



Angelina
College

Student
Handbook
2016-2017



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Angelina College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degree levels – Associate in Arts, Associate in Science, Associate in Applied Science, and certificates. 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, color, creed, sex, national origin, age, religion, or disability. Inquiries concerning sex equity, disability or age should be directed to Mr. Steve Hudman, Dean of Student Affairs at (936) 633-5293, Student Center, Room 101.

Welcome to Angelina College!

Welcome Roadrunners,

My name is Steve Hudman Dean of Students Services for Angelina College. On behalf of faculty, staff, and administration, let me be the first to welcome you to the Angelina College family. We are excited you have chosen Angelina College to assist you in reaching your full potential.

Angelina College thrives on assisting students achieve success in any of our educational programs. Programming consists of a wide variety of concentrations leading to an associate degree, certificate, or personal enrichment. Whatever goal you have set for yourself, Angelina College is here to help.

Many changes have begun for Angelina College and will continue throughout the next few years. One specific area of change we anxiously anticipate is the creation of a robust Student Life program made up of engaging activities for all students. As this program develops, the Student Life Office will be soliciting feedback from all students to better serve you during your time at Angelina College.

We encourage you to review this handbook to better understand college policies and procedures as well as your rights and responsibilities as a student. The most current edition of the student handbook can be found online at www.angelina.edu.

Again, we are excited you have chosen Angelina College and think you will have a blast discovering why it is truly “A Great Place to Start!” If you have questions or would just like to say hello, do not hesitate stop by my office (Student Center, Office 205). I look forward to meeting you and wish you well on your journey here at AC. Have a great semester, and Go Roadrunners!

Steve Hudman
Dean of Student Affairs



Angelina College Calendar 2016-2017

Fall 2016*

Mar 22 - Aug 18	Registration continuous through 1:00 p.m. on August 18 (\$20 late fee applies after Aug 18)
August 22	General Faculty and Educational Council meetings, 8:30 a.m.-11:00 a.m. Division meetings, 11:00 a.m. – 12:00 p.m.
August 23	Last day for schedule changes
August 23	Last day to drop or withdraw from a semester-length course with a 100% refund
August 24	First class day
August 26	Faculty/Staff Professional Development 9:00 a.m. – 12:00 p.m.
September 5	Labor Day Holiday
September 9	Twelfth class day, official census day
September 14	Last day to drop or withdraw from a semester-length course with a 70% refund
September 21	Last day to drop or withdraw from a semester-length course with a 25% refund
October 24	Mid-semester
November 7	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
November 22	Thanksgiving Holidays begin 9:40 p.m.
November 28	Classes resume 8:00 a.m.
December 9-15	Final examinations
December 16	Final grades due in Office of the Registrar 10:00 a.m.
December 16	Christmas Holidays begins at 3:00 p.m.

Spring 2017*

Oct 18 - Jan 5	Registration continuous through 1:00 p.m. on January 5 (\$20 late fee applies after Jan 5)
January 4	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. – 12:00 p.m.
January 10	Faculty/Staff Professional Development 9:00 a.m. – 12:00 p.m.
January 12	Last day for schedule changes
January 13	Last day to drop or withdraw from a semester-length course with a 100% refund
January 14	Late registration and schedule changes, see published Class Schedule
January 16	Martin L. King, Jr.'s Holiday – campus closed
January 17	First class day
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 applications due
March 3	Last day to apply for Spring 2017 graduation
March 10	Mid-semester Spring Break begins at 2:30 p.m.

March 20	Classes resume 8:00 a.m.
April 3	Last day to drop or withdraw with a grade of "W"
April 28	Summer financial aid forms due
May 4-10	Final examinations
May 11	Final grades due in Office of the Registrar 10:00 a.m.
May 13	Commencement Service 10:00 a.m. and 2:00 p.m.

Summer I 2016 (4-Day Week)*

Mar 21 - May 18	Registration continuous through 1:00 p.m. on May 18 (\$20 late fee applies after May 18)
May 24	Last day for schedule changes
May 26	Last day to drop or withdraw from a semester-length course with 100% refund
May 29	Memorial Day Holiday
May 30	First class day
June 5	Fourth class day, official census day
June 6	Last day to drop or withdraw from a semester-length course with a 70% refund
June 8	Last day to drop or withdraw from a semester-length course or withdraw with a 25% refund
June 15	Scholarship forms due for Fall
June 22	Last day to drop or withdraw with a grade of "W"
July 4	Independence Day Holiday – campus closed
July 6	Final examinations
July 10	Final grades due in Office of the Registrar by 1:30 p.m.

Summer II 2016 (4-Day Week)*

Mar 21 - June 28	Registration continuous through 1p.m. on June 28 (\$20 late fee applies after June 28)
July 6	Last day for schedule changes
July 10	Last day to drop or withdraw from a semester-length course with 100% refund
July 11	First class day
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 20	Last day to drop or withdraw from a semester-length course or withdraw with a 25% refund
July 20	Financial aid forms for Fall due
August 3	Last day to withdraw or drop with a grade of "W"
August 16	Final examinations
August 17	Final grades due in Office of the Registrar 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 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 two types of degrees to choose when planning to transfer:

The Associate in Arts Degree is the pathway for those wanting to pursue a Bachelor of Arts Degree. Social workers, high school and elementary education teachers, journalists, musicians and more follow this initial path.

The Associate in Science Degree is for students pursuing a Bachelor’s 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 semester hours.**

ASSOCIATE IN 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, Legal Assistant, Management Development, Office Administration 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 one to two semesters. The courses completed for a certificate can be applied towards the related Associate in 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.

* – 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.

** – 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.

Student Affairs

A full range of student services and student activities are available in the Student Center.

Academic Advising - Student Center, Room 200 (936) 633-5212

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 area of concentration 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, 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 affect 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 you. Your advisor can suggest, recommend, and remind the student of rules and requirements, but you have 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

When a student believes that a grade does not reflect his/her level of accomplishment, the following procedure should be implemented within two weeks of the receipt of the grade:

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.)

Early Alert

The academic success of students at Angelina College is one of the institution's primary goals. An Early Alert system is used to notify students and various college services when an instructor feels a student's class performance and/or attendance needs attention. These notifications are sent to college assigned email accounts and students are encouraged to visit with their instructor should they receive a notification.

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.

Special Student Support Services - Student Center, Room 208 (936) 633-5212

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.

Students With Disabilities - Student Center, Room 200 (936) 633-5212

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 the 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.

Student Tutoring and Access Center (STAC)

Library Second Floor, (936) 633-4504, tutoring@angelina.edu

Free tutoring services available to all AC students.

Office of Student Services

Counseling and Guidance - Student 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.

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.

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, ASE

The Texas Success Initiative (TSI) and Pre-Assessment Activity (PAA)

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.

“What if I Want to Release My Educational Information to a Third Party?”

Release of Student Information

The policy of the college with respect to release of information concerning students is based on the Family Educational Rights and Privacy Act of 1974 (FERPA). This law helps protect the privacy of student education records. The Act provides for the right of students to inspect and review education records, the right to seek to amend those records and the right to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records. With certain exceptions, AC will not disclose personally identifiable information from a student's education records to any third-party without written consent from the student. The law does allow authorized college personnel access to information contained in the records for facilitating internal college operations, promoting the student's education and reporting to local, state and federal agencies. The complete college policy concerning release of information about students is available upon request from the Records Office. Students wanting their parent, friend or other individual to access or obtain their records should give that person a signed release specifying what they need and a copy of

“What if I want an instructor to release information about my grades, attendance, performance, or write a letter of recommendation?”

Students making any request for the release of information should follow the same FERPA waiver procedures listed above and this includes a request to an instructor to release information that may be contained in a recommendation letter.

Student Rights and Responsibilities

Student Conduct And Discipline Program

It is the intent of the Student Conduct and Discipline Program to provide an educational and developmental response to student misconduct while maintaining and protecting a safe and appropriate teaching and learning environment.

In keeping with the educational intent of the Student Conduct and Discipline Program, the College engages in progressive discipline to help students understand and behave in accordance with the College's conduct standards. The progressive discipline process includes (a) selecting a proportional response to a student's misbehavior and (b) increasing the level of response if the student subsequently misbehaves. In a progressive discipline environment, the discipline the College administers for the first occurrence of serious misconduct may be expulsion.

The personal conduct of students (a) on the grounds of any site or campus, in any facility, or in any vehicle owned by or controlled by Angelina College; (b) participating in or attending college functions; or (c) as members of recognized student organizations, participants in college-sponsored groups, or members of intercollegiate athletic teams 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.

The Dean of Student Services or designee shall have primary authority and responsibility for administering the Student Conduct and Discipline Program. The President may take immediate interim disciplinary action, including suspension, pending a hearing for student violation of College policy. Such interim disciplinary action, including suspension, may occur in drug-related cases or when the continuing presence of the accused student poses a danger to person or property or is an ongoing threat of disruption to the scholastic process. When such interim disciplinary action occurs, the President shall communicate the disciplinary action in writing and, if possible, meet with the student to discuss reasons for the interim disciplinary action and to allow the student a rebuttal pending a full hearing.

Students are expected to obey all local, state, and federal laws and ordinances, in addition to all the policies and regulations of the College. Students 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.

Examples of Prohibited Behavior

Academic Integrity: It is the aim of the Angelina College faculty to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present, as his or her own, any work that he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and is prohibited.

Cheating: Complete honesty is required of the student in the presentation of any and all phases of course work. Dishonesty of any kind on examinations, quizzes, or assignments is considered cheating and is prohibited. Common examples of cheating include the following:

- Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs
- Using materials during a test that are not authorized by the test administrator
- Collaborating with another person or persons during an examination or in preparing academic work without authorization
- Knowingly and without authorization, using, buying, selling, stealing, soliciting, copying, or possessing in whole or in part, the contents of an administered test
- 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

- Purchasing or otherwise acquiring or submitting as one's work any research paper or writing assignment prepared by another individual or firm

Plagiarism: 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. Plagiarism is prohibited.

Grade Appeal: When a student believes that a grade does not reflect his/her level of accomplishment, the following procedure should be implemented within two weeks after the receipt of the grade:

1. Submit a written request for review to the instructor, and if the resolution is not accepted;
2. Submit a written request to the appropriate Associate Dean of Instruction, and if the resolution is not accepted;
3. Submit a written request to the Vice President of Academic Affairs, and if the resolution is not accepted;
4. Submit a written request to the President of the college. The decision of the President, or his designee, is final.

Alcoholic Beverages: Student possession or consumption of alcoholic beverages is prohibited on College property. Violations subject to disciplinary action include the possession, consumption, or being under the influence of alcoholic beverages on the college campus or while representing the College during an off-campus activity.

Illegal Substances: The possession, distribution, or use of any illegal substance on campus or at any College related function on or off campus is prohibited.

Tobacco: Angelina College is a Tobacco Free campus. The use of tobacco products is prohibited on all College property.

Vapor and E-cigarettes: The College prohibits use of vapor and e-cigarettes on all College property.

Housing and Residence Life: Violations or breaches of the Angelina College Residential Contract by students living in College housing is prohibited.

Animals on Campus: Pets and other privately-owned animals are prohibited in any College building unless the Vice President and Dean of Instruction makes a specific exception for academic purposes. Animals on campus must be on a leash or be otherwise under the direct and positive control of the owner. Service animals assisting individuals with disabilities are permitted in all College facilities, programs, and events. Students with disabilities should contact the Office of the Dean of Student Services to obtain guidelines and regulations related to service animals.

Children in the Classroom: Students bringing children to class without prior consent from the instructor is prohibited.

Discrimination and Harassment: Discrimination and Harassment on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, or any other characteristic protected by institutional policy or state, local, or federal law are prohibited. Further information regarding discrimination and procedures for students who believe they have been subjected to discrimination can be found in the Student Rights and Responsibilities section of the Angelina College Policy and Procedures Manual.

Title IX

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., protects individuals from discrimination and harassment based on sex in any educational program or activity operated by recipients of federal financial assistance. Sexual harassment, including sexual violence, is a form of sex discrimination and is therefore prohibited under Title IX. Unwelcome sexual advances, requests for sexual

favors, and other verbal, nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment.

Angelina College is committed to providing an environment of academic study and employment free from harassment or discrimination to all segments of its community; its faculty, staff, students, guests and vendors; and will promptly address all complaints of discrimination, sexual harassment, and related retaliation in accordance with applicable federal and state laws.

To report a violation of Title IX or ask questions regarding Title IX, contact Mr. Steve Hudman, the Dean of Student Services. His office address is Student Center room 205, his telephone number is 936-633-5293, and his email address is shudman@angelina.edu. Students may also contact the U.S. Department of Education, Office for Civil Rights (800-421-3481) to complain of sex discrimination or sexual harassment including sexual violence.

Title IX Grievance Procedure: The College is committed to prompt and equitable resolution of student complaints of sexual discrimination, including sexual violence, by fellow students through the Discipline Program Procedure. The Title IX Coordinator will monitor the administration of the Discipline Program Procedure to ensure prompt and equitable resolution of the complaint. Other complaints of sexual discrimination (i.e., complaints against College employees) will be investigated and resolved by trained administrators with oversight by the Title IX Coordinator. In addition to the resolution procedures, when a student alleges sexual harassment or assault, the Title IX Coordinator will promptly meet with the student to explain:

- The investigation process, including the importance of treating both parties equitably, and that the complainant and alleged perpetrator will receive written notice of the outcome of the complaint
- Assurance that the College will take steps to prevent recurrence of any sexual violence and remedy discriminatory effects on the complainant and others, if appropriate
- The College's resolution procedures, making clear that students are not required to work out issues directly with each other and that mediation is not used in sexual assault cases
- Counseling services available either on or off campus
- Possible academic accommodations
- That the College prohibits and will protect complainants from retaliation.

In sexual assault cases, the Title IX Coordinator will urge the student to seek medical attention. The Coordinator will also advise the student of the right to file a criminal complaint as well as to use the College's Student Conduct and Discipline Program. In addition, the Coordinator will explain any legal requirement or school policy to notify police of the alleged assault

The College has a duty to investigate even if the complainant asks that it not do so. If the complainant requests anonymity, the Title IX Coordinator will remind the complainant that he or she will be protected from retaliation, and explain that anonymity may limit the College's ability to respond. Furthermore, the Coordinator will assure the complainant that the investigation will be discreet and only disclosed on a "need to know" basis. In deciding how to proceed, the Title IX Coordinator will weigh the complainant's anonymity request against the alleged perpetrator's potential danger to other students. In addition, The Coordinator will determine whether interim protective actions are necessary, such as issuing a "no contact" directive. The Coordinator will follow the initial meeting with a letter to the student reviewing the options and resources and requesting a signed acknowledgment of receipt as well as a written statement indicating the course of action the student wishes to pursue.

Disruptions: The use of force, violence, tactics, or behavior that causes obstruction or disruption of teaching, administration, disciplinary procedures, or other college authorized activities on college premises is prohibited. This includes use of language or behavior that disrupts the College learning environment.

Distribution of Literature, Advertising, Selling or Solicitation: Selling and soliciting are only permitted on the College's campus and sites with official authorization. Solicitation of students, faculty, or staff members by personal contact or through the distribution of advertising leaflets or handbills to promote sales

without prior approval of Dean of Student Services is prohibited on any College property or in any buildings.

False Reports: False reporting of incidents including intentional activation of fire alarms or fire suppression systems on campus when a threat is not imminent is prohibited.

Falsification of Records: Knowingly furnishing false information to the College by forging or altering a document, record, or identification is prohibited.

Financial Responsibilities: Failure to promptly address all financial responsibilities owed Angelina College is prohibited. This includes any student unpaid debts, returned checks, overdue borrowed books, and other cases of financial irresponsibility.

Firearms, Fireworks, and Explosives: The unauthorized possession or use of firearms, fireworks, explosives, or unauthorized hazardous chemicals of any description on College grounds or property, including residence halls, is prohibited.

Food and Drinks: Possession and consumption of food and drinks is prohibited in the computer labs, classrooms, laboratories, shops, theatre, library, and other designated areas on campus without prior college approval.

Gambling: Gambling in any form is prohibited on College grounds and property, including College residence halls.

Lewd, Indecent or Obscene Conduct: Lewd, vulgar, indecent, or obscene conduct/expression infringing upon the rights of others and/or disrupting the campus learning environment is prohibited. This includes all Angelina College activities conducted on and off campus property.

Misuse of Student Identification Card: The use of a student identification card by anyone other than the person to whom it is issued, and the failure to present or relinquish a student identification card to a member of the faculty, staff, or administration upon request is prohibited.

Official Directives: Failure to comply with the lawful directives of all College officials acting within the scope of their responsibilities is prohibited.

Stalking: Attempting to control or intimidate another student through behavior or threats is prohibited. A stalker can be anyone, including an unknown person, an acquaintance, or a former intimate partner. A stalker may follow a victim off and on for a period of days, weeks, or even years. A stalking victim feels reasonable fear of bodily injury or death to self or to a family or household member or damage to property. Stalking can be perpetrated by the stalker or by someone acting on her/his behalf. Stalking can take the form of verbal threats or threats conveyed by the stalker's conduct, threatening mail, property damage, surveillance of the victim, or by following the victim.

Student Dress: Classroom instructors and College staff in charge of College events have the right to refuse entrance to students dressed in inappropriate attire.

Terroristic and Bomb Threats: Terroristic behavior such as sending threatening letters or electronic mail, communicating threats through telephone calls or text messages, and bomb threats are prohibited.

Unauthorized Entry: The unauthorized entry or use of College buildings, offices, or facilities is prohibited.

Unauthorized Possession of Keys: The possession by students of keys to College buildings or facilities that have not been issued by an authorized College official is prohibited.

Vandalism: The willful malicious destruction, damage, or defacing of property whether it belongs to the College or another student constitutes an act of vandalism and is prohibited.

Violent Behavior: The use or threat of physical violence against another person on College property or at

College-sponsored events is prohibited.

Violation of Local, State or Federal Law: Any action, event, or group of events that provides grounds for a charge or violation of local, state, or federal laws is prohibited.

Special Process Provisions

Attempted Violations: In most circumstances, the College will treat attempt to commit any violations of Student Conduct as if that attempt had been completed.

College as Complainant: As necessary, Angelina College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

Immunity for Victims and Witnesses: At the sole discretion of the Dean of Student Services, the College may choose to not issue charges nor to administer punishment for violations of the Student Code to victims and witnesses of serious criminal activity, including sexual harassment and sexual misconduct.

Bystander Engagement: At the sole discretion of the Dean of Student Services, the College may choose to not issue charges nor to administer punishment for violations of the Student Code when students report a dangerous situation to a College official or seek emergency assistance for themselves or other students.

Parental Notification: The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, related to alcohol and/or drug violations. The College may also notify parents/guardians of not-dependent students under age 21 of alcohol and/or drug policy violations. Where a student is not-dependent, the College will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The College also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

Notification of Outcomes: The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release pursuant to the Family Educational Rights and Privacy Act (FERPA). However, the College observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.
- The College may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/ damage/ vandalism of property and kidnapping/abduction.

Penalties for Misconduct

Penalties for misconduct include, but are not limited to the following:

Warning or Reprimand: Warning or Reprimand may include, but is not limited to, counseling with or writing a letter to the student. These actions are cumulative and are considered official college actions that are recorded in the Office of the Dean of Student Services.

Restriction: Restriction involves specifically prohibiting a student from attending campus activities, occupying campus facilities, or using campus equipment or services.

Community Service: Community service is an assignment of unpaid work on campus or in the community with a restorative intent.

Disciplinary Probation: Disciplinary probation is applied for a stated period with or without specified restrictive conditions. Restrictive conditions may include but are not limited to:

- Removing the right of the student to receive any college award, scholarships, or financial aid
- Removing the right to occupy any position of leadership in any college or student organization or activity

Disciplinary probation will become a part of the student's permanent academic record.

Removal from College Housing: In certain instances, the college may remove a student from College housing and allow him/her to continue attending classes.

Course Grade Reduction: Faculty members may reduce a student's course grade in response to student behaviors that violate standards set forth in the course syllabus and/or prohibited in the student code.

Administrative Course Withdrawal: Administrative course withdrawal results in a "W" grade. Angelina College reserves the right to withdraw students from a class or all classes if, in the judgment of the appropriate college official, such withdrawals are in the best interests of students and the college. Students may be withdrawn for reasons of lack of attendance, irresponsible financial conduct, personal misconduct, academic integrity violations, unlawful compliance of a college official, or other academic infractions.

Disciplinary Suspension: Suspension is for a stated period, but never less than the remainder of the semester in which the offense is committed. During suspension, the student shall not attend classes, participate in any college related activity, or be on campus for any reason except application for readmission. Readmission on probation may be granted at the end of the suspension period. Disciplinary suspension will become a part of the student's permanent academic record.

Expulsion: Expulsion is the permanent removal from Angelina College with no opportunity for readmission. Expulsion will become a part of the student's permanent academic record.

Procedures for Discipline Program

The Office of the Dean of Student Services shall administer the Angelina College Student Conduct and Discipline Program.

Rules of Evidence and Burden of Proof: Disciplinary decisions will be based on the preponderance of evidence. Meaning, it is more likely than not an alleged incident occurred. A totality of all available and relevant evidence will be used to establish this preponderance. The burden and responsibility for gathering and evaluating evidence rests with the College. Accused students may elect to not self-incriminate and should be active in presenting relevant evidence to support their position. Witness statements that are unsigned and/or undated will not be considered in discipline process; however, if an investigation stemming from an unsigned and/or undated statement results in the discovery of evidence that misconduct may have occurred, the student responsible for that misconduct may be subject to disciplinary action.

Steps in the Student Conduct Process:

1. Dean of Student Services or designee (hereinafter "College Official") will investigate alleged student misconduct.
2. If the College Official finds sufficient evidence of misconduct, the College Official will issue a letter to the student to schedule a hearing. The letter will include a description of the charge(s) and evidence.
3. College Official will conduct a hearing during which he/she explains the student's right to due process, reviews the Student Conduct Process including appeal procedures, lists the charge(s), and presents all evidence collected during his/her investigation. The student may present evidence, call witnesses, and/or address witness statements and evidence presented. Complainants and victims may present witnesses and other evidence during the hearing. The outcomes of the hearing will be one of the following:
 - a. The student admits misconduct in writing. The College Official will assign appropriate discipline in writing to the student. The student may appeal the assigned discipline to the Student Conduct Panel in writing to the Dean of Student Services within five (5) business days of receiving documentation from the College Official.
 - b. The College Official finds the student presents a preponderance of evidence that he/she is not responsible for the alleged misconduct. The College Official will dismiss the charge(s) against the student in writing.
 - c. After considering all evidence provided by the student, the College Official finds the preponderance of evidence supports the charge(s). The College Official will assign appropriate discipline in writing to the student. The student may appeal the finding of the College Official and/or the assigned discipline to the Student Conduct Panel in writing to the Dean of Student Services within five (5) business days of

receiving documentation from the College Official.

4. When a student appeal is received, the Student Conduct Panel will conduct a hearing. During the hearing, the College Official will present the charge(s) and all evidence collected during his/her investigation. Complainants and victims will also be afforded the opportunity to present witnesses and other evidence during the hearing. The accused student may present evidence, call witnesses, and/or address witness statements and evidence presented. The outcomes of the hearing may be one of the following:
 - a. The Student Conduct Panel finds the preponderance of evidence supports the charge(s) and assigns appropriate discipline in writing.
 - b. The Student Conduct Panel finds the preponderance of evidences does not support the charge(s) and dismisses the charge(s) in writing.
5. A student or complainant may appeal the Student Conduct Panel's findings or discipline assignment in writing to the Angelina College President within five (5) business days of receiving documentation from the Student Conduct Panel. The only grounds for appeal are as follows:
 - a. A procedural error occurred that significantly impacted the outcome of the hearing(s) (e.g. substantiated bias, failure to document findings, material deviation from established procedures, etc.)
 - b. New evidence unavailable during the original hearing or investigation that could substantially impact the original finding or discipline assignment is found. A summary of this new evidence must be included in the written appeal
 - c. The discipline assigned is materially disproportionate to the severity of the violation.
6. The President will review the charge(s), the written findings of the Case Official and the Discipline Panel, and the written appeal from the student to decide the merits of the student's appeal. At his/her sole discretion, the President may meet with the student during his/her deliberation of the appeal. Pursuant to authority delegated to the President by the Angelina College Board of Trustees, the decision of the President is final.

Student Conduct Panel: Each year, the Dean of Student Services shall request the Angelina College Committee on Committees assign not less than three (3) faculty members and three (3) professional staff members to the Student Conduct Panel to serve one year terms. A faculty or professional staff member may serve additional one year terms at his/her request if the Dean of Student Services approves. The Dean of Student Services will recruit and appoint not less than three (3) currently enrolled students to serve on the Student Conduct Panel during each semester. The Dean of Student Services or designee shall conduct thorough, appropriate training with the Student Conduct Panel each semester. If a panelist cannot complete his/her term for any reason, the Dean of Student Services shall appoint and train a panelist from the exiting panelist's group (i.e., faculty, professional staff, student) who will serve the remainder of the exiting panelist's term. The Student Conduct Panel shall elect a Chief Panelist each semester by majority vote.

When the Student Conduct Panel receives a student appeal, the Chief Panelist will assign three current panelists, including at least one (1) student but not more than two (2) students, to conduct the hearing and render findings. At the hearing, the findings of the investigation will be admitted, but are not binding on panelists. The goal of the hearing is to provide an appropriate resolution via an equitable process.

Appeals

All sanctions imposed by the College Official or Student Conduct Panel will be in effect during any appeal. In cases where the appeal results in reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to his/her prior status, recognizing that some opportunities lost may be irretrievable in the short term.

Safety On Campus

Students should exercise caution while on the Angelina College campus to insure their safety. As stated in the student 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. The college maintains around-the-clock surveillance through the maintenance department. A security guard is on duty during the day and at night, on weekends, and on holidays. Communication with local authorities is by both telephone and portable radio and response time to emergencies is excellent. Auto accidents, criminal activities and other emergencies should be reported immediately to

the security guard on duty or the maintenance department. Upon notification, on-site investigation will be conducted to determine the necessity of involving the local authorities and appropriate action to be taken.

Angelina College maintains a policy regarding campus sexual assault programs, which shall be aimed at the prevention of sex offences, and the procedure to follow once a sex offense has occurred. This policy is available through the Student Services Office and is published annually in the student handbook.

Angelina College does not discriminate on the basis of sex, color, race, national origin, age, or disabilities. All buildings on the campus are ramped and equipped with elevators and classrooms are assigned to accommodate persons with disabilities.

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. Absences in online courses are based on an equivalent participation formula.
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 and is defined in the course syllabus.

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 local and state *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. A student must be enrolled in at least one (1) developmental course for each term until all developmental courses are complete.

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

Division Program List

Please contact the division office according to the areas of concentration listed below to schedule an advising appointment.

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

<u>Division</u>	<u>Phone</u>	<u>Location</u>
Business Division (Workforce) Computer Information Systems General Business Leading to a BBA Degree Management Development Office Administration Real Estate	(936)633-5300	Business Building
Fine Arts Division (Transfer) Graphic Arts Journalism/Mass Communications Music Sound Recording Technology Speech Communication Theatre Visual Arts	Arts Majors: (936)633-5233 Music Majors: (936)633-5378	Angelina Center for the Arts Hudgins Hall
Health Careers Division (Workforce) Emergency Medical Services Nursing (Vocational and ADN) Pharmacy Technology Radiologic Technology Respiratory Care Sonography Surgical Technology	(936)633-3200	Health Careers Building I & II
Liberal Arts Division (Transfer) Elementary Education General Curriculum Health and Physical Education	(936)633-5222	Liberal Arts/Social & Behavioral Sciences Building

<u>Division</u>	<u>Phone</u>	<u>Location</u>
Science/Mathematics Division (Transfer)	(936)633-5255	Science/Mathematics Building
Biology		
Chemistry		
Computer Science		
Engineering		
General Science		
Geology		
Mathematics		
Physics		
Pre-Dental/Pre-Medical/Pre-Pharmacy		
Pre-Physical/Occupational Therapy		
Pre-Physician Assistant		
Pre-Veterinary		
Technology & Workforce Division (Workforce) (936)633-5246		Technology & Workforce Development Center
Automotive Technology		
Child & Family Development		
Criminal Justice		
Diesel Technology		
Drafting & Design Technology		
Electrical Maintenance		
Electromechanical Technology		
Electronics Technology		
Fluid Power Technology		
Heating, Ventilation and Air Conditioning (HVAC)		
Human Services		
Paralegal (Legal Assistant)		
Machine Tool Technology		
Networking		
Welding		

Guide To Campus Resources

WHAT	CONTACT PERSON	LOCATION
Absences	Instructor	Instructor's Office
Admissions	Registrar Academic Support Services	A104 C200
Athletics	Athletic Director	AC117
Bookstore	Bookstore Manager	Student Center
Career Planning	Counseling	C200
Continuing Education	Dean of Community Services	CS101
Counseling (General Academic)	Counseling	C200
Counseling (By Program Areas)	Associate Deans of Instruction Business Fine Arts Health Careers Liberal Arts Science Technology & Workforce	B102B ACA100C HCI & HCII SBS 108 S116 TW100
Credit by Examination	Associate Dean of Student Support Services	C200 D
Residence Hall	Dean of Student Affairs	C101
Emergency (Criminal Activity)	Campus Security Lufkin Police Department Ph: 634-6611	M100
Financial Aid	Director of Financial Aid	C208
Financial Obligations	Business Office	A205
Grades Appeals	Instructor Associate Deans of Instruction Vice President of Academic Affairs	Instructor's Office Division Office A105
Averages (GPA)	Office of the Registrar	A104
Grading System	Vice President of Academic Affairs	A105
Graduation Requirements	This Handbook, College Bulletin Faculty Advisor Office of the Registrar	Instructor' s Office A104
Harassment Complaints (<i>Sexual, racial, religious, national origin or handicap</i>)	Dean of Student Affairs	C101
Instruction	Vice President of Academic Affairs	A105
Intramurals	Dean of Student Affairs	C101
Library	Director of Library	Library
Lost and Found	Physical Plant	T107
Off-Campus Offerings	Senior Director of Distance Education	C206 B
Organizations and Clubs	Student Life Coordinator	C205 B
Publications (Student)	Coordinator of Student Publications	HH102 E
Scholarships	Scholarship Coordinator	C208
Student Activities	Student Life Coordinator	C205 B
Tutoring Services	Tutoring Center - Library, second floor	
Testing (<i>ACT, Aptitude, Interest Inventories, TSI and PAA</i>)	Coordinator of Testing Services	C200 D
Traffic/Parking	This Handbook, College Bulletin Director of Physical Plant	P107
Transcripts and Grades	Office of the Registrar	A104
Veterans Affairs	Financial Aid	C208
Withdrawal from School	Office of the Registrar	A104

Campus Safety

As a student enrolled at Angelina College, you may encounter certain risks while you are in a classroom, laboratory, 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.

AC Emergency Alert System

Angelina College uses an alert system called Rave to send important messages about delays or closures due to inclement weather, disasters, or crises to current students and employees.

<https://www.getrave.com/login/angelina>

Your Rave **username** is your entire college email address. You may also click the “Forgot your password?” link at the top to reset your password.

Students, check your **college email** account for log in information!

Once logged in, you can add multiple email addresses and SMS enabled phone numbers that receive college alerts.

If you have trouble logging in or just have questions, please email helprave@angelina.edu or phone 936-633-5308.

Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details. Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787.

Please be sure to check your SPAM folder for any Rave emails and white list them.

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 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 voicemail greeting of the main College number and the RAVE text alert system if the student has signed up for the system (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:

1. Dial 0, 5280, or 911 (or 9-676-2563 after 4 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 p.m. (cell 9-676-2563) or 911.

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.

STATE OF TEXAS SENATE BILL 62 REQUIREMENT FOR BACTERIAL MENINGITIS VACCINATION BEFORE ENROLLMENT

SB 62 mandates that all new and re-entry students under the age of 22 must provide evidence of a bacterial meningitis vaccination or booster within the past five years and at least ten days prior to the start of school.

All new students, transfer students, and re-entering students under the age of 22 must provide either:

Evidence the student has received the initial vaccination or booster dose during the five years preceding and at least 10 days prior to enrollment. This evidence must be submitted to the Office of Student Services in one of the following ways:

A document bearing the signature or stamp of the physician or his/her designee, or public health personnel (must include the month, day, and year the vaccination was administered) OR

An official immunization record generated from a state or local health authority (must include the month,

day, and year the vaccination was administered) OR

An official record received from school officials, including a record from another state (must include the month, day, and year the vaccination was administered).

OR

Evidence the student is declining the vaccination must be submitted to the Office of Student Services in one of the following two formats:

An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student. OR

An exemption form signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. This form may be obtained at <https://webds.dshs.state.tx.us/immcojc/>.

Students should maintain a copy of their immunization record for transfer to another college or future use.

Angelina County & Cities

Health District

503 Hill Street
Lufkin, TX 75904
936-632-1139

East Texas Community

Health Center

1401 South University Dr.
Nacogdoches, TX 75961
936-560-5668

Jasper/Newton County Public

Health District

139 West Lamar
Jasper, TX 75951
409-384-6829

Dept. of State Health Services

410 East Church St.
Livingston, TX 77351
936-328-8240, Ext. 221

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

Tobacco and Drug Policies

Smoking

Angelina College is a tobacco-free institution committed to providing its students and employees a safe and healthy environment. The use of all tobacco products shall be prohibited on all property owned or operated by Angelina College. This shall include buildings, grounds, sidewalks, and streets. This policy shall also apply to vehicles owned or operated by Angelina College. Smoking and Tobacco use are permitted only inside the confines of private vehicles. E-Cigarettes are prohibited in classrooms, labs, and activity areas in which they would be a potential hazard or distraction.

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 Servics in Beaumont, Charter Hospital in Kingwood, and Brentwood Outreach Cener 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: 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	Analgescic/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	Analgescic/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	Analgescic/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	Analgescic	High	High	Yes	3-6	Oral/Smoked/Injected			
Meperidine (Pethidine) II		Demerol/Mepergan	Analgescic	High	High	Yes	3-6	Oral/Smoked/Injected			
Miathadone II		Dolophine/Methadone/ Methadose	Analgescic	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	Analgescic/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			