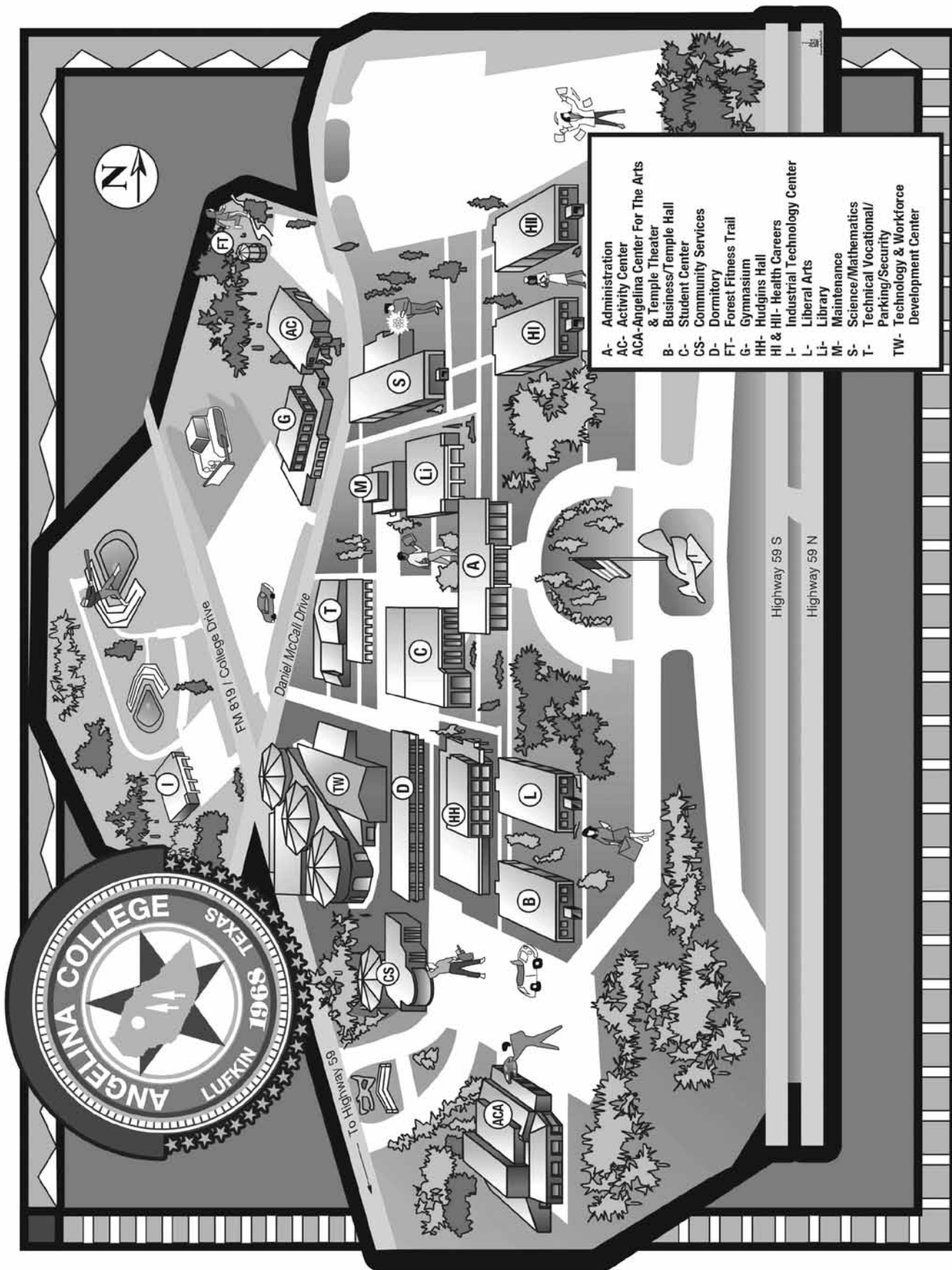


Angelina College

2010-2011 Student Handbook

Inside you will find information about AC's
Attendance Policy,
Code of Student Conduct,
College Calendar,
Course Requirements for Associate Degrees,
Guide to Campus Resources,
Student Services, and much more!





Dear Student:

We at Angelina College welcome you, for you are the reason the college exists. Please give all of us the opportunity to help make your stay here both productive and pleasant.

It is our hope that you will read this publication, as well as the college bulletin and other printed materials published by the college. You are expected to be familiar with all the various rules, regulations and requirements. However, if you have any questions, please check with any of us in student services, or with a faculty or staff member.

Take advantage of all the opportunities available at Angelina College. If you find something that you think will improve the college, please let us know. You are the one who is most responsible for your success, but we do want to work with you.

Sincerely,

A handwritten signature in black ink that reads 'Jim Twohig'. The signature is fluid and cursive, with the first and last letters of the first and last names being capitalized and prominent.

Jim Twohig
Dean of Student Services

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Angelina College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degree levels - Associate in Arts, Associate in Science, and Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Angelina College.

Angelina College admits students without regard for race, religion, color, creed, sex, age, national origin, or disability. The college does, however, reserve the right to verify the citizenship and residency status of prospective students.

ANGELINA COLLEGE
COLLEGE CALENDAR 2009-2010

Fall 2010*

| | |
|----------------|--|
| Ongoing | Registration and Student Services seminars, see published Class Schedule |
| August 23 | General Faculty & Educational Council meetings, 8:30 a.m.-11:00 a.m. Division meetings, 11:00 a.m.-noon Committee meetings - Scholarship and Admissions, 1:00 p.m. |
| August 24 | Academic advising available, all times by appointment |
| August 25 | Fall registration, see published Class Schedule |
| August 26 | Registration and schedule changes, see published Class Schedule |
| August 27 | Last day to drop or withdraw from a semester-length course with a 100% refund |
| August 27 | First day of late registration, see Class Schedule |
| August 30 | First class day |
| August 31 | Last day of late registration and schedule changes, see published Class Schedule |
| September 6 | Labor Day holiday - no classes |
| September 15 | Twelfth class day, official census day |
| September 20 | Last day to drop or withdraw from a semester-length course with a 70% refund |
| September 27 | Last day to drop or withdraw from a semester-length course with a 25% refund |
| October 22 | Mid-semester |
| November 1 | Last day to drop or withdraw with a grade of "W" |
| November 15 | Spring scholarship applications are due |
| November 15 | Spring financial aid forms due, see published Class Schedule |
| November 24 | Thanksgiving holidays begin 2:30 p.m. |
| November 29 | Classes resume 8:00 a.m. |
| December 10-16 | Final examinations |
| December 17 | Final grades due in Records Office 10:00 a.m. |
| December 17 | Christmas holidays begin 3:00 p.m. |

Spring 2011*

| | |
|-------------|--|
| Ongoing | Registration and Student Services seminars, see published Class Schedule |
| January 4 | Administrative Offices and Library open |
| January 10 | General Faculty & Educational Council meetings, 8:30 a.m.-11:00 a.m. Division meetings, 11:00 a.m.-noon Committee meetings - Scholarship and Admissions, 1:00 p.m. |
| January 11 | Academic advising available, all times by appointment |
| January 12 | Spring registration, see published Class Schedule |
| January 13 | Registration and schedule changes, see published Class Schedule |
| January 14 | Last day to drop or withdraw from a semester-length course with a 100% refund |
| January 14 | First day of late registration, see Class Schedule |
| January 17 | Martin L. King, Jr.'s holiday |
| January 18 | First class day |
| January 19 | Last day of late registration and schedule changes, see published Class Schedule |
| February 1 | Early fall scholarship applications are due |
| February 2 | Twelfth class day, official census day |
| February 7 | Last day to drop or withdraw from a semester-length course with a 70% refund |
| February 14 | Last day to drop or withdraw from a semester-length course with a 25% refund |

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| | |
|----------------|--|
| March 1 | Fall scholarship - second round applications are due |
| March 10 | Last day to apply for Spring 2011 graduation |
| March 11 | Mid-semester |
| March 11 | Spring Break begins at 2:30 p.m. |
| March 21 | Classes resume 8:00 a.m. |
| March 29 | Last day to drop or withdraw with a grade of "W" |
| April 28 | Summer financial aid forms due |
| May 5 - May 11 | Final examinations |
| May 12 | Final grades due in Records Office 10:00 a.m. |
| May 13 | Commencement Service 7:30 p.m. |

Summer I 2011 (4-Day Week)*

| | |
|---------|---|
| May 24 | Summer I registration |
| May 25 | First day of late registration and schedule changes, see published Class Schedule |
| May 26 | Last day to drop or withdraw from a semester-length course with 100% refund |
| May 30 | Memorial Day Holiday |
| May 31 | First class day |
| June 1 | Last day of late registration and schedule changes; see published Class Schedule |
| June 6 | Fourth class day, official census day |
| June 7 | Last day to drop or withdraw from a semester-length course with a 70% refund |
| June 9 | Last day to drop or withdraw from a semester-length course with a 25% refund |
| June 15 | Scholarship forms due for fall |
| June 20 | Last day to drop or withdraw with a grade of "W" |
| July 4 | Independence Day Holiday |
| July 7 | Final examinations |
| July 8 | Final grades due in Records Office by 1:30 p.m. |

Summer II 2011 (4-Day Week)*

| | |
|-----------|---|
| July 11 | Summer II registration |
| July 12 | Last day to drop or withdraw from a semester-length course with 100% refund |
| July 12 | First day of late registration and schedule changes; see published Class Schedule |
| July 13 | First class day |
| July 14 | Last day of late registration and schedule changes; see published Class Schedule |
| July 14 | Financial aid forms for fall due |
| July 19 | Fourth class day, official census day |
| July 20 | Last day to drop or withdraw from a semester-length course with a 70% refund |
| July 22 | Last day to drop or withdraw from a semester-length course with a 25% refund |
| August 2 | Last day to withdraw or drop with a grade of "W" |
| August 18 | Final examinations |
| August 19 | Final grades due in Records Office 1:30 p.m. |

Off-Campus Teaching Center Registration

Fall, Spring, Summer I and II- see the published class schedule

**For selected programs and courses that are flex entry (other than semester length), starting/ending dates and refund periods will vary. Drops/withdrawals may affect financial aid eligibility. Students enrolled in one or more of these courses should consult the refund schedule on pages 40 and 95 and contact the financial aid office if they are recipients of financial assistance.*

General Information

Rating and Accreditation

Angelina College is approved by the Texas Higher Education Coordinating Board and the Texas Education Agency. The College holds membership in the Association of Texas Colleges and Universities and is a member of the American Association of Community and Junior Colleges. Angelina College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097 telephone number (404) 679-4501) to award the Associate in Arts, Associate in Science, and Associate in Applied Science degrees and certificates of completion. Credits earned at Angelina College may be transferred to senior colleges throughout the state and nation.

The Statement of Mission of Angelina College

The mission of Angelina College is to provide quality educational opportunities and services to aid students in reaching their full potential.

The College mission embodies the following seven institutional goals:

- a. ACCESS – Angelina College will deliver and expand educational opportunities and services. The College will provide physical, economic, and academic opportunities for post-secondary education and lifelong learning.
- b. QUALITY INSTRUCTIONAL OUTCOMES – The College will emphasize quality instruction and success of students transferring to four-year institutions of higher education, placement in technical-occupational areas, and personal growth.
- c. PARTNERSHIPS – QUALITY OF LIFE – Angelina College will build community partnerships that foster economic development, promote educational opportunities through articulation with other educational institutions, and improve quality of life for East Texans.
- d. LEARNING ENVIRONMENT – The College will maintain a learning environment designed to enhance intellectual, social, and physical development.
- e. RESOURCE MANAGEMENT – Resources and fiscal matters of the College will be managed in a sound and prudent manner while enhancing educational offerings and the physical environment. Planning and evaluation will yield comparable productivity measures with state and national standards.
- f. PERSONNEL LEADERSHIP – The College will provide leadership for our service area through a diverse, competent, dedicated faculty and staff who reflect the educational expectations of our community.
- g. IMAGE – The College will succeed in projecting a positive image to its students and the community.

The College mission is realized in the statutory purpose as follows:

1. Freshman and sophomore courses in arts and sciences leading to an associate degree and/or transferring to general academic, professional and applied baccalaureate degree programs.
2. Technical programs leading to associate degrees or certificates.
3. Workforce education programs leading directly to employment.
4. Workforce development programs designed to meet local, regional, and statewide needs.
5. Academic readiness services designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
6. A continuing program of services designed to assist students in achieving their educational goals.
7. Continuing adult education programs for occupational or personal growth.
8. Literacy and other basic programs for adults.

Other purposes will be added as may be prescribed by the Texas Higher Education Coordinating Board, or the District's Board, Texas Education Code, 130.003(e).

The College mission is evident in the following philosophy:

Angelina College was established to fulfill an educational need of the community. The elected board subscribes to excellence in instruction, programs, and services provided to the college district and to the service area. The College will assist a diverse student population to prepare for a rapidly changing and highly technological world through quality educational programs and services. Angelina College is also committed to serving the needs of a changing community through an open enrollment policy. An active relationship between the College and the community is essential to ensure relevance and vitality in educational programs and services, and to enhance the economic, cultural, and social life of the community. This commitment is based on the idea that lifelong learning is vital to maintain and improve a democratic society and that education maximizes opportunities for all people.

AC**COURSE PREFIXES**

The following course prefixes are used as identifiers for the courses which follow in the Division Programs and Course Description Section of the bulletin. The prefixes will be shown on printed semester schedules of classes and will be used by students to register for classes. The prefixes also appear on the student's permanent transcript record.

| PREFIX | COURSE | PREFIX | COURSE | PREFIX | COURSE |
|--------|------------------------------------|--------|---------------------------------|--------|---|
| ACCT | Accounting | FCEL | Electromechanical Technology | MSCO | Military Science |
| ACNT | Accounting | GEOG | Geography | MUAP | Applied Band Instruments |
| ARCI | Drafting & Design Technology | GEOL | Geology | MUEN | AC Singers, Chorale, Concert Band, Guitar Ensemble, Jazz Band |
| ARTC | Graphic Arts | GERS | Human Services | MUSI | Music |
| ARTV | Graphic Arts | GISC | Drafting & Design Technology | NURS | Nursing |
| ARTS | Art | GOVT | Government | PHED | Health Science |
| AUMT | Automotive Technology | GRPH | Graphics, Word Processing | PHED | Kinesiology |
| BIBL | Bible | HART | Electromechanical Technology | PHRA | Pharmacy Tech |
| BIOL | Biology | HIST | History | PHYS | Physics |
| BMGT | Management | HITT | Medical Terminology | PMHS | Human Services |
| BUSG | Management | HPRS | Health Professions | POFI | Computer Information Systems |
| BUSI | Business | HRPO | Human Resources | POFT | Business, Office Administration |
| CDEC | Child & Family Development | HYDR | Electromechanical Technology | PSYC | Psychology |
| CETT | Electronics Technology | IMED | Instructional Media | PYST | Human Services |
| CHEM | Chemistry | INEM | Computer Information Systems | RADR | Radiologic Technology |
| CMSW | Human Services | INTE | Electromechanical Technology | REDG | Reading |
| COMM | Communication | ITCC | Electronics | RELE | Real Estate |
| COSC | Computer Science | ITNW | Computer Information Systems | RNSG | Nursing |
| CPMT | Electronics | ITSC | Computer Information Systems | RSPT | Respiratory Care |
| CRIJ | Criminal Justice | ITSE | Computer Information Systems | SLNG | Sign Language |
| DAAC | Drug & Alcohol Abuse Counseling | ITSW | Computer Information Systems | SOCI | Sociology |
| DEMTR | Diesel Technology | ITSY | Computer Information Systems | SPAN | Spanish |
| DFTG | Drafting | LGLA | Legal Assistant | SPCH | Speech |
| DRAM | Theater | LOTT | Electronics Technology | SRGT | Surgical Technology |
| DSVT | Diagnostic Vascular Technology | MATH | Math | STSU | Student Success |
| ECON | Economics | MCHN | Machine Tool | SWCK | Human Services |
| EDUC | Education | MRKG | Marketing | TECA | Child & Family Development |
| ELPT | Electromechanical Technology | | | TECM | Technical Math |
| EMSP | Emergency Medical Technology | | | VNSG | Vocational Nursing |
| ENGL | English | | | WLDG | Welding |
| ENGR | Engineering | | | | |
| ENTC | Electromechanical Technology | | | | |

DEGREES AND CERTIFICATES

The associate degree programs are two-year courses of study. The acceptability of work completed at Angelina College to meet the requirements of a degree at another institution is determined by that institution and not by Angelina College. The college does, however, have articulation agreements with other institutions, and participates in the common course numbering system to ensure the transferability of university transfer courses.

Associate of Arts Degree is designed to provide the first two years of study toward the Bachelor of Arts Degree offered by many colleges and universities primarily for liberal arts majors.

Associate of Science Degree is designed to provide the first two years of study toward the Bachelor of Science and Bachelor of Business Administration Degrees offered by many colleges and universities for business majors, science majors and others.

Associate of Applied Science Degree is designed primarily for those students who plan to complete their formal education in two years. In an increasing number of cases, the courses are transferable and may be used as a part of the requirements of another degree.

The certificate programs offered are intended as one year courses of study. They are offered primarily for students in the business, health career and technology and workforce areas.

COURSE REQUIREMENTS FOR CORE CURRICULA ASSOCIATE IN ARTS (A.A.) AND ASSOCIATE IN SCIENCE (A.S.)

| <u>CORE COMPONENT</u> | <u>COURSE SELECTION</u> | <u>CREDIT HRS</u> |
|--|---|-------------------|
| 1. Communications | | |
| English/rhetoric/composition | ENGL 1301, ENGL 1302 | 6 |
| Speech/modern language/ Communication skills | SPCH 1311, SPCH 1315 SPCH 1318, SPCH 1321 | 3 |
|6 – 12 hours | | |
| 2. Mathematics (college-level algebra, equivalent, or above) | MATH 1314, MATH 1316, MATH 1324, MATH 1332, MATH 1342, MATH 1348, MATH 1350, MATH 1351, MATH 2313, MATH 2314 | 3 |
|3 – 6 hours | | |
| 3. Natural Sciences..... | BIOL 1408, BIOL 1409, BIOL 1411, BIOL 1413, BIOL 2306/2106, BIOL 2401. BIOL 2402, CHEM 1305/1105, CHEM 1411, CHEM 1412, CHEM 1307/1107, GEOL 1403, PHYS 1305/1105, PHYS 1315/1115 PHYS 1401, PHYS 1402, PHYS 1411 | 8 |
|6 – 9 hours | | |
| 4. Humanities & Visual and Performing Arts (Literature, philosophy, visual arts, performing arts, modern of classical language/literature and cultural studies.6 – 9 hours | | |
| Includes: | | |
| Visual and Performing Arts... | ARTS 1301, DRAM 1310, MUSI 1306, MUSI 1310, | 3 |
|3 hours | | |
| Other humanities..... | ENGL 2326, ENGL 2332, ENGL 2333, ENGL 2322, ENGL 2323, ENGL 2341 | 3 |
|3 – 6 hours | | |
| 5. Social and Behavioral..... Sciences.....15 – 18 hours | | |
| Includes: | | |
| *U.S. History.....6 hours | HIST 1301, HIST 1302 or HIST 2301 | 6 |

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|---|---|----|
| *Political Science.....6 hours | GOVT 2301, GOVT 2302 | 6 |
| Social/Behavioral Science.....3 – 6 hours | PSYC 2301, PSYC 2308 PSYC 2314, PSYC2315, SOCI 1301, SOCI 1306, ECON 2301, ECON 2302 COSC 1301, COSC 1315 | 3 |
| 6. Institutionally Designated Option (e.g., computer literacy, health/wellness, kinesiology, capstone or interdisciplinary courses, additional hours in categories above, etc.....0 – 3 hours | | 3 |
| | Total Hours | 44 |

*Legislatively mandated course requirements

DEGREE REQUIREMENTS

ASSOCIATE IN ARTS (A.A.) DEGREE

| <u>REQUIRED COURSES (SEE CORE CURRICULUM)</u> | <u>CREDIT HOURS</u> |
|---|---------------------|
| English | 6 |
| Speech | 3 |
| Math 1314 or above | 3 |
| Science | 8 |
| Humanities (other) | 3 |
| Fine Arts | 3 |
| Social/Behavioral Science | 3 |
| History | 6 |
| Government | 6 |
| Computer Science | 3 |
| Other Courses (see courses used in appropriate area of concentration) | 14 |
| Physical Education/Kinesiology (2 semester hours) | <u>2</u> |
| Total Semester Hours | 60 |

ASSOCIATE IN SCIENCE (A.S.) DEGREE

| <u>REQUIRED COURSES (SEE CORE CURRICULUM)</u> | <u>CREDIT HOURS</u> |
|--|---------------------|
| English | 6 |
| Speech | 3 |
| Math | 6 |
| Science | 8 |
| Humanities (other) | 3 |
| Fine Arts | 3 |
| Social/Behavioral Science | 3 |
| History | 6 |
| Government | 6 |
| Computer Science | 3 |
| Other Courses (see courses used in appropriate areas of concentration) | 14-36 |
| Physical Education/Kinesiology (2 semester hours) | <u>2</u> |
| Total Semester Hours | 63-85 |

ATTENDANCE POLICY

A true evaluation of the teaching-learning situation involves a correlation between attendance and progress. Final evaluation must associate name, face, and class participation to effectively measure overall performance.

1. It is the responsibility of the student to attend all classes and a record of attendance will be kept for all classes by the instructor.
2. It is the responsibility of the student to withdraw officially in the College Records Office from a class the student no longer desires to attend. Failure to do so may result in a failing grade.
3. College instructional standards allow the instructor to set the educational objectives and requirements for each course. The student who does not meet these requirements because of excessive absences may be dropped by the instructor on a notice to the College Records Office.
4. Excessive absences are defined as three or more consecutive absences or four or more cumulative absences. A three-hour night class counts as two class periods.

5. Students will not be dropped and will be allowed to make up work for absences because of college authorized and sponsored activities. It is the student's responsibility to arrange for make-up work with the instructor and to complete it within a reasonable time.
6. A student dropped because of excessive absences will be notified by mail by the College Records Office and will be directed to seek the approval of the instructor to be reinstated.
7. A student who fails to contact the College Records Office within one week of the date the notice was mailed will be dropped permanently from the class.
8. All make-up work is at the discretion of the instructor.

ATTENDANCE POLICY FOR DEVELOPMENTAL PROGRAMS

Students enrolled in a developmental course must not only attend, but must also participate and otherwise meet all of the requirements as outlined in the syllabus distributed by the instructor. Attendance is mandatory and the student may not "withdraw" from a developmental course until *TSI requirements have been satisfied.

Under the requirements of the Success Initiative, failure to attend and participate in required developmental classes and labs may result in mandatory withdrawal from college as defined in the contract for attendance and participation.

*The Texas Success Initiative, Texas Education Code - Section 51.3062.

TUITION AND MANDATORY FEES 2010-2011 SCHOOL YEAR

| CREDIT HOURS | BUILDING USE FEE | STUDENT SERVICE FEE | IN -DISTRICT | | OUT-OF-DISTRICT | | OUT-OF-STATE | |
|--------------|------------------|---------------------|--------------|-------|-----------------|-------|--------------|-------|
| | | | TUITION | TOTAL | TUITION | TOTAL | TUITION | TOTAL |
| 1 | 4 | 5 | 100 | 109 | 160 | 169 | 240 | 249 |
| 2 | 8 | 10 | 100 | 118 | 160 | 178 | 240 | 258 |
| 3 | 12 | 15 | 120 | 147 | 186 | 213 | 267 | 294 |
| 4 | 16 | 20 | 160 | 196 | 248 | 284 | 356 | 392 |
| 5 | 20 | 25 | 200 | 245 | 310 | 355 | 445 | 490 |
| 6 | 24 | 30 | 240 | 294 | 372 | 426 | 534 | 588 |
| 7 | 28 | 35 | 280 | 343 | 434 | 497 | 623 | 686 |
| 8 | 32 | 40 | 320 | 392 | 496 | 568 | 712 | 784 |
| 9 | 36 | 45 | 360 | 441 | 558 | 639 | 801 | 882 |
| 10 | 40 | 50 | 400 | 490 | 620 | 710 | 890 | 980 |
| 11 | 44 | 55 | 440 | 539 | 682 | 781 | 979 | 1078 |
| 12 | 48 | 60 | 480 | 588 | 744 | 852 | 1068 | 1176 |
| 13 | 52 | 65 | 520 | 637 | 806 | 923 | 1157 | 1274 |
| 14 | 56 | 70 | 560 | 686 | 868 | 994 | 1246 | 1372 |
| 15 | 60 | 75 | 600 | 735 | 930 | 1065 | 1335 | 1470 |
| 16 | 60 | 75 | 640 | 775 | 992 | 1127 | 1424 | 1559 |
| 17 | 60 | 75 | 680 | 815 | 1054 | 1189 | 1513 | 1648 |
| 18 | 60 | 75 | 720 | 855 | 1116 | 1251 | 1602 | 1737 |
| 19 | 60 | 75 | 760 | 895 | 1178 | 1313 | 1691 | 1826 |
| 20 | 60 | 75 | 800 | 935 | 1240 | 1375 | 1780 | 1915 |
| 21 | 60 | 75 | 840 | 975 | 1302 | 1437 | 1869 | 2004 |

STUDENT SERVICES

A full range of student services and student activities is available through the office of student services. The division is headed by the dean of student services. The office of student services are located upstairs in the student center.

ANGELINA COLLEGE STUDENT ASSOCIATION

The Angelina College Student Association (ACSA) is organized to deal with the programs, issues, and enhancement of student activities and to provide input to the administration on planning and evaluation and services pertaining to students.

Members of the association shall be representative of the various student organizations currently active on the college campus. At the beginning of each fall semester, student organizations will nominate one member of its organization to serve on the ACSA. Members-at-Large will be appointed by instructional divisions if the respective division is not represented by an active student organization. Appointees will be chosen each year and no member may serve more than two years.

After the student organizations have made their nominations, the ACSA will meet for the annual organizational meeting and to elect executive officers. Officers for the ACSA shall consist of the chairperson, vice-chairperson, and secretary. This initial meeting will be chaired by the immediate past-chair or his/her designee.

The dean of student services shall be responsible for providing administrative support to the ACSA by providing meeting facilities, photocopies, supplies, and other necessary support. The dean will also be responsible for insuring that open communications exist between the ACSA and the faculty committee on student activities and athletics and that appropriate recommendations from both groups are brought to the executive committee.

FINANCIAL AID

The types of financial aid available at Angelina College are awarded on the basis of need and academic merit. Need is the calculated difference between the cost of attending Angelina College and the student's total resources. Government approved guidelines and tables are used to determine the amount of each award. Academic requirements vary with the type of aid requested and generally, a higher overall grade point average is needed to qualify for local academic scholarships.

The types of financial aid available include federal grants (Pell), Supplemental Educational Grants (SEOG), Texas Public Education Grant (TPEG), Texas Grant, or Texas Educational Opportunity Grant (TEOG), college work study and academic scholarships.

A number of scholarships are awarded by various divisions of the college, local industries, and the scholarship committee. The Angelina Challenge Award is a unique scholarship program that challenges all high school students to graduate from high school and set goals that lead to college or technical careers. Graduates of accredited Angelina County public high schools will be considered for this award.

COUNSELING AND GUIDANCE

AC's guidance program is designed to help students with their educational program. Services include degree choices, selection of courses, student development, study skills and tutoring.

TESTING

The testing center has a commitment to help students succeed in their college endeavors. This commitment is kept through early evaluation and assessment of each student's strengths and weaknesses. The center has been designated as an official testing site for the administration of the following examinations:

The American College Testing Program - ACT, ASSET, ASE

The Texas Higher Education Coordinating Board & the Texas Education Agency (THEA)

The College Level Examination Program-CLEP

The General Education Development Test - GED

The College Board-Accuplacer, Writeplacer, LOEP

Other testing services offered include aptitude testing, interest inventories, diagnostic testing, personality assessments and departmental advanced placement testing.

SPECIAL STUDENT SUPPORT SERVICES - Student Center, Room 208

Special Student Support Services provides:

- Childcare Assistance
- Tutoring
- Textbook Lending Library
- Transportation Assistance
- HELP Fund
- Clothes Closet
- Referrals On and Off Campus
- Disability Services
 - Readers
 - Signers
 - Wheelchair Assistance
 - Books on Tape
 - Recorders
 - Note-takers
 - Equipment for the Visually Impaired
 - Special Accommodations Center

Childcare, textbook lending library, and transportation are limited to students in these divisions: Business, Health Careers and Technology & Workforce. Applications and information are available in the Special Student Support office or online at www.angelina.edu. Phone 633-5230.

TUTORIAL SERVICES

Tutors are available at no charge to students having difficulty in a particular discipline. Tutorial services are coordinated by Student Services.

STUDENTS WITH DISABILITIES

For the qualified individual with a disability, the college provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the American Disabilities Act of 1990. The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who apply for admission. If reasonable accommodation in registration procedure or instructional environment is requested, the student must obtain an Application for Special Student Support Services from the Special Student Support Services Office or the college website and have an interview with a support services counselor. Current medical and/or psychological documentation which verifies the disability will be required with the Application for Special Services. Reasonable accommodation requests and documentation are subject to review by a special needs committee.

The deadline for applying for assistance with the Student Services Office is normally four weeks prior to the beginning of the initial semester of enrollment, to allow time to provide adequate coordination of services. The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the beginning of regular college registration for that semester.

For more information concerning Special Services for Students with Disabilities you should contact the Special Student Support Services Office.

HEALTH SERVICES

The school nurse is located in room 100 of the student center, directly across from the college bookstore. Services include first aid and emergency care, health counseling and referrals to appropriate community agencies, promotion of community health, safety and disease prevention, blood pressure screening and wellness programs. HIV / AIDS and alcohol and substance abuse policies are available from this office.

STUDENT LEARNING ASSISTANCE

LIBRARY AND LEARNING RESOURCES

The college library is a vital learning resource for the students, faculty and staff of Angelina College. The books, periodicals and audio-visual materials are selected primarily to serve the curricular needs of the college community. Selection of materials is made jointly by faculty and library staff, with student suggestions being encouraged and welcomed.

A librarian will always be willing to assist both groups and individuals in the location and use of library materials.

Special services and resources include photocopiers, listening stations and group study rooms. For additional information on these services, please consult with one of the librarians.

CODE OF STUDENT CONDUCT

Students at Angelina College are expected to conduct themselves and dress in a manner that preserves an appropriate atmosphere and will not disrupt teaching and learning activities. In addition, students engaging in student activities, working for the College, or representing the College at special events may be held to guidelines for conduct, dress and appearance appropriate to that activity. All local, state and federal laws, in addition to all the regulations of the College shall be obeyed. The standards of student conduct, including disciplinary rules and procedures are designed to provide and conform to the basic tenets of due process.

Freedom of discussion, inquiry, and expression is fostered by the College in which the privileges of citizenship are protected and the obligations of citizenship are understood. Accordingly, the College has developed regulations pertaining to students and recognized student organizations. Any student or organization violating a regulation of the College is subject to disciplinary action according to the provisions of this code.

Personal conduct of students or recognized student organizations on the College campus, or at College sponsored events is subject to College disciplinary jurisdiction. The College may also enforce its own disciplinary policy and procedure when the personal conduct of students, regardless of where it occurs, directly, seriously, or adversely interferes with or disrupts the overall mission, programs or other functions of the College.

1. Current student ID must be carried at all times.

2. Personal Conduct - Examples of conduct for which disciplinary action shall be taken include, but are not limited to:

a. The possession, consumption, or being under the influence of alcoholic beverages on any property owned or controlled by the College.

b. Use, possession, sale or distribution of any narcotic, drug, or other controlled substance including drug paraphernalia on any property owned or controlled by the College. Students violating this policy shall be subject to immediate suspension from the College.

c. The unauthorized possession of weapons, firearms, ammunition, fireworks, explosives, noxious materials, incendiary devices, or other dangerous objects or substances. Notwithstanding state licensure to carry a concealed weapon, it is unlawful to possess a weapon on the College campus or on a teaching center.

d. Theft of, or damage to, property of the College, of other students or of campus visitors. Possession of property that is known to be stolen constitutes theft.

e. Actions against persons or groups including physical abuse or threat of abuse to any person, conduct harassment, including but not limited to conduct or expression intended to be derogatory to another student's race, national origin, religious beliefs, sex or disability that could be reasonably construed as insulting, disparaging, or reasonably calculated to incite to violence.

f. Failure to meet financial responsibility to the College. The writing of checks on accounts with insufficient funds and failure to meet financial obligations due the College are considered irresponsibility.

g. Repeated or flagrant violations of College parking or traffic regulations.

h. Failure to comply with the lawful directions of College personnel.

i. Failure to respond to an official summons to an office of an administrative officer.

j. Repeated or flagrant violations of the regulations that govern student behavior in the College residence hall.

k. Misuse or abuse of computer equipment, programs or data including unauthorized use of computing resources, accessing or copying programs, records or data belonging to the College or a student without permission, or transporting copies of College programs, records or data to another person or computer site without authorization.

l. Knowingly furnishing false information to College personnel in the performance of his or her official duties either verbally, or through the forgery, alteration, or unauthorized use of a College document, record or identification.

m. Any act or omission that constitutes a violation of local, state or federal laws or regulations and which is not otherwise covered in this code.

3. Angelina College expects all students to engage in all academic pursuits in a manner that is beyond reproach. Students shall be expected to maintain complete honesty and integrity in the academic experience both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work is subject to disciplinary action.

The College and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism and collusion.

Cheating includes:

- a. Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs.
- b. Using materials during a test that are not authorized by the test administrator.
- c. Collaborating with another person or persons during an examination or in preparing academic work, without authorization.
- d. Knowingly, and without authorization, using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an unadministered test.
- e. Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic credit.
- f. Purchasing or otherwise acquiring and submitting as one's work any research paper or writing assignment prepared by an individual or firm.

Plagiarism means the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea in one's own written work offered for credit.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.

Procedures for discipline due to academic dishonesty shall be the same as in other disciplinary actions except that all academic dishonesty actions will first be considered and reviewed by the faculty member. If, after reviewing the case, the faculty member determines that the student is guilty of the charge, the faculty member may then assess a penalty. If the faculty member believes that additional disciplinary action is necessary, as in the case of flagrant or repeated violations, the case may be referred to the dean of student services for further action. If the student does not accept the decision of the faculty member regarding the determination of guilt or the penalty imposed, the student may appeal the decision following the due process policy.

Procedure for Administration of Student Discipline

Students charged with misconduct will have a hearing before the dean of student services. They may further appeal to the president of the college following the appeal steps outlined in the due process policy found elsewhere in this handbook.

STUDENT DUE PROCESS POLICY

Angelina College has established a policy for the resolution of grievances which a student may have against a faculty or staff member or another student. The policy charts the appeals process which a student *must* follow, with the understanding that every effort will be made to redress the grievance at each level of the process and that these efforts will occur in an amount of time deemed reasonable by the student and the person hearing the appeal. What is reasonable time will depend upon the complexity of the grievance but should not *ordinarily* exceed one week. At each level of the appeals process necessary, the student will make a *written presentation* of his grievance for hearing and discussion. The person hearing the grievance will issue a written response to the student concerning the grievance. In each case of non-resolution, the person at the next level of the appeals process will also receive a copy of *the written grievance and written response* before seeing the student. The student may bring witnesses or statements from witnesses to any level of the appeals process. The person hearing the appeal may *question any witness or require a written statement from any witness* before issuing a written response to the student.

APPEAL STEPS

Grievance Against Faculty or Staff or Grade Appeal

1. Submit grievance to faculty or staff involved.
2. Submit grievance to division director of faculty member or supervisor of staff member.
3. Submit grievance to the Vice President and Dean of Instruction.
4. Submit grievance to the President of Angelina College.

Grievance Against a Student or Appeal of Disciplinary Action

1. Submit grievance to the Dean of Student Services.
2. Submit grievance to the President of Angelina College.

SAFETY ON CAMPUS

Students should exercise caution while on the Angelina College campus to ensure their safety. As stated in this handbook under “parking and traffic” regulations, pedestrians have the right-of-way; however, it is advisable to be cautious when walking to and from the parking areas. When walking to and from classes or to other college activities, use the sidewalks and do not take short cuts through the lawns or parking areas.

PARKING AND TRAFFIC REGULATIONS

1. All City of Lufkin, State of Texas, and Angelina College traffic regulations must be obeyed.
2. Campus speed limit is 15 MILES PER HOUR. Pedestrians have the right-of-way.
3. All motorized vehicles must be registered with the college and must display a current parking permit on the rear bumper or the rear left window.
4. Students will not be permitted to drive vehicles from class to class on campus. Vehicles must be parked in assigned areas and must not be parked in spaces marked as reserved or for visitors.
5. Angelina College assumes no responsibility for loss or damage to vehicles or contents while on campus.
6. Angelina College reserves the right to impound any vehicle which violates parking and/or traffic regulations. The permit holder will be required to pay the cost of such impoundment.
7. The permit holder is responsible for all violations of parking and traffic regulations by his vehicle.
8. Permits are not transferable and must be affixed permanently to the vehicle as per Item 3 above.
9. All students and all members of the staff must display permits on vehicles parked on campus.
10. A replacement permit will be issued by the maintenance department upon submission of evidence that a replacement vehicle has been obtained, a bumper has been replaced, or a defective permit assigned. Evidence shall include remnants of the original permit. In the absence of such remnants, \$20.00 per permit is charged.
11. Violations shall include, but are not limited to, improper parking, speeding, running stop signs, failure to report an accident, and failure to yield right-of-way. All violations are subject to fine. Failure to pay fines will result in disciplinary action and withholding of grades. Repeated violations will result in revocation of permits. Fines vary from \$5.00 to \$25.00. Fines must be paid in the Business Office or Office of Physical Plant (Security).
12. Members of the staff will make regular checks to see that all vehicles are properly parked and have permits displayed. Questions regarding tickets should be discussed with the Office of Physical Plant (Maintenance Building).
13. Temporary permits are available in the maintenance department without charge for short periods.

GUIDE TO CAMPUS RESOURCES

| WHAT | CONTACT PERSON | LOCATION |
|--|--|---------------------|
| Absences | Instructor | Instructor's Office |
| Alumni & Friends | Director of Marketing, Communications & Development | A201 |
| Admissions | Vice President & Dean of Instruction | A107 |
| | Director of Enrollment Services | C200 |
| Athletics | Athletic Director | AC117 |
| Bookstore | Bookstore Manager | Student Center |
| Business Division Courses | Director of Business Division | B102B |
| Career Planning | Counseling | C200 |
| Continuing Education | Vice President of Community Services | CSI01 |
| Counseling (General Academic) | Counseling | C200 |
| Counseling (By Major) | Division Directors | |
| | Business | BI02B |
| | Fine Arts | ACA100C |
| | Health Careers | HI108 & HII128 |
| | Liberal Arts | LI 07 |
| | Science | S116 |
| | Technology & Workforce | TW100 |
| Credit by Examination | Director of Testing | C200 D |
| Dependent Day Care | Director, Student Support Services | C208 |
| Dormitory | Business Office | A102 |
| Emergency (Medical) | School Nurse | CI00 |
| Emergency (Criminal Activity) | Campus Security | M100 |
| | Lufkin Police Department | Ph: 634-6611 |
| Financial Aid | Director of Financial Aid | C208 |
| Financial Obligations | Business Office | A102 |
| Grades Appeals | Instructor | Instructor's Office |
| | Division Director | Director's Office |
| | Vice President & Dean of Instruction | A107 |
| Averages (GP A) | Records | A104 |
| Grading System | Vice President & Dean of Instruction | A107 |
| Graduation Requirements | This Handbook, College Bulletin | |
| | Faculty Advisor | Instructor's Office |
| | Records | A104 |
| Harassment Complaints (Sexual, racial, religious, national origin or handicap) | Dean of Student Services | C210 |
| Instruction | Vice President & Dean of Instruction | A107 |
| Intramurals | Athletic Director | G101 |
| Library | Director of Library | Library |

AC

| WHAT | CONTACT PERSON | LOCATION |
|---|--|----------|
| Lost and Found | Physical Plant | T107 |
| Organizations and Clubs | Dean of Student Services | C210 |
| Marketing | Marketing, Communications, & Development | A201 |
| Publications (Student) | Coordinator of Student Publications | HH102 E |
| Scholarships | Scholarship Coordinator | C208 |
| Student Services/Activities | Dean of Student Services | C210 |
| Teaching Center Programs | Coordinator Off-Campus/Distance Learning Activities | C207 |
| Tutoring Services | Special Student Support Services | C208 |
| Testing (ACT, Aptitude, Accuplacer, Interest Inventories, THEA) | Coordinator of Testing Services | C200 D |
| Traffic/Parking | This Handbook, College Bulletin, Director, of Physical Plant | T107 |
| Transcripts and Grades | Records Coordinator | A104 |
| Veterans Affairs | Financial Aid | C208 |
| Withdrawal from School | Counseling, Admissions | C200 |

GRADE APPEAL STEPS

1. Submit written request for review to the instructor. If resolution is not accepted;
2. Submit written request to the appropriate division director. If resolution is not accepted;
3. Submit written request to the Dean of Instruction. If resolution is not accepted;
4. Submit written request to the President of the College. The decision of the President, or his designee, is final.

Each level is required to investigate and provide a decision, based on documentation, in accordance with their best professional judgment.

HOW TO FIGURE YOUR G.P.A. (Grade Point Average)

1. Total the number of hours credit you have attempted, as in this example:

| | |
|-----------|--------------------|
| ENGL 1301 | 3 hours |
| HIST 1301 | 3 hours |
| SOCI 1301 | 3 hours |
| MATH 1314 | 3 hours |
| BIOL 1413 | <u>4 hours</u> |
| | 16 hours attempted |

2. Multiply the number of hours you received A in by 4, those you received B in by 3, C by 2 and D by 1. Add the results to get your total number of grade points.

| | | | |
|-----------|---------------|---|--------------------------------------|
| ENGL 1301 | 3 hrs. | A | 3 hours of A = 12 grade points |
| HIST 1301 | 3 hrs. | A | 3 hours of A = 12 grade points |
| SOCI 1301 | 3 hrs. | A | 3 hours of A = 12 grade points |
| MATH 1314 | 3 hrs. | B | 3 hours of B = 9 grade points |
| BIOL 1413 | <u>4 hrs.</u> | D | <u>4 hours of D = 4 grade points</u> |
| | 16 hrs. | | 49 total grade points |

3. Divide the total of #2 by the total of #1 to get your grade point average.
49 / 16 = 3.06 (Your G.P.A.)

APPENDIX:

Angelina College is required by federal and state law to provide the following information on certain diseases, the Angelina College Alcohol and Drug Policy, and campus safety to all incoming students.

HIV/AIDS ANGELINA COLLEGE WORKPLACE GUIDELINES

BACKGROUND

The 71st Texas Legislature has determined that the creation of workplace guidelines is necessary to assure that the rights and privileges of individuals infected with the Human Immunodeficiency Virus (HIV) are protected.

Therefore, the purpose of these guidelines is to provide a foundation for a uniform approach in dealing with HIV and its related conditions, including AIDS, in this workplace.

HIV destroys a person's defenses against infections. These defenses are known as the immune system. Once infected with HIV, a person may remain without symptoms for a long period of time but be able to infect others through sexual or direct blood contact. As the disease progresses, the immune system can become so weakened that a person may eventually develop life-threatening infections and cancers. AIDS (Acquired Immunodeficiency Syndrome) is the final state of HIV infection.

Current scientific and medical technology has determined that there is no risk of HIV/AIDS transmission in the normal work setting. Routine daily encounters with co-workers and students pose no risk of transmitting the fragile, blood-borne virus.

Because modes of transmitting HIV do not involve environmental factors, but rather particular behaviors, HIV/AIDS infected individuals should not only be allowed, but encouraged to remain contributing members of the work force. As long as they are reasonably able to function in the job duties assigned, their right to continue working is protected by law.

DEVELOPMENT OF HIV/AIDS POLICIES AND EDUCATION PROGRAMS SAFE WORKING ENVIRONMENT

There is no risk of normal workplace exposure to HIV/AIDS according to the Texas Department of Health. No environmentally mediated mode of HIV transmission has been documented. Environmental surfaces such as walls, floors, desks and other surfaces are not associated with transmission of HIV/AIDS. Therefore, extraordinary attempts to disinfect these surfaces are not necessary. However, cleaning and removal of soil will be done routinely. There are no actual safety risks in a normal academic or employment setting. Students or employees with AIDS (Acquired Immunodeficiency Syndrome), ARC (AIDS-Related Complex), or a positive HTL V-III (Human T-Lymphotropic Virus, Type 111) antibody test do not pose a health risk to other students or employees in an academic setting.

Based on the Federal Privacy Act, the Texas Commission on Human Rights Act, and the Texas Communicable Disease Prevention and Control Act, any medical documentation or information provided by an HIV-infected person to medical or management personnel must be considered confidential and private information. As such, employers are forbidden by law to disclose this information without the employee's or student's knowledge and consent, except as provided by law (Communicable Disease Prevention And Control Act, Section 9.03, as amended by SB959).

With consent of the HIV-infected person, or as stipulated, appropriate institution officials, such as medical staff, personnel representatives, and/or direct supervisors may be informed. Anyone who has access to confidential information is charged with maintaining strict confidentiality and privacy. It must be emphasized that any individual within an organization who breaches the HIV-infected person's rights has committed a serious offense. This breach may be cause for litigation, resulting in both civil and criminal penalties.

Persons who are asymptomatic but have confirmed positive HTL V-111 antibody tests may transmit infection to others through anal or vaginal sexual intercourse, the sharing of needles, and possible exposure to others through oral-genital contact or intimate kissing. The consistent use of a condom will reduce the transmission of HTL V-III.

Toothbrushes, razors, and other implements that may become contaminated with blood should not be shared. Persons with AIDS, ARC, or confirmed positive HTL V-III antibody tests should not donate blood, plasma, body organs, body tissues, or sperm.

If persons with confirmed reactive (positive) antibody tests have accidents involving bleeding, contaminated surfaces should be cleaned with household bleach freshly diluted 1: 10 in water.

When seeking medical, dental, or eye care, these persons should advise the practitioner of their positive antibody status so that appropriate evaluation can be undertaken and precautions can be taken to prevent transmission of the disease to others.

New students should inform campus health authorities if they have AIDS, ARC, or a positive HTL V-III antibody test in order that the institution can provide them proper medical care and education. This, like all other medical information, will be handled in a strictly confidential manner.

Newly admitted or current students will not be screened for antibody to HTLV V-III; neither will mandatory screening of employees be implemented. Testing will only be done where it is confidential or anonymous, where positive results can be confirmed by specific tests and where both pre- and post-test counseling are available.

The best currently available medical information does not support the existence of a risk to those sharing dormitories with infected individuals; there may, however, be some circumstances where reasonable concern for the health of those in close living situations with individuals infected with AIDS or ARC is warranted.

Angelina College will work with the local health department, social service agencies, and other related providers in order to establish an effective community-based resource-referral system. Angelina County and Cities Health District is available for people wanting confidential testing/counseling services, assistance for HIV-infected individuals, and for persons who are fearful of HIV/AIDS (See Texas AIDS Community Resource Directory in the School Nurse's Office for other locations).

POLICY AND EDUCATIONAL DEVELOPMENT RESOURCES

1. Texas Department of Health, Public Health Promotion Division, (512) 458-7405.
 2. American College Health Association, Rockville, MD, (309) 963-1100.
- Additional information can be obtained from the Angelina College school nurse located in the Student Center, room 100.

ALERT

MEASLES (aka "Rubella," "Red Measles," "Hard Measles," "10-Day Measles")

Measles is a highly contagious viral disease. Antibiotics are not available to treat persons infected with this organism. Recent outbreaks of this illness have resulted in many hospitalizations and several deaths among college-aged persons; for these reasons, it is strongly recommended that students of institutions of higher learning have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose. The measles vaccine is most often given in combination with the vaccines for mumps and rubella which are also caused by viruses.

TETANUS (aka "Lockjaw")

The illness caused by tetanus results from the poison produced by a bacteria. This is a very difficult illness to treat once it occurs and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. It is now common for older adults in the United States to develop tetanus, as many adults do not receive the recommended 10 year boosters. The tetanus vaccine should be given in combination with the diphtheria vaccine.

POLIOMYELITIS

In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.

IMMUNIZATION IS AN INTEGRAL PART OF YOUR HEALTH CARE.
THIS PART IS CALLED PREVENTION.
IT MEANS THAT YOU MUST DO SOMETHING BEFORE
YOU BECOME ILL TO STAY HEALTHY!
DON'T BE PART OF THE PROBLEM. . . BE PART OF THE SOLUTION:
MAKE SURE THAT YOUR IMMUNIZATIONS ARE CURRENT NOW!!!

For more information on immunizations, contact your physician, public health clinic or the Angelina College campus nurse, in room 100 in the Student Center.

Important Information about Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely quickly - so take utmost precaution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

WHAT ARE THE SYMPTOMS?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion, sleepiness, lethargy
- Severe headache, vomiting, stiff neck
- Nausea, seizures

There may be a rash of tiny red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk. When these symptoms appear, seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

HOW IS THE DISEASE TRANSMITTED?

- The disease is transmitted when people exchange saliva (such as by kissing, sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. Living in close conditions (such as sharing a room/suite in a dorm or group home).

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability, hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

CAN THE DISEASE BE TREATED?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters
 - College students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types of meningitis that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe -- the most common side effects are redness and minor pain at the injection site for up to two days.
- Vaccination is available at_____.

HOW CAN I FIND OUT MORE INFORMATION?

- Contact your own health care provider.
- Contact your Student Health Center at 936-633-5298.
- Contact your local or regional Texas Department of Health office at _____.
- Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

DRUG-FREE CAMPUS PROGRAM

IN COMPLIANCE with the Drug-Free Schools and Communities Act Amendment of 1989, Angelina College has adopted the following alcohol and drug policy.

DRUG-FREE CAMPUS POLICY:

To ensure a safe, productive working and learning environment at all Angelina College facilities and to safeguard college property, Angelina College strictly prohibits the unlawful manufacture, use, sale, dispensation, or possession of alcohol, drugs, or controlled substances on any Angelina College premise or worksite, including any college-related activity. Company vehicles, as well as private vehicles, parked on college premises or worksites are locations included within this prohibition. In addition, Angelina College strictly prohibits any employee or student being on campus under the influence of alcohol, drugs, or controlled substances. Moreover, the college strictly prohibits any visitor or contractor being on college premises or worksites while under the influence of alcohol, drugs, or controlled substances. Any employee or student found in violation of the above-stated policy will be subject to dismissal. Any contractor or visitor found in violation of the above-stated policy will be refused entry onto or removed from the college premises. Depending on the circumstances, other action, including notification of appropriate law enforcement agencies, shall be taken against any violator of this policy.

Employees or students with Drug or Alcohol problems who voluntarily disclose their problem and enroll in an employee or student assistance or rehabilitation program will not be subjected to disciplinary action provided they follow recommendations made by the referral source and successfully complete the individualized treatment program chosen. However, enrollment in a rehabilitation or assistance program will not be an alternative to discipline if the college independently discovers a violation of the policy.

Anyone taking a drug or other medication, whether or not prescribed by the employee's or student's physician for a medical condition, which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses, or which may adversely affect ability to perform work in a safe and productive manner shall notify his or her supervisor or instructor prior to starting work or entering the college facilities. The supervisor or instructor will decide if the employee or student should remain at work or on the college premises or worksite and what work restrictions, if any, are deemed necessary. Any employee or student violating the policy will be subject to dismissal, and any contractor or visitor found in violation will be refused entry onto the college premises.

LOCAL ALCOHOL AND DRUG ABUSE TREATMENT FACILITIES

Alcohol and Drug Abuse Council of Deep East Texas in Lufkin and Nacogdoches, Burke Center Outpatient Counseling Services in Lufkin, Choices Adolescent Center in Lufkin, Memorial Health System E.R. in Lufkin, East Texas Medical Center in Tyler, Doctor's Hospital in Shreveport, Spindletop MHMR Services in Beaumont, Charter Hospital in Kingwood, and Brentwood Outreach Center in Nacogdoches.

ALCOHOL

Alcohol is the number one drug of abuse in the United States. The costs associated with alcohol use/abuse (health, social services, lower productivity, etc) are approximately three times the costs associated with all illegal drugs combined. The use/abuse of alcohol is closely associated with the two leading causes of death among adolescents -- suicide and motor vehicle accidents. The average age for the first experimentation with alcohol and other "gateway" drugs is 12 years old. The earlier in life a person starts using alcohol and other dependency-producing drugs, the more likely he/she is to experience dependence themselves. It takes less alcohol to produce intoxication in youths than in adults. Adolescents can become addicted to alcohol faster than adults. Addiction can occur within 1-2 years of regular use by adolescents (normally 5-20 years in adults). Modern research indicates increasing evidence that heredity is a major contributing factor in the disease of alcoholism. Children from alcoholic families are at much higher risk (2-4 times) of developing alcohol dependence. Most alcoholics are well accepted members of the community. Only 3-5% of alcoholics are skid-row bums. Chronic alcohol consumption causes damage to many body organs - brain, liver, heart, stomach, intestines, mouth, etc. The alcohol content of a 12 ounce beer, 5 ounce glass of wine, and 1/2 ounce of 86 proof liquor is approximately the same. The earlier in the progression of alcoholism that an individual is treated, the greater the chances of recovery. Alcohol dependent persons can recover.

MARIJUANA

Marijuana contains over 400 different chemicals. THC, the active ingredient in marijuana, remains in the fat cells of the body from 14 to 30 days. Marijuana can cause the user to develop tolerance, which means that more and more is needed to experience the expected "high." Marijuana slows reaction time and interferes with coordination. Marijuana use can interfere with learning by impairing thinking, reading comprehension, and verbal and mathematical skills.

Long term regular users of marijuana may become psychologically dependent on the drug. Long term, regular use of marijuana can have a permanent, negative effect on attention span, concentration, memory, judgment, and logical thought. Regular use of marijuana can affect fertility in males, as it can significantly suppress testosterone production. Smoking one marijuana cigarette is as harmful to the lungs as smoking approximately 4-5 regular cigarettes. Smoking both greatly increases the risk for developing emphysema, cancer, and other lung diseases.

METHAMPHETAMINE

Methamphetamine is a powerfully addictive psycho-motor stimulant that dramatically affects many areas of the central nervous system. It is much more toxic to the brain than cocaine. The “high” it produces is the result of a surge of the chemical, dopamine, in the brain which controls feelings of pleasure. Methamphetamine is usually made with inexpensive over-the-counter ingredients in secret, illegal “laboratories”. It can be smoked, snorted, injected or orally ingested. Street names for methamphetamine include “speed”, “meth”, “chalk”, “ice”, “crystal”, “crank”, “glass”, “tina”, “tweak”, “red rock” and “poor man’s coke”. The pleasurable effects of methamphetamine disappear quickly, but the “wired” feeling lasts for hours. Users try to maintain the “high” by bingeing on the drug for days and often get into a “binge and crash” cycle. Some adverse effects of using methamphetamine are anorexia, anxiety, hallucination, paranoia, aggressive behavior, violence, suicidal thoughts, elevated blood pressure, strokes, convulsions, and serious damage to the heart, kidneys, liver, and brain, or possible death. Recovery from methamphetamine addiction is possible with professional help.

COCAINE

In its pure form, cocaine is a white crystalline powder extracted from the leaves of the South American coca plant. Cocaine is a stimulant, medically used as an anesthetic. Cocaine is risky to use in any form. When smoked, it reaches the brain within seconds, increasing the risks. Snorting and injecting, even small amounts, can cause convulsions that can result in heart and respiratory failure, and death. Cocaine can be extremely dangerous when used in combination with other drugs. Used with depressants, such as in a cocaine-heroin “speedball,” may result in the build-up of either drug to seriously toxic levels. Cocaine is psychologically addictive and research indicates possible physical addiction. Cocaine does not get rid of depression; it only produces a euphoria that gives that illusion. Once the euphoria wears off, after approximately 30 minutes, the user is usually more depressed than before. Cocaine can produce complete sexual dysfunction and is not the aphrodisiac that people believe it to be. Cocaine causes withdrawal symptoms when its use is stopped. Symptoms include exhaustion, irritability, sleepiness, loss of energy, depression and an intense craving for more cocaine. Dependence can be treated successfully, but it is costly and prolonged.

CRACK

Crack is a form of cocaine that has been chemically altered so that it can be smoked. Because the process changes the cocaine into a chemical “base,” crack belongs to a category of cocaine known as “freebase.” Crack looks like small lumps or shavings of soap, but has the texture of porcelain. In some parts of the country crack is called “rock” or “readyrock.” The immediate effects of smoking crack are dilated pupils and a narrowing of blood vessels. Crack also causes increases in blood pressure, heart rate, breathing rate, and body temperature. Crack can constrict the heart’s blood vessels, making it work harder and faster to move blood through the body. In some users, this stress may trigger chest pain or heart attack, even on the first try. Crack can cause brain seizures, disturbances of the brain’s electrical signals, some of which regulate the heart and muscles controlling breathing. Some users have suffered strokes after using crack -- the increase in blood pressure that the drug causes may rupture blood vessels. Repeated use of crack, even without immediately experiencing problems does not guarantee freedom from seizures in the future. The next dose -- used in the same amount in the same way -- can produce a fatal seizure. Violent, erratic, or paranoid behavior can accompany the use of crack. Hallucinations are also common. Other psychological effects may include profound personality changes. Crack is particularly addictive because it causes an intense stimulation of the reward center of the brain by allowing the brain chemical dopamine to remain active longer than normal. This causes changes in brain activity and triggers an intense craving for more of the drug, thus creating a powerful psychological dependence on the drug.

OPIATES

Opiates, sometimes referred to as narcotics, are a group of drugs which are used medically to relieve pain, particularly intense pain. The most commonly used narcotics are Heroin, Morphine, Dilaudid, Opium, Codeine, Percodan, Methadone, and Demerol. Heroin accounts for a majority of the illicit opiate abuse in America. Slang terms include “junk,” “smack,” “Horse,” “H,” and “Hard Stuff.” The effects of opiates are pinpoint pupils, reduced vision, drowsiness, sleep, constipation, nausea, vomiting, respiratory depression, and restlessness. Medical problems associated with opiate use include infection of the heart valves, skin abscesses, congested lungs, liver disease, tetanus, serum

hepatitis, anemia, and pneumonia. Opiates are extremely addicting, both physically and psychologically. Withdrawal symptoms begin within 4-6 hours after the last dose, peak at 24-72 hours, and may last as long as 7-10 days. Black Tar Heroin, a product of Mexico, is about 7-10 times more powerful than regular Southwest Asian or Mexican Brown Heroin. Overdose deaths are a common occurrence among opiate abusers.

ALCOHOL AND THE LAW

The use of alcoholic beverages is an acceptable social amenity under circumstances that conform to state law. This information identifies state and local laws regarding alcohol in an attempt to deter the illegal use of alcoholic beverages.

ALCOHOLIC BEVERAGE OFFENSES IN TEXAS

OPEN CONTAINER LAW

A person commits an offense if the person knowingly possesses an open container with any amount of alcoholic beverage in a passenger area of a motor vehicle that is located on a public highway, regardless of whether the vehicle is being operated or is stopped or parked. An offense under this section is a Class C misdemeanor (Section 49.031, Penal Code).

PUBLIC INTOXICATION

A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger self or others. An offense under this section is a Class C misdemeanor (Section 49.02, Penal Code).

DRIVING WHILE INTOXICATED (D.W.I.)

A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place. An offense under this section is a Class B misdemeanor (Section 49.04, Penal Code).

DRIVING WHILE INTOXICATED WITH CHILD PASSENGER

A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place and that vehicle is occupied by a passenger younger than 15 years of age. An offense under this section is a state jail felony (Section 49.045, Penal Code).

ALCOHOL AND THE MINOR

DEFINITION – “Minor”

In the Alcoholic Beverage Code, “minor” means a person under 21 years of age (ABC Section 106.01).

PURCHASE, CONSUMPTION OR POSSESSION

A minor commits an offense if the minor purchases, consumes or possesses an alcoholic beverage. An offense under this section is a Class C misdemeanor (ABC Sections 106.02, 106.04, 106.05)

DRIVING UNDER THE INFLUENCE OF ALCOHOL BY MINOR

A minor commits an offense if the minor operates a motor vehicle in a public place with any detectable amount of alcohol in the minor’s system. A first offense under this section is a Class C misdemeanor (ABC Section 106.041).

PURCHASE OF ALCOHOL FOR A MINOR; FURNISHING ALCOHOL TO A MINOR

A person commits an offense if the person purchases, or knowingly makes available, an alcoholic beverage to a minor. An offense under this section is a Class A misdemeanor (ABC Section 106.06).

MISREPRESENTATION OF AGE BY A MINOR

A minor commits an offense if he falsely states or presents any document that indicates he is 21 years of age or older to a person selling or serving alcoholic beverages. An offense under this section is a Class C misdemeanor (ABC Section 106.07).

CONTROLLED SUBSTANCES LAW

A person may not manufacture, distribute, analyze, or dispense a controlled substance in this state without a registration.

PENALTIES IMPOSED BY THE COURTS

| | <u>Imprisonment</u> | <u>Fine</u> |
|----------------------|---------------------|----------------|
| First degree felony | 5-99 years | up to \$10,000 |
| Second degree felony | 2-20 years | up to \$10,000 |
| Third degree felony | 2-10 years | up to \$10,000 |
| State jail felony | 180 days - 2 years | up to \$10,000 |
| Class A Misdemeanor | up to 1 year | up to \$4,000 |
| Class B Misdemeanor | up to 6 months | up to \$2,000 |
| Class C Misdemeanor | none | up to \$500 |

Federal Trafficking Penalties

As of March 2006

| CSA | Penalty | | Quantity | DRUG | Quantity | Penalty | |
|----------------------|--|---|---|--|--|--|---|
| | 2nd Offense | 1st Offense | | | | 1st Offense | 2nd Offense |
| I and II | Not less than 10 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$4 million individual, \$10 million other than individual | Not less than 5 years. Not more than 40 years. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$2 million individual, \$5 million other than individual. | { 5-49 gm or 50-499 gm mixture } | METHAMPHETAMINE | { 50 gm or more pure or 500 gm or more mixture } | Not less than 10 years. Not more than life. If death or serious injury, not less than 20 years. Not more than life. Fine of not more than \$4 million individual, \$10 million other than individual | Not less than 20 years. Not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million individual, \$20 million other than individual. |
| | | | { 100-999 gm mixture } | HEROIN | { 1 kg or more mixture } | | |
| | | | { 500-4,999 gm mixture } | COCAINE | { 5 kg or more mixture } | | |
| | | | { 5-49 gm mixture } | COCAINE BASE | { 50 gm or more mixture } | | |
| | | | { 10-99 gm or 100-999 gm mixture } | PCP | { 100 gm or more or 1 kg or more mixture } | | |
| | | | { 1-9 gm mixture } | LSD | { 10 gm or more mixture } | | |
| | | | { 40-399 gm mixture } | FENTANYL | { 400 gm or more mixture } | | |
| { 10-99 gm mixture } | FENTANYL ANALOGUE | { 100 gm or more mixture } | | | | | |
| Drug | Quantity | First Offense | | Second Offense | | | |
| Others ² | Any | Not more than 20 years. If death or serious injury, not less than 20 years. Not more than life. Fine: \$1 million individual, \$5 million not individual. | | Not more than 30 years. If death or serious injury, life. Fine: \$2 million individual, \$10 million not individual. | | | |
| III | All | Any | Not more than 5 years. Fine: Not more than \$250,000 individual, \$1 million, not individual. | | Not more than 10 years. Fine: Not more than \$500,000 individual, \$2 million, not individual. | | |
| IV | All | Any | Not more than 3 years. Fine: Not more than \$250,000 individual, \$1 million, not individual. | | Not more than 6 years. Fine: Not more than \$500,000 individual, \$2 million, not individual. | | |
| V | All | Any | Not more than 1 year. Fine: Not more than \$100,000 individual, \$250,000, not individual. | | Not more than 2 years. Fine: Not more than \$200,000 individual, \$500,000 not individual. | | |

¹Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg. ²Does not include marijuana, hashish, or hash oil. (See separate chart.)

Federal Trafficking - Marijuana

As of March 2006

| Drug | Quantity | First Offense | Second Offense |
|-------------|---|---|---|
| Marijuana | 1,000 kg or more mixture; or 1,000 or more plants | <ul style="list-style-type: none"> • Not less than 10 years, not more than life. • If death or serious injury, not less than 20 years, not more than life. • Fine not more than \$4 million, individual, \$10 million other than individual. | <ul style="list-style-type: none"> • Not less than 20 years, not more than life. • If death or serious injury, <i>mandatory life</i>. • Fine not more than \$8 million if an individual, \$20 million other than individual. |
| Marijuana | 100 kg to 999 kg mixture; or 100 to 999 plants | <ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years. • If death or serious injury, not less than 20 years, not more than life. • Fine not more than \$2 million if an individual, \$5 million if other than individual. | <ul style="list-style-type: none"> • Not less than 10 years, not more than life. • If death or serious injury, <i>mandatory life</i>. • Fine not more than \$4 million if an individual, \$10 million other than individual. |
| Marijuana | More than 10 kgs hashish; 50 to 99 kg mixture More than 1 kg of hashish oil; 50 to 99 plants | <ul style="list-style-type: none"> • Not more than 20 years. • If death or serious injury, not less than 20 years, not more than life. • Fine \$1 million if an individual, \$5 million if other than individual. | <ul style="list-style-type: none"> • Not more than 30 years. • If death or serious injury, <i>mandatory life</i>. • Fine \$2 million individual, \$10 million other than individual. |
| Marijuana | 1 to 49 plants; less than 50 kg mixture | <ul style="list-style-type: none"> • Not more than 5 years. • Fine not more than \$250,000, \$1 million other than individual | <ul style="list-style-type: none"> • Not more than 10 years. • Fine \$500,000 individual, \$2 million other than individual. |
| Hashish | 10 kg or less | | |
| Hashish oil | 1 kg or less | | |

DRUGS/CSA SCHEDULES TRADE OR OTHER NAMES MEDICAL USES PHYSICAL PSYCHOLOGICAL DEPENDENCE USUAL METHODS OF ADMINISTRATION POSSIBLE EFFECTS OF OVERDOSE WITHDRAWAL SYNDROME
 TOLERANCE DURATION (HRS)

| DRUGS/CSA SCHEDULES | TRADE OR OTHER NAMES | MEDICAL USES | PHYSICAL | PSYCHOLOGICAL | DEPENDENCE | USUAL METHODS OF ADMINISTRATION | POSSIBLE EFFECTS OF OVERDOSE | WITHDRAWAL SYNDROME |
|-------------------------------|---|---|----------|---------------|------------|---------------------------------|---|--|
| Opium II III IV | Dover's Powder/Paregoric Parepectolin | Analgesic/Antidiarrheal | High | High | High | Oral/Smoked | Euphoria, drowsiness, respiratory depression, constricted pupils, nausea. | Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating. |
| Morphine II III | Morphine/MS-Contim/ Roxanol/ Roxanol-SR | Analgesic/Antitussive | High | High | High | Oral/Smoked/Injected | | |
| Codaine II III V | Tylenol w Codeine/Emprin w/Codeine/Robitussin A-C/ Fiorinal w/Codiene | Analgesic/Antitussive | Moderate | Moderate | Moderate | Oral/Smoked/Injected | | |
| Heroin I | Diaceptylmorphine/Horse/Smack | None | High | High | High | Injected/Sniffed/Smoked | | |
| Hydromorphone II | Dilaudid | Analgesic | High | High | High | Oral/Smoked/Injected | | |
| Meperidine (Pethidine) II | Demerol/Mepergan | Analgesic | High | High | High | Oral/Smoked/Injected | | |
| Mathadone II | Dolophine/Methadone/Methadose | Analgesic | High | High-low | High | Oral/Smoked/Injected | | |
| Other Narcotics I II III IV V | Nuomorpham/Percodan/Percoacet/Tylox/Tussionex/Fentanyl/Darvon/Lomotil/Talwin? | Analgesic/Antidiarrheal/Antitussive | High-low | High-low | High-low | Oral/Smoked/Injected | | |
| DEPRESSANTS | | | | | | | | |
| Chloral Hydrate IV | Noctec | Hypnotic | Moderate | Moderate | Moderate | Oral | Slurred speech, disorientation, drunken behavior without odor of alcohol. | Anxiety, insomnia, tremors, delirium, convulsions, possible death. |
| Barbiturates II III IV | Amytal/Butisol/Fiorinal/Lotusate/Nembutal/Seconal/Tuinal/Phenobarbital | Anesthetic/Anticonvulsant/Sedative/Hypnotic/Veterinary euthanasia agent | High-mod | High-mod | High-mod | Oral | | |
| Benzodiazepines IV | Xanax/Dalmane/Diazepam/Valium/Xanax/Seconal/Valium/Tranxene/Venlaf/Halcion/Pasipam/Restonil | Antianxiety/Anticonvulsant/Sedative/Hypnotic | Low | Low | Low | Oral | | |
| Methaqualone I | Quaalude | Sedative/Hypnotic | High | Moderate | Moderate | Oral | | |
| Gluthethimide II | Doriden | Sedative/Hypnotic | High | Moderate | Moderate | Oral | | |
| Other Depressants III IV | Equanil/Miltown/No ludar/Placidyl/Valmid | Antianxiety/Sedative/Hypnotic | Moderate | Moderate | Moderate | Oral | | |
| STIMULANTS | | | | | | | | |
| Cocaine' II | Coke/Flake/Snow/Crack | Local anesthetic | Possible | High | High | Sniffed/Smoked/Injected | Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite. | Apathy, long periods of sleep, irritability, depression, disorientation. |
| Amphetamines II | Biphetamine/Delcobese/Desoxym/Dexedrine/Obetrol | Attention deficit disorders/Narcolepsy | Possible | High | High | Oral/Injected | | |
| Phenmetrazine II | Preludin | Weight control | Possible | High | High | Oral/Injected | | |
| Methylphenidate II | Ritalin | Attention deficit disorders | Possible | Moderate | Moderate | Oral/Injected | | |
| Other Stimulants III IV | Adipex/Cylert/Didrex/Loamin/Meliflat/Plegine/Sanorex/Tenuate/Tepamil/Prelu-2 | Weight control | Possible | High | High | Oral/Injected | | |
| HALLUCINOGENS | | | | | | | | |
| LSD I | Acid/Microdot | None | None | Unknown | Unknown | Oral | Illusions and hallucinations, poor perception of time and distance. | Withdrawal syndrome not reported. |
| Mescaline & Peyote I | Mexc/Buttons/Cactus | None | None | Unknown | Unknown | Oral | | |
| Amphetamine Variants | 2.5-DMA/PMAS/TP/MDA/MDMA/TMA/DOB/DOB | None | Unknown | High | High | Smoked/Oral/Injected | | |
| Phencyclidine | PCP/Angel Dust/Hog | None | Unknown | High | High | Smoked/Oral/Injected | | |
| Phencyclidine Analogues | PCE/PCPy/TCP | None | None | Unknown | Unknown | Smoked/Oral/Injected/Sniffed | | |
| Other Hallucinogens | | | | | | | | |
| CANNABIS | | | | | | | | |
| Marijuana I | Pot/Acapulco Gold/Grass/Reefer/Sinsemilla/Thai Sticks | None | Unknown | Moderate | Moderate | Smoked/Oral | Euphoria, relaxed inhibitions, increased appetite, disoriented behavior. | Insomnia, hyperactivity and decreased appetite occasionally reported. |
| Tetrahydrocannabinol III | THC/Marinol | Cancer chemotherapy anti-nauseant | Unknown | Moderate | Moderate | Smoked/Oral | | |
| Hashish I | Hash | None | Unknown | Moderate | Moderate | Smoked/Oral | | |
| Hashish Oil I | Hash Oil | None | Unknown | Moderate | Moderate | Smoked/Oral | | |

TRIAL SCHEDULE

Name:

Major:

| Lecture | | | | | Lab | | |
|------------------|------|-------|---------|------------|---------|------|-------|
| Course & Section | Days | Times | Cr. Hr. | Instructor | Section | Days | Times |
| | MW | 8:00 | | | | | |
| | MW | 9:30 | | | | | |
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