The Student Handbook contains information about many of the services available to students, important administrative policies and procedures affecting students, and student conduct regulations. Its purpose is to help students take full advantage of opportunities offered by the college, and students are therefore encouraged to become familiar with its contents. Wharton County Junior College recognizes the significant role of students in institutional decision-making by requiring that students serve with faculty and staff on many committees. In addition, the Student Government Association serves as the voice of the students and are liaisons with the administration and faculty.
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At WCJC we are always encouraging students to “Start Smart.” Whether you are entering WCJC as a first time in college student, a transfer student, or a student returning to college to renew and refresh your skills you are a perfect example of “Start Smart.” When you chose WCJC, you were making an excellent decision. We are committed to offering students top-level instructional programs, superior support services and the highest quality customer service.

Now, it is up to you to make the most of your college experience at WCJC. Our classes are small in size and offer you the opportunity to get to know your instructors and classmates. Take advantage of this opportunity to learn from our outstanding corps of instruction and from the students that are in class with you. In both instances, you’ll be amazed at what you’ll learn.

WCJC offers experiences beyond the classroom. Make plans to spend time on campus after class and join a student organization or a study group, attend a concert, play, or performance, eat lunch with your classmates and make plans for your success, visit with an advisor about your future, the list of possibilities is very long! Save time to take in an athletic event or participate in an intramural program.

*Always remember, that we are here to offer assistance when you need it.*

Best wishes for great success

Vice-President of Student Services

Wharton County Junior College
Course lengths may vary; it is imperative that students verify the start and end dates of each course they are enrolled in during each semester of enrollment. Courses may be offered in 4 week, 5 week, 8 week, 14 week, 16 week, or 17 week formats.

Course schedule change dates, drop days, last days for refunds are all listed on the college website, on the webpage “Catalogs and Schedules.”

**JUN 1**  Deadline for Guaranteed Financial Aid Processed for Fall Semester

**JUL 3**  Independence Day Holiday Observed (no classes; offices and library closed)

**JUL 10 to AUG 30**  Registration for Fall Semester Period

**AUG 24**  Faculty and Staff Official Opening Day of the Semester

**AUG 26 to AUG 30**  Final Registration

**AUG 28**  College Convocation

**AUG 30**  Residence Hall Move-In Day (Cafeteria Service Opens)

**AUG 31**  16 week and First 8 week classes begin

**AUG 31 to SEPT 1**  Schedule changes ONLY for 16 week and First 8 week classes

**SEPT 5**  Saturday Classes begin

**SEPT 7**  Labor Day Holiday (no classes, library and offices closed)

**SEPT 14**  14 week classes begin

**SEPT 16**  Census Day for 16 week classes

**SEPT 17**  Constitution Day Observed (classes meet, watch for campus events)

**OCT 23**  Mid-Semester (16 week classes)

**OCT 26**  Second 8 week classes begin

**NOV 20**  Last Day for Dropping Classes with a Grade of “W” (16 week courses)

Thanksgiving Holiday Begins at 4:00 pm (check college website for Residence Hall closing time)

**NOV 25**  All Wednesday classes meet regardless of class time

**NOV 29**  Residence Halls Open (check college website for time)

**NOV 30**  Thanksgiving Holiday Ends, classes resume at 8:00 am

**DEC 10-17**  Final Exams and Book Buy Back at Bookstore

**DEC 17**  Semester Ends

**DEC 18**  Faculty grades are due no later than 12 noon

**DEC 18**  Residence Halls and Cafeteria Close after lunch

**DEC 21 to JAN 5**  Winter Break (offices and library closed)
ACADEMIC CALENDAR

WINTER SEMESTER 2016

NOV 1 to DEC 18  Registration Period
Winter Mini-Term Begins, 8:00 am (Schedule Changes on the First Day of Class ONLY)

DEC 24, 25 & JAN 1  No classes held on

JAN 8  Winter Mini Finals /Term Ends

JAN 11  Faculty grades are due no later than 12 noon

SPRING SEMESTER 2016

Course lengths may vary; it is imperative that students verify the start and end dates of each course they are enrolled in during each semester of enrollment. Courses may be offered in 4 week, 5 week, 8 week, 14 week, 16 week, or 17 week formats.

NOV 1  Registration for Spring Semester Opens

JAN 6  College Offices Reopen

JAN 11  Faculty and Staff Official Opening Day of the Semester

JAN 13 -18  Final Registration

JAN 15  College Convocation

JAN 18  Residence Hall Move-In Day (Cafeteria Service Opens)

JAN 18  Martin Luther King Jr. Holiday (no classes; offices and library closed)

JAN 19  16 week and First 8 week classes begin

JAN 19 -20  Schedule changes ONLY for 16 week and First 8 week classes

JAN 23  Saturday Classes

FEB 1  14 week classes begin -

FEB 3  Census Day for 16 week classes

FEB 26  Texas Community College Teachers Association Convention (TCCTA –no classes, offices open)

MAR 11  Residence Halls and Cafeteria close (check college website for times)

MAR 14  Spring Break Begins at 8:00 am (offices and library closed)

MAR 12  Saturday classes will meet on March 12 but not on March 19
Mid-Semester (16 week classes)

MAR 20  Residence Halls and Cafeteria open (check website for times)

MAR 21  Spring Break Ends, Classes Resume

MAR 21  Second 8 week classes begin
Easter Holiday begins at 4:00 pm (offices and library close) Residence Halls close at 5:00pm All Wednesday

MAR 23  Classes meet regardless of class time
MAR 27  Residence Hall and Cafeteria open (check website for times)
MAR 28  Easter Holiday Ends, Classes Resume
University Interscholastic League (UIL—student holiday, classes)
Last day to Submit an application for May Graduation
Last Day for Dropping Classes with a Grade of “W” (16 week courses)
MAY 5 to 12  Final Exams and Book Buy Back at Bookstore
MAY 12  Semester Ends
MAY 13  Faculty grades are due no later than 12 noon
MAY 13  Residence Halls and Cafeteria Close
MAY 14  Commencement

MAY MINI-SEMESTER 2016

APR 1 to MAY 15  Registration Period
May Mini-Term Begins, 8:00 am (Schedule Changes on the First Day of Class ONLY)
MAY 30 - 16  No classes held
JUN 1  May Mini Finals –Term Ends
JUN 2  Faculty grades are due no later than 12 noon
SUMMER SESSION I

APR 1  Deadline for Guaranteed Financial Aid Processed for Summer
APR 1 to JUN 5  Registration Period
    First 5 Week Classes Begin (Schedule Changes the first day of classes ONLY)
JUN 6  Schedule Change Fee of $15.00 assessed
JUL 4  Independence Day Holiday Observed (no classes, offices and library closed)
JUL 7  Final Examinations and Book Buy Back at the Bookstore
JUL 7  Session I Ends
JUL 8  Faculty Grades Due no later than 12 noon

SUMMER SESSION II

APR 1  Deadline for Guaranteed Financial Aid Processed for Summer
APR to JUL 10  Registration Period
    Second 5 Week Classes Begin (Schedule Changes the first day of classes ONLY)
JUL 11  Schedule Change Fee of $15.00 assessed
AUG 11  Final Examinations and Book Buy Back at the Bookstore
AUG 11  Session II Ends
AUG 12  Faculty Grades Due no later than 12 noon
Wharton County Junior College is a public, two-year comprehensive community college offering a wide range of post-secondary educational programs and services including associate degrees, certificates, continuing education courses, cultural affairs, and leisure-time activities for the benefit of the community and a population of students that varies in age, background, and ability.

The college affords opportunities for individual growth and expression and promotes the development of the total person through scholarly and creative activity and the application of knowledge for the good of society. Its curricular and co-curricular activities lay a foundation for lifelong learning and involved citizenship and encourage the pursuit of knowledge, innovation, experimentation and excellence in human endeavor. It prepares the students for entry-level positions, for advancement in various occupations and professions, for a broad understanding of the liberal arts and sciences, and for transfer to baccalaureate granting institutions.

Wharton County Junior College is an institution that emphasizes personal attention to students, innovation and flexibility in its credit and non-credit offerings, and responsiveness to the diversity of communities it serves. The college is dedicated to providing an educational environment that recognizes individuality, stresses the importance of human relationships, and reflects the democratic values of our society.

Wharton County Junior College admits students of either sex and of any age, race, color, national and ethnic origin, or disability and extends to all, without discrimination, the rights, privileges, and activities generally accorded or made available to students at the college. It does not discriminate on the basis of sex, age, race, color, national and ethnic origin, or disability in administration of its educational policies, admission policies, scholarship or loan programs, and athletic or other college administered programs.
GENERAL INFORMATION

ACCIDENTS ON CAMPUS

Any accident on the Wharton campus, on a WCJC bus, or at college-sponsored activities should be reported to the office of security and to the Office of Student Services. Any accidents occurring at other campus locations should be reported to the Director of the appropriate campus.

ACTIVITY CALENDAR

The College’s Activity Calendar is prepared by the Information Technologies Department and lists student activities for various clubs, sporting and Fine Arts events for the Wharton campus. All events are scheduled through a Facilities Request form. **Form must be submitted to the appropriate building supervisor at least 7 days prior to the event.**

ADDING AND DROPPING COURSES

**ONCE CLASSES BEGIN, YOU CANNOT DROP A CLASS ON-LINE. YOU MUST SUBMIT A DROP FORM TO THE ADMISSIONS/REGISTRAR’S OFFICE. (WARNING: if you register for classes but do not attend or quit attending, you must officially drop or withdraw through the Office of Admissions and Registration. Failure to do so will result in an “F” on your transcript for each incomplete class and the cost of the course being charged to your account.)**

Dropping a class may affect financial aid and result in a student owing money to the college. **Students must check with financial aid prior to dropping a course.**

- No course may be added after the 3rd day of classes during the regular session or after the 1st class meeting during the summer session.
- Courses may be dropped with the designation of “W” (Withdrawn) until the end of the twelfth week in a regular session and until the end of the fourth week in the summer session.

**Deadline to drop a class with a grade of “W”:**
- **Fall 2015** - November 20, 2015 (16 week courses)
- **Spring 2016** - April 15, 2016 (16 week courses)
- **Summer Sessions** - available the college website at “catalogs and schedules” online

**NOTE:** A schedule change fee of $15.00 is charged a student when the student drops a course and then registers for a new course during the schedule change time frame each enrollment period. When a student drops a course during the schedule change time frame (usually the first two days of 16 week fall and spring semesters) the student receives a 70% refund for the course. If the student registers for a new course during the same time frame, the 70% refund will be applied to the cost of the new course. The student is responsible for the remaining course charges.
GENERAL INFORMATION

ALCOHOL AND SUBSTANCE ABUSE AWARENESS

The legal drinking age in the state of Texas is 21 years or older. The regulations of Wharton County Junior College [#592] prohibit the use, possession or distribution of narcotics or dangerous drugs or alcoholic beverages on college-owned or college-controlled property or at any off Campus College sponsored or college supervised activities. Further information is available in the Wharton County Junior College Drug and Alcohol Abuse Prevention Policy. This policy is available in pdf format on the college website.

ATTENDANCE AT CLASSES

All college staff agrees that regular class attendance in classes conducted in the traditional format, as well as regular participation in courses taught in non-traditional formats is conducive to optimum achievement. Students are directed to College Regulation #661 for specific details of the student attendance. A student enrolled in college-level courses may be advised to withdraw from the course by the instructor if the student acquires absences in excess of two weeks’ work and cannot in the instructor’s judgment achieve the minimum course objectives. All instructors must include in the course syllabus a statement defining specific attendance policies for their individual courses. Syllabi must be accessible to students via hard copy or electronic format. Student issues regarding class attendance and “make up” work should be directed to the (a) the instructor, (b) the instructor’s department head, (c) the instructor’s division chair, and (d) the instructor’s Dean and (e) the Vice-President for Instruction.

Absences necessitated by participation in college-sponsored activities which are not class related must be authorized in advance by the Office of the Vice-President of Student Services. Absences which are class related must be authorized in advance by the Office of the Vice-President for Instruction. Students are directed to College Regulation # 485 for details.

AUTOMOTIVE SERVICES

The college’s Automotive Technology students provide automotive services to students at an inexpensive rate. Student work is strictly supervised. For information about these services, contact the Automotive Technology Department on the Wharton campus.
The college offers books, supplies, souvenirs, and gift items through campus bookstores at the Wharton, Richmond, and Sugar Land campuses. The stores are managed by Barnes and Noble Bookstores, Inc. Text books may be bought back at half their purchase price depending on the condition of the books and inventory. Book buy backs are conducted one week prior to final exams and during final exam week. Students who receive books as part of their scholarships are required to return the books to the bookstore at the end of the semester or pay the full price of their books. A student of WCJC is under no obligation to purchase a textbook from a college affiliated bookstore. The same text book may be available from an independent retailer, including an online retailer.

**BOOKSTORE HOURS**

**WHARTON - HUTCHINS MEMORIAL BUILDING**
Monday - Thursday - 7:45 a.m. - 4:30 p.m.
Friday - 7:45 a.m. - 1:00 p.m.
**Wharton Campus Bookstore - ext. 6414 or 6317**

**SUGAR LAND - BUILDING ONE**
Mon/Wed/Thurs - 7:45 a.m. - 5:00 p.m.
Tuesday - 7:45 a.m. - 7:00 p.m.
Friday - 7:45 a.m. - 1:00 p.m.
**Sugar Land Campus Bookstore - (281) 242-4210**

**RICHMOND CAMPUS**
Monday - Thursday - 7:45 a.m. - 7:00 p.m.
Friday - 7:45 a.m. - 1:00 p.m.
**Richmond Campus Bookstore - (281) 239-1513**

**BICYCLES ON CAMPUS**

Bicycles are permitted on campus. They must be stored in the bicycle racks outside of buildings. Indoor storage is not permitted
The college operates a campus cafeteria and snack bar at its Wharton campus. The cafeteria is located in the Hutchins Memorial Building and the snack bar is located in the Pioneer Student Center. All students residing in the residence halls must purchase a meal plan. Commuter students may purchase meal plans as well.

**Serving times are as follows:**

**CAFETERIA**

**MONDAY- FRIDAY**

- **Breakfast** - 7:15 a.m. - 8:30 a.m.
- **Lunch** - 11:00 a.m. - 1:15 p.m.
- **Dinner** - 5:00 p.m. - 6:30 p.m.

*(Cafeteria closes at 6:30 p.m.)*

**SATURDAY**

- **Lunch** - 12:00 p.m. - 1:00 p.m.
- **Dinner** - 5:00 p.m. - 6:00 p.m.

*(Cafeteria closes at 6:30 p.m.)*

**SUNDAY**

- **Lunch** - 11:30 p.m. - 1:00 p.m.

**SNACK BAR**

**MONDAY - FRIDAY** - 7:30 a.m. - 1:30 p.m.

*(The cafeteria and snack bar are open during the fall and spring semesters.)*
General Information

Campus Security and Safety

Wharton Campus
Campus Security patrols the Wharton campus 24 hours per day throughout the year, including weekends and holidays. It enforces college policies and regulations. Campus Security has working relationships with local and state law enforcement agencies and calls upon them to enforce city, state, and federal laws. This office can be reached at (979) 532-6523. Students may call the Wharton Campus security office for escort services if they are unsure of their safety.

Sugar Land Campus
The Sugar Land campus is monitored by security officers from 8 a.m. to 10 p.m. Mondays through Fridays, Saturdays 7:30 a.m. to 4 p.m. They can be reached at (281) 275-3302.

The Richmond Campus
Ft. Bend Technical Center in Richmond is monitored by security officers from 7:30 a.m. to 10:00 p.m. Monday through Friday or whenever classes are held. They can be reached at 281-239-1501.

Student Right-to-Know and Campus Security Act
Wharton County Junior College complies fully with the published mandates of the Student Right-to-Know and Campus Security Act (Public Law 101-542), the Higher Education Technical Amendments of 1991 (Public Law 102-26), Higher Education Amendments of 1992 (Public Law 102-325), and 20 U.S.C. Section 1092 and has established procedures to satisfy the stipulations of the Act.

Each year the college updates and posts online the annual Campus Security Policy and Campus Crime Statistics report. Current students, employees and any applicant can view a publication online at the college website: wcjc.edu.

Missing Persons Policy and Procedures
Reports regarding any student attending school or living in the residence hall who is missing must be referred immediately to Campus Security at 979-532-6523 or 979-282-1993. Students living in the residence halls are required to identify a contact person or persons whom the College will attempt to notify after the student is determined by Campus Security to be missing. Students must list these individuals as their emergency contact persons. All student contact information registered with the College is held confidentially by the college. In addition to any additional contact person designated by the student, if the student is less than 18 years of age and not emancipated, the College will attempt to notify a custodial parent or guardian not more than 24 hours after the student is determined to be missing by Campus Security. (continued on next page)
Missing Persons Policy and Procedures (con’t)
Campus Security will initiate emergency contact procedures once a student, for whom a missing persons report has been filed, has been missing for 24 hours. Wharton County Junior College Regulation #514 provides the detailed, step by step procedures for Notification Regarding Missing Residential Students.

The steps are as follows:
At the beginning of each academic year, WCJC will inform students residing in on-campus housing that WCJC will, within 24 hours of a determination that an on-campus student is missing, notify either a parent or the contact person(s) previously designated by the student. If any person believes that a WCJC student is missing, the person should make a report to the Office of Campus Security and Public Safety. The Vice President of Student Services will initiate emergency contact procedures in accordance with the student’s designations if Campus Security has been notified of, and makes a determination that, a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, or if a local law enforcement agency notifies WCJC that it has determined a student residing on WCJC’s campus to be missing.

Each student living in on-campus housing will be given the option of identifying a person or persons to be contacted by WCJC not later than 24 hours after the time that the student is determined to be missing. Students can register this contact information confidentially through the WCJC Office of Campus Security and Public Safety. Access to this information will be limited to authorized campus personnel, such as Office of Campus Security and Public Safety, the Office of the Vice President of Student Services, the Vice President of Administrative Services, and the President.

Regardless of whether the student has named a confidential contact person under this procedure, WCJC will notify any appropriate local law enforcement agencies no later than 24 hours after the student is determined to be missing.

WCJC will follow the notification procedure below for a missing student who resides in on-campus housing. Once WCJC receives a missing student report via Office of Campus Security and Public Safety, the office of the Vice President of Student Services, Vice President of Administrative Services, or another source, the following WCJC offices will be notified:

- Office of Campus Security and Public Safety
- President
- Vice President of Student Services
- Vice President of Administrative Services
- Vice President of Technology and Institutional Research
- Vice President of Instruction
- Office of Marketing and Communications
If, upon investigation of the official report, the Office of Campus Security and Public Safety determines that the student has been missing for more than 24 hours, the Vice President of Student Services will contact the following:

1. The person confidentially identified by such student
2. The custodial parent or legal guardian if the student is under 18 years of age and not emancipated, and The Director of Security and Public Safety will contact the following:
3. Any appropriate local law enforcement agencies
   Upon notification from any entity that any WCJC student may be missing, WCJC will use any of the following resources to assist in locating the student. These resources may be used in any order and combination:
   - The Office of Campus Security and Public Safety,
   - The Office of the Vice President of Student Services,
   - The Vice President of Administrative Services, and
   - The President.

Any of these entities may be asked to assist in physically locating the student by accessing the student’s assigned room and talking with known associates.

Any or all of the following actions may be taken in attempts to locate any WCJC Missing Student:
- The Office of Campus Security and Public Safety may search on campus public locations to find the student (library, academic buildings, etc.).
- The Office of Campus Security and Public Safety may issue a community notice, including photographs of the student, to assist in locating the missing student in accordance with the Office of Marketing and Communication.
- The Offices of Campus Security and Public Safety and the Vice President of Student Services may try to contact known friends, family, or faculty members for last sightings or additional contact information.
- Academic departments may be contacted to seek information on last sighting or other contact information.
- Security access card logs may be checked to determine last use of the missing student’s card and detect future uses of the card.
- The Office of Campus Security and Public Safety may access vehicle registration information for vehicle location and distribution to appropriate authorities.
- WCJC may use its information technology resources to examine logs for last login and use of WCJC systems.

If there is any indication of foul play, all appropriate law enforcement agencies will be immediately notified for assistance.

Records regarding missing residential student notifications will be maintained in the Office of the Vice President of Student Services.
GENERAL INFORMATION

CHANGE OF NAME OR ADDRESS

Students who change their home or local address after registration or students who marry after enrollment should notify the Office of Admissions and Registration of this change immediately. Communications from the college are mailed to the name and address on record. Diplomas are also printed using the names on record.

CLOSING AND SUSPENSION OF ACTIVITIES

The President is responsible for suspending college activities or the closing of any college facility due to weather, transportation, or other emergency conditions. Notice of suspended instruction or the closing of facilities shall be posted on the college’s web site at wcjc.edu and may also disseminated to the TV and radio.

Notices of suspended classes and other emergencies may also be sent out via Send Word Now which is an emergency notification service. Alerts can be sent by way of home phone, cell phone, text message, or email. Students may sign up for this service by visiting the college web site at wcjc.edu. In the event of cancellation of classes, the classes missed may be made up by holding classes on weekends, evenings, and/or holidays or by extending the calendar ending any session or semester.

COSMETOLOGY SERVICES

Students may receive cosmetology services for minimal cost at the college’s cosmetology departments located at Wharton and Rosenberg. Students should call the Cosmetology Department for a listing of services and times available.

DELINQUENT ACCOUNTS AND RECORDS

Students are required to complete all aspects of their admissions file and keep it up current, return all college-owned property, and make full-payment of tuition, fees and fines owed to the college. Students with incomplete admissions files or who owe the college on any account will have their grade records withheld, be denied access to future registration, have their transcripts withheld and be denied access to advising transcripts in their online services account.
The Dental Hygiene Department is located at the M. G. and Lillie A. Johnson Health Occupations Center at the Wharton Campus.

WCJC students may contact the Dental Hygiene Department on the Wharton campus to schedule an appointment for the preventive dental care services listed below. These services are performed at no cost to the student by dental hygiene students under the direct supervision of licensed dental hygienists and dentists.

- Oral prophylaxis (scaling and polishing the teeth.)
- X-Rays
- Fluoride treatments
- Preventative care (sealants) and oral health counseling

BACTERIAL MENINGITIS VACCINATIONS FOR STUDENTS

All entering students, including transfer students, must have a valid vaccination record. An entering student is defined as a student who is a first-time student of an institution of higher education. The legislation exempts students who are solely enrolled in online or distance education courses or who are 22 years of age or older. The Coordinating Board is required to adopt rules establishing the date by which applicable students are required to provide the institution with evidence that the student has received the required vaccination. Students must receive the vaccination no later than the 10th day before the first day of the semester or term in which the student enrolls unless an extension is granted by the institution. Further, institutions are required to notify students of their right to claim an exemption from the vaccination requirement through registration materials the institution provides prior to the student’s initial enrollment. Students are encouraged to see the college website for the latest information and updates regarding this requirement.
Wharton County Junior College has three dormitories available for students who prefer to live on or near the Wharton campus. **Frankie Hall is designated for men. Brooking Hall and Mullins Hall are designated for women. Students are directed to the Residence Hall Handbook on the college website at http://www.wcjcc.edu/admin_offices_n/Student_Services/housing/housing.asp for information.** Students must be at least 17 years old prior to the start of the semester to be housed in residence halls.

**Regulation 513:** “A resident student must qualify as a full-time student (12 or more semester hours) to live in the residence hall.” “Children are not allowed to be housed with their parents in the dormitory. Guests are not permitted to spend the night in the dormitory.” To reserve a room, a student must fill out an application for a dorm room, pay a $200 dorm deposit, and complete the criminal background check ($15.00 cost).

**DORM APPLICATION INFORMATION - Students may make application into the dorm by contacting the college at (979) 532-6368. Residence Hall Rates:**

- Mullins Hall - $750/semester
- Frankie Hall - $750/semester
- Brooking Hall - $650/semester

**Board Plan*: Board in the College Cafeteria, $1,300.00 a semester**

*Students who reside in the dormitories must pay for the Board Plan. Room charges and the first payment for board must be made before entering the dormitory as a resident. The residence halls and the cafeteria will be closed during official college holidays as specified in the College Calendar. During these holidays, students must arrange for other housing and meals. Three meals per day are served Monday through Friday, two meals on Saturday and one meal on Sunday.

Disability Services works collaboratively with Student Housing in order to provide housing accommodations to qualified students with disabilities. By Federal Law, a person with a disability is any person who:

1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment, which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing or learning. Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While the Americans with Disabilities Act Amendment Act 2008 requires that priority consideration be given to the specific request by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and **other suitable accommodations are available.**
GENERAL INFORMATION

DORMITORIES INFORMATION

Students requesting housing accommodations should fill out the Housing Application Form. Students must also comply with any deadlines for housing applications, deposit and roommate requests, etc. Students must present appropriate medical documentation to Disability Services, which establishes the need for an accommodation and relates the current impact of the condition to the requested housing accommodation. Documentation may be sent to:

WCJC/ADA Coordinator/911 Boling Highway/Wharton, Texas 77488

Documentation consists of an evaluation by an appropriate professional that relates the current impact of the condition. The diagnostician must be an impartial individual who is not a family member of the student. Documentation should include:

A diagnostic statement on letterhead (not prescription pad), the date of the most recent evaluation;

The current impact of (or limitations imposed by) the condition; treatments, medications, devices or services currently prescribed or used to mitigate the impact of the condition; and the expected duration, stability or progression of the condition.

DAMAGES

Dormitory residents are required to make a deposit of $200 to reserve a room and to cover possible property damages. Cancellations of residence hall room reservations must be done 15 calendar days prior to the first day of classes each semester. If the student wishes to receive the full deposit refunded. Returning students must make additions to their deposit (if damages were withheld) to equal $200 prior to each semester in which they return as a resident. For non-returning residents, the deposit is refundable at the end of the semester upon written request of the student, if all provisions of the housing “contract have been satisfied. A student who vacates the dorm because of withdrawal from WCJC or graduation will have up to 2 months from the end of the semester to request the return of the deposit. If not requested within this time period, the deposit will be forfeited to the college. When a student is dismissed from the residence hall or vacates the residence hall for any reason during the semester, the board payment and room rent will not be refunded. Dormitory and cafeteria charges are subject to change without notice by action of the Board of Trustees. Students should consult the Residence Hall Handbook and the Student Handbook regarding dormitory regulations. Additional information on College Regulation #592 can be secured from the Office of Student Services. (Pioneer Student Center, ext. 6388)
Students Right to Prevent Disclosure of Directory Information under the provision of the Family Educational Rights and Privacy Act of 1974, students have the right to prevent the disclosure of “Directory Information.” Directory information is described as follows: name, address, telephone number, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth. A form is available for students at the WCJC Registrar’s Office that will prevent disclosure of directory information. This form must be signed and received in the Registrar’s Office prior to the 12th class day in fall or spring semester and the 4th class day of the summer term to prevent disclosure for that semester. If not received by that date, it will be assumed that the above information may be disclosed for the remainder of the current semester. A new form for non-disclosure must be completed each semester. A recent federal law, known as the Solomon Amendment, requires that colleges provide information to military recruiters, upon request. This information is usually a subset of the directory information, but can include additional items.

FERPA permits postsecondary institutions to disclose any and all information from a student’s education records, without consent, to that student’s parents if the student is a dependent for tax purposes under IRS rules. The burden of proof however is on the parent to prove the student is a dependent. The student may sign a release form authorizing release of their educational records to the parents or others. Forms are available at wcjc.edu, the registrar’s office, and the office of student services. FERPA allows institutions to disclose information to appropriate officials in a health or safety emergency, including parents if the emergency involves their child. FERPA permits a postsecondary institution to inform parents of students under the age of 21 when a student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
The Family Rights and Privacy Act (FERPA) afford students certain rights with respect to their educational records. These rights include:

- The right to inspect and review the student’s education records within 45 days of the day the college receives a request for access. Students should submit to the registrar, dean, head of academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The rights to request the amendment of the student’s education records that the student believes are inaccurate. Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding a request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent) a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Optional: Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll, (Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.)

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

Further information concerning this policy and laws on which it is based is available in College Regulation 651 and through the Office of Admissions and Registration.
Students may obtain a final exam schedule from the Office of Admissions and Registration. The final exam schedule is available on the college website at Catalogs and Schedules page.

FINANCIAL AID AND SCHOLARSHIPS

The financial aid program at Wharton County Junior College is designed to provide financial aid through scholarships, grants, loans, and on-campus employment. Inquiries concerning student aid should be addressed to the Student Financial Aid Office at (979) 532-6345. Applications for financial aid should be completed accurately and received in the Financial Aid Office along with any additional required forms by the priority deadline. Notifications to students regarding their financial aid processes (missing documents, award information, status, updates, etc.) will be posted in a student’s online services account. Students need to open their online services account as soon as they receive notification that their account is available (usually a communication from the admissions office) and then monitor that account on a regular basis. The Financial Aid Office will communicate via WCJC Student Email addresses once the student has enrolled for courses. It is the student’s responsibility to activate their WCJC student email account as soon as possible after their initial course registration. It is also a student’s responsibility to monitor their student email account. Financial aid eligibility is determined for only one year at a time. All approvals are based on the assumption that Congress will appropriate funds for the various programs. Consequently, approved aid terminates if money is not allocated to Wharton County Junior College.

Steps for Applying for Financial Aid at WCJC:

1. Apply for Admission at Wharton County Junior College (WCJC) online at https://www.applytexas.org/adappc/gen/c_start.WBX

   • Submit an official high school transcript or GED certificate of completion to the Admissions Office for applicants with no previous college work.
   • Submit official academic transcripts from all colleges previously attended to the Admissions office for evaluation if no financial aid was received.

2. Apply for a Personal Identification Number (PIN) at www.pin.ed.gov before trying to complete the FREE Application for Federal Student Aid (FASFA).

3. Log on to www.fafsa.gov to complete the Free Application for Federal Student Aid (FAFSA). For the 2015-16 academic-year you will provide income information from the 2014 federal income tax returns for you and your parents if you are a dependent student. Independent students only provide information on themselves.
   • WCJC’s school code is 003668
Steps for Applying for Financial Aid at WCJC (con’t):

4. If your application for Federal Aid is selected for verification by the Department of Education you must provide the Financial Aid Office at WCJC with additional documents.

- **If you did not use the Data Retrieval Tool Option to complete your income information when you completed your FAFSA, then you must provide an income tax transcript from the Internal Revenue Service (IRS). We can no longer accept photocopies of actual income tax returns.**

- **Student Verification worksheet on the college web site at [http://www.wcjc.edu/admin_offices_n/financial_aid/forms.asp on the WCJC website].**

- **ALL OTHER SUPPORTING DOCUMENTS AS REQUESTED BY THE FINANCIAL AID OFFICE.**

5. All students must complete the WCJC STUDENT DATA FORM on the college web site at [http://www.wcjc.edu/admin_offices_n/financial_aid/forms.asp](http://www.wcjc.edu/admin_offices_n/financial_aid/forms.asp) and submit it to the Financial Aid Office.

6. Submit all required documents by the established priority financial aid deadlines:

- **Fall Semester June 1st**
- **Spring Semester November 1st**
- **Summer Session April 1st** (please note that effective summer of 2012, Pell Grants for summer sessions are limited to only students who attended one other semester during the award year. Check with the Financial Aid Office for details.)

**NOTE:** IF YOU DO NOT COMPLETE ALL YOUR FINANCIAL AID DOCUMENTATION BY THE PRIORITY DEADLINE YOU MAY HAVE TO PAY YOUR TUITION/ FEES AND BOOKS ON AN OUT-OF-POCKET BASIS AND GET REIMBURSED WHEN YOUR FINANCIAL AID DOCUMENTATION IS COMPLETE. THE COLLEGE HAS AN INSTALLMENT PLAN FOR STUDENTS WHO WISH TO HOLD THEIR CLASSES WHILE THEY COMPLETE THEIR FINANCIAL AID DOCUMENTATION.

## Satisfactory Academic Progress (SAP)

Under current federal law, all students who receive federal or state financial aid must be making satisfactory progress as defined by the College in order to receive or continue to receive that aid. **The following are the requirements at Wharton County Junior College (WCJC):**

1. All recipients of financial aid must be enrolled in a program of study leading to an associate’s degree, an eligible certificate, or program that is transferable toward a baccalaureate degree.

2. Students receiving financial aid must maintain a 2.0 cumulative grade point average on all college level credit hours (this includes developmental studies credit hours) attempted at WCJC in order to remain eligible for financial aid.
3. Students receiving financial aid must complete 70% of all credit hours attempted regardless of whether financial aid was received for the credit hours. For example see the table below:

<table>
<thead>
<tr>
<th>ENROLLMENT CREDITS</th>
<th>MUST COMPLETE THE FOLLOWING NUMBER OF CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 credits</td>
<td>5 credits</td>
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<tr>
<td>9 credits</td>
<td>7 credits</td>
</tr>
<tr>
<td>12 credits</td>
<td>19 credits</td>
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<tr>
<td>13 credits</td>
<td>10 credits</td>
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<tr>
<td>15 credits</td>
<td>11 credits</td>
</tr>
<tr>
<td>18 credits</td>
<td>13 credits</td>
</tr>
</tbody>
</table>

4. A student is only eligible for financial aid up to 150% of the credit hours required in their program. (Eligibility is lost beyond this limit).

Example: An Associate of Arts Degree with a Business Administration concentration requires 65 credit hours. 65 credits hours x 150% = 97.5 credit hours, after 97.5 credit hours eligibility for financial aid is lost. Generally, students are notified by the financial aid office once they reach the 90 credit hour level.

5. Satisfactory progress will be measured three times per year, at the end of each semester, fall, spring and summer. The evaluation will be made regardless of the number of credit hours attempted during the semester.

6. Course work attempted and grades earned in semesters forgiven through the State of Texas “Academic Fresh Start” program will be included in the Satisfactory Progress Calculation.

7. Grades of A, B, C, and D are considered credit hours attempted and successfully completed (earned).

8. Grades of F, I (incomplete), and W (withdrawals and drops) are counted as credit hours attempted but not successfully completed (unearned).

9. Course repeats are counted as attempted credit hours and either earned or unearned depending upon the grade assigned as noted above. Last grade is included for GPA purposes.

10. Only the first two attempts of a course completed with a passing grade can be paid by financial aid. The third attempt cannot be included for payment purposes.

11. Financial aid is available for only the first 30 semester credit hours of remedial coursework attempted. Remedial coursework is counted in the 70% completion rate.

12. Students who receive all F’s, W’s, or I’s or a combination of these will be placed on financial aid suspension. Students placed on suspension as a result of this action (receiving all F’s or W’s for an enrollment period) that can document mitigating circumstances for a withdrawal need to report to the financial aid office as soon as possible with information/documentation regarding their circumstances. These circumstances include but are not limited to:

   • Student health issues that resulted in withdrawal from the college
   • Verifiable errors by college that resulted in withdrawal.
   • Deployment into active military service.
13. Students not meeting the minimum Satisfactory Academic Progress criteria at the end of their warning period will be suspended from receiving financial aid.

14. Students placed on “suspension”, may continue to enroll at the College but must pay for their coursework from their own funds.

15. Financial aid eligibility will be reinstated after a student meets the Satisfactory Academic Progress criteria (listed above), both the completion rate (70%) and cumulative grade point average (2.0). Students who regain eligibility by completing required coursework must notify the Financial Aid Office in order to have their progress reevaluated.

16. A student who has been suspended from financial aid for failure to meet the satisfactory progress requirements outlined in this policy due to mitigating circumstances may appeal the decision by completing an appeal form, explaining their mitigating circumstances, and providing appropriate documentation to support their claim. Appeals without documentation will not be considered.

17. A student must be able to meet the satisfactory academic progress requirements within one semester or an appeal cannot be approved.

18. When a student has an appeal approved, they are placed on a financial aid probationary status for one semester. Probationary students who do not meet the satisfactory progress requirements will again be suspended.

19. Students who have had a prior appeal approved (probationary status) must complete a minimum of 12 semester credit hours (100% completion) with a 2.0 GPA without the benefit of financial aid in order to file another appeal.

20. When the number of credit hours required for completion of a degree plus the number of credit hours attempted (including transfers) exceeds 150% of the hours required for a degree, the student becomes immediately ineligible for further financial aid. (Maximum Time Frame Suspension).

21. Appeals for attempting beyond the maximum time frame require a copy of a degree plan signed by the advisor and an appeal form explaining why the additional coursework is necessary. The student must be meeting the 70% and 2.0 CGPA for all hours attempted in order for the appeal to be reviewed by the committee.

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**STUDENT RESPONSIBILITY**

Students are responsible for understanding and monitoring their own satisfactory progress status. Although the Financial Aid Office attempts to notify students of their financial aid status, failure to receive notice does not affect the calculated status and is not a reason to appeal.
Financial Aid will NOT be provided for certain courses. Please be aware of the following stipulations:

- Financial aid does not apply to courses taken by audit, credit hours earned by placement tests, continuing education courses and courses taken outside a student’s degree plan.
- A grade of “F” will be counted in the GPA
- Withdrawals and repeated courses will be counted toward all hours attempted
- Federal Regulations do not allow rounding of financial aid SAP standards. For example, a 69% completion rate would not meet the 70% completion rate standard and a GPA of 1.95 does not meet the 2.0 standard.

FINANCIAL RESPONSIBILITY

As a condition of a student’s enrollment, tuition and fees are due at the time of registration and may be paid with cash, credit card, check, financial aid, scholarship or a third party. If a student becomes delinquent regarding any debt with the institution, the student will be denied future enrollments and release of official academic transcripts.

FITNESS CENTER

Wharton County Junior College Fitness Center provides a weight-room area with State of the Art Cardiovascular equipment; a variety of weight resistant machines along with numerous free weights. The Fitness Center also provides an Aerobic Room for credited Aerobic classes or Continuing Education Aerobic classes. Locker room facilities are provided. Students may use the center upon paying per semester fee. This fee can be paid at the business office.

GRADUATION

**Deadlines for applying for graduation are:**

- **July 15** – August graduation
- **November 1** – December graduation
- **April 1** – May graduation and Commencement

Students must go to the Registrar’s Office to complete the application for graduation. Caps, gowns and invitations are ordered through the WCJC bookstores.
GENERAL INFORMATION

GUEST SPEAKERS

Guest speakers are sometimes utilized by student organizations to promote the general educational objectives of WCJC. In order to be educationally effective, these presentations must be carefully planned and coordinated. All invitations to outside speakers must be approved by the Office of Student Services.

LIBRARIES

The college has two libraries to serve WCJC students: the J. M. Hodges Library on the Wharton Campus and the Sugar Land Campus University Branch-WCJC/University of Houston Joint Use Fort Bend County Library at the Sugar Land Campus. WCJC also maintains a cooperative agreement with the Fort Bend Public Library System and the Matagorda County Library System for library services to students enrolled in courses at Fort Bend and Matagorda County locations. A variety of learning resources, materials, and equipment support the instructional programs. Students at any WCJC campus or in off-campus credit courses, including distance education courses, are encouraged to use the libraries. A current WCJC student identification card or a library borrower’s card is needed to check out materials. A student without a current WCJC Student Identification Card should inform a library staff member that he/she is enrolled in an off-campus course. After verification of student records, borrowing privileges will be extended. Continuing Education students may also request a library Borrower’s Card which will be valid for the duration of the course; a tuition receipt is needed to verify registration. The resources of the WCJC Libraries include over 50,000 books, 200 periodical subscriptions, 28 online databases, and audio-visual materials. The libraries also provide typewriters, photocopiers, microfilm services, and internet access. Library patrons must adhere to the WCJC Internet use Policy. The J. M. Hodges library’s Television and Media Department (TVM) offers various production services including transparencies, duplication of audio and video programs within the guidelines of the copyright law, laminating, and slide-tape production. Audio-visual services must be approved by a faculty member. Some of the services require a small fee. Check with library for prices.

Library Hours

Wharton Campus - J. M. Hodges Library
Fall and Spring Semesters
Mondays through Thursdays - 7:30 a.m. - 9:00 p.m.
Fridays - 7:30 a.m. - 4:00 p.m.
Summer I and Summer II Semesters
To be announced
Holidays
The libraries are closed on college holidays.
In general, library materials may be checked out for 14 days. Materials may not be held between semesters.

Return of Materials
All materials are to be returned to the main circulation desks. Materials returned after 4:00 p.m. through the outside book drops will be considered as turned in the following day and fines, if any, will be charged.

<table>
<thead>
<tr>
<th>FINES AND FEES</th>
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</thead>
<tbody>
<tr>
<td>Late fees/day</td>
<td>$25/day</td>
</tr>
<tr>
<td>Reserve fees</td>
<td>$25/hour</td>
</tr>
<tr>
<td>14 - day</td>
<td>$25/day</td>
</tr>
<tr>
<td>3 - day reserve loan</td>
<td>$25/day</td>
</tr>
<tr>
<td>1 - day reserve loan</td>
<td>$25/day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OVERNIGHT RESERVE LOANS (3 P.M. - 9 A.M.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The next working day</td>
<td>$25/day</td>
</tr>
<tr>
<td>1-hour reserve loans</td>
<td>$25/day</td>
</tr>
</tbody>
</table>

Fines are calculated for the days the J.M. Hodges Library is open; fines are not charged for weekends and holidays. Students who have accumulated more than $20.00 in unpaid fines may not check out materials.

Near the end of semesters and holidays the loan period must be shorter than the usual 14 days. It is always in the borrower’s best interest to note the item’s date due as it is being checked out. At the end of the semester, students with overdue material or fines will have a hold placed on their records in the Registrar’s Office. **Student records must be cleared before grades or transcripts are mailed.**

- Students must pay the replacement cost of lost or damaged materials, in addition to any late fees.

**WCJC Library Telephone Numbers**

**Wharton Campus**  
979-532-6509

**Sugar Land Campus**  
281-633-5164
The college is not responsible for articles left in any building. Lost articles, if found, are to be turned in to the Security Office in the Pioneer Student Center, or to the Telephone Operator’s Office in the Administration Building of the Wharton Campus, or the Security Offices at Sugar Land and the Richmond Campus.

<table>
<thead>
<tr>
<th>Wharton Campus</th>
<th>Sugar Land Campus</th>
<th>Richmond Campus</th>
<th>Bay City Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>979-532-6509</td>
<td>281-275-3302</td>
<td>281-239-1501</td>
<td>979-244-4552</td>
</tr>
</tbody>
</table>

**ORGANIZATION FUNDS**

Any campus organization desiring to undertake fund-raising projects must secure the approval of the Office of Student Services before launching a campaign. All money collected by student organizations must be deposited in the Business Office no later than twenty-four hours after its collection. Cash payments should never be made from money collected. Disbursements will be made through the Business Office by vouchers. Unused funds in club accounts will be carried forward each year for use by that club. This procedure is required by state and local auditors.

**WCJC CAMPUS PARKING**

*Tickets are $25.*

*Students may park ONLY between the white lines.*

**Wharton Campus**
- Parking Lots 1 & 2 off Boling Highway
- Parking Lot 4 at the Peace Building, except the area designated for Frankie Hall residents and faculty
- Parking Lot 5 at the Health Occupations Building
- Parking Lot 6 at the Fine Arts and Johnson Building
- Parking Lot 7 and 7a at the Pioneer Student Center
- Parking Lot 8 at the LaDieu Technology Center
- **Dorm Students** - Residents of Mullins Hall are permitted to park only in the Mullins Hall parking area not on campus in student parking and residents of Frankie Hall may park only in the area reserved for Frankie Hall residents. Brooking Hall residents may park in the Brooking Hall parking area or in student parking on campus.
Sugar Land Campus
• Students are allowed to park between the white lines of all parking spaces provided at the Sugar Land Campus, except in the areas marked reserved or visitor parking.

Ft. Bend Technical Center Richmond Campus
• Students are allowed to park between the white lines of all parking spaces provided at the Richmond Campus, except in areas marked reserved or visitor parking.

PARKING PENALTIES

• Fines for vehicle parking are $25 each. A $10 search fee will be added to fines for cars ticketed without a parking tag.

• Grades will be withheld from students with delinquent fines. In some cases, a student may be placed on probation.

• Appeals are made through the Summary Appeals Court (SAC). Students may pick up a copy of College Regulation 325 and an appeals form, which details the appeals process, at the Office of Student Services or the receptionist at the Sugar Land and Richmond Campuses.

• Failure to display parking tag will not constitute a reason for dismissal. Citations should be paid at the Business Office on the campus where the citation was issued. Payments can also be mailed to the address on the citation. Include your Social Security number and the ticket number if possible.
GENERAL INFORMATION

POSTING ITEMS ON CAMPUS

All posters, handbills, student election material, and related literature must be approved by the Office of Student Services or the Director at the extension campus. These materials must include the college logo. It is the responsibility of the student or organization posting the items to remove them by the deadline assigned by the Office of Student Services or Director of the extension campus. Items must be posted on the college’s bulletin boards only, not on walls, doors, or windows.

PUBLIC ADDRESS SYSTEM

The public address system and other mechanical electrical sound equipment cannot be used on campus except with prior approval from the Office of Student Services, who can be contacted at (979) 532-6388.

SKATEBOARDS

Skateboards are not permitted on campus.

SOLICITING AND FUND RAISING

Student-organized fund raising projects must be approved by the Office of Student Services. Students are directed to College Regulations # 127 and #561. Non-college related fund drives are not permitted on college grounds. Students approached by solicitors should notify the Office of Student Services.
**GENERAL INFORMATION**

**STUDENT E-MAIL**

**WCJC Student e-Mail** is considered an official method of communication WCJC’s Information Technology Department automatically assigns an official WCJC Student e-Mail address to students. All **WCJC Student e-Mail accounts are password protected.** The privacy and security of WCJC Student e-Mail accounts and WCJC Student e-Mail correspondence depend on the appropriate use and protection of WCJC Student e-Mail login ID’s (e-Mail prefix) and passwords.

Students are responsible for taking all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their WCJC Student e-Mail accounts by unauthorized individuals. Students should not share this information or access to college resources with others, including family members. **No one at WCJC will ask a student to provide WCJC with his or her WCJC Student e-Mail account password.**

Students are responsible for taking all reasonable precautions, including safeguarding and changing passwords, to prevent the use of their WCJC Student e-Mail accounts by unauthorized individuals. **Students should not share this information or access to college resources with others, including family members. No one at WCJC will ask a student to provide WCJC with his or her WCJC Student e-Mail account password.**

The college will use **WCJC Student e-Mail to electronically communicate official college information to students.** The college has the right to expect that such communications will be received and read in a timely fashion. Official WCJC Student e-Mail communications are intended to meet the academic and administrative needs of the campus community. **Students are expected to check their WCJC Student e-Mail on a frequent and consistent basis in order to remain informed of college related communications. Students have the responsibility to recognize that certain communications may be time-critical. Students are responsible for the consequences of not reading, in a timely fashion, college-related communications sent to the official WCJC Student e-Mail address.**

All students will use their respective official WCJC Student e-Mail address when conducting WCJC business. Errors encountered in forwarding e-mails or e-mails returned to the college with “Mailbox Full” or “User Unknown” are not acceptable excuses for missing official college communications via WCJC Student e-Mail.

**WCJC is not responsible for the handling of e-mail by outside service providers or servers.** Redirecting WCJC Student e-Mail to another account does not absolve a student from the responsibilities associated with timely reading of communications sent to an official WCJC Student e-Mail address.
GENERAL INFORMATION
STUDENTS WITH DISABILITIES

Students with documented disabilities seeking accommodations should contact the Coordinator of Disability Services in the Office of Student Services. The student should provide current medical and/or psychological documentation verifying their disability. Special accommodations are available for qualified students with disabilities upon approval by the ADA Coordinator, such as note-taking services. Note-takers are usually volunteers in the same class as the student needing assistance. If there are no qualified note-takers in the same class, a note-taker may be hired for that class. Further information about accommodations may be obtained from the ADA Coordinator of Disability Services at 979-532-6384. Wharton County Junior College is committed to providing a discrimination-free environment for its students with disabilities. Students with disabilities are encouraged to inform the College of any assistance they may need upon application. Early self-identification will allow the student to receive whatever accommodation he or she may need as quickly as possible.

STUDENT GRIEVANCE PROCEDURES

Students who experience disability related problems on campus are urged to contact Disability Services immediately. Usually, problems can be corrected as they arise. However, if efforts to resolve the problem are unsuccessful, the student has the right to file a grievance through Student Services 979-532-6388. If the student feels that he/she has been discriminated against in violation of the Americans with Disabilities Act 1990 or Section 504 of the Rehabilitation Act of 1973, he/she has the right to file a grievance internally or externally. Complaints alleging discrimination on the basis of disability should be made in writing to the ADA Coordinator. The complaint must be made as soon as possible after the action complained of occurs, but in no case later than ten days after such occurrence. The timeline for bringing a complaint can be waived for good cause as determined by the ADA Coordinator. If the student does not want to file the grievance through the College process, they may take the complaint to the Department of Education, Office of Civil Rights.

THEFT

To protect student property, it is recommended that your student ID number be stenciled on books, radios, computers, and other materials. All thefts should be reported to the Office of Security. The college is not responsible for thefts.

Wharton Campus Security: 979-532-6523  Richmond Campus Security: 281-239-1501
Sugar Land Campus Security: 281-275-3302  Bay City Campus Security: 979-244-4552
Tobacco use is prohibited both indoors and outdoors including all common areas, residence halls, building entrances, athletics fields, and sidewalks. This includes e-cigarette products. Tobacco use will only be permitted on a college parking lot.

TRANSCRIPTS

A transcript of college credits is an official copy of the student’s permanent record bearing the college seal and the signature of the Director of Admissions and Registration. A student may obtain copies of his or her transcript by making an electronic request. Directions for transcript requests are on the college website. All admission information must be on file, and all holds must be cleared. Each transcript will cost $10.00.

VEHICLE REGULATIONS AND PERMITS

Students parking at the Wharton, Sugar Land, or Richmond Campus campuses must register their vehicles with the college. Vehicle registration is held at the time of initial student registration (no later than the first week of classes for students who have pre-registered). If the vehicle is acquired after these periods, the student must register within three (3) school days of acquisition. The student must remain enrolled at the college for the parking permit to be valid. Parking decals must be clearly visible per the directions given by campus security. Replacement tags are $5 each.

WITHDRAWAL FROM COLLEGE

If a student chooses to withdraw from the college before the completion of the semester for which he or she is enrolled, the student is required to fill out an official withdrawal form in the Registrar’s office or check at the main office at extension campuses or send a letter to that office requesting withdrawal.

Students are strongly encouraged to check with the Financial Aid office prior to withdrawal. Withdrawal from the college may affect future financial aid eligibility and result in the student having to repay financial aid.

All financial obligations to the college must be met, and the student’s ID card must be returned to the Business Office in order to receive official clearance. A student may officially withdraw from college with grades of “W” until the end of the 12th week in regular session and until the end of the 4th week.
GENERAL INFORMATION

WITHDRAWAL FROM COLLEGE

<table>
<thead>
<tr>
<th>WCJC Completion Rates (All campuses, all students)</th>
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<tbody>
<tr>
<td>YEARS</td>
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<td>Total completers within 150%*</td>
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*Data based on IPEDS Spring 2012 Spring Collection, First Time in College Cohort.

COLLEGE REGULATIONS APPEAL OF ACADEMIC DECISIONS

Wharton County Junior College provides students with a procedure for the review of decisions affecting their academic status that they contend has been made unfairly, arbitrarily, capriciously, or on the basis of bias or prejudice. WCJC College Regulation # 663 provides a detailed, set of steps for students to use in making an appeal of an academic decision. Students who seek to appeal an academic decision are strongly encouraged to obtain and carefully review Regulation #663 prior to starting the appeal process. College regulations are available on the college website on the “About Us” page. Examples of decisions affecting academic status are the assignment of course grades, placement in courses based on academic performance, and judgments concerning academic dishonesty.

To preserve the right of appeal, each step in the appeal procedure must be followed within prescribed time limits unless such time limits are extended for good cause by the Vice-President of Instruction.

Students may initiate a formal appeal only if the claim involves an allegation of one or more of the following:

1. A practice or policy at variance with accepted college practice or policy;
2. Illegal discrimination;
3. An error in computation or calculation;
4. Inconsistent application of grading standards within a course;
5. Capricious or arbitrary application of standards concerning grading, curriculum, or academic placement;
6. Allegations of any form of academic dishonesty not supported by evidence.
GENERAL INFORMATION

APPEAL OF ACADEMIC DECISIONS SUMMARY

ACTION DEADLINE

STEP ONE: Meeting with Respondent(s). Student meets with the person or persons responsible for the academic decision to discuss the issue in question. Must be completed within 30 days of date of original decision, except in the case of an appeal of a final grade, which must be made within 12 months of the end of the term in which the grade was awarded.

STEP TWO: Discussion with Supervisor. Student meets with supervisor of the academic area from which the decision was originated (e.g. academic department). Must be initiated within 5 calendar days of completion of Step One; and must be completed within 5 calendar days of the date of initiation.

STEP THREE: Appeal through the appropriate instructional Dean. Must be completed within 10 calendar days of the completion of Step Two.

STEP FOUR: Appeal through the Vice President of Instruction. Must be initiated within 5 calendar days of the completion of Step Three.

STEP FIVE: Review by the College Hearing Board. Hearing Board must be convened within 10 calendar days of the completion of Step Four; and board must render a decision within 5 calendar days of the date the Board considers the student’s appeal.

STEP SIX: Appeal to the President. Within five calendar days of the completion of Step Five, either party to the complaint may appeal the decision of the Hearing Board by submitting a written statement to the President of the College requesting that the President as designee of the Board review the case.

Detailed information for each step is found in College Regulation # 663, Appeal of Academic Decisions. Students need to read and review Regulation #663 prior to starting an Appeal of Academic Decisions.

STUDENT RESPONSIBILITIES

As a student of Wharton County Junior College, an individual assumes the responsibility of observing a proper standard of conduct at all times. This general behavior includes respect for order, morality, and personal honor. Students are expected to know what is considered inappropriate behavior in the college learning environment. Students are encouraged to participate in all aspects of student life as citizens of the academic community.
GENERAL INFORMATION

MISCONDUCT

Any violation of college policies or regulations may result in the students being placed on disciplinary warning, disciplinary probation, removal from college residence halls, interim suspension, or suspension (dismissal) and/or being subject to legal prosecution. **Misconduct for which students are subject to discipline includes but is not limited to the following:**

**DISHONESTY**
Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the college. (Plagiarism and cheating refer to the use of unauthorized books, notes, or otherwise securing help during a test; copying tests, assignments, reports, or term papers, or being in unauthorized places, such as offices or buildings after hours, or an instructor’s office without permission).

**OBSTRUCTION OR DISRUPTION**
Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other college activities, including its public services functions, or of other authorized activities on college premises.

**PHYSICAL AND VERBAL ABUSE**
Physical or verbal abuse of any person on college-owned or controlled property, or at college sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.

**PLAGIARISM**
“Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work.

**COLLUSION**
“Collusion” shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

**DRUGS AND ALCOHOL**
Use, possession, or distribution of alcohol, narcotics, illegal substances, dangerous drugs, paraphernalia, or empty alcohol containers on college-owned or controlled property or college sponsored or supervised functions.

**BAD CONDUCT**
Disorderly conduct or lewd, indecent, or obscene conduct or expression on college-owned or controlled property or at college-sponsored or supervised functions.
GENERAL INFORMATION

MISCONDUCT

WEAPONS
Use or possession of firearms, explosives (including fire-works), swords, daggers, straight razors, or illegal knives is not permitted on campus or in automobiles on campus parking lots.

GAMBLING
Gambling of any form is prohibited.

IMPROPER DRESS
Improper dress is not permitted. In consideration of sanitation, distraction or offensiveness to other students and faculty, students are expected to wear appropriate clothing.

COLLEGE REGULATIONS

FORGERY
Forgery, alteration, or misuse of college documents, records, or identification.
THEFT - Theft of property while on college-owned or controlled property.
UNAUTHORIZED VISITORS - Individuals, including children, who are not enrolled as students, employed by the college, or invited as guests of the college, are not permitted to attend classes without prior approval of the instructor and the Office of Student Services. Individuals in violation of this policy are subject to prosecution for trespassing. All guests are required to register at the Office of Student Services at the Wharton Campus, or with the Director of the appropriate campuses.

UNAUTHORIZED USE OF FACILITIES

HAZING
Hazing with or without the consent of the student is a violation for both the person inflicting the hazing and the person submitting to the hazing.

SMOKING
Wharton County Junior College prohibits the use of tobacco both indoors and outdoors including all common areas, residence halls, building entrances, athletics fields, and sidewalks. Tobacco use is only permitted on a college parking lot.
The following six situations are grounds for possible dismissal from the WCJC residence halls and/or college:

1. Illegal use or possession of controlled substances (alcohol, drugs including paraphernalia and empty alcohol containers) anywhere on college property or at a college event or college-sponsored activity.
2. The presence of the opposite sex in a student’s dorm room or other private areas of the residence hall.
3. Destruction of property, damage to buildings or furnishings, or defacing college property.
4. Physical assault or threat of physical assault toward anyone on college property or at a college event or college-sponsored activity.
5. “Hate messages” including, but not limited to, racial epithets or derogatory remarks attacking or belittling someone’s religious beliefs, whether delivered orally or in writing.
6. Refusal to comply with legitimate directives from dorm supervisors, security personnel, or any college officials.

Students committing any of the above infractions may be suspended from the college unless, in the sole judgment of the college, extenuating circumstances exist that mitigate the offense. Students are directed to college regulation 592 for more information.

State Legislation

Students are expected to be familiar with the following excerpts from House Bill 141 passed by the 61st Legislature of the State of Texas:

**SECTION 1.** No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.

**SECTION 2.** For purposes of this Act, “disruptive activity” means: Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity. Preventing or attempting to prevent by force or violence any lawful assembly authorized by the school administration. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or obstructing or restraining the passage of any person at an exit or entrance of said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus.
State Legislation (cont’d)

SECTION 2. (cont’d) without the authorization of the administration of the school. For the purposes of this Act, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

SECTION 3. A person who violates any provision of this Act is guilty of a misdeeanor and upon conviction is punishable by a fine not to exceed $20 or by confinement in jail for not less than one day nor more than 6 months, or both.

SECTION 4. Any person who is convicted the third time of violating this Act shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.

SECTION 5. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.

Appeal of Student Disciplinary Action Wharton County Junior College provides students with a procedure for the review of disciplinary actions that they contend have been made unfairly, arbitrarily, capriciously, illegally or on the basis of bias or prejudice, or have been made in error (that is, the student claims innocence.) WCJC College Regulation #664 provides a detailed, set of steps for students to use in making an appeal of a student disciplinary action. College regulations are available on the college website on the “About Us” page. Students need to consult this regulation prior to starting the appeal process.
STATE LEGISLATION (continued)

force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school. For the purposes of this Act, a lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

SECTION 3. A person who violates any provision of this Act is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed $20 or by confinement in jail for not less than 1 day nor more than 6 months, or both.

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COLLEGE REGULATIONS

To preserve the right of appeal, each step in the appeal procedure must be followed within the prescribed time limits unless such time limits are extended. Students may initiate a formal appeal of an non-academic/disciplinary decisions only if the claim involves an allegation that the disciplinary action was a result of one or more of the following:

1. a practice or policy at variance with accepted college practice or policy;
2. illegal conduct or discrimination with respect to application of disciplinary measures;
3. allegations of guilt not supported by evidence or an error in assigning guilt (that is, the student asserts he or she is not guilty of the act or acts in reaction to which the disciplinary action was applied);
4. inconsistent, capricious, or arbitrary application of policy, rules, regulations, or standards within the student population.

*Students must consult and carefully review College Regulation #664 prior to starting the appeal process. College regulations are available on the WCJC website.*
GENERAL INFORMATION

SUMMARY OF DEADLINES FOR APPEAL OF STUDENT DISCIPLINARY ACTION

DISCIPLINARY ACTION - ACTION DEADLINE

STEP ONE: Meeting with Respondents must be completed within 7 days of date of original decision.

STEP TWO: Appeal to the Vice-President of Student Services. Must be initiated within 5 calendar days of completion of Step One; and must be completed within 15 calendar days of initiation. **If the respondent is the Vice-President of Student Services, this step is directed to the Vice-President of Instruction.**

STEP THREE: Review by the College Hearing Board. Student must submit a written request within ten (10) calendar days of the decision made in Step Two, detailing in a point by point manner the reason the disciplinary action fits into one of the four (4) criteria listed in the section above, to the College President to have their appeal heard by the College Hearing Board. The Hearing Board must be convened within 10 calendar days of completion of Step Two; and board must complete deliberations within 5 calendar days after being convened.

STEP FOUR: Appeal to the President and the Board of Trustees must be initiated within 5 calendar days of the date of completion of Step Four.

STEP FIVE: Review by the Board of Trustees must be undertaken at the next available regular meeting of the Board of Trustees.

**Note:** The above deadlines may be adjusted and expanded to account for summer, winter, and spring breaks when faculty and students are absent from campus.

COLLEGE REGULATIONS

Detailed information is available in College Regulation 664, Appeal of Student Disciplinary Action, or by contacting the Office of Student Services. Students need to consult and review this regulation before and during the appeal process.

STUDENT GRIEVANCE PROCEDURE

The college shall provide for students and prospective students applying for admission to the college opportunities to express grievances and complaints and to seek appropriate resolution or redress. WCJC College Regulation 591 provides a detailed, set of steps for students to use in making a complaint or filing a grievance. College regulations are available on the college website on the “About Us” page. Students need to consult this regulation prior to starting the complaint and/or grievance procedure.

The college shall establish a procedure for receiving, investigating, and resolving student grievances and complaints pertaining to matters other than those involving academic decisions and disciplinary decisions (for which areas of decisions the college shall have procedures separate from those described herein).
STUDENT GRIEVANCE PROCEDURE (CON’T)

The procedure for student grievances and complaints shall be published in the student handbook and reference shall be made to it in the college catalog. In addition, copies of this regulation and any other information relevant to student grievances and complaints shall be made available to any prospective and current students upon demand.

Current students may use the procedures set forth herein to lodge a grievance or complaint concerning allegations of the following:

1. Discrimination or harassment based on sex, race, age, national origin, religion, veteran status, or handicap (Regulation 591);

2. Non-academic decisions, rules, or regulations (for appeals of academic decisions, Regulation 663);

3. Actions, rules, or regulations not defined as pertaining to disciplinary measures or decisions (for appeals of disciplinary actions, see Regulation 664); 663);

4. Management or conduct of college programs (Regulation 591);

5. Misleading advertisement or promotion of programs (Regulation 591);

6. Any illegal actions of college employees that affect the student complainant (Regulation 591).

SUMMARY OF DEADLINES FOR APPEAL OF STUDENT DISCIPLINARY ACTION

DISCIPLINARY ACTION - ACTION DEADLINE

STEP ONE: Informal Resolution within ten calendar days of the occurrence of the cause of the grievance, the student, if possible, contacts the source of the grievance to attempt resolution of the problem.

STEP TWO: Review by the Vice-President of Student Services if the results of the informal approach are not satisfactory, the student initiates a formal appeal by submitting a written statement of the grievance and specifies pertinent dates, names; circumstances, and the remedy requested to the Office Vice-President of Student Services (VPSS). (If the grievance is against the VPSS, the written formal appeal is directed to the Vice President of Instruction (VP/I)) The written grievance must be filed no later than 15 calendar days after the occurrence of the circumstances leading to the grievance. VPSS (or, if the situation warrants, the VP/I) investigates the complaint and schedules a meeting with the concerned parties no later than twenty calendar days after the receipt of the written grievance. VPSS (or VP/I) issues a written decision on the grievance and mails it to the student by registered or certified mail, return receipt requested, within 10 calendar days of the meeting. VPSS also provides copies of this written notification to any other principals involved in the grievance.
GENERAL INFORMATION

SUMMARY OF DEADLINES FOR APPEAL OF STUDENT DISCIPLINARY ACTION

SUMMARY (con’t)

DISCIPLINARY ACTION - ACTION DEADLINE

STEP THREE: Review by College Hearing Board if any student grievant chooses to appeal the decision of the VPSS (or the VP/Is) and alleges that the decision was unreasonable, arbitrary, capricious, unfair, or prejudicial, he or she notifies the VP/I in writing within five calendar days following the decision in Step Two and requests that the College Hearing Board be convened to hear the appeal. The VP/I convenes the College Hearing Board (CHB) within twenty calendar days of receiving the written request for appeal. The VP/I may not deny such a request. The student grievant may bring witness and/or counsel or an advisor to the hearing. The role of the student’s legal counsel or advisor is limited to advising the student. The CHB meets and reviews the appeal and renders a decision within ten calendar days of the date the committee is first convened.

Possible Outcomes:
The CHB may sustain the VPSS’s (or VP/I’s) decision.
The CHB may grant the appeal and overturn or modify the original decision. A two-thirds majority is required to overturn the VPSS’s (VP/I’s) decision. The chair of the CHB provides written notification of the results of the hearing to all parties and directs that any appropriate action be taken that is required to carry out the CHB’s decision.

STEP FOUR: Appeal to President and Board of Trustees within five calendar days of the completion of Step Three, the grievant may appeal the decision of the Hearing Board by submitting a written statement to the President of the college requesting that the President review the case as designer to the Board of Trustees.

COLLEGE REGULATIONS

Detailed information regarding Student Grievances in is available in College Regulation #591. Students should review this regulation prior to and during the grievance process. All college regulations are available on the WCJC Website or in print version in the Office of Student Services.
TEXAS OPEN CARRY LAW ON COLLEGE CAMPUS

Policy for Firearms on Campus

Texas Open carry law on college campuses becomes effective on August 1, 2016.

Students, visitors, and employees of the college are prohibited from carrying firearms on campus. On-duty commissioned police/peace officers and other officers of the court specified in Texas law, whether in uniform or civilian clothes, which are on campus property in an official capacity or as students or as visitors are exempt from this policy. Officially enrolled students attending scheduled training programs requiring firearms and other persons specified in Texas law as being exempt from the prohibition against firearms on the premises of an educational institution are authorized to transport firearms on and off campus provided such firearms remain secured in their motor vehicle. They are not authorized to carry firearms on their persons or into campus buildings unless engaged in approved training where the firearm is required in the building or unless specifically exempted from this prohibition by Texas law.

SUMMONS TO ADMINISTRATIVE OFFICES

Administrators may summon students to their offices for conferences. Summons may be made through an instructor, security personnel, or by letter. Students should report to the administrator as soon as possible but without missing a class. Failure to respond to a summons may result in a disciplinary action.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of a student, or group of students that would not occur but for their sex, when:

- The advances, requests, or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive academic environment; or
- Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of an individual’s academic achievement or advancement; or
- Submission to or rejection of such advances, requests, or conduct is used as a basis for academic decisions.
WCJC College Regulation 591 provides a detailed, set of steps for students to use in making a complaint or filing a grievance. College regulations are available on the college website on the “About Us” page. Students need to consult this regulation prior to starting the complaint and/or grievance procedure. A student who believes he or she has been or is being subjected to any form of sexual harassment as defined above shall bring the matter to the attention of the Office of Student Services. However, no procedure or step in that policy shall have the effect of requiring the student alleging such harassment to present the matter to a person who is the subject of the complaint.

STUDENT ACTIVITIES

Participation in student activities is a foundation for future civic responsibilities. In order to gain the most from college, a student should become affiliated with a club or activity of his choice. It is through such participation that students broaden their scope of friends and increase their feeling of being a part of the college. Participation in activities can be an asset to a student’s career, since more and more employers are looking for well-rounded employees.

EVENT SCHEDULING/DANCES

Recognized student organizations are allowed to use college facilities subject to the provisions in Regulation 372 which is available in the Office of Student Services.

INTERCOLLEGIATE SPORTS

WCJC offers intercollegiate competition in rodeo, baseball, and volleyball. Students interested in participating in these sports should contact the athletic director or the coach of the specific sport. Scholarships are available.

Athletic Director: 979-532-6369
Rodeo Coach: 979-532-6453
Volleyball Coach: 979-532-6371
Baseball Coach: 979-532-6480
The Pioneer Student Center offers a place for students to relax, socialize, study, eat, hold club meetings, meet as study groups, play ping pong, shoot pool, play video games, and watch TV. Access to the student center for “after hours” activities (after 5 p.m.) is available to students and their guests. Students must have a valid WCJC ID badge for after-hours use of the student center. Students are responsible for the behavior of their guests.

STUDENT ORGANIZATIONS

Many of the beneficial experiences students have in college are associated with extra-curricular activities, which provide students with opportunities for the development and expression of special interests and abilities, for acquiring social graces, for practicing the mechanics of group action, for developing leadership, and for recreation. All student organizations and activities conform to the educational objectives and administrative regulations of the college. They are approved by Student Services and are sponsored by members of the faculty. Participation in certain student activities requires enrollment in credit courses or programs, and in some cases, auditions or approval of an instructor. Included in these categories are the Pioneer Band, the Choir, the Chamber Singers, and intercollegiate athletics. For information including meeting times and campus locations, contact club sponsors directly. Contact information can be obtained from the Office of Student Services at (979)-532-6388.

HONOR SOCIETIES

Phi Theta Kappa has been recognizing academic achievement at two-year colleges since 1918. Membership in Phi Theta Kappa carries key advantages for two-year college students. With diverse membership, the Phi Theta Kappa Society offers support from fellow scholars of all ages, ethnic backgrounds, economic levels, and fields of study who share a variety of interests and ideas. Invitation into membership in Phi Theta Kappa at WCJC can be extended only by the Zeta Xi chapter. To be eligible, you must be enrolled at WCJC in an associate degree program; must have completed at least 12 hours of course work leading to an associate degree (part-time students are eligible); and have a grade point average of 3.5. If you meet these general eligibility standards, contact the chapter advisor at Wharton County Junior College. If you don’t know the name of your college’s advisor, or if you have further questions, telephone your Student Services office. Invitation to membership, however, is extended only by the chapter. Student Services can direct you to the club advisor on the campus in which you are attending.
Student Organizations at Wharton County Junior College vary from year to year in accordance with changes in student interests. Current organizations are described below:

The Art Guild is an organization open to any Wharton County Junior College student that is interested in art. The purpose of the club is to promote art appreciation through art exhibits, art contests, and field trips to art galleries. The Art Guild often invites speakers to its meetings.

WCJC Business Club brings together business and accounting oriented students of WCJC for social and professional gatherings that will provide opportunities for education, networking and otherwise enhancing their opportunities in business.

Computer Science Club is an organization developed to enhance student’s knowledge of information technology related to computers and occupations utilizing them.

The Dental Hygiene Club organizes to cultivate, promote and sustain the art and science of dental hygiene, to represent and safeguard the common interest of the members of the dental hygiene profession and to contribute toward the improvement of the health of the public.

The Gaming Club is an organization that gathers to discuss and play video games or gaming in general. You must be a student of WCJC in good standing and show interest in games.

The Human Services Club is an organization with goals to promote the well-being of students majoring in human services, to participate in community activities, to provide additional career supportive opportunities, to better college and community relations and to stimulate student participation in a variety of settings.

The Humanities Club was organized to inspire WCJC students to become more active in the arts through a development of community spirit and to experience diverse cultures. The organization is open to any WCJC student who has a desire to learn about other cultures.

The Jazz Band is designed to acquaint students with present-day materials and techniques for the modern dance orchestra, with special emphasis on jazz. The group provides music for assembly programs and various community affairs.

WCJC Law Club provides an outlet for students interested in pursuing a career in law related fields. The organization brings in monthly speakers on recent topics and career opportunities in any law related fields. Not only is the Club beneficial to students in an academic setting, but the WCJC Law Club also provides opportunities for students with similar interests to befriend one another and jointly aid one another in class work and job placement, as well as participate in social events.
The Pioneer Jazz Band engages in the study of musical literature from the Renaissance to the present day through the performance of transcriptions and original band works. The band performs at various times throughout the semester. Participating in band is a great way to meet other students from around south Texas.

The Physical Therapists Assistants Club promotes and supports the PTA program at WCJC in its efforts to uphold professional accreditation standards and provide the community with caring and qualified graduates.

The Political Science Club is organized to promote interest in government and politics, to be non-partisan and encourage civic duties and responsibilities as citizens in our democracy.

The Pioneers in Process Technology Club organizes to promote enthusiasm for process technology, increase awareness and motivate fellow students.

WCJC Psych Club is an organization open to psychology students to promote education and community involvement. Students are invited to be as active as they wish. The organization strives to promote awareness of social issues, encourage interaction of students with similar interests, and obtain information about issues and careers in psychology.

The Radiology Club is open to students enrolled in the Radiologic Technology program. The club promotes membership attendance to the annual radiology meeting and other related activities.

The Pioneers in Nuclear and Process Technology is open to all students who have an interest in pursuing a career in the Nuclear Technology or Process Technology. Students work together on service projects in the community, resume building, and job seeking strategies.

The Pioneer Christian Fellowship Club (PCF) is to embrace the students of WCJC and provide them with the opportunities to improve community relations, promote unity, develop character, encourage leadership, and cultivate Christian fellowship among the students, faculty, and staff of WCJC.

The Student Government Association is composed of all members of the student body. The officers of the Student Government Association are the president, vice-president, secretary/ treasurer, parliamentarian, historian, and representatives from each of the freshman and sophomore classes. There is a Student Government Association on each of the 3 main campuses. Everyone is welcome.

The Surgical Technology Club promotes professional activities and stimulates interest in community health for Surgical Technology students.
The college has a fully trained staff of academic advisors and counselors who are available to students 12 months a year. The Advising and Counseling Staff assists students with choosing a major, degree and educational program planning, course selection and registration, transfer information, college success techniques, vocational planning as well as other areas. In addition, all full-time faculty members maintained scheduled office hours to meet with students regarding course work and options for additional course work with the designated field of study. **All of these services are free to students!**

*In addition, the advising and counseling staff can direct students to community resources for personal counseling, alcohol and other addiction issues.*

**HEALTH SERVICES AND IMMUNIZATIONS**

WCJC does not operate a student health center. However the college is concerned about students’ health and welfare and will make important health information available through the school bulletin, pamphlets and periodic notices. The college encourages students to review the following healthcare information and take steps to protect themselves and their families. It is critical that everyone understand the nature of this communicable disease and how it is transmitted. For information, call one of the following:

**AIDS Information Hotlines**

1-800-299-AIDS Texas AIDS line  
1-800-299-AIDS Information AIDS  
1-800-252-8012 TDD/TTY for the hearing impaired

**MEASLES, MUMPS, RUBELLA**

According to the Texas Department of Health, those born between 1963 and 1968 may not have been **properly immunized**. The single dose immunization which many received was inadequate. Anyone born within this time period should see their doctor or visit a public health clinic for proper immunization against measles, mumps and rubella.
TETANUS

The Tetanus vaccine is effective for about 10 years and should be boosted at 10-year intervals in combination with the diphtheria vaccine. It is common for older adults to develop tetanus because many have not received booster shots.

POLIOMYELITIS

Polio immunization in the U.S. is not recommended for anyone over 18, but proof of immunization must be given if entering a health related program.

DRUG AND ALCOHOL ABUSE

Students concerned about their own abuse problem, or a family member’s abuse problem should contact a WCJC counselor. These counselors are available to provide referrals for treatment programs and specialized counseling. Information shared with the college’s counselors will remain confidential.

BACTERIAL MENINGITIS VACCINATIONS FOR STUDENTS

All entering students, including transfer students, must have a valid vaccination record. An entering student is defined as a student who is a first-time student of an institution of higher education. The legislation exempts students who are solely enrolled in online or distance education courses or who are 22 years of age or older. The Coordinating Board is required to adopt rules establishing the date by which applicable students are required to provide the institution with evidence that the student has received the required vaccination. Students must receive the vaccination not later than the 10th day before the first day of the semester or term in which the student enrolls unless an extension is granted by the institution. Further, institutions are required to notify students of their right to claim an exemption from the vaccination requirement through registration materials the institution provides prior to the student’s initial enrollment. Students enrolled in health related programs Students enrolled in a health-related course must be immunized against Hepatitis B and show proof of immunization. The college also encourages these students to receive immunization against Tetanus, Diphtheria, Measles, Mumps, and Rubella.

For more information on immunizations, call the Texas Department of Health Immunization Division at 1-800-252-9152.
This information is provided to all college students in the state of Texas. **Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution.** It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause 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 • Severe headache • Rash or purple patches on skin Vomiting • Light sensitivity • Stiff neck
• Confusion and sleepiness • Nausea • Lethargy • 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, so 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, or by 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, and 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 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 – most common side effects are redness and minor pain at injection site for up to two days.

How can I find out more information?
Contact your own health care provider.
Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

INSURANCE

WCJC does not provide student health or accident insurance. Students seeking individual health insurance options are directed to the Health Insurance Marketplace to research options for them.
TESTING INFORMATION

TESTING SERVICES

The college testing center staff administers a variety of tests and assessments to help students achieve their academic, personal and vocational goals. Testing services include:

- COMPASS PLACEMENT TEST*
- TSI Assessment of College Readiness*
- TEAS V (Test of Essential Academic Skills)
- GED (General Education Development)
- CLEP (College Level Examination Program)
- ACT (local use only—see ACT website for national testing information)
- Nelson-Denny Reading Test
- Correspondence Tests
- Pre-TASP Reading Test

Testing locations and schedules vary. For more information, contact the Office of Student Services, Testing Office:

Wharton Campus - (979) 532-6386
Sugar Land Campus - (281) 243-8434
Richmond Campus - (281) 239-1532

VOCATIONAL SUPPORT SERVICES

Vocational students with special needs are eligible for a broad range of support services. These include:

- Career and educational counseling and/or assessment
- Tutoring
- Supplemental self-paced instruction
- Handicap assistance
- Information and referral services
- Linkage with other agencies and programs
- Development of individual service plans

For more information on Vocational Support Services, call the following representative or stop by the Administration Building, A-102, Wharton campus.
Coordinator Vocational Support Services - (979) 532-6483
INTERESTING FACTS* ABOUT

WHARTON COUNTY JUNIOR COLLEGE

Founded in 1946
FOUR CAMPUS LOCATIONS
• Wharton
• Sugar Land
• Richmond
• Bay City
ONE EXTENSION CENTER
• El Campo
7,152 credit students
164 full-time and 127 part-time faculty
Average class size of 21 students
Average age of WCJC student is 22.
Financial aid distribution awards of $14.5 million annually
MALE/FEMALE RATIO
• Male 44%
• Female 56%
ETHNIC MAKEUP
• 40% Anglo
• 12% African-American
• 35% Hispanic
• 12% Asian
• 1% Other
PROGRAMS
• Adult Basic Education
• Associate of Applied Science degree
• Associate of Arts degree
• Associate of Arts in Teaching degree
• Certificates and Certifications
• Continuing Education
• Distance Learning
• Dual Credit and Concurrent Enrollment
• Youth Activities
• Senior Citizen Programs
• Workforce Development
• Campus Housing
OFFICIAL FALL 2014 FIGURES*

[52]
## Important Phone Numbers

### WCJC Campuses

<table>
<thead>
<tr>
<th>Security Offices</th>
<th>281-239-1501</th>
<th>Richmond Campus</th>
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<tbody>
<tr>
<td></td>
<td>281-275-3302</td>
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<td>979-532-6523</td>
<td>Wharton Campus</td>
</tr>
<tr>
<td></td>
<td>979-244-4552</td>
<td>Bay City Campus</td>
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### Departments

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<tr>
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<tbody>
<tr>
<td>Admissions Office</td>
<td>979-532-6303</td>
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<tr>
<td>Adult Learning Center (GED Lab)</td>
<td>979-532-6301</td>
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<td>Athletics</td>
<td>979-532-6369</td>
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<tr>
<td>Automotive Services</td>
<td>979-532-5608</td>
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<tr>
<td>Business Office (Wharton Campus)</td>
<td>979-532-6412</td>
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<tr>
<td>Cafeteria (Wharton Campus)</td>
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<tr>
<td>Continuing Education (Richmond Campus)</td>
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<td>Cosmetology Services (Wharton Campus)</td>
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<td>Dental Hygiene Services (Wharton Campus)</td>
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<td>Financial Aid (Wharton Campus)</td>
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<td>Fitness Center (Wharton Campus)</td>
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<td>Housing (Wharton Campus)</td>
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### Libraries

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<tbody>
<tr>
<td>J.M. Hodges Library (Wharton Campus)</td>
<td>979-532-6509</td>
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<tr>
<td>University Branch Library (located with the WCJC Sugar Land Campus)</td>
<td>281-633-5100</td>
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<tr>
<td>Open Computer Lab/Online Library (Richmond Campus)</td>
<td>281-239-1619</td>
</tr>
<tr>
<td>Open Computer Lab/Online Library (Bay City Campus)</td>
<td>979-244-4552</td>
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### Bookstores

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<tbody>
<tr>
<td>Richmond Campus</td>
<td>281-239-1513</td>
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<tr>
<td>Sugar Land Campus</td>
<td>281-242-4210</td>
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<td>Wharton Campus</td>
<td>979-532-6414</td>
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<table>
<thead>
<tr>
<th>Office</th>
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<tbody>
<tr>
<td>President’s Office (Wharton Campus)</td>
<td>979-532-6304</td>
</tr>
<tr>
<td>Marketing &amp; Communications (Wharton/Sugar Land/Richmond &amp; Bay City Campuses)</td>
<td>979-532-6417</td>
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<td>Snack Bar (Wharton Campus)</td>
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<tr>
<td>Student Center (Wharton Campus)</td>
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<td>Testing (Wharton Campus)</td>
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<td>Testing (Richmond Campus)</td>
<td>281-239-1532</td>
</tr>
<tr>
<td>Tutoring (Wharton Campus)</td>
<td>979-532-6483</td>
</tr>
</tbody>
</table>

Visit our website: wcjc.edu
WCJC Campus Map Legend

911 Boling Highway

1. Administration Building
2. F.J.L. Blasingame Science Building
3. J.M. Hodges Library
4. Hutchins Memorial Center
5. Ty Pate Fitness Center
6. Gymnasium
7. Pioneer Student Center
8. Teachers Credit Union Building
9. J.R. Peace Building
10. Duson-Hansen Building
11. Carl N. Reynolds Building
12. M.G. & Lillie A. Johnson Health Occupations Center
13. Frankie Hall (Dormitory)
14. Mullins Hall (Dormitory)
15. Distance Education Center
16. Maintenance Shop
17. Storage
18. Greenhouse
19. La Dieu Technology Center
20. Rodeo Arena
21. Horse Stable
22. Baseball Batting Cage
23. Baseball Practice Fields
24. Kelley Tennis Center
25. Ladieu Horticulture Extension Center

A. Parking

Wharton County Junior College
WCJC CAMPUS LOCATION MAPS

WHARTON | SUGAR LAND | RICHMOND | BAY CITY

WHARTON CAMPUS

SUGAR LAND CAMPUS

RICHMOND CAMPUS

BAY CITY CAMPUS

Wharton County Junior College
THERE'S A CAMPUS NEAR YOU!

WHARTON CAMPUS
911 Boling Highway, Wharton, TX 77488-0080
(979) 532-4560

SUGAR LAND CAMPUS
14004 University Blvd., Sugar Land, TX 77479
(281) 243-8447

RICHMOND CAMPUS
5333 FM 1640, Richmond, TX 77469
(281) 239-1500

BAY CITY CAMPUS
4000 Ave. F, Suite B Bay City, TX 77414
(979) 244-4552

For more information call
(979) 532-4560 or 1-800-561-WCJC (toll-free)