

Angelina College

Student Handbook 2011-2012

*Your guidebook
to a successful
year!*



- A- Administration
- AC- Activity Center
- ACA- Angela Center For The Arts & Temple Theater
- B- Business/Temple Hall
- C- Student Center
- CS- Community Services
- D- Dormitory
- FT- Forest Fitness Trail
- G- Gymnasium
- HC- Health Careers
- HH- Hudgins Hall
- HCII- HCII Allied-Health Industrial Technology Center
- I- Liberal Arts
- LI- Library
- M- Maintenance & Plant Operations
- P- Physical Plant & Campus Services
- S- Science/Mathematics
- SBS- Social & Behavioral Sciences Technology & Workforce Development Center
- TW- Technology & Workforce Development Center

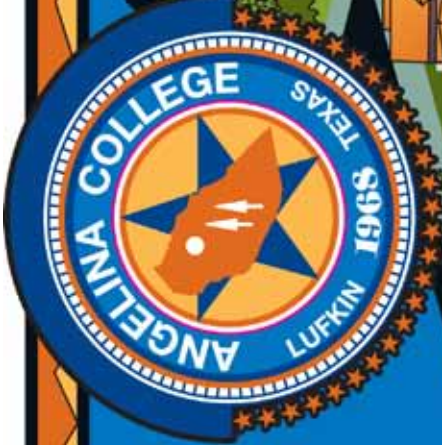


Table Of Contents

College Calendar.....	4
What does Angelina College offer me?.....	6
Academic Advising.....	7
Student Services.....	9
Academic Support Services.....	10
Code of Student Conduct.....	12
Attendance Policy.....	14
Division Major List.....	15
Guide to Campus Resources.....	17
Campus Safety.....	18
Computer/Wireless Use Policy.....	18
HIV/AIDS Guidelines.....	21
Bacterial Meningitis Information.....	24
Alcohol and Drug Policy.....	25

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.

It is the policy of Angelina College to provide an educational and working environment that provides equal opportunity to all members of the college community. In accordance with federal and state law, the college prohibits unlawful discrimination in its programs, activities and employment opportunities on the basis of race, color, national origin, sex, disability, age, religion, creed, or veteran status. Inquiries and complaints of violation of Title VI (race, color, religion or national origin); Title IX (sex); Section 504 (disability); Title 11, ADA (disability); or Age Discrimination Act should be directed to: Dr. Patricia McKenzie, Vice President and Dean of Instruction, 3500 South First, Lufkin, TX 75904, telephone 936-633-5201. Requests for accommodation of a disability should be directed to Student Services, Special Student Support Services Coordinator 936-633-5292.

Welcome to Angelina College!

We are excited that you have chosen Angelina College as a place to begin your journey to a new career. We are confident that you will find your time at Angelina College a rewarding one.

Many students throughout the country will choose to enter a community college to earn credits for transferring to a four-year institution or to enroll in one of many technical programs. Angelina College offers many opportunities to a very diverse population.

Please use this handbook as a source of important information on academic advising, support services, college policies, and much more. We encourage you to review the handbook and college bulletin so that you can better understand the policies and procedures that affect you. Information contained within this document may be changed without notice. The most current version may be found on the college's website.

Again, we are excited that you have chosen Angelina College and we think you will discover why it is "A Great Place to Start!"

Enrollment Services Staff

Angelina College Calendar 2011-2012

Fall 2011*

Ongoing	Registration and Student Services seminars, see published Class Schedule
August 22	General Faculty and Educational Council meetings, 8:30 a.m.-11:00 a.m. Division meetings, 11:00 a.m.-noon Committee meetings - Scholarship 1:00 p.m. and Admissions 1:30 p.m.
August 23	Academic advising available, all times by appointment
August 24	Fall registration, see published Class Schedule
August 25	Registration and schedule changes, see published Class Schedule
August 26	Last day to drop or withdraw from a semester-length course with a 100% refund
August 29	First class day
August 30	Last day of late registration and schedule changes, see published Class Schedule
September 5	Labor Day holiday - no classes
September 14	Twelfth class day, official census day
September 19	Last day to drop or withdraw from a semester-length course with a 70% refund
September 26	Last day to drop or withdraw from a semester-length course with a 25% refund
October 21	Mid-semester
October 31	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 23	Thanksgiving holidays begin 2:30 p.m.
November 28	Classes resume 8:00 a.m.
December 9-15	Final examinations
December 16	Final grades due in Records Office 10:00 a.m.
December 16	Christmas holidays begin 3:00 p.m.

Spring 2012*

Ongoing	Registration and Student Services seminars, see published Class Schedule
January 3	Administrative Offices and Library open
January 9	General Faculty and Educational Council meetings, 8:30 a.m.-11:00 a.m. Division meetings, 11:00 a.m.-noon Committee meetings - Scholarship 1:00 p.m. and Admissions 1:30 p.m.
January 10	Academic advising available, all times by appointment
January 11	Spring registration, see published Class Schedule
January 12	Registration and schedule changes, see published Class Schedule
January 13	Last day to drop or withdraw from a semester-length course with a 100% refund
January 16	Martin L. King, Jr. holiday
January 17	First class day
January 18	Last day of late registration and schedule changes, see published Class Schedule
February 1	Early fall scholarship applications are due
February 1	Twelfth class day, official census day
February 6	Last day to drop or withdraw from a semester-length course with a 70% refund
February 13	Last day to drop or withdraw from a semester-length course with a 25% refund
March 1	Fall scholarship - second round applications are due
March 2	Last day to apply for Spring 2012 graduation
March 9	Mid-semester
March 9	Spring Break begins at 2:30 p.m.
March 19	Classes resume 8:00 a.m.
March 26	Last day to drop or withdraw with a grade of "W"

April 27	Summer financial aid forms due
May 3-9	Final examinations
May 10	Final grades due in Records Office 10:00 a.m.
May 11	Commencement Service 7:30 p.m.

Summer I 2012 (4-Day Week)*

May 22	Summer I registration
May 23	First day of late registration and schedule changes, see published Class Schedule
May 25	Last day to drop or withdraw from a semester-length course with 100% refund
May 28	Memorial Day Holiday
May 29	First class day
May 30	Last day of late registration and schedule changes; see published Class Schedule
June 4	Fourth class day, official census day
June 5	Last day to drop or withdraw from a semester-length course with a 70% refund
June 7	Last day to drop or withdraw from a semester-length course or withdraw with a 25% refund
June 18	Scholarship forms due for fall
June 18	Last day to drop or withdraw with a grade of "W"
July 4	Independence Day Holiday
July 5	Final examinations
July 9	Final grades due in Records Office by 1:30 p.m.

Summer II 2012 (4-Day Week)*

July 10	Summer II registration
July 11	Last day to drop or withdraw from a semester-length course with 100% refund
July 11	First day of late registration and schedule changes; see published Class Schedule
July 12	First class day
July 16	Last day of late registration and schedule changes; see published Class Schedule
July 16	Financial aid forms for fall due
July 17	Fourth class day, official census day
July 18	Last day to drop or withdraw from a semester-length course with a 70% refund
July 23	Last day to drop or withdraw from a semester-length course or withdraw with a 25% refund
July 26	Last day to withdraw or drop with a grade of "W"
August 15	Final examinations
August 16	Final grades due in Records Office 1:30 p.m.

“What does Angelina College offer me?”

“I want to transfer to another institution to earn a traditional 4 year Bachelors degree”

ASSOCIATE DEGREE: The goal is to complete a basic foundation of general knowledge before transferring to a traditional 4 year institution. This degree typically requires 60-70 semester hours.

Angelina College does have some articulation agreements with other institutions and we participate in the Texas Common course Numbering System so the student can easily determine what courses will transfer.*

There are 2 types of degrees to choose when wanting to transfer:

The Associate of Arts Degree is for Liberal Arts Majors wanting to pursue a Bachelor of Arts Degree. Social Workers, High School and Elementary Ed. Teachers, Journalists, Musicians and more follow this initial path.

The Associate of Science Degree is for students pursuing a Bachelors of Business Administration Degree or the Bachelors of Science Degree. There is usually more focus on math and/or science. Bankers, Doctors, Engineers and more follow this initial path.

“I want to learn a specific skill and my focus at this time is not on transferring to another institution”

APPLIED ASSOCIATE DEGREE: The goal is to spend less time on a basic foundation of general knowledge and focus more time on developing an occupational or technical skill. Instead of transferring to a 4 year institution this student’s goal is to enter into the work force. This degree is typically 60-70 semester hours.**

ASSOCIATE OF APPLIED SCIENCE DEGREE: Many careers in the health career field (such as Nursing) follow this path. There are many options to choose from including Drafting and Design, Alcohol and Drug Abuse Counseling, Legal Assistant, Management Development, Accounting and more.

“I want to learn a specific skill *in a short amount of time* and my focus at this time is not on transferring to another institution.”

CERTIFICATE: The goal is to spend little or no time on a basic foundation of general knowledge and focus solely on developing an occupational or technical skill. Most Certificates can be completed in 1 to 2 semesters. The courses completed for a Certificate can be applied towards the related Associate of Applied Science Degree when such a degree exists.

LEVEL 1 CERTIFICATE: There are many diverse options to choose from including Vocational Nursing, Surgical Tech, Automotive repair, Diesel, Welding, Computer Networking and many more.

Footnote* – 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. Always check with the institution you plan to attend when choosing courses for your degree.

Footnote** – Some institutions will allow this degree to transfer towards the completion of a BAAS (Bachelor of Applied Arts and Sciences) Degree or they will incorporate the Associate Degree into a professional Bachelors Degree (such as a Bachelor of Nursing). When considering this option, always check with the institution for limitations and requirements.

Academic Advising

Academic Advising is designed to help students with their educational program and the study/selection of their vocation. Most students have college faculty members who act as advisors in approving course selection and degree planning in their major field of study.

Student Goals:

- Identify and clarify personal values, abilities, interests, and goals.
- Communicate and share ideas in the academic planning process.
- Become knowledgeable about and adhere to institutional policies, procedures and requirements.
- Contact and make appointments with your advisor when required or when in need of assistance.
- Notify your advisor about any changes in appointments, career plan, or course schedule.
- Plan in advance for advising sessions: bring necessary materials such as transcripts, AC bulletin, departmental requirements, class schedule book, proposed class schedule, questions, etc.
- Follow through on actions identified during each advising session.
- Evaluate the advising system, when requested, in order to strengthen the advising process.
- Request re-assignment to a different advisor if necessary.
- Accept final responsibility for all decisions.

Responsibilities of the Advisor:

- To be knowledgeable about program(s) in which he/she advises.
- To inform the advisee of the advisor's and the advisee's responsibilities in the academic advising process.
- To communicate to the advisee his/her degree requirements.
- To assist the advisee in developing a well-planned realistic program to facilitate choice of major and career.
- To be familiar with published academic rules and regulations of the College and to maintain an up-to-date academic advising reference file containing current program area, college, and materials pertinent to advising.
- To assist the advisee in planning a suitable schedule of classes, at least one semester in advance, and in those schools or colleges where required, in developing an appropriate written degree plan.
- To establish, post, and maintain adequate office hours throughout the semester with particular emphasis given to registration.
- To maintain a file of the advisee's progress; which may include the transcript, current student schedule, and where appropriate, a Plan of Study.
- To discuss with the advisee his/her academic performance and its implications.
- To refer the advisee to appropriate sources of information and services.
- To assist the student in the transition from college to career.
- Show interest in those matters personal to the student and potentially impacting on student performance.

Responsibilities of the Student:

- To obtain a copy of the requirements for the chosen major and to keep it up-to-date as program requirements are modified or fulfilled.
- To be aware that final responsibility for selecting courses and meeting degree requirements is the advisee's. The advisor can suggest, recommend, and remind the student of rules and requirements, but the advisee has the primary responsibility for meeting program and degree requirements.
- To be familiar with the published academic rules and regulations of Angelina College.

- To complete the registration process each semester.
- To inform the advisor of important changes in degree plans that directly affects academic performance and educational goals.
- To discuss with the advisor notice of unsatisfactory academic performance and its implications and to develop a program of action.
- Be prepared to ask questions of the advisors.
- Keep the advisor informed in a timely fashion of personal issues that have arisen and that may impact on academic progress.
- Keep admissions office updated on all changes in contact information.

You as the student are expected:

- To meet with your advisor periodically as needed.
- To be aware that final responsibility for selecting courses and meeting degree/certificate requirements lies with the advisee. Your advisor can suggest, recommend, and remind the student of rules and requirements, but the advisee has the primary responsibility for meeting program and degree requirements.
- To ensure that your academic degree plan audit is accurate and kept up-to-date as program requirements are fulfilled.
- To inform your advisor of important changes which directly affect your academic performance and educational goals.
- To complete the early registration process as soon as early registration becomes available.
- To be familiar with AC's published academic rules and regulations.
- To discuss with your advisor unsatisfactory academic performance and its implications as well as to develop and follow a plan of action.
- To be familiar with the academic calendar and its important decision-making dates. (i.e. registration, financial aid, graduation applications, etc.)

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 Calculate 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.)

Student Services

A full range of student services and student activities are available through the office of student services. The division is headed by the dean of student services. The office of student services is 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 - Student Center, 2nd floor, (936) 633-5291

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.

Academic Support Services

Counseling And Guidance - Enrollment Services - Student Center, Room 200

The college counseling program is designed to help students with their educational program and the study and selection of career. These services include counseling for selection of degree choices and courses, testing, student services, student development and study skill services. Most students have college faculty members who act as advisors in approving course selection each semester and degree planning in their major field of study. Counselors assist undecided students, refer students to an appropriate advisor, and provide assistance in registration to all students.

All students are given the opportunity through the school year to take additional tests which may help them individually in career choices. These tests are given in the Enrollment Services Office and are interpreted to the student in private conferences.

Testing- Student Center, 2nd floor, Room 200D (936) 633-5495

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, (936) 633-5230

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.

Tutorial Services - Student Center, Room 208

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

Students With Disabilities - Student Center, Room 208

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 - Student Center 1st Floor

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 - Library, (936) 633-5219

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 computers, 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.

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.

Division Major List

Please contact the division office according to the majors listed below to schedule an advising appointment.

Undecided Majors contact Enrollment Services – (936)633-5212 Student Center - 2nd Floor

<u>Division</u>	<u>Phone</u>	<u>Location</u>
Business Division Accounting Computer Information Systems General Business Leading to a BBA Degree Management Development Microcomputer Applications & Operations Networking Administrative Networking Office Administration Real Estate	(936)633-5300	Business Building
Fine Arts Division Communications- Journalism Graphic Arts Guitar Music Piano Speech Theater Voice	Arts Majors: (936)633-5233 Music Majors: (936)633-5378	Angelina Center for the Arts Hudgins Hall
Health Careers Division Emergency Medical Services Nursing Pharmacy Tech Radiologic Technology Respiratory Care Sonography Surgical Tech	(936)633-3200	Health Careers Building I & II
Liberal Arts Division Elementary Education General Curriculum Physical Education and Health Science Pre-Law Psychology Social Work	(936)633-5222	Liberal Arts/Social & Behavioral Sciences Building

Division**Phone****Location****Science/Mathematics Division****(936)633-5255****Science/Mathematics Building**

Biology
 Computer Science
 Engineering
 General Science
 Mathematics
 Physics
 Pre-Dental/Pre-Medical/Pre-Pharmacy
 Pre-Physical/Occupational Therapy
 Pre-Physician Assistant
 Pre-Veterinary

Technology & Workforce Division**(936)633-5246****Technology & Workforce
Development Center**

Automotive Technology
 Child & Family Development
 Criminal Justice
 Diesel Technology
 Digital Forensic
 Digital Imaging
 Drafting & Design Technology
 Electromechanical Technology
 Electronics Technology
 Environmental Technology
 Human Services
 Legal Assistant- Paralegal
 Machine Tool Technology
 Welding

Guide To Campus Resources

WHAT	CONTACT PERSON	LOCATION
Absences	Instructor	Instructor's Office
Alumni & Friends	Director of Marketing & Development	A201
Admissions	Vice President & Dean of Instruction	A105
	Director of Enrollment Services	C200
Athletics	Athletic Director	AC117
Bookstore	Bookstore Manager	Student Center
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	HCI & HCII
	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	AI05
Averages (GP A)	Records	AI04
Grading System	Vice President & Dean of Instruction	AI05
Graduation Requirements	This Handbook, College Bulletin	
	Faculty Advisor	Instructor's Office
	Records	AI04
Harassment Complaints	Dean of Student Services	C210
<i>(Sexual, racial, religious, national origin or handicap)</i>		
Instruction	Vice President & Dean of Instruction	AI05
Intramurals	Athletic Director	GI01
Library	Director of Library	Library
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	Coordinator of Testing Services	C200 D
<i>(ACT, Aptitude, Accuplacer, Interest Inventories, THEA)</i>		
Traffic/Parking	This Handbook, College Bulletin, Director, of Physical Plant	P107
Transcripts and Grades	Records Coordinator	AI04
Veterans Affairs	Financial Aid	C208
Withdrawal from School	Counseling, Admissions	C200

Appendix:

Campus Safety

As a student enrolled at Angelina College, you may encounter certain risks while you are in a classroom, laboratory experience, on-campus, off-campus sites, or in a clinical or practicum setting. In the event that you sustain an injury and/or require any medical testing or care, all resulting medical expenses (hospital, ambulance, or physician fees), are your financial responsibility and not the responsibility of Angelina College or the clinical/practicum site.

Inclement Weather and Campus Closings

There may be occasions when weather conditions prevent the normal operations of the College District. Should this condition occur, the following procedures are in effect:

Class cancellations will generally be determined by 6 a.m. for day classes and 3:00 p.m. for evening classes and teaching centers. Both radio and television announcements will be made only if classes are canceled. The decision to cancel classes due to weather conditions will always be based on concern for students' safety after consultation with the Texas Department of Public Safety or Department of Transportation and other public agencies. Any cancellation announcements will also be on the web page and voice-mail greeting of the main College number (936-639-1301).

Reporting Emergencies

Emergency procedures should be followed if any disaster occurs that could adversely affect students, employees, visitors or property of Angelina College. The campus emergency number is "0" or 5280 or 9-676-2563 after 4 p.m.

If you observe any medical emergency or life threatening event or disaster, please do the following procedures:

1. Dial 0, 5280, or 911 (or 9-676-2563 after 4:00 p.m.) and clearly report the location of the emergency or disaster.
2. Wait for the emergency dispatcher to repeat the message, so that there is no misunderstanding of the location and nature of the emergency.
3. Stay on the phone until instructed otherwise by the emergency dispatcher.

Fire

If a fire is detected on campus, dial 0, 5280, or 911 and proceed with the following plan:

1. Warn others and activate the nearest available emergency alarm. Students should familiarize themselves with the location of fire alarms and extinguishers and evacuation routes posted in each classroom and lab.
2. Evacuate the building. Ask your instructor about emergency evacuation procedures for their classroom.
3. Stay at least 500 feet away from the building and out of the fire department's way. Also, stay away from overhead electrical power lines.
4. Keep access roads open for emergency vehicles.
5. Do not return to the building until fire department officials declare the area safe.

Hazardous Weather

When weather conditions are sufficiently hazardous to warrant limited activities at Angelina College, students and employees will be notified by local media and given instructions about the status of College District operations.

In case of a tornado, students and employees should:

1. Remain in the building away from windows, doors, and outside walls.
2. Select the safest ground floor area within the building. Immediately go to interior space or hallways.

Stay away from glassed areas. Cover head and body.

3. If caught outside a building during a tornado and with no nearby shelter, lie flat in the nearest ditch or ravine with hands shielding the head.

Bomb Threat

Any person observing a suspicious object or potential bomb threat on campus should not handle the object, open drawers or cabinets, or turn lights on or off. He or she should go to a safe area and dial 0 or 5280. The switchboard operator will notify campus security and administrators.

Violent or Criminal Behavior

A psychological crisis exists when an individual is threatening harm to himself/herself or to others. If such a crisis occurs, never try to handle it by yourself. If any danger exists dial 0, 5280, or campus security after 4:00 p.m. (cell 9-676-2563).

Anyone who observes a criminal act or a suspicious person on campus should dial 0 or report the incident immediately to campus security at 5280 (or cell 9-676-2563).

The following information should be provided:

1. Location of the person
2. Description of the person
3. Reasons for suspicion
4. Your name and location

After notifying Campus Security, alert others that could be in danger. If possible, secure your area to prevent entry.

Anyone who observes a gun or other weapon should dial 0 or 5280 (or cell 9-676-2563) and report the incident. Campus security will investigate these situations and notify the city police.

The college does not suggest that reactive measures are inappropriate.

Computer Use Policy

It is the policy of the Angelina College Library to support and promote the knowledge and use of electronic technology for students, faculty, staff, and administration to the extent possible within the financial resources of the institution. This policy recognizes that a major element of education is information transfer; and one of the essential components of information transfer is electronic technology, with all accompanying hardware, software, databases, networks, and support services.

Because of the dollar costs associated with the initiation and keeping current of electronic technology, the equitable allocation of resources, and the potential problems of institutional security and liability, the following policies are set forth to guide its use.

The electronic resources of Angelina College Library are made available to authorized persons in the College community to assist in the pursuit of educational and professional goals. The resources include all hardware, software, databases, and networks, including access to the Internet. Access and use of the resources are considered to be a privilege granted by the College, and unauthorized use, misuse, or abuse by any user will result in the appropriate disciplinary action. Angelina College reserves the right to extend, restrict, or forbid access to institutional electronic resources.

Access to the electronic resources owned or operated by AC imposes certain responsibilities and obligations and is granted subject to College policies and local, state, and federal law. Appropriate ethical standards are derived directly from standards of common sense and decency that apply to the use of any public resource. Appropriate ethical use will reflect academic honesty, show restraint in the consumption of

shared resources, and will demonstrate respect for intellectual property, ownership of data, system security mechanisms, and the individual's right to privacy.

Access to any electronic resource owned or operated by AC must be granted by the person who is responsible for the resource and authorized to grant access. Any attempt to access or to assist in the access of any of AC's electronic resources without proper authorization is an express violation of this policy.

Specific conduct expressly forbidden by AC's Computer Use Policy includes the following:

1. Copying College-owned or licensed software or data to another computer system for personal or external use without prior and authorized approval
2. Attempting to modify College-owned or licensed software or data without prior and authorized approval
3. Attempting to damage or disrupt the operation of college computing equipment and databases or the transmission of data communication
4. Using the electronic technology of AC for commercial and/or private proprietary purposes
5. Using the electronic technology of AC for the viewing or transmittal of obscene/pornographic material or material containing derogatory references to any individual or group based on the gender, age, race, ethnicity, or religion of that individual or group
6. Using the electronic technology of AC in any manner to intimidate, harass, or annoy another person
7. Using any portion of the electronic technology of AC to access non-College computing and information resources for the purposes of copying or modifying privately owned software/data without prior and authorized written approval or to damage/disrupt the operation of non-College electronic technology systems.

Persons found to be in violation of any of the above requirements and prohibitions are subject to AC disciplinary procedures that may include probation, suspension, expulsion from the College, termination, and/ or restitution of funds.

The use of external resources accessed via AC electronic technology resources is subject to the guideline of those external resources.

All uses of AC electronic technology resources is subject to federal and state regulations and laws, including but not limited to the following:

The Texas Computer Crimes Statute (Section I, Title 7, Chapter 33 of the Texas Penal Code); Federal Copyright Law, Title 17, Section 117; and Family Educational Rights and Privacy Act of 1974

Federal and State Laws also regulate unauthorized access to computer facilities.

Wireless Network

AC is providing wireless connectivity on site as a free service to students, employees and guests of Angelina College and offers no guarantees or representations that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of this wireless connection is entirely at the risk of the user, and Angelina College is not responsible for any loss of any information that may arise from the use of the wireless connection, nor is AC responsible for any loss, injury, or damages resulting from the use of the wireless connection. Anyone using the wireless network provided by the Angelina College is forewarned that there can be no expectation of privacy when using the wireless network, whether accessed from an external or internally site. It is an "as available" service meaning with no guarantees on service. Angelina College reserves the right to deny access to any of its computer based services including but not limited to wireless access. Users will have rate limits imposed to help keep congestion down and Wi-Fi services working for everyone.

As with most public wireless "hot spots," the Angelina College wireless connection is not secure. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and

informed wireless users should not transmit their credit card information, passwords and any other sensitive personal information while using any wireless “hot spot.”

Users assume all associated risks and will not hold Angelina College and its employees liable for any personal information (e.g. credit card) that is compromised, or for any damage caused to users’ hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices. AC provides access to Web-based email only. For Microsoft Outlook or other email services, the users must connect with their own Internet provider.

AC will provide general information on the settings necessary to access the Internet via these connections, but are not responsible for any changes users make to their computer settings and cannot guarantee that a user’s hardware will work with the wireless connection. If a user has problems accessing the Internet over these connections the AC staff will not be available to assist in making changes to the user’s network settings or perform any troubleshooting on the user’s own computer. Users should refer to their owner’s manuals or other support services offered by their device manufacturer.

Use of these access points is governed by the Angelina College Computer Use Policy. All users are expected to use the wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users should not violate federal, Texas or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Any restriction or monitoring of a minor’s access to the wireless network is the sole responsibility of the parent or guardian.

The IT Division has full authority and responsibility over any wireless access point on Angelina College campuses and properties. Use or installation of unauthorized devices is prohibited. All wireless access points and wireless devices connected to the organizational network must be registered and approved by the designated MIS department representative. All wireless devices are subject to IT department audits and penetration tests without notice.

AC requires that parts of the network containing and supporting wireless devices directly (the wireless network) be separated from the part of the network that does not support wireless connections. The part of the network supporting wireless devices or connections shall be considered less trusted than the part of the network that does not. All file servers and internal domain controlling servers shall be logically separated from the wireless network using a firewall. Each wireless device connected to AC will be individually firewalled for security purposes. One or more intrusion detection devices shall monitor the wireless network for signs of intrusion and log events. The type of logged events will be determined by the network administrator.

These policies are subject to change without prior notification as needed and could change on an individual basis.

Health Information

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 HTL 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 I 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 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

Smoking

Smoking is prohibited in all buildings on the Angelina College campus. Students may smoke outside away from the building entrances and are asked to use the receptacles provided to dispose of all smoking materials before entering a building.

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 individu-

alized 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. Metham-

phetamine 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: 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

	Imprisonment	Fine
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 NARCOTICS TRADE OR OTHER NAMES MEDICAL USES PHYSICAL PSYCHOLOGICAL TOLERANCE DURATION (HRS) USUAL METHODS OF ADMINISTRATION POSSIBLE EFFECTS EFFECTS OF OVERDOSE WITHDRAWAL SYNDROME

DRUGS/CSA SCHEDULES	NARCOTICS	TRADE OR OTHER NAMES	MEDICAL USES	PHYSICAL	PSYCHOLOGICAL	TOLERANCE	DURATION (HRS)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
Opium II III IV		Dover's Powder/Paregoric Parepectolin	Analgasic/Antidiarrheal	High	High	Yes	3-6	Oral/Smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea.	Slow and shallow breathing, clammy skin, convulsions, coma, possible death.	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.
Morphine II III		Morphine/MS-Contin/ Roxanol/ Roxanol-SR	Analgasic/Antitussive	High	High	Yes	3-6	Oral/Smoked/Injected			
Codeine II III V		Tylenol w Codeine/Emprin w/ Codeine/Robitussin A-C/ Floralin w/Codeine	Analgasic/Antitussive	Moderate	Moderate	Yes	3-6	Oral/Smoked/Injected			
Heroin I		Diacetylmorphine/Horse/Smack	None	High	High	Yes	3-6	Injected/Sniffed/ Smoked			
Hydromorphone II		Dilaudid	Analgasic	High	High	Yes	3-6	Oral/Smoked/Injected			
Meperidine (Pethidine) II		Demerol/Mepergan	Analgasic	High	High	Yes	3-6	Oral/Smoked/Injected			
Miathadone II		Dolophine/Methadone/ Methadose	Analgasic	High	High-low	Yes	12-24	Oral/Smoked/Injected			
Other Narcotics I II III IV V		Numorphan/Percodan/Percocet/ Tylox/Tussionex/Fentanyl/ Darvon/Lomotil/Falwin ²	Analgasic/Antidiarrheal/ Antitussive	High-low	High-low	Yes	Varies	Oral/Smoked/Injected			
DEPRESSANTS											
Chloral Hydrate IV		Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol.	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death.	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	Yes	1-16	Oral			
Benzodiazepines IV		Ativan/Dalmane/Diazepam/Librium/Sanax/Serax/ Valium/Tranxene/Verstran/ Halcion/Paxipam/ Restoril	Antianxiety/Anticonvulsant/ Sedative/Hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone I		Quaalude	Sedative/Hypnotic	High	Moderate	Yes	4-8	Oral			
Gluthethimide II		Doriden	Sedative/Hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants III IV		Equanil/Miltown/Noludar/ Placidyl/Valmid	Antianxiety/Sedative/ Hypnotic	Moderate	Moderate	Yes	4-8	Oral			
STIMULANTS											
Cocaine ¹ II		Coke/Flake/Snow/Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed/Smoked/In- jected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite.	Agitation, increase in body temperature, hallucinations, convulsions, possible death.	Apathy, long periods of sleep, irritability, depression, disorientation.
Amphetamines II		Biphetamine/Delecobese/ Desoxyn/Dexedrine/Obetrol	Attention deficit disorders/Narcolepsy	Possible	High	Yes	2-4	Oral/Injected			
Phenmetrazine II		Preludin	Weight control	Possible	High	Yes	2-4	Oral/Injected			
Methylphenidate II		Ritalin	Attention deficit disorders	Possible	Moderate	Yes	2-4	Oral/Injected			
Other Stimulants III IV		Adipex/Cylert/Didrex/Loanmin/ Melfiat/Plegme/Sanorex/ Tenuate/Tepamil/Prelu-2	Weight control	Possible	High	Yes	2-4	Oral/Injected			
HALLUCINOGENS											
LSD I		Acid/Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance.	Longer, more intense "trip" episodes, possible death.	Withdrawal syndrome not reported.
Mescaline & Peyote I		Mexc/Buttons/Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants		2,5-DMA/PPMA/STP/MDA/ MDMA/TMA/DO/M/DOB	None	Unknown	Unknown	Yes	Varies	Oral/Injected			
Phencyclidine		PCP/Angel Dust/Hog	None	Unknown	High	Yes	Days	Smoked/Oral/Injected			
Phencyclidine Analogues		PCE/PCPy/TCP	None	Unknown	High	Yes	Days	Smoked/Oral/Injected			
Other Hallucinogens			None	None	Unknown	Pos- sible	Varies	Smoked/Oral/Injected/ Sniffed			
CANNABIS											
Marijuana I		Pot/Acapulco Gold/Grass/ Reefer/Sinsemilla/Thai Sticks	None	Unknown	Moderate	Yes	2-4	Smoked/Oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior.	Fatigue, paranoia, possible psychosis.	Insomnia, hyperactivity and decreased appetite occasionally reported.
Tetrahydrocannabinol III		THC/Mariinol	Cancer chemotherapy antinauseant	Unknown	Moderate	Yes	2-4	Smoked/Oral			
Hashish I		Hash	None	Unknown	Moderate	Yes	2-4	Smoked/Oral			
Hashish Oil I		Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked/Oral			