the FAFSA. If you are a dependent student an FSA ID is required for one parent, to be used as an electronic signature
3. Read all email correspondence sent to you from Clarendon College. Any requested documents should be completed and returned in a timely manner. Aid will not be awarded until your financial aid file is complete.
4. All official transcripts must be received before student aid can be awarded.

Consult the Clarendon College Catalog for additional information on scholarships, grants, loans, and financial aid that may be available to you.

## SCHOLARSHIP OPPORTUNITIES

Clarendon College offers an extensive range of scholarship opportunities for prospective and current students. Selection of scholarship recipients is based on a combination of factors which include personal need, academic achievement, and major.

The deadline for scholarship applications is April 15. Please refer to the Catalog for listings of scholarship and grant opportunities and directions for making applications.

### TEXAS TUITION REBATE PROGRAM

The State of Texas has provided a financial incentive for students to complete their bachelor's degree with as few courses outside the degree plan as possible. While Clarendon College does not provide these tuition rebates, this information is provided to encourage all students to participate in this program. All Texas residents who have taken their first college course in the Fall of 1997 or later, have taken all coursework at Texas public institutions of higher learning, and have been entitled to pay in-state tuition for the duration of their educational pursuits, are entitled to apply for this rebate program.

Students who have completed no more than 3 semester credit hours in excess of their degree plan to complete a bachelor's degree at a Texas public university are eligible to apply for this unique rebate. Interested parties may read more about this program at [www.collegefortexans.com](http://www.collegefortexans.com), in the Texas Education Coordinating Board Rules, Chapter 13, Subchapter E, for current and specific information concerning their degree programs and planned path to a bachelor's degree through an accredited Texas public university.

### VETERANS' AFFAIRS

The VA representative in the financial aid office coordinates all services related to veteran benefits received by Clarendon College students. These services include information on VA educational benefits, certification, and coordination with other departments regarding academic advisement, career planning, remedial studies, and financial aid.

Students receiving VA benefits are responsible for the following:

1. Seeing the VA representative each semester during the registration process to initiate certification (confirmation) of enrollment and to complete all requested documentation in a timely fashion.
2. Notifying the VA representative of any change in enrollment (adds, drops, or withdrawals) during the semester for transmittal to the VA.

### ADVISING

Clarendon College offers advising services at the main Campus, the Pampa Center or the Childress Center. Advising is offered to assist students in recognizing aptitudes and in adjusting college life. Advisors provide assistance to students in the following areas:

1. Career decision-making
2. Establishment of degree plans and course selection
3. Preparation for transfer
4. Job placement
5. Testing – ACT, CLEP, GED, Texas Higher Education Assessment (T.H.E.A.). (For additional information see the College Catalog.)
6. Academic advising

### FOOD SERVICE

Food service is available in the Clarendon Campus Dining Hall seven days a week during the fall and spring semesters. Breakfast, lunch, and dinner are available Monday through Friday with two meals served on Saturday and Sunday. All students living in a residence hall must purchase the College meal plan. Food service is also available (on a per meal or meal ticket basis) for students living off Campus and for other constituents of the College. Appropriate dress in the cafeteria is that which is acceptable in public restaurants.

### CALENDAR

The College calendar, located in the front of the student handbook and the College Catalog, gives specific dates relating to the opening and the closing of the College each semester.

### HEALTH SERVICES

Clarendon College does not provide on-Campus health services. In case of emergency, the Donley County Paramedic Unit (for the Clarendon Campus), Pampa EMS (for the Pampa Center) or Childress EMS (for the Childress Center) are available for quick response. Both EMS units can be reached by dialing 911. In Clarendon, medical assistance is available at the Clarendon Family Medical Center (874-3531, One Medical Center Dr.) at the student's expense.

### SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Clarendon College is aware of and deeply concerned with the unique challenges that face a student with a disability. The College is committed to reducing and/or eliminating the barriers that these students encounter. The Office of Student Affairs coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Office of Student Affairs works closely with the Texas Rehabilitation Commission, The Texas Commission for the Blind, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 prohibit discrimination in the recruitment, admission, and treatment of students. Students with qualified and documented disabilities may request reasonable accommodations which will enable them to participate in and benefit from educational programs and activities. Students requesting a reasonable accommodation must provide appropriate documentation of the disability, complete an application for support services, and the student must schedule and participate in an interview with the appropriate Counselor in order to review the request for accommodation, determine appropriate services and/or reasonable accommodations, and plan an educational program.

Successful accommodation often requires advance planning. Students are encouraged to make early contact with the Office of Student Affairs in order to identify needs and to ensure that services will be available in an effective and timely manner.

### VOTER REGISTRATION

Students are encouraged to actively participate in the political processes through which public officials are chosen. Students may register as voters in order to facilitate this involvement while enrolled at Clarendon College. An informal voter registration application is available for Texas residents at <https://webservices.sos.state.tx.us/vrapp/index.asp>

### HOUSING INFORMATION

Learning and growing at an institution of higher education is part of the academic experience. At Clarendon College, we believe that the learning experience continues long after the traditional classroom doors are closed. We believe that the residence hall setting is an ideal place to broaden your life experiences. It is a place where you can learn how to communicate and interact within a community setting, while learning, growing, and developing as an individual. These are the opportunities that await students who live in the Clarendon College Residence Halls.

Clarendon College operates five air-conditioned residence halls on the main Campus. The Director of Student Life, or a resident life coordinator will be available to assist residents with issues at all times. All full-time students attending the Clarendon Campus who are not residents of Donley County and are not (a) 21-years-old or older; or (b) married; or (c) living with **nuclear** family members (grandparents, parents, and/or siblings) who are Donley County residents, are required to live in on-Campus residence halls as long as space is available. Permission to live off-Campus must be approved by the Director of Student Life. Clarendon College does reserve the right to refuse housing to students: Any student who has been designated as a sexually violent offender, sexually oriented offender, sexual predator, child-victim predator, habitual sex offender, or habitual child-victim offender or of any similar classification by any state or country, is not eligible for housing in any residence hall at Clarendon College.

### RESIDENCE HALL INFORMATION

Signs will be posted with information that includes: Quiet hours, how to report maintenance issues, and identifying the Resident Hall Coordinator and Resident Assistance and the Room Number. Key information is also posted on the back of every dorm room door. These signs are not to be tampered with and could result in fines if removed.

### BULLDOG ALERTS

#### **All Clarendon College Students will be enrolled in the Bulldog Alert System**

The safety of all students is a major concern for the administration of Clarendon College. While efforts are made to create a safe environment that is conducive to academic success, safety is primarily the responsibility of each individual. Each student is encouraged to take appropriate safety precautions to protect his/her belongings and person. Threats to student safety must be reported to the Dean of Student Affairs or, in an emergency, to local authorities by dialing 911. Clarendon College has joined the Panhandle Area Regional Information System (PARIS) Network to coordinate emergency communication following an emergency. The Panhandle Regional Planning Commission (PRPC) purchased and maintains the PARIS database which is a repository database with information about emergency response resources and assets in the Texas Panhandle. The system is web based and is available 24 x 7 for mutual-aid and multi-agency emergency response. In addition, the system is designed to track assets needed for disaster response and for day-to-day public safety operations.

All students regardless of enrollment status will automatically be registered for emergency notifications from the new system. If a student changes contact (email, cell-phone) information they will need to inform the Student Affairs office.

Once registered after the twelfth day of class students will be allowed to opt-out of all notifications. Students are also given the option to opt into communication regarding student activities, athletic events, and academic information. These additional notifications are completely optional, but student who opt in, receive reminders for important dates and activities. In addition to campus information, you will be given the option to receive weather alerts related to the county or area and emergency alerts related to the area and not specifically the college campuses.

It is our hope that this system will better allow the college to communicate with our employees, students and parents, and the community in the event of an emergency. We urge you to take the time to register. If you have any questions, please contact the Dean of Student Affairs at 806-874-4861.

The general public and College Community may also enroll for notifications by visiting [r2beready.com](http://r2beready.com) to enroll in the PARIS Network Emergency Alert System.

Please note: You must select "Donley County" and then "Clarendon College Notifications" to begin receiving notices from the College. This is necessary regardless of your current location of residence.

On-Campus residents are expected to furnish their own personal items including: sheets, pillows, pillow cases, blankets, towels, soap, etc. Washers and dryers are available at each residence hall. Neither the Pampa Center nor the Childress Center currently offers on-Campus housing for students. All students living in on-campus housing must provide evidence of Bacterial Meningitis vaccination at least 10 days prior to moving on campus. Evidence of immunization must be provided to the Coordinator of Admissions.

Wireless internet is available in all campus housing through a third party vendor, AmaTechTel. Accounts can be set up when you turn on your computer and access the Internet. Free wireless is available throughout the campus at the Library, Activity Center, the Bulldog Gym, the Fitness Center and the Instructional Building.

Phones are installed in every room for each resident. There is local 9-1-1 service. Local and long distance service can be set up through a long distance carrier by the student.

#### RESIDENCE HALL RESERVATIONS

Each student must complete an application for College housing and pay the appropriate housing deposit. A deposit of \$150 is required for a double occupancy room. Private rooms are unavailable in the Fall Semester and on a limited availability in the Spring Semester. Students requesting a private room will be charged for both spaces in that room.

The deposit, which is in addition to the room charge, is refundable provided:

1. The student has followed proper check-out procedures.
2. The room has been inspected and cleared by the Dean of Student Affairs for damages
3. The Dean of Student Affairs is notified in writing that the student will not be enrolled for that approaching semester prior to the appropriate deadline: May 1 for returning sophomores for the fall semester, by August 1 for incoming freshmen for the fall semester and December 1 for all residents for the spring semester.

#### ROOM ASSIGNMENTS

While living on campus, every effort is made to make sure every student's experience with Clarendon College is a satisfactory one. First priority for room assignments is given to accommodate returning students' preferences for housing assignments. In addition, students who notify the Director of Student Life of a disability that requires accommodation will be given a room assignment that best accommodates their needs within the resources that are available at Clarendon College. New or incoming students may request a roommate, a specific residence hall, and/or a specific room in a particular dorm. Student preferences will be accommodated as best we can and as space permits. Room assignments are made by the Director of Student Life.

#### CHANGING ROOMS

Students who wish to change rooms at any time may complete a request form in the Director of Student Life. Every effort will be made to accommodate student requests. However, it should be noted that generally no room changes are made until two weeks (14 days) after the first day of class unless approved by the Director of Student Life. Students changing rooms without approval is prohibited. Violators must immediately return to their originally assigned rooms. Room change requests must be made in writing to the Director of Student Life. All room assignments and decisions for approval for changes in room assignments are made by the Director of Student Life.

**WHAT TO BRING FOR ON-CAMPUS RESIDENTS**

- Mattress pad (twin size, extra long 36"x 80")
- Sheets & blankets (twin size, extra long 36"x 80")
- Pillow
- Raincoat or umbrella
- Clothes & hangers
- Toiletries & grooming aids
- Toiletry bucket (to carry your things to the shower)
- Hair dryer
- Towels
- Shower shoes
- TV/DVD Player/Stereo
- Alarm clock
- Necessary medication with current prescription
- First aid kit
- Laundry bag & detergent
- Cleaning supplies
- Sewing kit
- Surge protector & extension cord
- Small ironing board & iron
- Spare eyeglasses/contacts, and a current written prescription
- Camera
- Microwave (Less than 700 Watts)
- Refrigerator (Less than 4.1 cubic feet)

**WHAT NOT TO BRING**

- Expensive clothing or jewelry
- Family heirlooms
- Important documents
- Halogen lamps
- Incense, candles, or heat light-bulb wax/oil burners
- Animals / Pets (of any kind)
- Weapons of any kind (guns, rifles, pistols, etc.)
- Pellet / Paint guns of any kind
- Hunting knives
- Knives with a blade longer than 5 ½ inches
- Space Heaters
- Toasters or Toaster ovens
- Cooking burner hot plates
- Self-cooking crock pots
- Hammocks

### PETS

Pets of any kind (including fish) are not allowed in college housing. Students participating in College-sponsored programs, such as rodeo, which require students to bring their horses may do so, provided those animals are housed in the appropriate and designated areas. Only those animals necessary for participation in a specific program may be present on Campus. Other pets are not allowed on Campus at any time. The fine for having a pet in the residence hall (first offense) is \$500.00, and the second offense is \$750 fine and disciplinary sanctions. Pets found on campus will be collected and sent to the local animal shelter. Service dog accommodations must be approved (providing official documentation) with the Student Life Director prior to the first day of semester and residence hall move-in.

### REFRIGERATORS

Students may have a refrigerator in their room, however no more than one refrigerator per room is allowed. Refrigerators must be less than 4.1 cubic feet in size.

### OPEN FLAMES

Open flames of any kind are not allowed in or around the residence halls. Students may not light candles, incense, or other items that hold an open flame or heavy heat (heating bulbs). BBQ grills or pits (charcoal burning, propane gas, or otherwise) are not allowed in or around the residence halls, except designated BBQ grills provided by the College. The safety of all residents is a significant concern, and any student found violating this policy will be subject to disciplinary action.

### TOBACCO

All buildings on Clarendon College campuses are tobacco free. No tobacco products (cigars, cigarettes, chewing tobacco, etc.), to include shisha (flavored tobacco), can be used in any College buildings. Products that simulate tobacco use (e-cigarettes) or use water to vaporize tobacco/nicotine, like hookahs, are also prohibited. All College vehicles are also tobacco free covered under this policy. Students found using any form of tobacco in college facilities/vehicles may be fined \$50 for each offense.

### RESIDENCE HALL VISITATION

Residents in the residence halls may have visitors between noon and 10pm Sunday through Thursday. The weekend hours (Friday and Saturdays) are noon until midnight. All visitors must be accompanied by a resident student assigned to the room in which they are visiting. Violation of the visitation hours will result in disciplinary action and loss of visitation privileges. Guidelines for visitation hours may be altered upon recommendation of the Director of Student Life and the approval of the Vice President of Academic Affairs.

### STUDY COURTESY / QUIET HOURS

Consideration for other residents should be observed at all times, especially with regard to noise. The observed Quiet Hours will run from 10:00 pm-9:00 am 7 days a week. During these hours, any noise that can be heard outside of the room which can disturb others is not allowed. Each resident should remember that good judgment should be observed at all times regarding noise. Disciplinary actions may be taken against students who violate this policy.

### RESIDENT IDENTIFICATION

During the registration process, each student will be issued a student ID card "Bulldog Scratch". This card must be presented at meal times and should be carried on the student at all times while on campus. The ID card is property of Clarendon College and must be presented to a college official upon request. Failure to produce proper ID may result in disciplinary action or the removal from campus until proper ID can be presented.

### GENERAL EXPECTATIONS OF CONDUCT

Resident students are expected to conduct themselves as adults, to respect the rights of others, and to take care of and respect the facilities and equipment provided by Clarendon College. Students are also expected to conduct themselves according to the Clarendon College Code of Student Conduct, to conduct themselves according to the acceptable standards of the Clarendon College family, and to accept individual responsibility for their actions, as an important aspect of group living. Consideration for others is the basic principle that will be followed by all residents. Each resident possesses individual rights, which will be respected. These rights carry a reciprocal responsibility in that each resident will respect these same rights for all others in return.

As adults, all residents are individually and collectively responsible for their behavior and are fully accountable for their actions. Lack of knowledge of specific policies will not be an excuse for breaking Clarendon College or State of Texas policies or laws. Such behavior may result in disciplinary action, which can include but is not limited to, warning or reprimand, specified restrictions, monetary fines, community service, disciplinary probation, suspension, and/or expulsion. These restitutions are not for the gain of the College, but for the acknowledgement that certain actions will not be tolerated, on or in representation of Clarendon College and its campuses. For additional information concerning student conduct, see the sections in this Handbook on Student Code of Conduct, Student Discipline, and Student Appeals and Grievance Procedure.

### RESIDENCE LIFE COORDINATORS

Each residence hall is assigned a Residence Life Coordinator. Residence Life Coordinators are responsible for supervising their assigned hall and providing on-call services during weekends. They are responsible for enforcing college rules and regulations in the residence halls, and they report to the Director of Student Life.

### CHECK-IN & CHECK-OUT

All students must check-in through their assigned Residence Life Coordinator (and/or Director of Student Life) in order to acquire their key and begin moving into their room. A room condition form must be completed prior to move-in. Other specific instructions on paperwork completion will be given at time of check-in.

All students must check-out through their assigned Residence Life Coordinator (and/or Director of Student Life) with the proper paperwork and procedures completed to remain in good standing. The room condition form must be completed, and new damages noted, before leaving the Campus. When vacating a residence hall, students must remove all of their personal belongings, furniture and clean the room. Failure to complete the process in an appropriate manner will result in specific fines or forfeiture of a student's residence hall deposit. All requests to change rooms must be addressed through the Dean of Student Affairs.

### HOLIDAYS

Clarendon College residence halls are officially closed for holidays and certain breaks in accordance with the Clarendon College Calendar. Students may leave personal belongings and furniture during these breaks and holiday periods. However, students are encouraged to remove all valuables from the resident halls during these periods to reduce the opportunity for theft. When the College is closed for Thanksgiving Break, Christmas Break, and Spring Break all students must vacate the residence halls. Students who need to stay in the residence halls during breaks must notify the Director of Student Life and obtain approval. Additional charges and conditions may apply to early and/or extended occupancy.

### KEYS

All keys are the property of Clarendon College and may not be duplicated or shared. Every resident will receive a key upon check-in. Each resident is responsible for their own key. Missing keys should be reported to the Director of Student Life immediately. A replacement key will be issued and a \$15 fee will be assessed. Sharing of keys is prohibited and is considered a security violation. Upon check-out, all keys must be returned to the Student Life Office. Failure to return keys at that time will result in a \$50 fine.

### HEALTH AND SAFETY CHECKS

The College reserves the right to enter assigned rooms of residents in the performance of legitimate functions, including, but not limited to; maintenance, emergency situations, possible violations of college policy, civil or criminal law violations, and to ensure that safety and sanitation standards are being observed.

Clarendon College reserves the right to implement regular health and safety checks of its residence halls as is deemed necessary by college officials. The purpose of the health and safety check will be to provide a safe environment for all residence hall occupants. The check will consist of, but is not limited to, the cleanliness of the room, inspection of all outlets to insure that they are not overloaded, and/or inspection for other fire hazards. The Director of Student Life can and will perform random room inspections targeting cleanliness, health and safety as well as check for any damages. These inspections may be conducted at any time. A trained and certified canine unit (trainer and dog) may be used in conjunction with health and safety checks.

Fire and other safety drills will be conducted each semester as part of College's commitment to safety for students, faculty and staff.

### ROOM APPEARANCE / SANITARY LIVING

Rooms must be kept clean and orderly. Waste must be removed regularly and placed in the appropriate trash dumpster located near each residence hall. Students should not leave trash in hallways, lobbies, laundry rooms, or outside of buildings (parking lots). If a student is caught violating the above statement they can be assessed a \$25 fine. Students should keep dirty clothes in laundry containers. Remember, room inspections may be conducted without notice and unsanitary living conditions will be immediately addressed.

### LITTER

Please help us keep our campus clean and safe by taking all waste to the appropriate trash areas located in close proximity to each residence hall. Any individual caught leaving trash outside their door, in common areas, and/or littering will be held accountable through the Dean of Student Affairs and may be assessed a fine for campus littering of \$25.

### DAMAGES

After all residents are completely checked out, additional inspections will be conducted by the Director of Student Life and Maintenance to note missing or damaged furniture, damage to floors, walls, doors, closet doors that have been removed, ceilings, electrical fixtures, windows, mini-blinds, locks, phones, and/or custodial services required to return your room, suite, or bathrooms to its original condition. If any damages are noted, you will receive a bill for the damages. All room or suite occupants will be held financially accountable for the condition of the common areas, lobbies, shared bathrooms, hallways or laundry facilities. Unless specific individuals accept financial responsibility for damage, missing furniture or dirty conditions in these areas, each resident of that room or suite will receive a bill for the charges.

### LIABILITY

Clarendon College assumes no responsibility for loss or damage of personal property as result of theft, fire, vandalism, or maintenance failure. Each student is encouraged to carry personal property insurance or be covered under his/her parent's home owner's policy (students should have their parents contact their insurance companies for more details).

### EXTENSION CORDS

All extension cords not specifically approved by the Director of Student Life are prohibited. Acceptable cords include those containing an in-line fuse or circuit breaker. Questions pertaining to approved types of extension cords should be directed to the Director of Student Life .

### LIVING OFF-CAMPUS

If space is not available in the College's residence halls, the Dean of Student Affairs must give approval for students, who would be normally required to live on campus, permission to live off campus. Should a student have approval to live off-Campus and a room becomes available in the residence halls, the vacant room will be filled according to these procedures:

1. A chronological list of those receiving approval for off-Campus housing will be kept.
2. As space becomes available, the last off-Campus request will be the first to move into the residence halls.
3. Filling on-Campus room vacancies may be done on the first of each month.
4. The room-and-board charges will be prorated on the total cost for a semester.

### STUDENT LIFE SEMESTER MEETINGS

There is a mandatory meeting held at the beginning of the Fall and Spring Semester. All on-campus students must attend. Information is covered in regards to the key points within the student handbook. Students will acknowledge (sign-in attendance forms, etc.) that the information has been reviewed with them and where to reference the information on the Clarendon College Website.

### STUDENT ORGANIZATIONS RISK MANAGEMENT TRAINING

All officers and sponsors of recognized student clubs and organizations are required to attend Risk Management Aversion Training once per academic year. Any member of a student organization who is not otherwise required to attend may attend the program. **Student Organizations Disciplined for Hazing:** During the last three academic years no recognized on-campus or off-campus student organizations were disciplined for hazing.

## STUDENT LIFE INFORMATION

The College's student life program is designed to give students the opportunity for self-expression, to increase interest in academic courses, to promote good citizenship, and to provide wholesome recreation.

### STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) represents "the voice" of the student body for the purpose of advising and recommending the formulation of policy pertaining to student life. It is also the purpose of the SGA to assist and advise in the planning and conduct of the activity programs, promotion of student participation in all aspects of College life, College morale, spirit, and general welfare of the College Campus.

The SGA is composed of class officers from both the sophomore and freshman classes and student representatives elected from each of those two classes. The president and the secretary are elected from the sophomore class and the vice president and the treasurer are elected from the freshman class. A reporter and a parliamentarian are officers elected at large. Other representatives to the SGA are elected by recognized organizations on Campus.

Under the supervision of the Director of Student Life or designee, the SGA has overall responsibility for the student activities calendar. The SGA, clubs, and organizations may plan individual social or service activities. However, all activities must be approved before being placed on the Activity Calendar. Student activities will not be scheduled during the week of or the week preceding semester examinations.

## STUDENT GOVERNMENT RECOMMENDATIONS

When the SGA takes a position with reference to issues directly related to the College, it forwards its recommendation to the Director of Student Life. This recommendation is typed and signed by the secretary of the SGA. The Director of Student Life is responsible for promptly processing the recommendation by referring it to the proper administrative, faculty, or staff office, or returning it to the SGA for further information or clarification.

## FORMATION OF NEW CLUBS

New student organizations may be formed on the Campus as the need develops. Students interested in forming an organization must recruit a faculty adviser. A group cannot be officially formed until it has been approved by the Director of Student Life in accordance with policy. A petition for the formation of a new club must set forth:

1. the objective of the organization;
2. membership requirements;
3. proposed constitution and bylaws;
4. signature of faculty adviser(s);
5. signatures of ten petitioners (minimum).
- 6.

## HANDLING OF ORGANIZATIONAL FUNDS

All organizations with funds must open an account with the Business Office and deposit all funds in this account. Withdrawals from this account or payment of organizational bills may be accomplished by the adviser submitting a requisition for payment at least three days in advance. The requisition form may be obtained from the Business Office.

## APPROVAL OF CLUB SPONSORED ACTIVITIES

Any recognized student group may sponsor an organization or all-College social event by using the following process:

1. Request authorization from the Director of Student Life for a special event no later than Wednesday one week prior to the event.
2. Upon approval by the Director of Student Life, the request will be placed on the activities calendar. An event may not be authorized if the event is in conflict with an activity already on the calendar.
3. Further arrangements for an event following authorization are the responsibility of the sponsoring organization.

## ATTENDANCE AT STUDENT ACTIVITIES / EVENTS

College events are open to all Clarendon College students and their dates, alumni, and guests. Students will be asked to present their ID card to gain admission. Student Organization meetings are open only to members of the organization holding the meeting (and their guests).

## CLUBS AND ORGANIZATIONS

### **Anime Club**

The Anime Club at Clarendon College is a club devoted to the study and enjoyment of the modern Japanese visual culture, especially of anime. The Clarendon College anime club is a public club, and so is open to members of the community as well as students and employees of the college. However, due to possible content issues in the shows watched and the discussions had, it is recommended that any participant in the anime club be at least 17 years of age.

### **Athletics**

Clarendon College is a member of National Junior College Athletic Association (NJCAA), Region V and the Western Junior College Athletic Conference (WJCAC) in all sports. The College fields intercollegiate teams in women's volleyball, women's softball, men's and women's basketball, men's baseball, men's and women's rodeo.

### **The Company (Drama Club)**

Students who are interested in promoting theater should investigate The Company. This is an organization which promotes theater productions. All students are eligible for membership. Interested students should enroll in DRAM 1120, as most play rehearsals are held during the scheduled meeting of this class.

### **Fellowship of Christian Athletes-**

The purpose of FCA is to be a supporting body of Christ to students, athletes, and coaches; learning to love, serve and share Him in every day life.

### **Judging Teams**

Clarendon College has one of the most comprehensive judging programs in the nation. In Livestock Judging, team members are selected from the Livestock Evaluation Course – AGRI 2221. Students gain practical experience in livestock evaluation through supervised practice at area ranches, farms, and colleges. The animals evaluated by the judging teams are horses, cattle, sheep, and swine. An important facet of the livestock judging skills acquired is the opportunity for students to learn to defend their placings with oral reasons.

### **Phi Theta Kappa**

Phi Theta Kappa is the international honorary scholarship society for community and technical colleges. The purposes of the society are to promote scholarship, develop character, and cultivate fellowship among the students of community colleges in the United States. To be invited to become a member a student must achieve a 3.25 grade point average, be working towards an associate degree, and have the approval of the faculty committee which appraises the qualifications, character, citizenship, and leadership qualities of the student. To maintain membership, a student must maintain a 3.0 grade point average. The local Phi Theta Kappa chapter was chartered in the spring of 1958.

### **Rodeo Team**

The Rodeo Team is a scholarship program and competes in NIRA rodeo events. Students participating in the rodeo team represent the College at events throughout West Texas. Clarendon College hosts rodeos, judging contests, horse sales, and roping events that attract people from all across the Tri State area. The Clarendon College Matlock Arena, an indoor equine facility, is one of the largest collegiate indoor arenas in the state of Texas located on a college campus. The Rodeo team offers stall scholarships for the participants to keep their horses.

### **Ranch Horse Team**

The Ranch Horse Team is dedicated to promoting Clarendon College and agriculture through competitions in ranch and stock horse events. The team competes in trail, western pleasure, reining, and working cow-horse. While representing the college the Ranch Horse Team also promotes the deep ranching tradition in the Panhandle of Texas. The Clarendon College Ranch Horse Team competes against schools such as Texas Tech and Texas A&M, and competes in competitions in Stephenville, Abilene, and Austin, as well as many others.

### **White Caps**

The White Caps Club is an organization on our Pampa and Childress campus of student vocational nurses and others interested in promoting nursing at Clarendon College. The objectives of the club include community service, school publicity, nursing seminars, and career days for high school students interested in health care.

# STUDENT CODE OF CONDUCT

Each individual student is considered to be a responsible adult and is expected to act accordingly. Emphasis will be placed on standards of student conduct rather than on limits or restrictions on students. A student's enrollment is subject to and implies acceptance of the standards of conduct which are developed and published in the Student Handbook, the College Catalog, and/or the Policy Manual, and which may be explained and clarified in other codes or statements prepared and published by the College. Non-compliance with these standards will be sufficient cause for suspension from the College. Authority for suspension of a student is vested with the Vice President of Academic Affairs

All applicable state laws and city ordinances are in effect and enforceable on the premises of Clarendon College, which includes the streets around the Campus and through the Campus. The conduct of persons on the premises of Clarendon College must not interfere with the orderly processes and governance of Clarendon College. Any violation of the ordinances and laws referred to above that occur on the premises of Clarendon College shall, upon conviction, be punishable by the same penalties provided for in said ordinances or applicable laws.

Clarendon College is an educational institution committed to the philosophy that a community college should open its doors to all citizens of its area who can profit from its educational programs. The Board of Regents and the College administration will not condone or tolerate acts calculated to disrupt the continuing educational functions of the College, or to deny any person or persons their opportunity to participate in the educational program of the College.

## INDIVIDUAL RIGHTS

Students, employees, and visitors at Clarendon College, by nature of their citizenship and residence, have certain individual rights and freedoms established by the constitutions and laws of the United States, the State of Texas, and the respective communities in which they live. The possession of these personal rights and freedoms is neither increased nor diminished by reason of a person's association with Clarendon College. Clarendon College is an educational institution, established for this purpose by the legally constituted Board of Regents of Clarendon College. The freedom of students to receive an education at Clarendon College, and the freedom of the College to provide such an education to students will be protected by the Board of Regents and the administrative personnel it may select for the College.

## INDIVIDUAL RESPONSIBILITIES

The Board of Regents of Clarendon College expects employees, students, visitors, and guests of the College to accept the following responsibilities:

1. compliance with and support of duly constituted civil authority;
2. respect for the rights of others and cooperation to insure that such rights are maintained, whether or not one agrees with the views of those exercising such rights;
3. cooperation to insure that the will of the majority is implemented after due consideration, but not to include the suppression of the minority;
4. to exercise disagreement in a responsible manner and within a framework compatible with the orderly resolution of differences;
5. knowledge of and active support of College regulations.
6. A person who is required to register under the Code of Criminal Procedures 62.152 must register not later than the seventh day after the date on which the person begins to attend school to the Director of Student Life as well as any other local law enforcement agencies as required by Chapter 62, Code of Criminal Procedure.

## STUDENT RIGHTS & RESPONSIBILITIES

The role of Clarendon College is to encourage individuals of all ages to develop their skills and talents based on their abilities and interests, so that collectively they may contribute to the growth and development of this democracy. College policies, procedures, and regulations are formulated to promote an appropriate teaching and learning environment where each student has the freedom to learn and where the constitutional rights of others are protected.

The concept of rights and freedom, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Texas, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations will be handled through the Office of the Director of Student Life of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College.

### **Freedom of Expression**

The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the rights of students of the college community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the college community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational process and functions of the College, or violation of law, would constitute such a violation.

Students wishing to assemble must complete an official request with the Dean of Student Affairs. The institution reserves the right to determine the time and location of such assemblies in order to ensure that the educational process is not disrupted. The use of amplified equipment is prohibited in student assembly and speech. The institution will not tolerate hate speech, defined as "...the lewd and obscene, the profane, the libelous, and the insulting or 'fighting' words – those which by their very utterance inflict injury or tend to incite and immediate breach of the peace." (Chaplinsky vs State of New Hampshire, 315 U.S. 568, 1942)

### **Freedom of Access**

Within the limits of its resources, Clarendon College shall be open to all applicants who are qualified according to current admission requirements. Clarendon College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

### **Freedom of Association**

Students are free to associate to promote their common interests. They have the right to seek, through official procedures, and establish organizations of their choosing so long as such are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

### **Academic Rights of Students**

The College has the responsibility of providing a program of quality education in keeping with its financial resources; students have protection through campus-designed procedures against prejudiced or capricious academic evaluation. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for completing their academic program, being familiar with all requirements of the College Catalog, and for maintaining their grade point average for degree requirements.

### **Student Records**

Student records are maintained in confidence and in compliance with the Texas State Library and Archives Commission retention schedule. Student records are used to promote the instruction, career development, guidance, and educational progress of the student. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by the student. College staff shall have access to student records when there is a demonstrated educational interest in the student.

### **Student Participation in Institutional Decision-Making**

The primary route of Clarendon College students in decision-making is through participation in the Student Government Association (SGA). Students also may be invited to serve on one of the various institutional committees. Student opinion of food services, student housing, student activities, etc., are gathered from a number of surveys. All student input, whether it be through organized clubs, committees, or questionnaires, is given serious consideration as suggestions for change in and improvement of the College.

### **PROHIBITED ACTIVITIES**

The Board of Regents of Clarendon College has declared that the following actions constitute an interference with the lawful and orderly use of College premises, facilities, and activities to accomplish the objectives of the College. These actions are therefore strictly prohibited on the Clarendon College Campus and other College property and facilities and during all College-sponsored activities wherever occurring.

Disrupting or obstructing, or attempting to disrupt or obstruct, any lawful activity of the College, or violating H. B. 141, as enacted by the 61st Texas Legislature.

1. Interfering with, or attempting to interfere with, the lawful exercise of freedom of speech, freedom of movement, freedom of peaceable assembly, or other rights of individuals or groups.
2. Illegally possessing, using, selling, or being under the influence of dangerous drugs or narcotics.  
In an effort to maintain a drug-free environment on campus the college has the campus inspected with a certified Drug Dog that covers all areas of the campus from buildings to parking lots which includes the residence hall rooms. If in possession of or under the influence of drugs or narcotics you can be dismissed from college.
3. Possessing, using, selling, or being under the influence of alcoholic beverages. Alcohol is strictly prohibited anywhere on Campus. A student in violation is subject to a \$200 fine and successful completion of an alcohol awareness class for the first offense. A student's second offense is subject to a \$300 fine. A student will be subject to suspension for a third offense.
4. Possessing or using firearms, weapons, or explosives on the College Campus, unless authorized by the College.
5. Threatening by force or violence the overthrow of any legally constituted governmental body or system, or any local, state, or federal law, or any rule, regulation, or policy of the Board of Regents and administrative officials of the College.
6. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.
7. Hazing in all forms, as defined and prohibited in the Texas Penal Code, Articles 1152, 1153, 1154, and 1155 as well as Texas Education Code 37.152(a) 51.936(a)
8. Providing false information to a College official.
9. Racial or sexual misconduct, harassment or violence.
10. Misusing the College's computing and informational resources.
11. Malfeasance in an elective or appointive student office of any College endeavor.
12. Refusing or failing to comply with a lawful order of any College or public official acting in the performance of duties in the administration and enforcement of these policies.
13. Arson or attempted arson.

The Vice President of Academic Affairs, or a designated representative, shall be responsible for implementing and enforcing this policy.

### SERIOUS INFRACTIONS

Although the listing below is not an all-inclusive list, engaging in the following and other similar activities may result in severe disciplinary sanctions which includes but not limited to fines, community services and a contract outlining future expectations. For serious infractions such as those listed below, the College may take actions up to and including suspension from the College, even on the first offense. A person participating in such activities may also be subject to arrest by local Law Enforcement Agencies (LEAs):

- Alcohol or other drugs
- Illegal selling of books
- Vandalism
- Lewd, indecent, or obscene conduct
- Fighting, violence or physical abuse
- Unauthorized entry and/or unauthorized possession of College keys
- Theft
- Falsification of records
- Arson
- Failure to comply with official directives
- Plagiarism and/or collusion
- Violation of local, state, or federal laws

### ALCOHOL AND OTHER DRUGS

#### Alcoholic Beverages

State and federal statutes concerning alcoholic beverages will be strictly enforced on the Clarendon College Campus and at off-campus Clarendon College-sponsored events. In addition to these statutes, the College prohibits possession or consumption of alcoholic beverages on Campus or in College public buildings and public areas unless otherwise authorized. Possession of alcoholic containers (cans, kegs, and/or bottles), packaging, marketing or other advertising material is also prohibited. Failure to report alcohol consumption on campus or at off-campus college sponsored events is a violation of the code of student conduct.

#### Illicit Drugs

Possession, distribution, consumption and/or use of illicit drugs or narcotics on College property or property under the control of Clarendon College or at any event sponsored by the College or any College student organization, whether or not conducted on College property, is prohibited. This rule also applies to all illegal paraphernalia utilized in conjunction with the consumption and/or use of prohibited substances. Failure to report illicit drug use on-campus or at off-campus college sponsored events is a violation of the code of student conduct.

#### High Risk Alcohol Intake

People who consume large amounts of alcohol (Binge-drink) over a short period of time can reach very high blood alcohol levels before they pass out. This can lead to decreased breathing and death.

#### Health Risks of Alcohol

Health hazards associated with excessive use of alcohol or alcohol dependency include dramatic behavioral changes, retardation of motor skills, and impairment of reasoning and rational thinking. These factors result in a higher incidence of accidents and accidental death for such persons than for nonusers of alcohol.

Nutrition also suffers, and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination. Damage to the liver often results in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to nerves and organs is usually irreversible.

### ANONYMOUS ACTIVITIES

The conduct or participation in such anonymous activities as threatening or obscene letters, disturbing telephone calls, bomb threats, social media threats, and false alarms will not be tolerated. Students found engaging in such conduct may be subject to immediate dismissal.

### CLASSROOM CONDUCT

Students are expected to conduct themselves in the classroom and/or laboratory in a manner that is conducive to good academic progress. Failure to comply with the lawful direction of a faculty member, teaching assistant, and/or laboratory instructor may be a disruption for all students enrolled in the class. Disruptive conduct is considered a serious offense. Faculty members reserve the right to remove a student from a class for just cause. Students removed may be referred to the Vice President of Academic Affairs for disciplinary action, up to and including disciplinary suspension.

### STUDENT ACADEMIC INTEGRITY AND CLASSROOM ETHICS

Clarendon College is committed to a philosophy of honesty and academic integrity. It is the responsibility of all members of the Clarendon College community to maintain academic integrity at Clarendon College by refusing to participate in or tolerate academic dishonesty. Any act of academic dishonesty will be regarded by the faculty and administration as a serious offense. Academic dishonesty violations include, but are not limited to:

1. obtaining an examination, classroom activity, or laboratory exercise by stealing or collusion;
2. discovering the content of an examination, classroom activity, laboratory exercise, or homework assignment before it is given;
3. observing the work of another during an examination or providing answers to another during the course of an examination;
4. using an unauthorized source of information during an examination, classroom activity, laboratory exercise, or homework assignment;
5. entering an office, classroom, laboratory, or building to obtain an unfair advantage;
6. taking an examination for another person;
7. completing a classroom activity, laboratory exercise, homework assignment, or research paper for another person;
8. altering grade records;
9. using any unauthorized form of an electronic communication device during an examination, classroom activity, or laboratory activity; and/or,
10. plagiarism. (Plagiarism is defined as the using, stating, offering, or reporting as one's own an idea, expression, or production of another person's work without proper credit. This includes, but is not limited to, turning in a paper purchased or acquired from any source, written by someone other than the student claiming credit, or stolen from another student.)

Students are responsible for reporting known acts of academic dishonesty to a faculty member, the program coordinator, the vice president, and/or dean. Any student with knowledge of a violation who fails to report it shall him/herself be in violation and shall be considered to have committed an act of academic dishonesty.

While academic integrity and honesty are the responsibility of the individual student, each individual faculty member, teaching assistant, and/or laboratory instructor is responsible for classroom management and for maintaining ethical behavior within the classroom and/or laboratory. Faculty who discover or suspect a violation should discuss the matter with the suspected violator(s) and attempt to resolve the case at that point. In cases of convincing evidence, the faculty member should take appropriate action. The faculty member and student should complete a Counseling Sheet regarding the violation. (The Counseling Sheet should contain at a minimum the date and time of the violation, the course, the instructor's name, the student's name, an explanation of the infraction or facts of the case, and the resolution to the incident.) This form should be signed by the student, faculty member, program coordinator, and the Vice President of Academic Affairs. The Vice President of Academic Affairs will maintain a file on all violations. If a faculty member prefers to report the case directly to Vice President of Academic Affairs, it remains his/her prerogative to do so. Additionally, if the faculty member and the accused student cannot reach a resolution or if the faculty member believes that suspension from school is the only fair sanction, the case should immediately be reported, by the faculty member, in writing, to the Vice President of Academic Affairs. If the Vice President of Academic Affairs observes any trends in student behavior which involve more than one violation or act of academic dishonesty, the Vice President of Academic Affairs is responsible for notifying all faculty members involved, for contacting the student(s) involved, and after consultation with the faculty member(s) involved for taking the appropriate action. The Vice President of Academic Affairs is responsible for the timely notification (normally within two weeks) to all parties of an action taken.

Students wishing to appeal a disciplinary decision involving academic integrity or acts of academic dishonesty may do so through the Student Appeals and Grievance Procedure.

#### DISTRIBUTION OF LITERATURE, ADVERTISING, SELLING OR SOLICITATION

Solicitation of students, faculty, or staff members by personal contact, distribution of advertising leaflets, or distribution of handbills to promote sales is not permitted on any Clarendon College Campus without prior approval of the Vice President of Academic Affairs.

#### ALCOHOL AND OTHER DRUGS REFERALL (AOD)

Students wanting confidential assistance from the College in dealing with a perceived alcohol or chemical substance abuse problems may self-refer for that assistance by making an appointment with the Vice President of Academic Affairs at either Clarendon or Pampa. Faculty, staff, or other students may wish to counsel a student to seek assistance through a voluntary referral to the Vice President of Academic Affairs if a perceived problem with alcohol or substance abuse exists. No record regarding the contact with the Vice President of Academic Affairs, the referral to an outside agency or actions taken as an outcome of that referral will be entered as part of the student's permanent record. A student who is disruptive of the academic process, or ordinary functions of the College, and/or who is verbally or physically abusive to students, faculty, or staff, and who exhibits symptoms which suggest the possibility of alcohol or drug-related causes of this behavior, may receive a referral to the Associate Dean. The Vice President of Academic Affairs will meet with the student, and should circumstances so indicate, discuss with the student the possibilities for self-referral to seek assistance for any problem of alcohol or drug abuse which may exist. The student will choose whether to seek this assistance which shall be on the same basis as a "voluntary referral" described above. Should the student choose to seek assistance, the College may consider this action as a mitigating circumstance in the deliberations regarding the student's status at the institution due to the alleged violation of the Code of Conduct.

It is important to note that Clarendon College may proceed simultaneously with disciplinary action and the Student Assistance Program Referral if the student has violated the Clarendon College Student Code of Conduct which specifically prohibits the possession or use of drugs or alcohol.

#### WEAPONS

##### **Students are prohibited from carrying firearms on campus.**

Official Law Enforcement Agency (LEA) personnel attending classes on the campuses of the College are entitled to full privileges of students of the College and may carry their weapons on the campuses. Unless those law enforcement personnel authorized to carry weapons are in uniform, weapons must be concealed.

Students may not bring on to any campus or a College related activity any weapon prohibited by law or identified below:

- Guns of any type, including toy guns, BB guns, or any air pump/powered guns.
- Fireworks or explosives of any kind.
- Clubs.
- Straight Razors or illegal knives.
- Chains.
- Martial arts throwing stars.
- Any object, including College supplies, used in a way that threatens or inflicts bodily injury on another person.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President, or designee, determines that a danger exists for any student, College employee, or college property by virtue of possession or use.

**VIOLATIONS:** Students found to be in violation of this policy shall be subject to appropriate disciplinary action, including suspension.

#### HUMAN DIGNITY

As mature adults, students are expected to recognize, understand, and accept human differences. As students in the community college setting, it is imperative that one be open to race, religion, age, gender, culture, physical ability, nationality, and life-style diversity. Any expression of hatred or bigotry is contrary to the atmosphere of acceptance and

tolerance and the assurance of individual rights which Clarendon College seeks to extend to all of its constituents. The Dean of Student Affairs is responsible for investigating all complaints of sexual/racial harassment.

#### ADMINISTRATIVE SUMMONS

Students are expected to respond to an Administrative Summons from a faculty member, an administrator, or administrative office within the time frame noted in the summons. A student who fails to respond to an Administrative Summons is in violation of the Student Code of Conduct and may be subject to disciplinary action.

#### ADMINISTRATIVE DIRECTIVES

Students are expected to comply with all legal directives given by college faculty and staff acting in the performance of their duties. Failure to comply to a legal directive given by college faculty and/or staff is a violation of the code of student conduct and may subject the student to disciplinary action.

#### CAMPUS POSTINGS

Anyone wishing to post announcements on bulletin boards on Campus must obtain approval from the Dean of Student Affairs. Posting announcements without such approval will be cause for the removal of the posting and may subject the student(s) to disciplinary action. Students at the Pampa, Childress and Amarillo center may contact an administrator on campus for approval of postings.

#### INFORMATION RELATED TO SEX OFFENDERS

Not later than the seventh day after the date on which the person begins to attend school, a person is required to register under Code of Criminal Procedure 62.152 or any other provision of Code of Criminal Procedure Chapter 62, who is a student at a public institution of higher education, including a college district, shall report that fact to:

1. The Vice President of Academic Affairs for the institution; and
2. The appropriate legal authority for the location of the school. Donley County Sheriff's Office, Pampa Police Department, Childress Police Department.

The person described above shall provide the authority for campus security or the local law enforcement authority all information the person is required to provide under Code of Criminal Procedure 62.051(c). The person shall notify the authority for campus security or the local law enforcement authority not later than the seventh day after the date of termination of the person's status as a student at the institution.

In accordance with the "Campus Sex Crimes Prevention Act" of 2000 and the Jeanne *Clery* Act, Clarendon College provides a link in the front of the Annual Security Report so that you can access the Texas State Sex Offender Registry. The "Campus Sex Crimes Prevention Act" of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled, or employed at, institutions of higher education. Clarendon College Office of Student Services will maintain a current list of registered sex offenders attending or working for Clarendon College. This list is maintained at the Office of the Dean of Student Affairs located in the Bairfield Activity Center.

#### UNLAWFUL USE OF THE INFORMATION FOR PURPOSES OF INTIMIDATION OF HARRASSING ANOTHER IS PROHIBITED AND WILLFUL VIOLATION SHALL BE REPORTED TO LAW ENFORCEMENT OFFICIALS.

Clarendon College is not prohibited from disclosing information provided to the institution concerning registered sex offenders. Registry information is provided for general public safety. A person is authorized to use this information only to protect him/herself or a child who may be at risk. To release this information to the public is meant to assure public protection, not to punish the offender. It is illegal to use information obtained through the website or from the College to commit a crime against an offender or to engage in discrimination or harassment against a registered sex offender. Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution and civil action.

A list of all registered sex offenders in Texas is available from The Texas Department of Public Safety Sex Offenders website at [https://records.txdps.state.tx.us/DPS\\_WEB/Portal/index.aspx](https://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx).

### COMMUNICABLE DISEASES

The education pamphlet on HIV infection developed by the Texas Department of State Health Services as well as a brochure on Bacterial Meningitis is available from the Vice President of Academic Affairs upon request.

The Vice President of Academic Affairs shall report a suspected case of a reportable disease and all information known concerning the person who has or is suspected of having the disease if a report is not made as required by a certified health official. A complete list of reportable diseases is available at: [www.dshs.state.tx.us/idcu/investigation/conditions/](http://www.dshs.state.tx.us/idcu/investigation/conditions/)

## STUDENT DISCIPLINE

Supervision of student conduct at Clarendon College is the direct responsibility of the Vice President of Academic Affairs. At the Clarendon Campus the Director of Student Life is the authorized designee, who operates under the authority of the Vice President of Academic Affairs. At the Pampa Center, the Dean of CTE is the authorized designee, who operates under the authority of the Vice President of Academic with regard to student discipline. At the Childress Center, the Dean of CTE is the authorized designee, who operates under the authority of the Vice President of Academic Affairs with regard to student discipline. These individuals shall investigate and gather information concerning a reported incident of student misconduct. After investigating the incident and considering the evidence (its accuracy, credibility, and sufficiency), the authorized designee may administer any of the penalties listed below in dealing with student misconduct.

### SANCTIONS

1. Verbal Reprimand  
A verbal notice that the behavior was inappropriate.
2. Written Reprimand  
A written statement that the behavior was inappropriate, which will remain on the student's college disciplinary record for a specified period of time or until the student meets certain conditions.
3. Disciplinary Probation  
A written statement that the behavior was inappropriate and, should be subsequent violations occur, the college will take more serious conduct action up to and including suspension or expulsion. This can include exclusion from college affiliated entities, including student organization activities, for a period of time or until the student meets certain conditions. Disciplinary probation will remain on the students' disciplinary record for a specified period of time or until the student meets specified conditions.
4. Educational Sanctions  
A specified number of hours of community service, completion of a reflection or research paper, attending a class, program or lecture, attending counseling, or other actions.
5. Restitution  
Repayment for damages or misappropriation of property. This may include monetary compensation or other related service(s), such as cleaning or restoration.
6. Trespass Warning  
Denial of access to all or portion of campus, except for limited periods and specific activities with the permission of the appropriate college official, as designated by the College Executive Vice President of Academic and Student Affairs or other appropriate administrative official vested with such authority. Should the student enter campus without written permission, the appropriate College official or the local law enforcement officer may take action.
7. Suspension  
Exclusion from the college and all campuses governed by the Board of Regents of Clarendon College for a specific period of time or until the student meets certain conditions, following which the student may be permitted to re-enroll or apply for readmission to Clarendon College, as applicable.
8. Expulsion  
Exclusion from Clarendon College and all campuses governed by the Board of Regents for an indefinite period of time, a record of which remains on file permanently. Restriction or Denial of College Services: Restricted from use or denial of specified college services, including participation in college activities.

### STUDENT RIGHTS REGARDING SUSPENSION

Before formal charges are presented in cases where students may be suspended or expelled, students are informed of the following rights:

1. To seek a faculty advisor who may accompany the student during the appeals process; Note: (It is the policy of the College that legal counsel not become involved in such matters unless the case is handled in a court of law.)
2. To be informed of the nature of the allegation, charges, or reports brought against him/ her;
3. No person should be required to testify against himself/herself;
4. To present testimony or witnesses with respect to the complaint;
5. To be notified of decisions reached regarding his/her case;
6. To appeal the decision to the Student Appeals and Grievance Committee.

## STUDENT APPEALS & GRIEVANCES

The grievance procedure at Clarendon College shall serve two purposes: to determine whether an injury alleged by the grievant was the result of an error in the institution's policies and procedures or in their administration, and if an error is established, to determine an equitable redress for the grievant.

### HUMAN DIGNITY

The grievable issues shall include selection and admission policies for students, a discriminatory action, racial or sexual harassment, attendance policies, grades awarded, disciplinary decisions, extracurricular activities, and athletics. The purpose of the grievance procedure of Clarendon College is to insure to all persons involved fair and equitable treatment and to develop a clear documentation trail for each case arising out of institutional conflict. When the grievant is a student of Clarendon College, this grievance procedure shall consist of the following sequence of events:

All grievances voiced by students of Clarendon College must first be aired in an informal meeting between the student and the College representative directly involved (i.e., instructor, coach, and administrator). At this face-to-face meeting, a bonafide attempt must be made to resolve the issues(s) in question. It shall be the responsibility of the student grievant to:

1. Explain fully the nature of the grievance;
2. When and under what conditions the alleged injustice occurred;
3. What redress is expected.

The College representative (instructor, coach, administrator, etc.) involved in the dispute shall have the responsibility to:

1. Hear the grievance;
2. Make an honest attempt to resolve the issue;
3. If resolution is not possible at that level, to refer the problem to the Vice President of Academic Affairs.

It shall also be the responsibility of the College representative to document the meeting in writing to include the date, location, person(s) involved, issues discussed, and results achieved. When attempts at informal resolution of a student complaint have failed, a student may appeal a College policy or its administration in the following manner:

- 1) A written appeal, grievance, or complaint must be filed with the Vice President of Academic Affairs not later than three (3) days after the occurrence of the event;
- 2) The written complaint must include at least:
  - a) date of the incident (injury alleged by the grievant),
  - b) nature of the grievance or the complaint,
  - c) person(s) involved, and
  - d) type of redress sought;
- 3) The Vice President of Academic Affairs shall notify the chairperson of the Student Appeals and Grievance Committee of the Complaint immediately upon receipt;
- 4) The chairperson of the Student Appeals and Grievance Committee shall set the date, time, and place of a hearing to be held not later than seven (7) school days after receipt of the written complaint, and shall so inform the student grievant

and all committee members. Additional information desired concerning the process or the procedures may be obtained by contacting the Vice-President of Student Services.

#### APPEAL TO THE PRESIDENT

All cases may be appealed by the student or referred by the Committee to the President of the College. An appeal submitted by the student must be submitted to the College President within three (3) working days after the Student Appeals and Grievance committee has rendered its decision.

#### APPEAL TO THE BOARD OF REGENTS

The final appeal may be made to the Board of Regents. Students wishing to appeal the decision of the College President must provide notification to the President of such appeal within three (3) working day of the decision rendered. The decision of the Board of Regents is final.

#### FORMAL STUDENT COMPLAINTS

A student who has a complaint may either request a conference with the Vice President of Academic or submit the complaint in writing.

Texas Higher Education Coordinating Board

After exhausting Clarendon College's grievance/complaint process, current, former, and prospective students may initiate a complaint with The Texas Higher Education Coordinating Board. Directions are available at the following location: <http://www.theccb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

#### FINANCIAL AID APPEAL PROCEDURE

Students placed on financial aid suspension due to lack of Satisfactory Academic Progress (SAP) may appeal the denial of financial aid if an unusual or extraordinary situation affected the student's progression toward the successful completion of his or her program of study. Some examples of unusual circumstances include injury or illness of the student or family member, death of a relative of the student, maximum time limit exceeded, or other documented special circumstance. The appeal must be submitted in writing to the financial aid office and must include supporting documentation. Appeals submitted without supporting documentation is considered incomplete and will be denied. The appeal must explain why the student failed to meet satisfactory progress standards, this includes, what has changed in the student's situation that would allow the student to meet satisfactory academic progress at the next financial aid SAP evaluation. An appeal may be approved only if the financial aid office has determined that the student will be able to meet SAP minimum standards after the subsequent semester. The financial aid office also has the option to develop an academic plan with the student that, if followed, will ensure that the student is able to meet financial aid SAP standards by a specific point in time. Students who are appealing the maximum time frame limit must provide a copy of their degree plan that has been signed by the students' academic advisor. The financial aid office will notify students in writing and/or email of the results in a timely manner after receiving all required/requested documentation. Students whose appeal is denied has the option to submit a second appeal in writing to the Scholarship Committee. The second appeal should be submitted to the financial aid office who will, in turn, submit it to the Scholarship Committee. The Scholarship Committee's decision will be final and will be reported to the student in writing and/or by email in a timely manner. Students who successfully appeal their financial aid suspension status will be placed on financial aid probation. Clarendon College can require that a student on probation fulfill specific terms and conditions, such as taking a reduced course load or enrolling in specific courses. A student on financial aid probation may receive financial aid for one semester only. At the end of that semester, the student must meet Clarendon College's financial aid satisfactory academic progress standards or the requirements of the established individual academic plan to maintain financial aid eligibility. Failure to do so will result in the student being place on financial aid suspension.

# CAMPUS SAFETY & TRAFFIC

All criminal action, security problems, or other related emergencies on the Clarendon Campus may be handled initially by the Director of Student Life, the student services staff, and/or the Donley County Sheriff's Office. Representatives of the Sheriff's Office have the authority to have one arrested for disorderly conduct, public intoxication, or any other violation of state law or Campus rules and regulations. A report of all incidents will be filed with the Vice President of Academic Affairs.

## CAMPUS SAFETY

The safety of all students is a major concern for the administration at Clarendon College. While efforts are made to create a safe environment that is conducive to academic success, safety is primarily the responsibility of each individual. Each student is encouraged to take appropriate safety precautions to protect his/her belongings and person. Threats to student safety may be reported to the Dean of Student Affairs or, in an emergency, to local authorities by dialing 911. In the event of campus emergency students, faculty and staff may voluntarily elect to be notified by signing up for the Bulldog Alert. The Bulldog Alert is provided to better disseminate emergency information to Clarendon College Students, Faculty and Staff. Enrollment may be obtained at [www.r2beready.com](http://www.r2beready.com) for the Bulldog Alert. Clarendon College will not be responsible for any charges originating from service providers.

## PARKING / TRAFFIC REGULATIONS

All students living on-campus are required to have a valid CC Parking Sticker. All state laws and Clarendon College traffic rules and regulations governing the use of motor vehicles must be complied with on all parts of the Campus through all hours of the day and night. The maximum speed limit on all parts of the Campus is 20 mph. Pedestrians shall, at all times, have the right of way. The streets, on, and surrounding the Campus – except for Bugbee St. – are considered a part of the Campus.

Clarendon College assumes no responsibility for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on Campus. However, every effort will be made by Clarendon College to protect all vehicles and property. The College reserves the right to impound, or have impounded any vehicle which is in violation of College traffic regulations. The vehicle owner will be responsible for the cost involved in removing, impounding, and storing such vehicles. Fines may be assessed for the following violations:

Parking in Fire Lanes .....	\$300.00
Parking in Areas Reserved for the Disabled .....	\$500.00
Oval Parking Violation .....	\$100.00
No Parking Zone .....	\$50.00
Blocking Vehicles/Roadway .....	\$100.00
Occupying Two Spaces .....	\$50.00
Parked on Grass/Sidewalk .....	\$100.00
Failure to Stop at Stop Sign .....	\$50.00

(With each additional offense the fine will double. Habitual violations will be referred to local law enforcement. The College reserves the right to refer any violation to local law enforcement and/or have a vehicle towed at the owner's expense. Unpaid fines will result in a "Hold" being placed on a student's records.)

## CLERY ACT AND CAMPUS SECURITY

The local Law Enforcement Agencies (LEAs) in conjunction with the Executive Vice President of Academic and Student Affairs and designees have been given the responsibility of assisting victims of both violent and non-violent sexual crimes on the Clarendon Campus, or at the Pampa and Childress Centers. Any form of unwanted sexual activity should be reported to the LEAs or the Vice President of Academic Affairs, (806) 874-3571. Clarendon College reports criminal offense statistics to the US Department of Education on an annual basis. Crime statistics for Clarendon College may be accessed online at: <http://ope.ed.gov/security/search.asp>. Information on sex offenders in the State of Texas may be obtained at: [http://records.txdps.state.tx.us/DPS\\_WEB/Portal/index.aspx](http://records.txdps.state.tx.us/DPS_WEB/Portal/index.aspx)

## SEXUAL HARASSEMENT

### Student Complaint Procedure

A student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the Executive Vice President of Academic and Student Affairs or the designee in accordance with the procedures in the College's complaints policy. However, no procedure or step in that policy shall have the effect of requiring the student alleging harassment to present the matter to a person who is the subject of the complaint. Nor shall a sexual harassment complaint be dismissed because it is not filed within the time lines set out.

Sexual harassment includes such behavior as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward an employee, student, or job applicant, particularly when one or more of the following circumstances are present.

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

In determining whether alleged behavior constitutes sexual harassment, Clarendon College will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred.

If the allegation of sexual harassment involves an administrator, faculty member or classified employee of the College, provisions of the "Discrimination" policy stated above will be followed. If the allegation involves a student or students, it will be handled in keeping with the "Student Conduct/Disciplinary Procedures" as stated in this publication. If a student has questions concerning these policies or procedures, he/she should contact the Vice President of Academic Affairs at 806-874-43571.

### TIMELY WARNING VS. EMERGENCY NOTIFICATION

Federal law has required that colleges issue "Timely Warnings" of potential dangers to the campus community involving criminal activity. While such warnings must be "timely," they need not be immediate, and can await the results of investigations into the danger. Recent events have caused colleges to develop emergency notification systems that could quickly notify all or selected members of the campus community of immediate danger including active shooters, fires or severe and dangerous weather incidents.

### TESTING EMERGENCY NOTIFICATION

The Clarendon College emergency response procedures are tested, at minimum, on an annual basis. Other tests are conducted as needed or scheduled. The test will include drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. Any test conducted may or may not be announced in advance. Clarendon College will publicize its emergency response and procedures in conjunction with the annual test. This publication will be outlined on the Clarendon college website. Each test will be monitored by designated college officials. All test will be documented and contain a description of the exercise, date the test was held, time started and ended and whether the test was announced or unannounced. As with all *Clery* - related documentation, Clarendon College maintains the emergency test documentation for seven years.

### MISSING STUDENT NOTIFICATION

In accordance with the requirements of the Higher Education Opportunity Act of 2008. If a member of the College Community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately contact the Office of Student Services. Upon receiving information that a student cannot be located and may be missing, Student Affairs personnel will immediately initiate an investigation which will include the following:

1. Conduct a welfare check into the student's room
2. Call known contacts (parents, guardians, roommates, and friends).
3. Contact employers and associates, if known.
4. Contact the student's professor to ascertain the student's recent attendance in class.
5. If the student has a vehicle, Student Affairs Staff will attempt to locate the vehicle.

If the student cannot be located after reasonable efforts, Student Affairs personnel will then contact the student's emergency contacts no later than 24 hours after the student has been determined to be missing. Student Affairs will file appropriate reports with the Donley County Sheriff's Office to initiate an investigation.

### BACTERIAL MENINGITIS

Effective January 1, 2012, Texas Senate Bill 1107 requires all entering students at public and private or independent institutions of higher education to have an initial bacterial meningitis vaccination or booster dose during the five-year period preceding, or at least 210 days prior to, the first day of the first semester.

The Texas Higher Education Coordinating Board (THECB) has defined the term "entering student" to apply to:

- New Students – those enrolling for the first-time at an institution of higher education, including students who transfer to the institution from another (AND)
- Returning students – those who previously attended an institution of higher education before January 1, 2012, and are enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

The THECB has identified exemptions to the vaccination requirement. A student is not required to submit evidence of receiving the vaccination if he or she is:

- 22 years or age or older by the first day of class (OR)
- Enrolled in only online courses, distance education courses, or continuing education corporate training courses (OR)
- Enrolled in a continuing education course or program that is less than 360 contact hours (OR)
- Enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education campus (OR)
- Incarcerated and enrolled in continuing education or college courses at a prison facility.

Updated information regarding the Bacterial Meningitis vaccination requirement can be found at:

<http://www.clarendoncollege.edu/bulldog-connection.php>

# INFORMATION TECHNOLOGY

## COMPUTER SERVICES

Current faculty, staff, and students have access to various types of microcomputers and computing systems for use in their education, research, and administrative activities. In addition, Internet access is available for use by computing account holders. Students who enrolled at Clarendon College are issued computer accounts for their use while attending Clarendon College. Students may pick-up their computer account information in the Dickey Library on the Clarendon campus or in the main office's at the Pampa and Childress Centers. Open computer labs are available at the Pampa Center, the Childress Center PC Lab, the Amarillo Cosmetology PC Lab, the Bairfield Activity Center PC Lab, and in the Dickey Library during normal hours of operation.

## ACCEPTABLE USE

The computing resources at Clarendon College are provided for the use of Clarendon College students, faculty, and staff to support the educational programs, instructional activities, academic research, and administrative functions of the College. These resources are intended for the sole use of the College students, faculty, staff, and other authorized users, who are responsible for seeing that these computing resources and facilities are used in an effective, efficient, ethical, and lawful manner. The following policies and guidelines relate to all computing resources and their use.

## ETHICS AND RESPONSIBILITIES

1. Computer facilities/resources and accounts are owned by the College and are to be used only for educational- and college-related activities.
2. Accounts (IDs and passwords) are approved and issued by the Department of Information Systems and Computer Operations. Accounts are issued to individuals and are intended for the sole use of that individual. An account assigned to an individual is not transferable and may not be used by others without explicit permission from an instructor, an administrator, or the Director of Information Systems and Computer Operations. The individual to whom the account has been issued is responsible for the proper use of the account, including password protection. The account holder shall keep his/her keywords and passwords confidential to protect them and their files.
3. Users shall not give or sell passwords to others.
4. Users may use only the computing resources they are authorized to use and only for the purposes specified when their accounts were issued or permission to use the resources (i.e., microcomputers) was granted.
5. Users shall not access or copy software or data belonging to others or to Clarendon College without prior authorization. Users shall not transport software or data provided by Clarendon College to another computer site without prior written authorization.
6. Computer software protected by copyright is not to be copied from, into, or by using Campus computing facilities, except as permitted by law or by contract.
7. Users shall follow the published procedures for using the College's computing resources and shall not modify any hardware or software provided by the College.
8. Users shall respect the rights of other users. A user shall not hamper or deprive another of access to resources or encroach on another's use of computing facilities. Users shall consider the impact of their conduct on other users.
9. The same standards of intellectual honesty and plagiarism apply to computer resources, computer programs, and files as to other forms of published work.

MISUSE OR ABUSE OF COMPUTING RESOURCES

Conduct for which disciplinary action may be taken--in relation to the computer network, equipment, programs, or data--includes, but is not limited to, the following:

1. Unauthorized use of computing resources or use of computing resources for unauthorized or non-academic purposes
2. Unauthorized accessing or copying of programs, records, or data belonging to the College or other user, or copyrighted software, without permission
3. Using computer resources to threaten or harass others
4. Attempted or actual breach of the security of another user's account, depriving another user of access to College computing resources, compromising the privacy of another user, or disrupting the intended use of computing or network resources
5. Attempted or actual use of the College's computing resources for commercial purposes or non-college/non-educational related activities
6. Attempted or actual transport of copies of College programs, records, or data to another person or computer site without written authorization
7. Attempted or actual destruction or modification of programs, records, or data belonging to the College or another user or destruction of the integrity of computer-based information
8. Attempted or actual use of the computing facilities to interfere with the normal operation of the College's computing systems; or, through such actions, causing a waste of such resources (people, capacity, computer).
9. Other types of activities (the list is not meant to be inclusive) of behavior that are considered unethical and/or unacceptable include:
  - a. Attempting to alter system software or hardware configurations.
  - b. Attempting to deliberately degrade the performance of the computer system and/or depriving authorized users of resources or access to any college computer system.
  - c. Owning, using, or attempting to introduce worms, viruses, or Trojan horses.
  - d. Creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
  - e. Misrepresenting one's identity in electronic communication.
  - f. Violating copyright and/or software agreements.
10. Using the College's computer resources for commercial or profit-making purposes without written permission from the President.
11. Violating rules and codes set by services subscribed to by the College.
12. Disobeying or disregarding computer lab rules and/or computer system rules, policies, procedures, and protocols.
13. Allowing another person, either through one's personal computer account, or by other means, to accomplish any of the above.
14. Any act or omission that violates federal, state, or local laws or regulations relating to computer equipment, programs, or data and which is not otherwise covered may be grounds for disciplinary action and referral to the appropriate law enforcement or investigative agency.

Computer abuse is covered in federal laws by the Computer Fraud and Abuse Act of 1986 and the Electronic and Communications Privacy Act of 1989. The state statute for computer abuse is Chapter 33, Computer Crimes, Texas Penal Code. College policy is based on these laws.

## ELECTRONIC ACCOUNT SUMMARY

To help you with your educational journey at Clarendon College please note the following information regarding your logins to your three password protected electronic accounts.

- **Student Portal:** Will contain your student and course information.
- **Moodlerooms:** Will contain your online courses. **All online courses** are in Moodlerooms.
- **Bulldogsmail:** Will provide your email and online services such as Sharepoint and Microsoft Office.

***Username and Password Information***

1. If you applied to Clarendon College using the Application Portal (<http://application.clarendoncollege.edu>) then you will use the same password, however your username will be changed when you are enrolled. Your new username, after you have been enrolled, will be your **last name, followed by a period, followed by your first name initial, followed once by another period, which is then finally followed your middle name initial**, i.e. **smith.j.d** (please notice that there is not a period or dot after the last initial).
2. Also, if you applied using the Application Portal you will receive an email with your username and password after Student Services starts processing your application for enrollment. It is important that you provide your personal email account when you apply, otherwise you will not receive this email.
3. If you did not use the application portal, please go to the Student Portal Login page, <http://student.clarendoncollege.edu>, and click on the "Activate Account" link. You will be prompted for your personal information you registered with to activate the account.
4. If you receive an error message after you have attempted to activate your account please note that this information must match your registration information. If you cannot activate your account please call student services or the system admin at (800-687-9737), it may mean your registration information is not correct.
5. If you forget your login please click on the "Forgot Username and Password" link located on the Student Portal Login page. . Please remember to check your Bulldogsmail account for an email containing your login information.
6. After you have officially registered for classes and about **one week before the beginning of the class** your Moodlerooms and Bulldogmail accounts will be created. Also your Student Portal username will be changed. The changed format for your new **Student Portal** **username will be last name, followed by a period, followed by your first name initial, followed once again by another period, which is then finally followed your middle name initial**, i.e. **smith.j.d** (please notice that there is not a period or dot after the last initial).
7. Your Moodlerooms login will initially be set to your Student Portal login and will be synchronized with your Student Portal login. If you change your Student Portal password the system will automatically change your Moodlerooms password 30 minutes later. If you change your Moodlerooms login the system will change it back to match your Student Portal login.
8. Your Bulldogsmail/Office 365 login is a separate login from the other two. Initially your Bulldogsmail password will be the same as your Student Portal password. If you change your Bulldogsmail password it will remain different from the other two sites.
9. Your **Bulldogsmail** username format is as follows; *last name.first name initial. middle initial@bulldogsmail.com*, i.e. **smith.j.d@bulldogsmail.com**. This is similar to your Student Portal username with the exception of @bulldogmail.com added to the username.
10. If you have problems logging into Moodlerooms please remember your username format as mentioned above, also your email address will usually be set to your Bulldogsmail address.
11. If you have problems accessing your Student Portal, Moodlerooms or Bulldogsmail please email the system admin, [administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu). Also to get your Bulldogsmail password you can click the "Can't access your account?" link on the Office 365 site login page.

**Other Information**

To access your Moodle rooms online classes click on the "Login to Online Classes" link on the college's main webpage; <http://www.clarendoncollege.edu>. You may also access Moodle rooms from your Student Portal by clicking the "My Moodle rooms" menu item.

To access your Bulldogmail (Office 365) site go to the college's main webpage, <http://www.clarendoncollege.edu>, and click on "Students" and then click the "Email" link from the popup menu. You may also access your Bulldogmail from the Student Portal by clicking the "My Bulldogmail" menu item or by this web address; <https://login.microsoftonline.com>.

For more information on Moodle rooms go to <http://www.clarendoncollege.edu> and click on the link titled "Login to Online Classes".

For more information on the Bulldogmail and Sharepoint, an additional service related to your Bulldogmail, please click the Help menu item in your student portal.

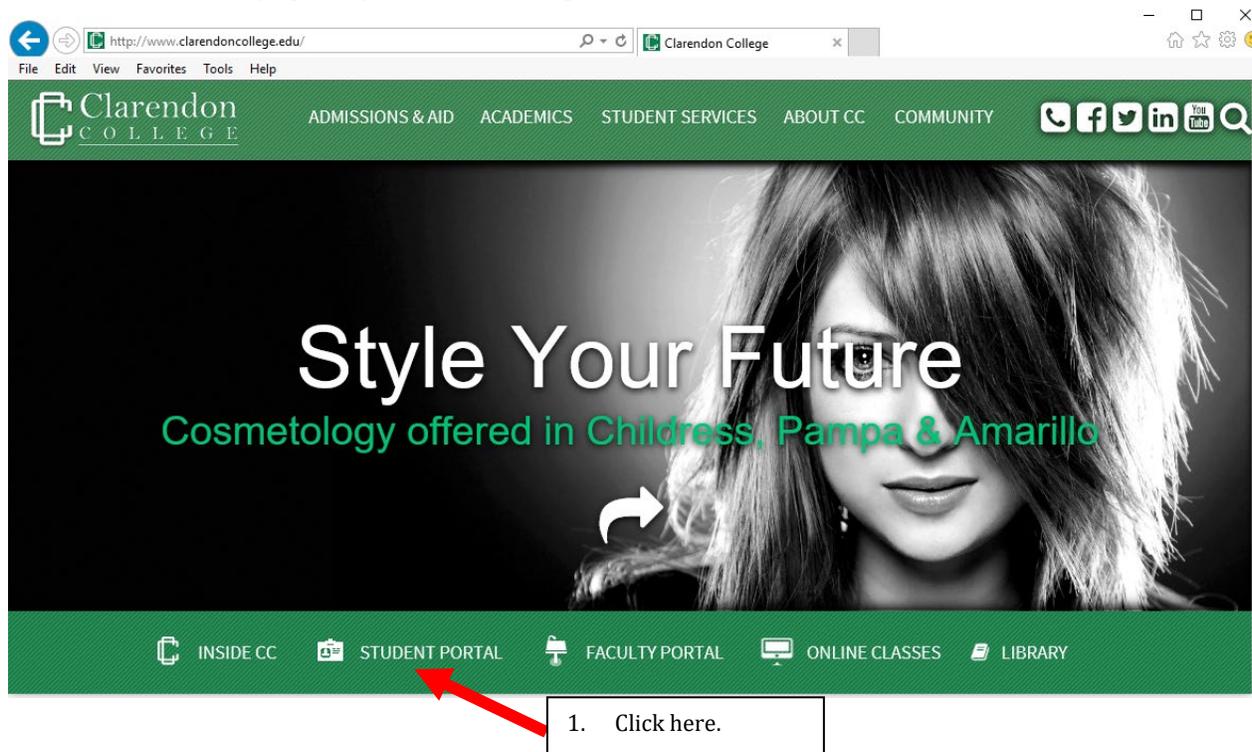
**If you have any questions or login issues please email the system admin at: [administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu).**

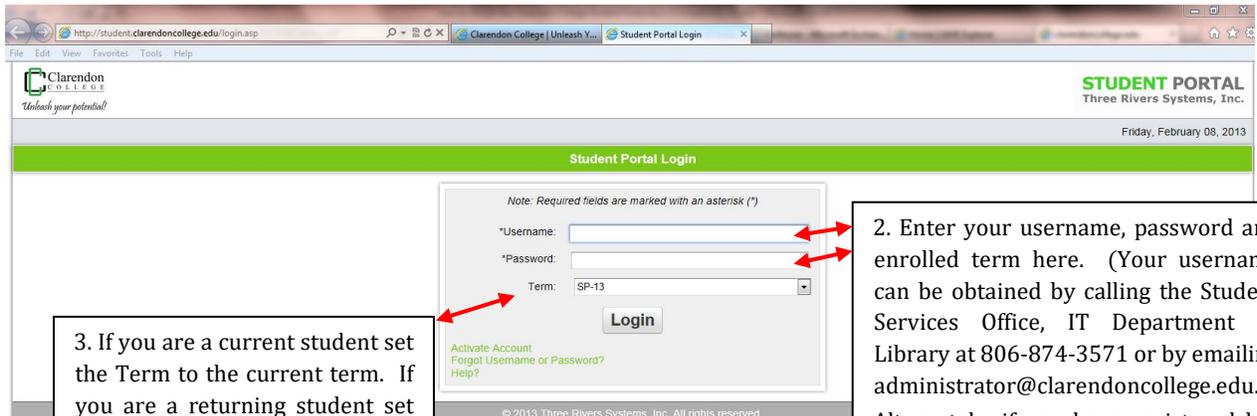
**HOW TO ACCESS THE CLARENDON COLLEGE STUDENT PORTAL.**

The student portal provides students access to their information, including online registration, degree audit, transcripts, billing, financial aid, online documents, course content, grades, and more. Students can even pay their bill online.

Web Browsers supported for the Student Portal are:

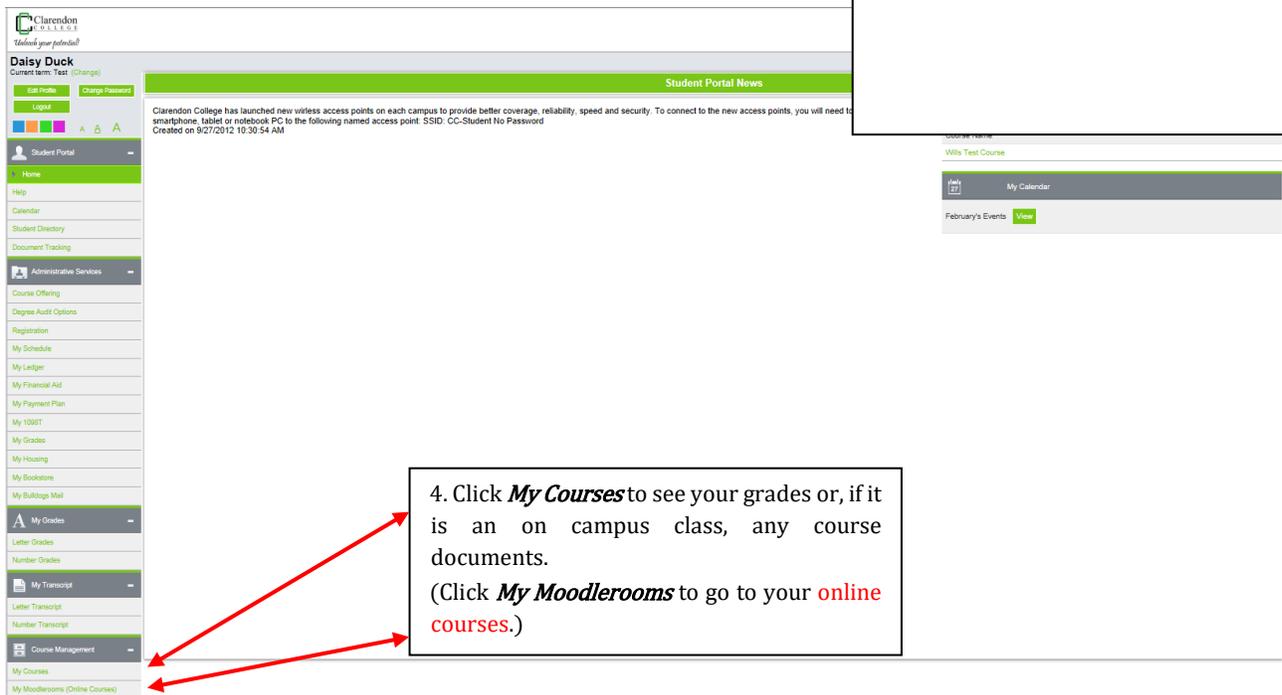
- Windows – Internet Explorer 8 & 9 and Firefox 5.x or greater
- Mac – Safari 4 (or greater) and Firefox 5.x or greater



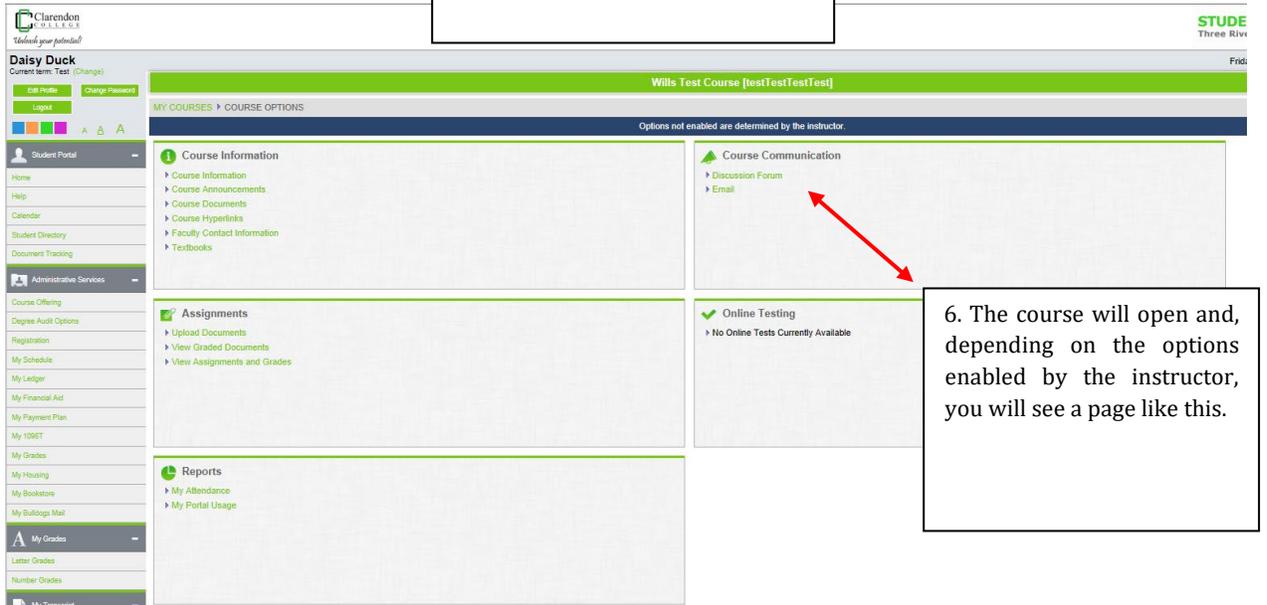
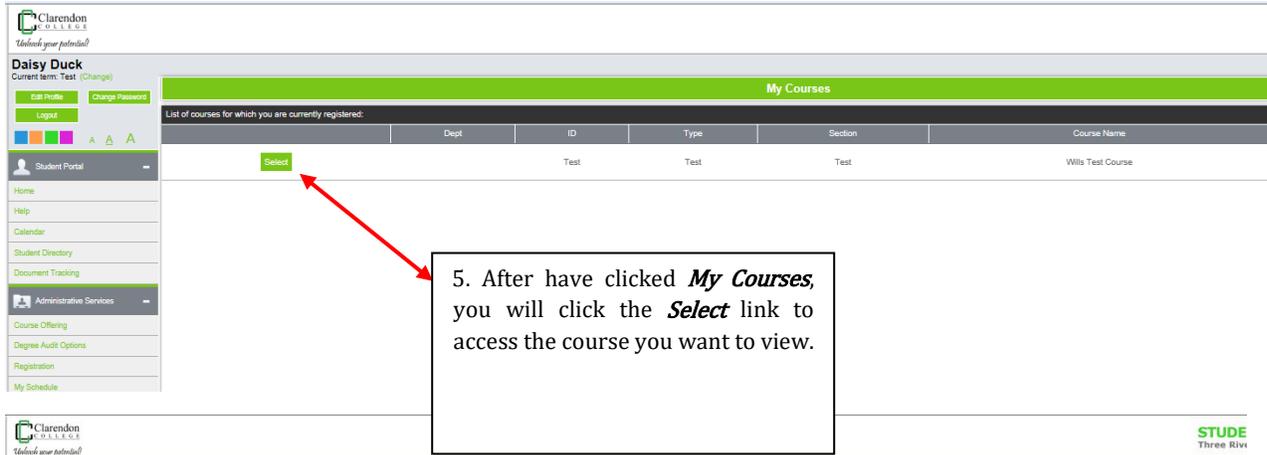


3. If you are a current student set the Term to the current term. If you are a returning student set the term to the one you attended.

2. Enter your username, password and enrolled term here. (Your username can be obtained by calling the Student Services Office, IT Department or Library at 806-874-3571 or by emailing administrator@clarendoncollege.edu.) Alternately, if you have registered but you do not have a username and password you can automatically set it up by clicking the Activate Account link. You will be prompted to answer 4 questions that are used to create your account. If you have forgotten your username or password click the Forgot Username or Password link and your username and password will be emailed to you.



4. Click **My Courses** to see your grades or, if it is an on campus class, any course documents. (Click **My Moodle Rooms** to go to your **online courses**.)



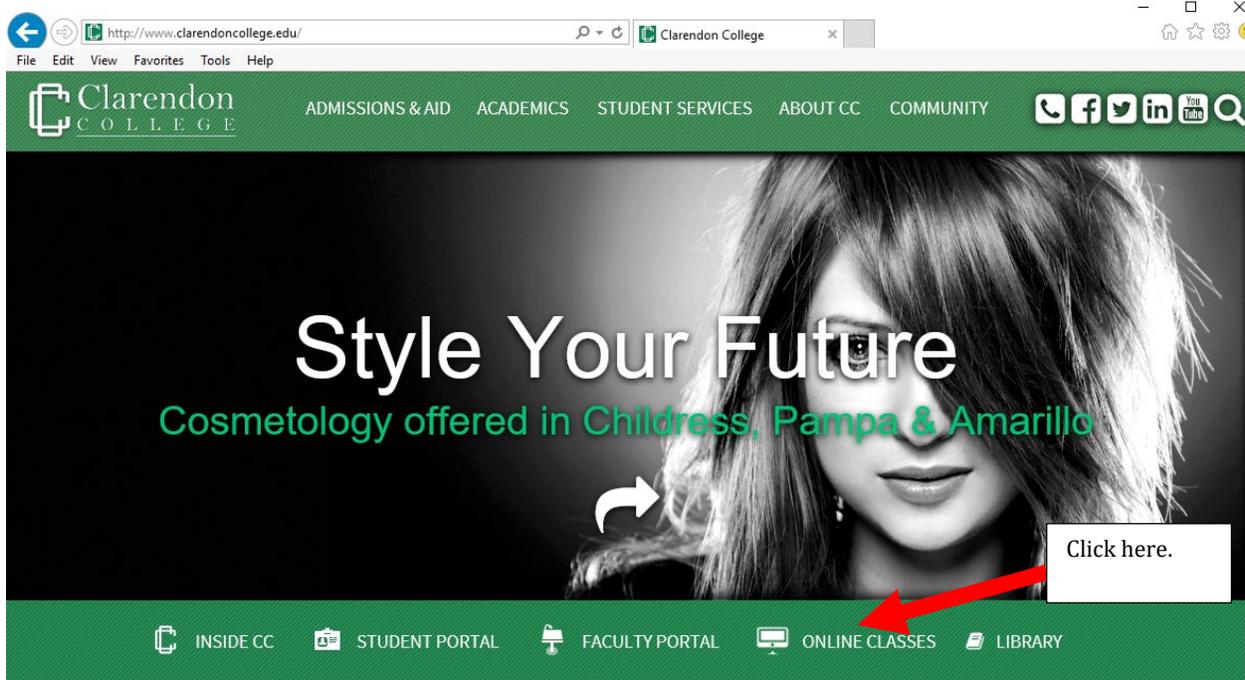
For detailed instructions on how to use the student portal go to <http://www.clarendoncollege.edu/studentportal.pdf> or click **Help** from the menu.

If you need help please email the system admin at [administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu).

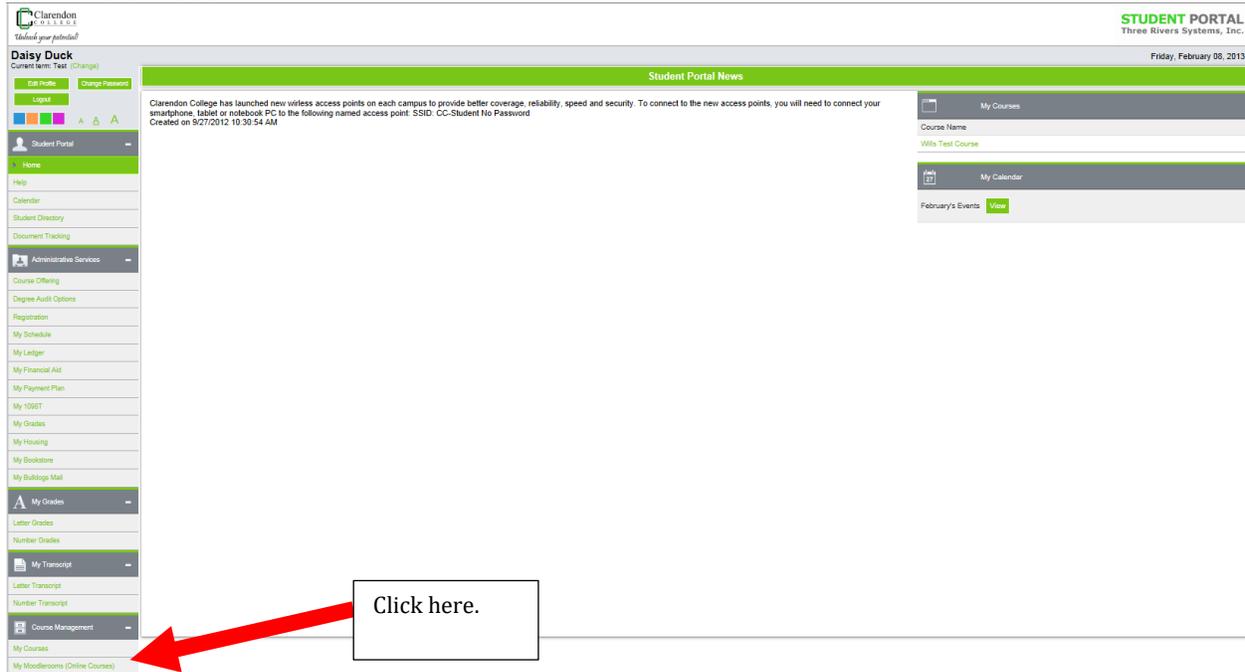
## HOW TO ACCESS YOUR ONLINE COURSES

All official online courses are taught in Moodlerooms. Moodlerooms can be access by doing one of the following three actions.

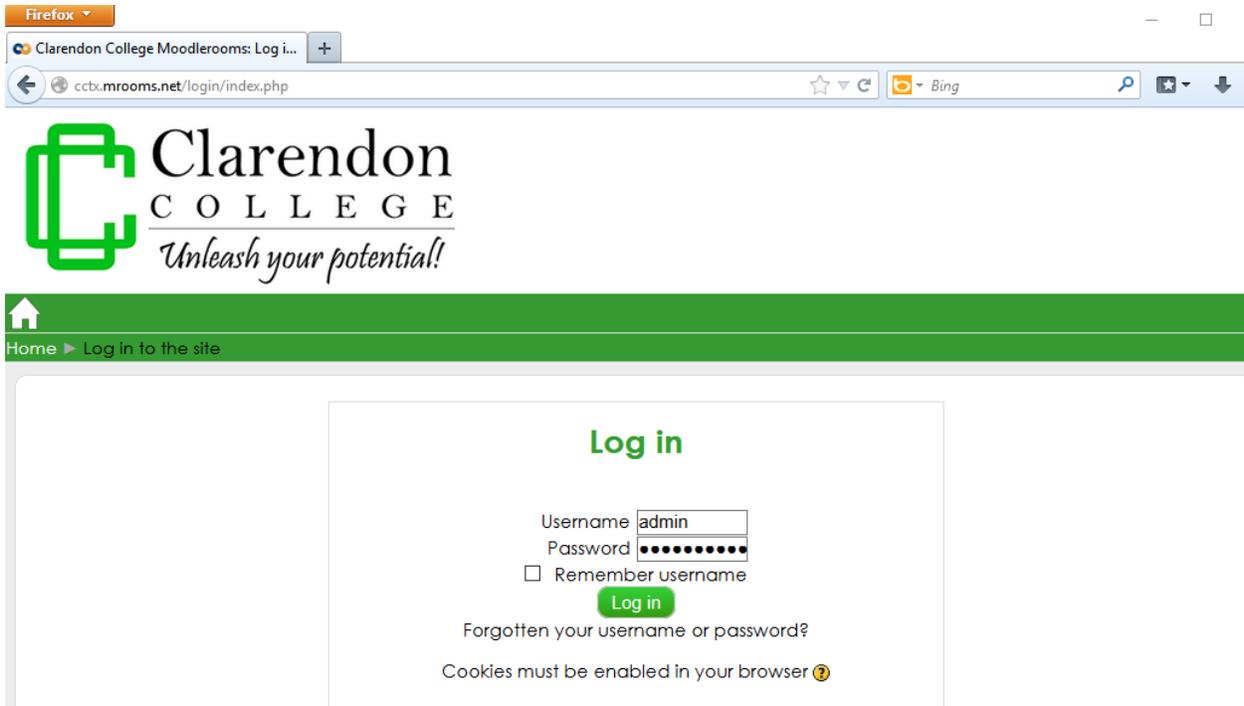
1. Go to the Clarendon College website and click on the “**Online Classes**” link, as shown below.



2. Login in to the Student Portal and click the "My Moodlerooms" link at the bottom of the right-side menu, as shown below.



3. Open your browser, the preferred browser is Firefox, and type the web address [cctx.mrooms.net](http://cctx.mrooms.net).
4. All three actions will bring you to the Moodlerooms login page, as shown below.



HERE'S WHAT YOU NEED TO DO TO ACCESS YOUR BULLDOGSMAIL ACCOUNT

1. To access your Bulldogmail/Office 365 site go to the college's web site ([www.clarendoncollege.edu](http://www.clarendoncollege.edu)) and click on the following menu choices; **Student Services**>**Email**, see Figure 1 below. The Bulldogmail site can also be accessed directly by entering the web address <https://login.microsoftonline.com>, see Item 4/Figure 4 below.

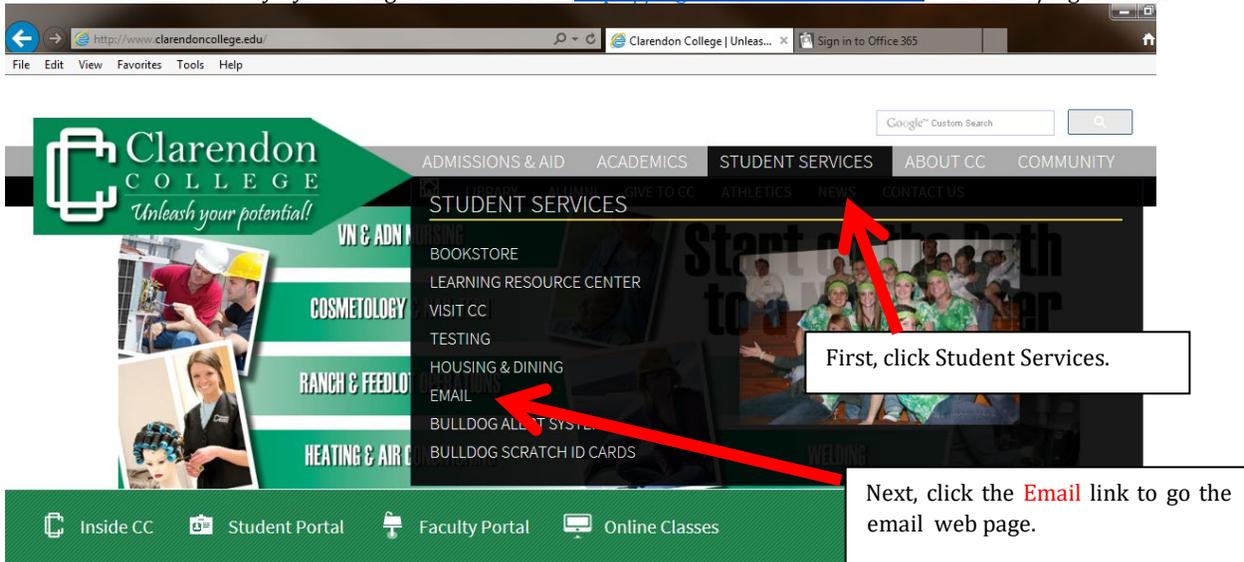


Figure 1.

2. When the email web page appears, click the **"Email"** link under Student Email. See Figure 2 below.

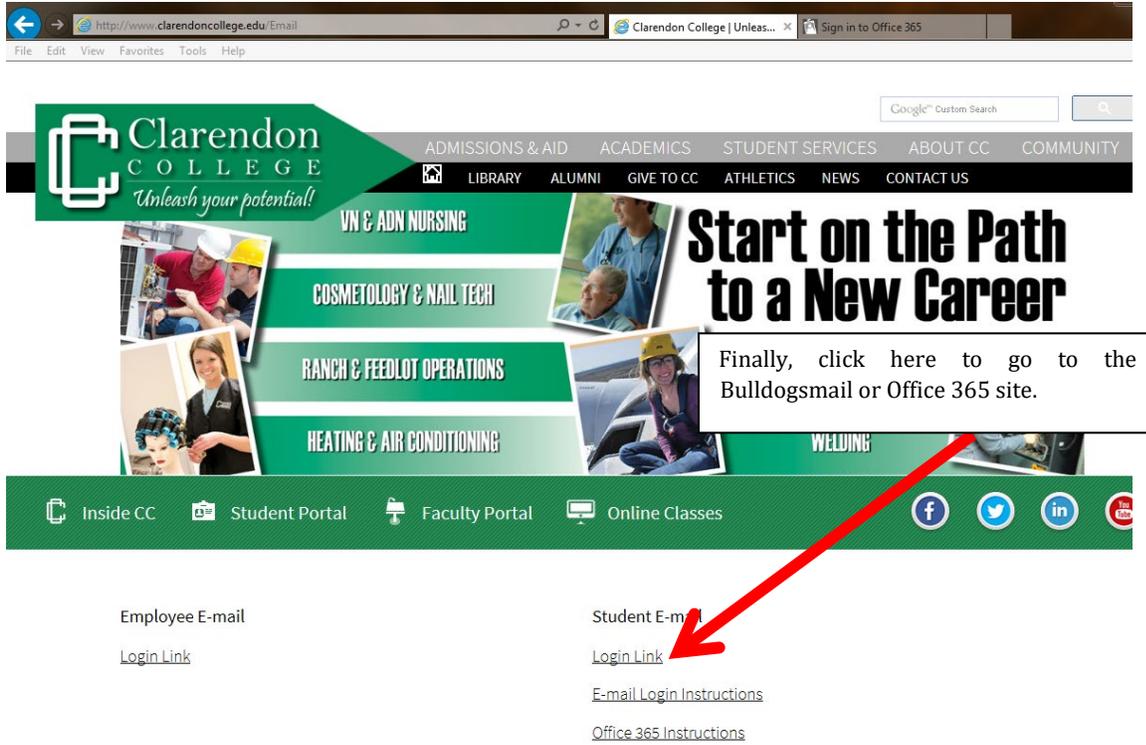


Figure 2.

3. You can also access your Bulldogmail account via your Student Portal, as shown below in Figure 3.

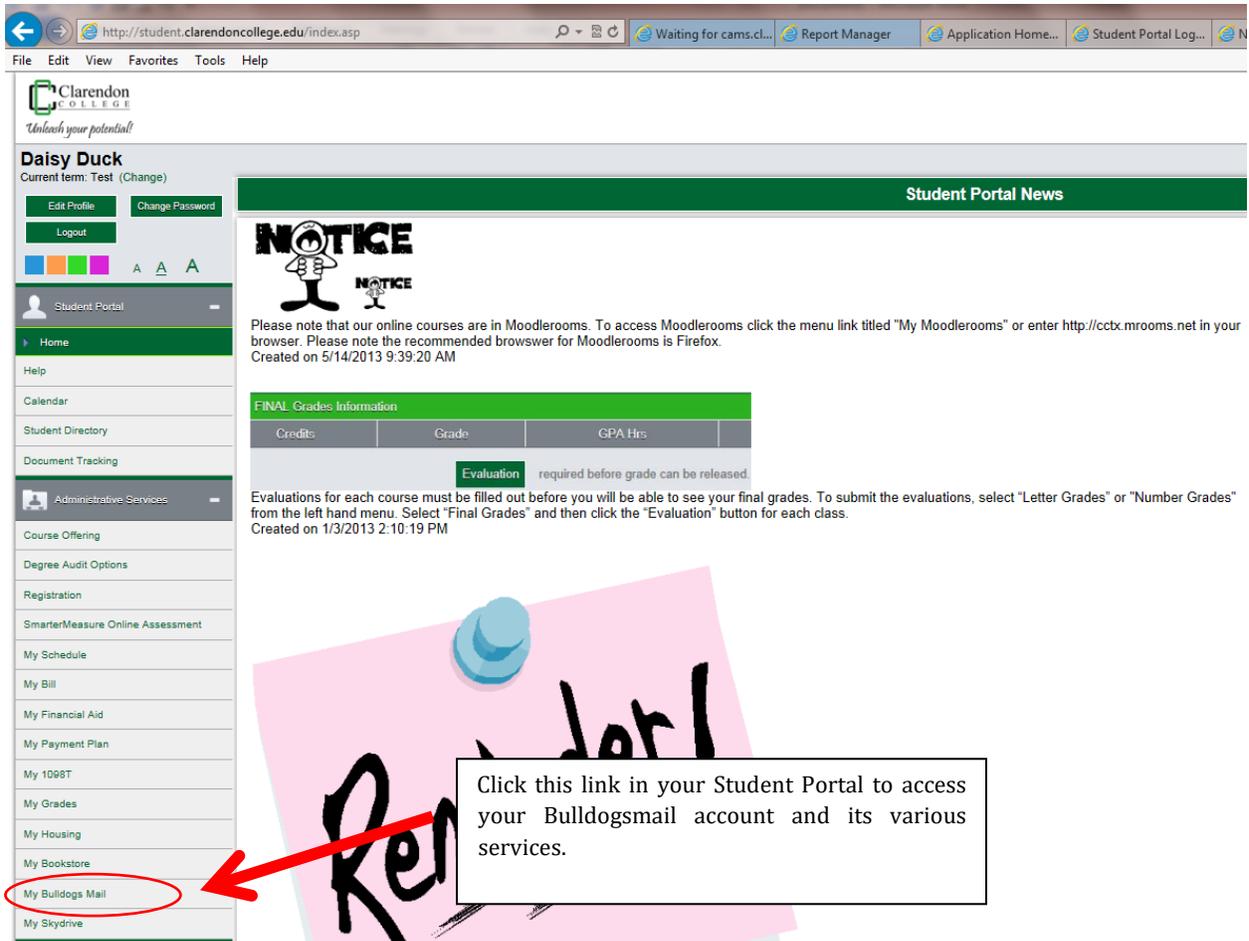


Figure 3.

- After clicking one of the links discussed previously, the web page below will then be displayed. See Figure 4. Please enter your username and password. Your username will usually be your lastname,first initial, middle initial@bulldogsmail.com, i.e. doe.j.j@bulldogsmail.com. Please note the "." or dots separating the last name and initials. Your password should be the same password you used to access your Student Portal account. Click the "Sign in" button when you have entered your username and password. If you cannot access your account, please click on the "Can't access your account?" link. Another page will appear prompting you for your User ID. If you need additional help to login to your Bulldogsmail site, please contact the system administrator via email at the following address, [administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu).

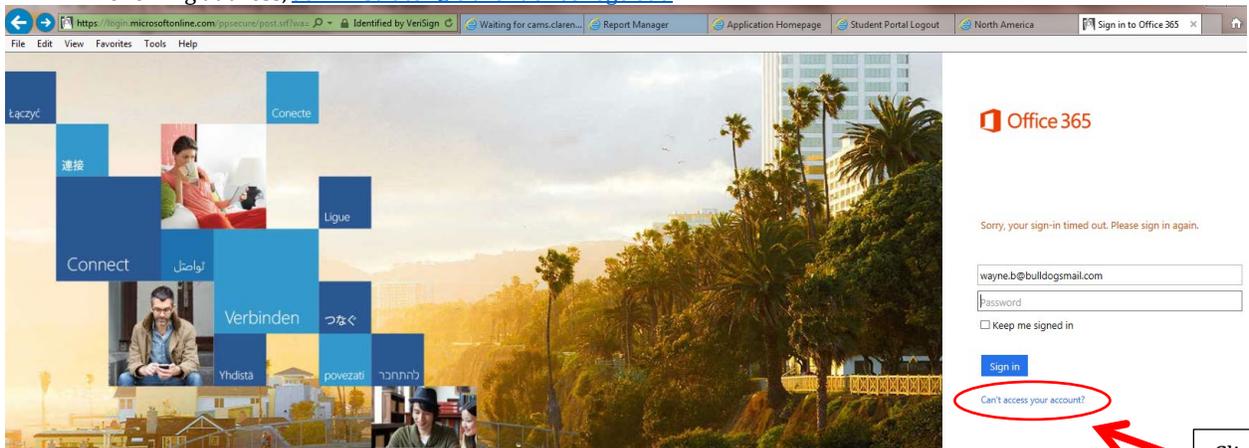


Figure 4.

- If you cannot access your account, and you have clicked the “**Can’t access your account?**” link, the screen below will appear. See Figure 5. Enter your complete username as explained in item 4 and the verification information; click “**Next**” to proceed. If you are able to login, please skip to item 10 of these instructions.

## Microsoft

# Reset your password

## User verification

To reset your password, begin by entering your user ID and the characters in the picture or audio below.

\* User ID:

Example: user@contoso.onmicrosoft.com or user@contoso.com

Enter the characters in the picture or the words in the audio.

**Next** Cancel

Click this button to send.

Figure 5.

- After the “**Next**” button in Item 4 is clicked, a Reset notification will be displayed as shown below. See Figure 6.

## Microsoft

# Reset your password

While we cannot reset non-admin account passwords automatically, we can [contact your organization's admin](#) to do it for you.

[Cancel](#)

Figure 6.

- A notification will then be sent to the system administrator. When the system administrator receives the notification, he will then initiate an email from Microsoft that will contain your Bulldogsmail username and temporary password. See Figure 7. The email will be sent to your personal email address that is available in college’s student information system or to the address in your email request. It is important that Student Services has recorded your personal email address in order for you to receive this email if you do not send an email to the system administrator, [administrator@clarendoncollege.edu](mailto:administrator@clarendoncollege.edu).

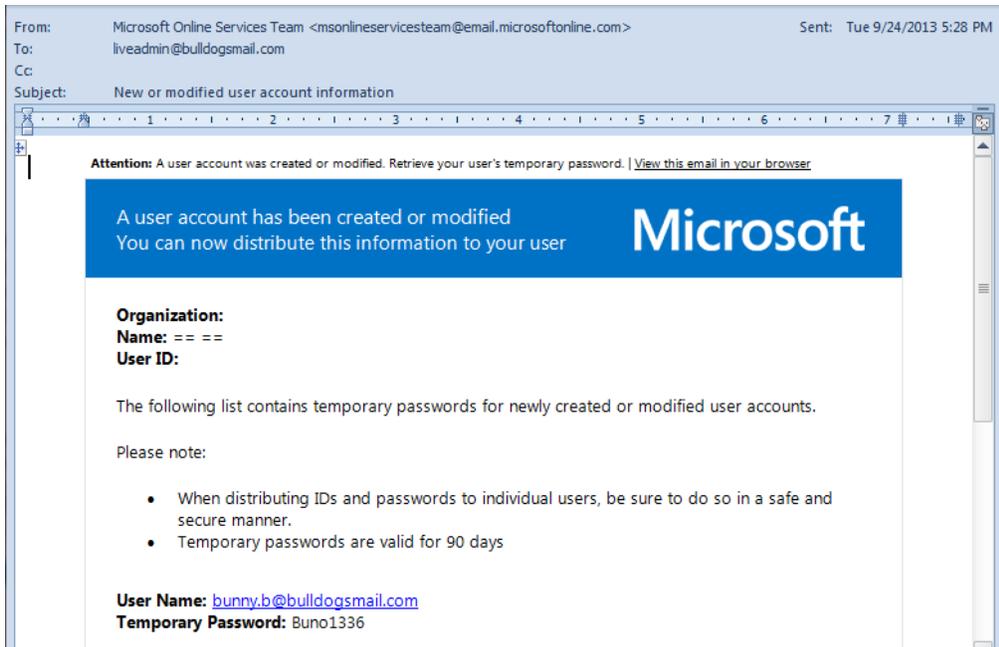
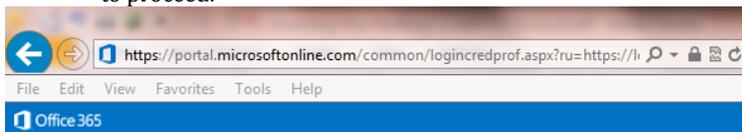


Figure 7.

- After you successfully log in, the screen below will be displayed. See Figure 8. This screen will only be displayed the first time you log in. Enter your current password and then put in a new password. Click the **“Save”** button to proceed.



Update password

You must update your password because this is the first time that you've signed in or your password has expired.

User ID:

wayne.b@bulldogsmail.com

\* Old password:

\* New password:

Password strength

\* Confirm new password:

Save



Click this button to save your new password.

Figure 8.

- Next, you will be prompted for your Language and Time Zone information. Click the **“Save”** link to proceed. See Figure 9.

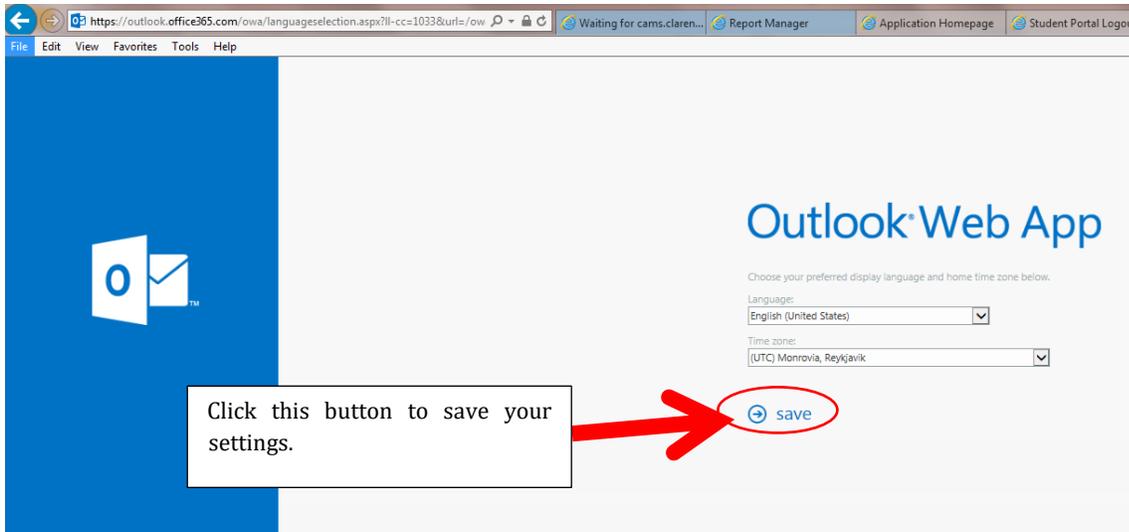


Figure 9.

- Once you are able to successfully login to your Bulldogmail/Office 365 account, you will see the screen as shown in Figure 10. From this screen you will be able to either download and install the Office 365 apps to your PC or use the web apps. If you want to install the applications, please click the red **“Install Now”** button. To use the online or web applications, just click on the large icons below or click the 9 dot symbol in the upper left hand corner of the screen.

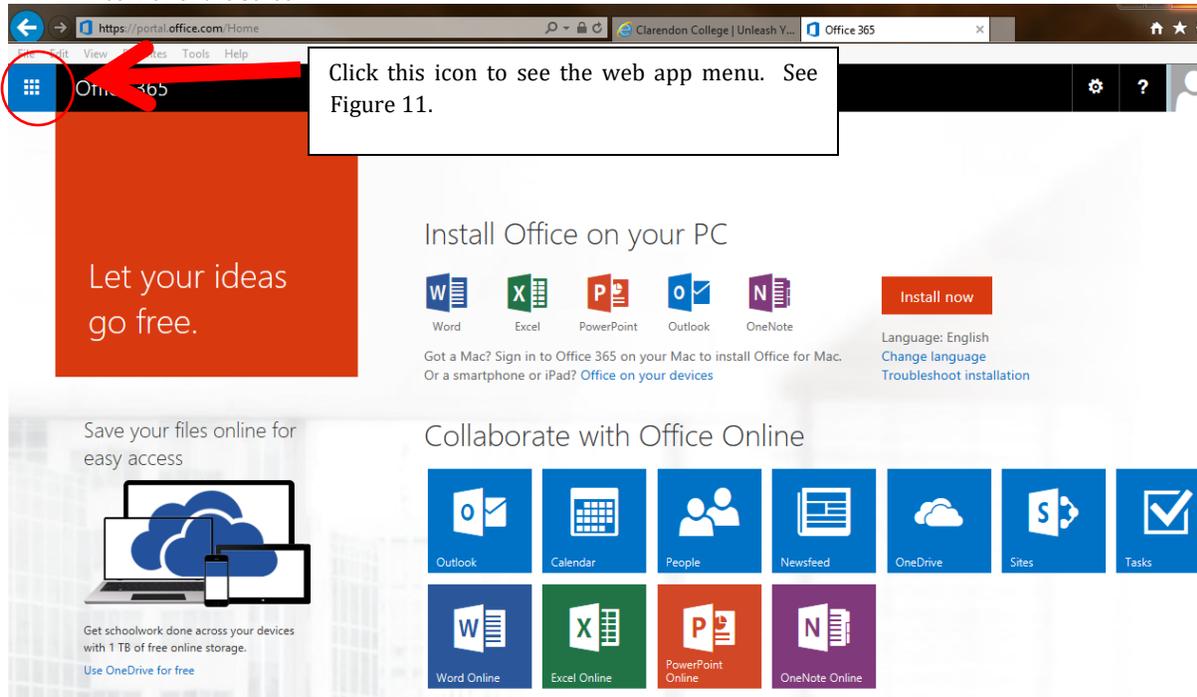


Figure 10.

- The web app button is always available regardless of the app you are using. See Figure 11 below. When you click on the 9 dot symbol, a popup selection list of icons will appear.

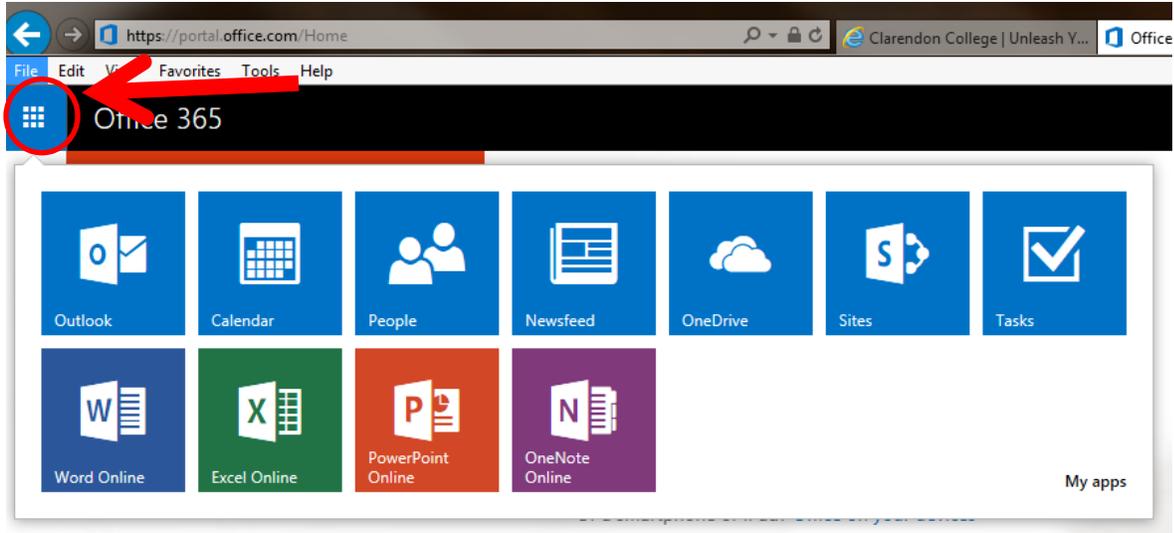


Figure 11.

12. To access the email program, Outlook, click on the Outlook icon as shown in Figures 10 and 11. Outlook will open as shown below.

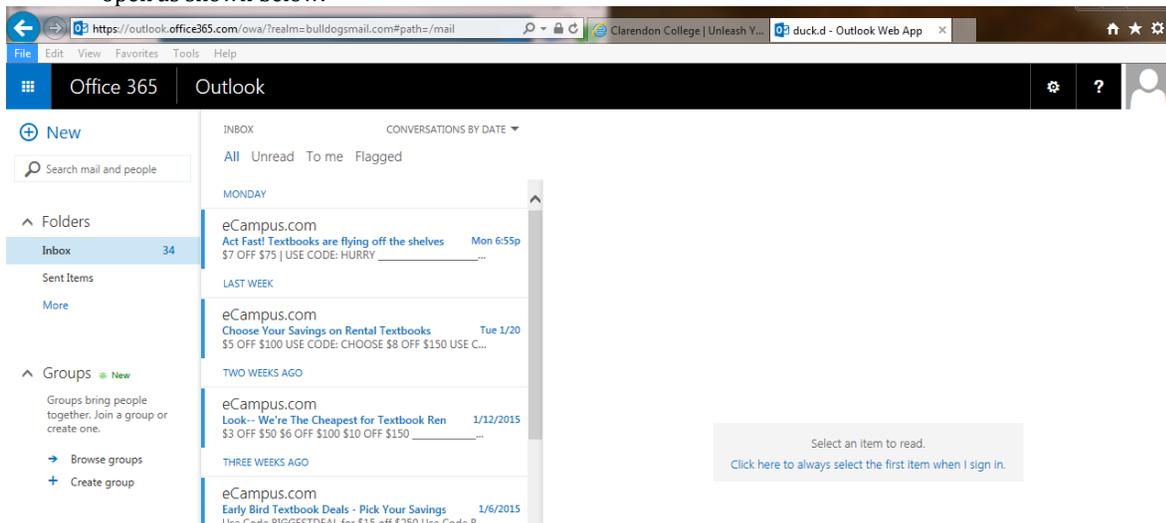


Figure 12.

13. Click this link, "[How Do I Use OneDrive](#)", to learn about the basics of your Bulldogsmail account or as mentioned in items 13 and 15 below.
14. To learn more about your Bulldogsmail/Office 365 site, click the "?" question mark at the far right side of the menu. See Figure 13. Also, if you want to know more about your Bulldogsmail site, click here "[Get-To-Know-Office](#)". This link will open up a PowerPoint presentation that will show you how to use your Bulldogsmail site. If you do not have PowerPoint on your PC, click [here](#) to install the [PowerPoint Viewer](#) on your PC.



Figure 13.

15. Other web resources about how to use Office 365;
  - a. [Get Started with Office 365](#),
  - b. [Start Using Office and Office Online](#).

**Information about your Bulldogsmail Account.**

- All email from the college will be sent to your Bulldogsmail account, i.e. instructor or classroom communications, bills and registration information.
- You can use it to store all of your assignments and classroom documents via Onedrive, a component of your Bulldogsmail.
- It includes a free web version of Microsoft Office. You can use it to create and edit any Microsoft Word, Excel or PowerPoint document. To edit any existing document, you will first need to upload it to Onedrive.
- From your account you can install the Office 365 suite to your local PC. Your license is valid for as long as you are a student of Clarendon College or up to one year after your final enrolled semester.
- Your account is created after you have registered for any classes with Clarendon College.
- The account does not expire; it's yours for as long as Microsoft continues to offer the Office 365 service to colleges.
- Your account is accessible from anywhere you can get to the Internet.
- Your account is accessible from almost any mobile device. There is also a mobile version that you can download to your iPhone, iPad or Android device. Yes, there is an app for that.
- AND IT IS FREE TO ALL CLARENDON COLLEGE STUDENTS!!!!

FREQUENTLY ASKED QUESTIONS – FOR STUDENTS

**What is the Office 365 ProPlus benefit for students?**

Academic institutions that are Microsoft customers and license Office for all faculty/staff are eligible to offer Office 365 to their Students at no additional cost. Students can take advantage of free Office 365 ProPlus, through a self-sign up process if the institution hasn't turned off the feature or once their institutions enable this option.

**Why is Microsoft introducing these changes?**

Microsoft is committed to the success of each student and educator. Microsoft believes this offer will help students thrive in their educational endeavors by providing Microsoft's best productivity solution at no additional licensing cost.

**How do I get free Office 365 ProPlus?**

*If your school has not allowed self-sign up and instead has assigned you as a user-*

1. Sign into Office 365 with your school credentials [here](#).



2. This will take you to the installation page, where you can access your Office 365 ProPlus software!

**Do I get anything else besides Office 365 ProPlus when I use the self-service process?**

In addition to having access to the Office ProPlus client which has application like Word, Excel, PowerPoint and OneNote, which work across your PCs and Macs, you can activate the clients on your iPad, iPhone, and Android Phone, giving you access to edit and review your homework on the go. You also get 1 TB of storage through OneDrive for Business to ensure you access to all of your documents whenever you need them. If you using a computer that doesn't have Office installed, don't worry you can edit or review those assignments in Office Online in any browser.

**What devices can I use Office 365 ProPlus on?**

Office supports PCs and Windows tablets running Windows 7 or higher, and Macs with Mac OS X 10.6 or higher. Office for iPad can be installed on iPads running version 7.0 or higher. For information about mobile devices, visit [www.office.com/mobile](http://www.office.com/mobile).

**What other options are available if I'm not eligible for Student Advantage through my school?**

- Use [Office Online](#) for free
  - The online version of your favorite Office applications where you can **share** and **simultaneously** work on your documents with classmates and friends. No need to merge different versions later.
- Download the [OneNote app](#) for PC, Mac, mobile & tablet
- Purchase either:
  - [Office 365 University](#) (best for University students)
  - [Office 365 Home Premium](#)

**What happens when I graduate?**

When you graduate, your Office 365 subscription through your institution ends upon graduation. You may enroll into other consumer or commercial offers available. If you have Office 365 Education at your school, you should make sure to transfer all your files from your school OneDrive to your personal OneDrive prior to graduation.

**What does Office 365 ProPlus include?**

Office 365 ProPlus comes with a full version of Office and familiar Office applications like Word, Excel, PowerPoint, Outlook, OneNote and more. Office 365 ProPlus is a user-based service and allows each student to install on up to five PCs or Macs, and five tablets (iPad) and access Office mobile applications on iPhone and Android phones. (Office Mobile applications are included with all Windows phones). More information [here](#).

**Can students install Office for iPad through this Office 365 ProPlus benefit?**

Yes, this would count towards the limit of installing it on 5 tablets. Just install the applications and sign in with your school ID.

**Does this replace the Office 365 University product or Office Home & Student?**

No, Office 365 University will continue to be sold to enable students at colleges and universities that do not take advantage of, or qualify for, this free benefit and likewise for the Office 365 Home Premium offer.

**How is the value proposition different for Office 365 University and Office 365 ProPlus for students?**

Office 365 University includes 60 minutes per month of Skype premium.

Office 365 ProPlus includes additional organizational applications such as Lync and a number of added technologies for organizational uses (Information Rights Management as one example) that are not available in Office 365 University. When schools combine the Office 365 ProPlus benefit with [Office 365 Education](#), students get access to more advanced collaboration tools such as Outlook and Lync.

**If I recently purchased Office and am now also be eligible for free Office 365 ProPlus through my school, will I receive any credit and/or compensation?**

No. The Office purchased is a consumer offering and students can continue to take advantage of the purchased offer.

**If I have already installed Office 365 University on my computer, what will happen if I attempt to install Office 365 ProPlus?**

The office client supports having both an Office 365 personal account (used when you signed up for Office 365 University) and a school account (login provided by your school), students will be able to remain signed in with both. Office install will have both your personal and institution ID associated with it after the installation.

**I need help installing, where do I go?**

If you are having issues installing Office, visit [Install Office on your PC or Mac with Office 365 for business \(http://aka.ms/Y0o21h\)](http://aka.ms/Y0o21h) for installation instructions.

# TUITION & 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 the installment payment plan. Tuition and fees are set forth in the College Catalog and 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 in full may be made in the college business office by cash, check, money order, Visa, or MasterCard.

## INSTALLMENT PAYMENTS

Installment payment plans are available on the student portal.

## REFUNDS OF TUITION AND FEES

Clarendon College, as soon as practicable, shall refund tuition and mandatory fees collected for courses from which a student drops or withdraws according to the indicated percentages. "Class days" refers to the number of calendar days the institution normally meets classes, not the days a particular course meets.

For semester-length courses for which semester credit hours are awarded:

1. 100% refund is to be made for courses dropped prior to the first class day.
2. During the fall or spring semester or comparable trimester:
  - a. During the first fifteen class days, 70%
  - b. During the sixteenth through twentieth class days, 25%
  - c. After the twentieth class day, none
3. Six-week summer semester:
  - a. During the first five class days, 70%
  - b. During the sixth and seventh class days, 25%
  - c. After the seventh class day, none

For non-semester-length courses with a census date other than the 12th class day (4th class day for a six-week summer semester), see the table in the Clarendon College Catalog.

When a student receiving financial aid terminates his/her enrollment and is due a refund from the institution, all or some portion of that financial aid must be returned to the fund from which it was awarded. The order of refund distribution prescribed by regulations is: Federal Loans, Federal Pell Grant, FSEOG, other federal sources of aid, then other state, private, or institutional aid, and the student.

For additional information on the return of financial aid funds, see the Clarendon College Catalog.

# GLOSSARY

Academic Year –	The fall, spring, and summer semesters, beginning with the fall semester and ending with the second summer session. Sometimes this term is applied only to the fall and spring semesters.
Admission –	The acceptance of a candidate for enrollment at the College.
Audit –	To enroll for informational instruction only. The student attends class or classes without credit. Tuition and fees are the same for auditing classes as for credit courses.
Classification –	A student's status (freshman or sophomore) determined by adding the number of hours completed at the time of pre-registration. Freshman students are those having earned 29 hours or less. Sophomores are those having earned 30 or more hours.
Course –	Organized subject matter in which instruction is offered during a specific term and for which credit toward graduation or certification is earned.

- Course Credits – A semester hour is defined as the amount of credit given for one lecture hour a week for 16 weeks or its equivalent. A lecture class meeting three hours a week counts three semester credit hours. Generally, three hours of laboratory work are equivalent to one semester credit hour.
- Course Load – The number of semester hours in which a student enrolls for a given term. A normal course load consists of 16 to 18 credit hours during a fall or spring semester and 6 to 7 credit hours for a summer term. Students wishing to carry heavier academic loads than these must gain approval from the Vice President of Academic Affairs.
- Course Prerequisite – The requirement that must be met before a course can be taken. This may consist of a lower level course or a specified test score, for instance.
- Degree – Awarded to a student by a college, university, or professional school upon the successful completion of a specified program of study. An associate degree is awarded upon the completion of requirements for a two-year program.
- Elective – Any of a number of courses which a student is allowed to select beyond the courses required to earn a specific degree or certificate.
- Full-time Student – Students who carry an academic load of at least 12 semester hours in a fall or spring semester are considered to be “full-time.” In order to be considered a full-time student in the summer, a student must carry at least 6 hours in each of the two summer sessions.

