

# DUAL CREDIT

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# 2019

DUAL CREDIT NEW STUDENT ORIENTATION



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# WELCOME TO COM

Welcome to College of the Mainland! We are delighted that you have chosen to get a jump-start on a college education by participating in the COM Dual Credit program.

College courses are interesting and challenging. Dual Credit students get to learn what college professors expect while still in their familiar high school surroundings. When they leave high school and move forward to a college or university, they will have already acquired the confidence to succeed academically in college.

This booklet along with the COM Student Handbook and College Catalog contain important information to assist you here at College of the Mainland.

College publications can be updated during the year. The latest versions can be found on the college website at [www.com.edu](http://www.com.edu). If you have questions about Dual Credit or about COM, please call or email us at the numbers provided in COM Contacts Information of this Dual Credit booklet.

## Mission

College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic prosperity of the diverse communities we serve.

## Vision

College of the Mainland will be a valued and vital community partner by striving to enrich our expanding community and preparing our students to learn, work, and live in a diverse, dynamic and global environment.

## Values

- Student Success and Academic Excellence
- Continuous Improvement and Accountability
- Mutual Respect, Civility, and Integrity
- Diversity and Inclusiveness
- Innovation and Adaptability
- Campus and Community Collaboration

## Access to Programs

College of the Mainland is an equal opportunity/affirmative action educational institution and employer. Students, faculty, and staff members are selected without regard to their race, color, creed, sex, or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964 and Executive Order 11246 as issued and amended. College of the Mainland does not discriminate based on disability in the recruitment and admission of students, the recruitment and employment of faculty and staff, and the operation of its programs and activities, as specified by federal laws and regulations within Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Acts of 1990 and 1992.

Information contained herein is subject to change without notice. Revisions are published on the College website at [www.com.edu](http://www.com.edu).

## Family Education Rights and Privacy Act (FERPA)

FERPA stands for Family Educational Rights and Privacy Act of 1974, as amended. Commonly known as FERPA, the Privacy Act or the Buckley Amendment. It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records. For a full discussion of FERPA, please refer to the full College of the Mainland student handbook.

# INFORMATION FOR STUDENTS

## Expectations

Students should remember that a Dual Credit course is a college course in all respects. The curriculum is the same as used on the college campus and their responsibilities are the same as all other college students. The teaching methods are the same as on the college campus and students will be expected to conduct themselves as college students.

College courses sometimes deal with controversial issues or subject matter that high school courses may not address. This can provide new challenges for the Dual Credit student. Nonetheless, Dual Credit students should be prepared to participate in the course.

All college students should expect to invest at least as much time out-of-class as in-class in reading, studying, and preparing for college course assignments. To be successful and ensure completion of out of class assignments, most students will need to invest more time than this.

Students should pay careful attention to their instructor's grading system. If students do poorly on a test or assignment, they should not expect to repeat the work in order to improve their grade. In addition, instructors may not allow students to do extra work to bring up a poor grade. The instructor's grading system is covered in the course syllabus students receive at the beginning of the semester. If students have trouble in a Dual Credit course, it is their responsibility to ask the instructor what they need to improve in order to succeed in the class.

## Services for Students with Disabilities

The mission of services for students with disabilities is to provide a variety of support services for each student and supply them with the resources needed to enroll and successfully complete their courses at College of the Mainland. This office works with each student on an individual basis to determine and implement appropriate and reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students requesting services are responsible for contacting The office for Students with disabilities at COM upon admission and provide current documentation from a qualified professional verifying the disability and the need for services. The student must request accommodations each semester.

Additional information, along with a brochure describing services for students with disabilities and listing sources of campus support and equipment is available in the Student Success Center, which is located on the first floor of the Student Center Building. Information may also be obtained by contacting 409-933-8520 or 409-933-8379 or by visiting our website at [www.com.edu/counseling/disability-services](http://www.com.edu/counseling/disability-services).

## Attendance Policy

Students must attend their Dual Credit class and turn in all required assignments. Students may be withdrawn for lack of attendance and/or lack of academic progress. This attendance policy pertains to all students enrolled in any section of a college credit course on any campus. If for any reason a student is not attending the Dual Credit class regularly, he/she may be withdrawn from the class (includes students sent to alternative school). Students failing are encouraged to speak with their professor and high school counselor to be withdraw from the course before the drop date.

## Complaints

If there is a complaint about a course or an instructor, the students should first communicate with the instructor and try to resolve the issue with him/her. If the student and instructor are unable to resolve the matter, then the student will need to take the matter to the high school counselor or COM's Director of Dual Credit.

## Family Education Rights Privacy Act (FERPA)

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents/guardians under FERPA transfer to the student. However, FERPA also provides ways in which schools may share information with parents/guardians without the student's consent. For example:

- Schools may disclose education records to parents/guardians if the student is a dependent for income tax purposes.

- Schools may disclose education records to parents/guardians if a health or safety emergency involves their son or daughter.
- Schools may inform parents/guardians if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance.

## Dropping a Course (Withdrawing from a Course)

**Dual Credit students must contact their high school counselor before withdrawing from a class.** This action will ensure graduation requirements will be met without the college course credit.

The student must meet with the high school counselor to receive a Schedule Change Form. The Schedule Change Form must be turned into COM's Admissions and Records Office before the final drop date ("W" day). The Dual Credit instructor will notify students of the final drop date on the syllabus or the date can be obtained from the COM website.

The following guidelines determine grades for an official withdrawal:

1. When a student withdraws before Census Day (twelfth class day for 16 week fall or spring) (fourth class day for summer sessions), the course will not appear on the student's permanent record.
2. For withdrawals that take place after Census Day (twelfth class day for 16 week fall or spring) (fourth class day for summer sessions) but before "W" day, as indicated in the College Calendar, a grade of "WX" will appear on the student's permanent record.

When a student withdraws from a class, he may no longer attend the class or receive any college credit.

In addition, **a student's future financial aid at a college or university could be affected due to lack of academic progress.** Each school has a "Rate of Completion" and minimum GPA that must be met to receive financial aid in the future.

## Refund Policy

If a student drops during any of the refund periods, the student still has to pay the \$45.00 nonrefundable processing fee. If the student does not pay the \$45.00 fee, a hold will be placed on the student's record. A hold will prohibit the student from receiving grades, future registration at COM or the release of student records for any purpose.

Refunds are calculated according to the number of semester days as directed by state law.

This information can also be found in the College Catalog at [coursecatalog.com.edu](http://coursecatalog.com.edu).

## Grade Scale

College classes are assigned an alpha grade (A, B, C, D, F) compared to high school grades which are numeric. Your school district converts your alpha grade to a numeric grade, not the college or the professor. Check with your high school counselor to learn how they convert and weight your grade and how the grade affects your class ranking.

## College Transcripts

The college credit students receive for successfully completing a Dual Credit course will become part of their permanent college record. Whether it is now or later in life, this credit will be useful to students as they move forward with their education.

**Official transcripts of all course work taken at College of the Mainland are available in the Office of Admissions and Records located on the 1st floor of Student Center. Transcripts may be requested through Web Advisor (see directions in "Navigating COM Online" below. Download printable transcript request forms**

<https://www.com.edu/admissions/academic-records>

Transcript requests are normally processed within 24 hours. Please allow extra processing time during registration periods. Transcript availability is withheld from students who have a financial obligation or other commitment outstanding to the College until the obligation is cleared. For questions or further assistance with transcripts, contact the Office of Admissions and Records at 409-933-8264.

## College Connections Advisor

COM advisors are at your high schools to help students with their applications, school assessment, financial aid and registration for college.

They will assist you in setting your goals, exploring career interests and selecting the best college for you.

- Provide information on college entrance requirements, policies and procedures.
- Conduct presentations about the transition from high school to college and other tips for 9th to 12th grade students.
- Assist you with planning how to pay for college, including developing a financial plan and completing a federal financial aid application, state financial aid application and scholarship applications.

## Important Dates

### Fall, 2019

- Census Date – September 11, 2019
- Withdraw “W” Date – November 25, 2019
- Last Class Day – December 13, 2019

### Spring, 2020

- Census Date – February 5, 2020
- Withdraw “W” Date – April 27, 2020
- Last Class Day – May 15, 2020

## Student Handbook

As a Dual Credit student at COM, you have access to all student services and resource afforded all college students. The Student Handbook contains information about support services, student rights and responsibilities and College and academic policies.

The Student Handbook also includes a daily planning calendar with important dates and deadlines listed for your convenience.

Access the Student Handbook at <https://www.com.edu/student-services/student-handbook>

## College Catalog

The College Catalog can be accessed on the homepage [www.com.edu](http://www.com.edu) under Get Connected-Online Resources or going to <https://www.com.edu/admissions/catalogs>

## NAVIGATING COM ONLINE

### Accessing Web Advisor

Go to [www.com.edu](http://www.com.edu), scroll down to Get Connected – Online Resources: click on “Web Advisor.”

Click on the “What’s My User ID/COM ID” link located on the top right side of the page. Type in your last name and Social Security # (or COM ID) – Click “Submit.”

Write down your User ID \_\_\_\_\_ and COM ID # \_\_\_\_\_, keep it in a secure location. Your User ID is usually the first initial of the first name with your last name and maybe a # exp: jdoe. Password is your seven-digit COM ID number.

Click “Log in on the top, and enter the User ID and password (it is your COM ID#).

Click the “Submit” button - You will be returned to the Web Advisor Main Menu

Your name will appear in the top right corner. You are now logged on to Web Advisor. Click on “Students” (“blue guy”) and begin your tasks. Your User ID and COM ID# are used to access all of your Online Resources.

## Accessing and Printing Your Class Schedule

In Web Advisor under Academic Profile select *My Class Schedule*. Enter the appropriate term exp: *Fall 2019*. The schedule screen will list all of your courses. Print your schedule by selecting “Print” from the File Menu.

## Accessing Transcripts

**Unofficial Transcripts:** In Web Advisor under Academic Profile select *Transcript*. Select the type of transcript (Credit) this is an unofficial transcript and will not be accepted by other schools.

**Official Transcripts:** To have a transcript sent to another college. In Web Advisor under Academic Profile select *Transcript Request*; from the **Recipient** drop down menu, select the *Texas College or University where you want your transcript sent*. If you do not see your school on this list, you must go to the COM home page; select Current Students, then select *Academic Records*, under **Advising and Student Support**. Then click on the *Printable Transcript Request Form* and fill it out. You can either fax 409-933-8012, drop off or scan and email back to COM Admissions: [admissions@com.edu](mailto:admissions@com.edu).

## Accessing Grades

In Web Advisor under Academic Profile select *Grades*. Select the appropriate term, exp: *Fall 2019*. The Admissions & Records office will send the High School final grades once they have all been posted at the end of each semester. You will receive an alpha grade from the college. Your high school will convert your alpha grade to a numeric grade and post it on your high school transcript. You need to see your high school counselor about how grades are weighted at your high school.

## Accessing The Course Evaluation System

In Web Advisor under Communication select *My Course Evaluation*. Please be sure to read the information on the screens. Some instructors give extra credit for completing this. Complete the Course Evaluations at the end of each semester. You will need two pieces of information to enter the system, your COM student ID number and the randomly generated password found at the *bottom of the first screen*. Select the class you wish to evaluate and click on the “Next” button. You should do one evaluation for each course you take. The college sends a final report with a list of all students who completed the evaluation. All of your responses will remain confidential and will only be reported in-group format after final grades have been posted.

## COM EMAIL (Office Outlook 365)

Go to [www.com.edu](http://www.com.edu), scroll down to *Get Connected – Online Resources* click on “Office 365 Email”.

Sign in using your User ID and password. These are the same as your Web Advisor User ID and password. It is recommended you save your log-in information. You may also forward all your COM email to your personal email.

**If you have technical problems with Web Advisor or your COM email contact the IT Help Desk at 409-933-8302 or complete a help ticket at: <http://helpdesk.com.edu> or email: [helpdesk@com.edu](mailto:helpdesk@com.edu).**

## Accessing Blackboard

Go to [www.com.edu](http://www.com.edu), scroll down to *Get Connected – Online Resources* click on “Blackboard” under or go directly to <http://de.com.edu>.

Your Blackboard User name & password are the same as your Web Advisor and Email User name/password.

Navigating Blackboard

COM provides an online tutorial to cover the most widely used features; click on the Blackboard Learn Tour including:

### My Dashboard

Tools

Announcements

### My Courses

Grades

Email Instructor

### COM Library

Direct Link

**If you have technical problems with Blackboard contact the Distance Education Department at 409-933-8453 or complete a support request ticket at <http://de-support.com.edu/requests>.**

## Online Learner Workshop Information

Students have the option of taking dual credit classes online with permission from their high school counselor.

**There is a \$35 additional fee for each online class and a \$25 additional fee for each hybrid class.**

Students must successfully complete the Online Learner Workshop before they can access their first Internet or Hybrid course. The Online Learner Workshop is free.

The **Online Learner Workshop** is an introduction to the Blackboard Learning Management System. Blackboard is where your online courses are hosted. Statistics indicate that students who complete the Online Learner Workshop have a 20% higher success rate in online classes than students who have not completed the workshop.

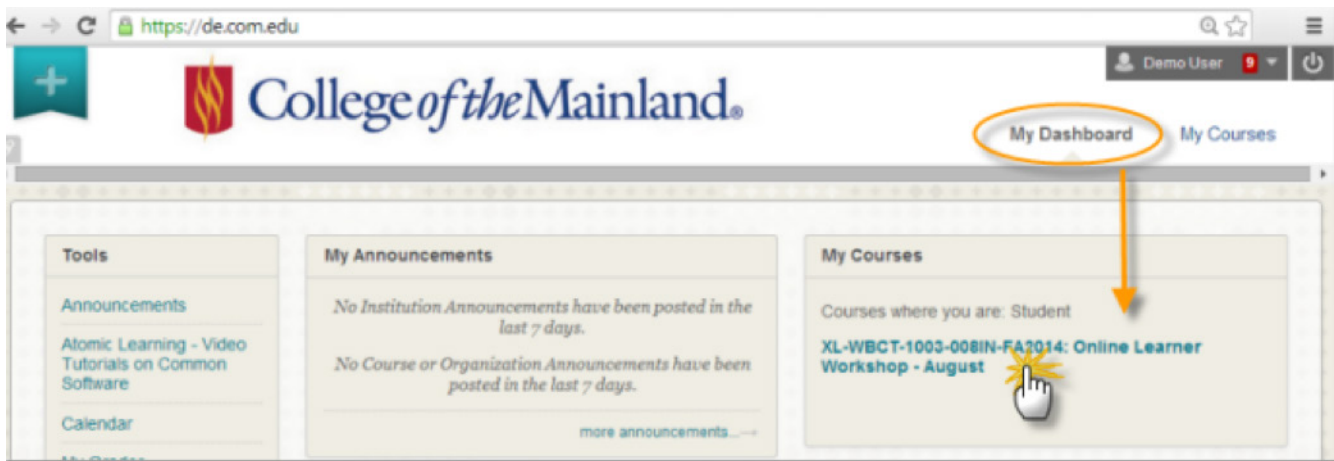
The workshop is an online, interactive, self-paced workshop. Additional information about the workshop can be found at <http://edtech.com.edu/olw>.

## How to register for the Online Learner Workshop

Student's COM application, meningitis shot record and passing test scores must be on file with COM before a student can be registered for the Online Learner workshop. Contact your school College Connections Advisor to register for an Online Learner Workshop or email [dualcredit@com.edu](mailto:dualcredit@com.edu) with your name, COM ID# and which high school you attend.

## Completing the Online Learning Workshop

- Log into Blackboard (see directions above).
- Click on your course located in the My Courses module:



## Workshop Overview

The free workshop will include navigating, viewing content and communicating in Blackboard. You will also be able to practice certain tasks, such as posting to a Discussion board, submitting assignments and taking quizzes.

### Course Material:

- Read Me First
- Syllabus
- Four Learning Modules

### Gradable Tasks:

- Assignment 1 – post to the Discussions Forum.
- Assignment 2 – create & submit a simple Word document.
- Assignment 3 – copy & paste text into a Word document.
- Two Quizzes

You must successfully complete **all** of the activities in each of the modules. Once completed, the Online Learner Workshop credit will be added to your student record. You will be able to see your passing score of CR (for credit) posted to your student record by using the My Grades tool within the Workshop.



# CLASSROOM EXPECTATIONS

## Syllabus Review

A syllabus is your guide to a course and what will be expected of you in the course. Generally, it will include the instructor's name, contact information, and office hours, as well as, course policies, rules and regulations, required texts, and a schedule of assignments.

The course syllabus will be distributed and reviewed by your instructor in the first week of class. You can also find a list of all syllabi at [www.com.edu](http://www.com.edu) under "Get Connected – Online Resources."

## Attendance

Students at COM are expected to attend and participate in every session of all classes for which they are registered. Regular attendance is a critical component to being successful in courses. Students should consult with their instructors when it becomes necessary to miss a class. College of the Mainland recognizes no excused absences except those prescribed by law [see FC (LEGAL)] for military service and for the observance of a religious holy day. Dual Credit students receive an excused absence for state mandated testing at their high school.

It is the responsibility of the student to consult with instructors when requesting an excused absence. Any class work assigned or examinations missed need to be completed in the time line set by the instructor.

Instructors must clearly state their attendance and withdrawal guidelines in each course syllabus and follow established early intervention procedures.

## Behavior

College of the Mainland assumes that students eligible to perform on the college level are familiar with the standard rules governing proper conduct and that they will observe these rules. COM accepts the concept that where its interests as an academic community are involved, the legal and ethical authority of the institution should be asserted and maintained.

Learning is a group activity, and the behavior of each person in class in some way or the other affects the learning outcomes of others. If we keep these thoughts and the following rules in mind, the classroom experience will be a better one for everyone involved.

Be sure to talk with your professor when you feel something isn't right or you see something – say something. Professors are people too and have concerns for all their students.

## General Rules

1. Class begins promptly at the beginning of the class period. You should be in your seat and ready to start participating in a class at that time. This rule also applies to the professor.
  - a. Always bring the required supplies and be ready to be actively engaged in the learning process. This communicates preparedness and interest.
  - b. If you come to class late or need to leave early, please be considerate of the instructor and your classmates when entering or leaving the classroom.
  - c. In deciding whether to attend class, please do not ask your professor if she/he is covering anything important on that day. The course is carefully planned out – every day is important.
2. If you bring a newspaper or other reading material to class, put it away before the start of class.
3. Similarly, do not study material from other classes during this class.
4. Turn your cell phone off or to vibrate before the start of class. The professor will do the same.
5. It is fine to bring a drink or a snack to class, as long as it is not distracting (crinkly potato chip bags for instance). Make sure you pick up your trash and leave the area clean.
6. The instructor expects to have your attention for the full class period. This means: Avoid conversations with people sitting around you. Even if you whisper, please realize the other people can certainly see you, and that's distracting to them (and the professor.) Do not start zipping up your backpack and rustling papers before the end of class.

## Instructor – Initiated Drop

When, in the judgment of the instructor, a student has been absent enough times so that it is unlikely the objectives of the course can be completed, the instructor may initiate steps to drop him/her by notifying the Admissions and Records Office. When requested to do so by the instructor, the Admissions and Records Office will send this student a notice indicating he/she has been dropped from the course. The student will receive a "W" or "WX" for that course.

Do **not** just stop going to class and assume the instructor will drop you. It is ultimately your responsibility to drop a class. **Remember any grade you receive is part of your permanent college transcript.**

## Plagiarism / Scholastic Dishonesty

**Plagiarism is a form of academic dishonesty.** To plagiarize is to steal the words or ideas of another and pass them off as one's own. Two forms of plagiarism are common. In the first form, the writer incorporates published or otherwise recorded material without properly acknowledging its sources. In the second form, the writer submits work actually done by someone else. (The student who allows his or her work to be used by others is also guilty.) Any student who plagiarizes will receive a grade of "0" on his or her plagiarized work and may, as a result, receive a failing grade in the course.

Ignorance will not be an acceptable defense: all students are responsible for familiarizing themselves with the rules of documentation. Violation of the Plagiarism Policy may result in a referral to the College of the Mainland Judicial Coordinator or further disciplinary actions as stated in the current Student Handbook <http://www.com.edu/student-services/student-handbook>.

1. You must document when you quote directly from another source.
2. You must document when you paraphrase words from another source.
3. You must document when you summarize ideas from another source.
4. You must document when you use facts (statistics in a chart or graph, for example) or visual material from another source.

**"Scholastic dishonesty" shall include, but not be limited to, cheating, plagiarism, and collusion.**

**"Cheating" shall include, but shall not be limited to:**

1. Copying from another student's test or class work;
2. Using test materials not authorized by the person administering the test;
3. Collaborating with or seeking aid from another student during a test without permission from the test administrator;
4. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of any event intended to be graded;
5. Substituting for another student, or permitting another student to substitute for one's self, to complete any event intended to be graded;
6. Falsifying documentation submitted for purposes of obtaining a grade or course credit; and
7. Altering the contents of a test or any assigned grades.

## Grade Appeal

An academic appeal is a formal request brought by a student to change a final grade. A request to change a final grade or to challenge a penalty within the student grade appeal process must be made within six months of the assignment of the final grade. Findings of the Grade Appeal Committee shall be final. If the Grade Appeal Committee recommends a grade change, the recommendation will be submitted to the appropriate Academic Dean, who will initiate the grade change. A college connections advisor, high school counselor, or academic coordinator may advise the student on the most effective approach to accomplish this request in a productive manner. The decision of the Academic Appeals Committee is final.

An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not a basis for an academic appeal.

The student must provide evidence that the instructor unfairly applied grading practices or violated College policy.

## Procedure for Grade Appeal

### Student Rights:

Students have a right to a clear explanation (from the instructor, department chair, or dean, as appropriate) of actions taken by the instructor, such as how a final grade was calculated or how their actions violated the academic honesty policy.

### Step One:

Before a student may bring an academic appeal, he or she should first meet with the instructor to request that a change be made. If the student is not satisfied with the outcome or cannot consult with the instructor, he or she must meet with the appropriate Department Chair to determine if a resolution can be reached.

### Step Two:

If a resolution is not reached and the student desires to pursue the appeal, the student will state specifically the basis of the appeal in writing to the appropriate Academic Dean. If the Academic Dean determines that there is insufficient evidence that the instructor unfairly applied grading practices or violated College policy, he/she shall communicate this in writing to the student. The decision of the Academic Dean is final. **STUDENT HANDBOOK 2019 – 2020**

If the Academic Dean determines that the appeal may be appropriate under this policy, he/she will contact the Dean of Students to initiate the academic appeals process. The Dean of Students will notify the student regarding the Academic Appeals Committee meeting date, his/her rights, and next steps in the process.

### Step Three:

The Academic Appeals Committee will be convened by the Dean of Students within 10 days of the Academic Dean's notification and will conduct its activities in private. The Committee will consist of two students (selected by the Student Government Association) two faculty members (selected by Faculty Senate), one Administrative Officer (named by the Vice President for Instruction), and the Dean of Students or designee (non-voting member) will serve as facilitator for the grade appeal process. The student filing the grade appeal and the faculty member will be permitted to present witnesses and evidence relevant to the appeal. The student or faculty member may have a representative present; however, that person is not allowed to participate during the hearing. If the student has an attorney as a representative, the Dean of Students must be notified no less than five business days prior to the hearing. A four-fifths majority vote of the full Committee shall be required to change the grade, penalty or academic action at issue. The Committee will inform the Dean of Students its decision in writing. The Dean of Students will notify the student, faculty member and department chair in writing of the Committee's decision.

### Appeal Verdict

The decision of the Academic Appeals Committee is final.

### General Provisions

The Dean of Students will ensure that appropriate documentation is maintained, that the rights of all parties involved are protected and that all time lines of appeal are followed. All time limits set for this appeal process may be extended by mutual consent of parties involved. Grade appeal records shall remain confidential unless permission is given by the student to release such information. Grade appeal records shall be maintained on file for three years after the completion of the appeal process.

# ACADEMIC RESOURCES

Ask for help. Do not be afraid to ask staff, faculty, or fellow students; don't be shy! Sometimes, daily study time isn't enough. College of the Mainland has various opportunities for you to get the help you are needing for your specific course.

## Tutoring Center

College of the Mainland's Tutoring Center offers students, faculty members, alumni and staff a variety of academic and job preparation tutoring services. Located in the Technical Vocational Building, Room 1306 & 1310, the center provides work space, up-to-date reference materials and trained tutors to work one-on-one with clients.

The Writing Center can help with writing, reading and oral presentations. One soundproof speaking booth provide space to practice and record oral presentations, practice mock job interviews and work on group projects.

The Math Center offers FREE walk-in tutorials, computer access for online homework, lessons on DVD, and other resources for COM math students

Science Tutoring – Science tutoring is available for students throughout the week in the Science Atrium.

**For more information, call 409-933-8703 or see flyer in this booklet.**

## Library Resources

While the resources of the high school library may meet most of the research needs of Dual Credit students, students may access the COM system as well. Every COM student is given an ID number by the Admissions Office. All students can use this to access the full resources of the COM library databases. Students may also come in during regular library hours. Dual Credit students must show COM student identification to check out any books or material from the library. Please remember, COM is an institution of higher education and the college library provides materials that support and supplement the educational process. No effort is made to either censor or filters any materials from its collections.

## Library Lab

The Library Lab, located on the main floor of the Library, is open to COM students, faculty, staff and community. Computers in the lab and classroom provide access to the Internet, Library catalog and databases with hundreds of thousands of articles, thousands of eBooks and the extensive COM Library website is designed to help users find the information they need.

## Innovations Lab

Innovations Lab, located in Room T-1324 of the Technical-Vocational Building, has been established to provide all College of the Mainland students the opportunity to enhance their learning through the use of computers. The Lab is staffed with personnel ready to assist users with questions and assignments. Students must register with the attendant at the front desk in order to be assigned to the appropriate computer.

# THE TUTORING CENTER

## Fall 2019 Hours

| Day       | Hours           |
|-----------|-----------------|
| Monday    | 8 a.m. – 8 p.m. |
| Tuesdaury | 8 a.m. – 8 p.m. |
| Wednesday | 8 a.m. – 8 p.m. |
| Thursday  | 8 a.m. – 8 p.m. |
| Friday    | 8 a.m. – 8 p.m. |
| Saturday  | 8 a.m. – 8 p.m. |
| Sunday    | 8 a.m. – 8 p.m. |

*Operating hours are subject to change. Please call or visit The Tutoring Center for current hours.*

## Tutoring Center Services

The Tutoring Center offers free services to all COM students and community members. The Writing Center can help with writing, reading, and oral presentations. The Math Center can help with all math classes offered at COM, ranging from developmental to college courses.

The Tutoring Center is located in the Technical Vocational Building (TVB), Room 1306 & 1310. Math tutoring is available on a walk-in basis only. Writing tutoring is available on a walk-in basis or by appointment.

Writing tutoring appointments can be made by accessing the center's online scheduler at [com.mywconline.com](http://com.mywconline.com) or by clicking on the Tutoring Center icon on the COM website. Registration is easy, enter your COM User ID and Password (same as Black Board and Web Advisor) and fill out all the required fields.

### Tutors in the Writing Center can help students with:

- Brainstorming
- Organizing and outlining papers
- Practicing/Recording in the Speaking Booth
- Writing thesis statements
- Sentence and paragraph structure
- Grammar, punctuation and formatting
- Reading comprehension
- Creative Writing
- Discipline-specific style guides (MLA, APA, and CMS)
- Powerpoint and Oral Presentations

### Tutors in the Math Center can help students with:

- Math Reasoning
- Beginning, Intermediate and College Algebra
- Trigonometry
- Finite Math
- Pre-Calculus, Calculus and Business Calculus
- Quantitative Reasoning
- Statistics
- Math for Teachers
- Technical Math
- College Success Academy Math
- TSI Placement Test Assistance

**nettutor**

# FREE ONLINE TUTORING IS AVAILABLE

## FOR ACCESS TO FREE ONLINE TUTORING

1. Go to <https://de.com.edu>, and log on using your WebAdvisor username and the password you created for your COM email account. Students having difficulty logging on can find instructions at <http://edtech.com.edu/login-solutions/>
2. Enter any of your courses by clicking on the title of the course
3. Click on the NetTutor link on the course menu which take you directly to COM's NetTutor site
4. Select the subject category, then select the tutoring option that fits your needs



## SUBJECTS

Accounting &  
Economics  
Biology  
Chemistry  
Computer Science

Math  
Online Writing Lab (English)  
Spanish  
Nursing  
Allied Health

For more information,  
please contact:

(409) 933 8453

All NetTutor tutors are highly qualified professional tutors, available anytime day or night!



# COM Library

## We're Here Over 68 Hours a Week!

- Monday - Thursday, 7:15 AM to 8:30 PM
- Friday, 7:15 AM to 5:00 PM
- Saturday, 9:00 AM to 1:00

PM [libguides.com.edu/hours](http://libguides.com.edu/hours)

## Articles, Books, eBooks & Streaming Media



The library provides access to the college level resources that your instructors love!

Tens of thousands of books and eBooks, hundreds of thousands of articles, streaming media and primary sources that can even help you cite your sources, we can show you how!

[libguides.com.edu/az.php](http://libguides.com.edu/az.php)

## Guides

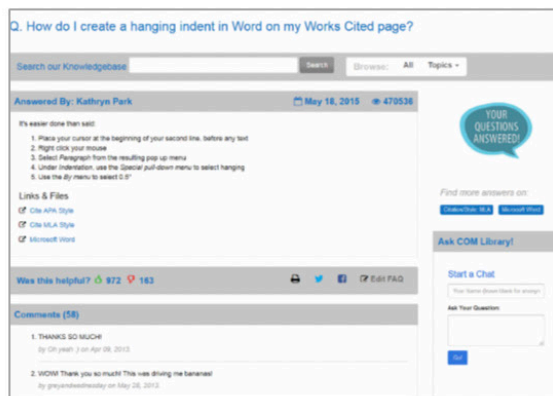
Available 24/7 on or off campus, our guides are great one stop resources designed by COM Librarians with our students in mind, to help you find the best resources for your projects and save you time.

We collect the best resources for your courses like American History, English, Government, Psychology and lots more, or show you how to do things like college level research, cite your sources, use databases and lots more.

[libguides.com.edu](http://libguides.com.edu)



## Answers



You've got questions, we've got answers!

Chat, tweet, text, and ask face 2 face to get answers to your questions on research, citations, library resources and techy help.

Go to Ask COM Library to ask a question or see some we've already answered from real live COM students!

[asklibrary.com.edu](http://asklibrary.com.edu)

## Library Space

Downstairs we a lab, individual and group seating, and charging, copy and scan stations. Plus, lots of books!

Upstairs we have Individual and collaborative workstations, including whiteboard stations and study rooms. Book whiteboards and study rooms online: [com.libcal.com](http://com.libcal.com)

[libguides.com.edu/Spaces](http://libguides.com.edu/Spaces)



## Do it All From Home

It's true, you can access most COM Library resources at home!

- Our LibGuides and LibAnswers are available 24/7 on or off campus.
- Our databases can all be accessed off campus from our database page. Just login with your COM ID# and last name.
- You can ask us for help when we are open by live chatting from all our LibGuides and LibAnswers pages or:



Email

[ask@com.libanswers.com](mailto:ask@com.libanswers.com)



Text

409.229.4142



Call

409.933.8448



Tweet

[twitter.com/asklibrary](https://twitter.com/asklibrary)



# COM Library

## How to Access Library Databases from Home

It's true, you can access most of COM Library's great college level resources at home!

COM Library's catalog, and the thousands of eBooks and articles in our databases and streaming media can all be accessed off campus.

Here's how:

- Go to <https://libguides.com.edu/az.php> and click on any databases like you would when you're on campus.
- A login page will pop up automatically if you are off campus.
- Login with your COM ID# and last name.

It usually does not happen, but if you get a page that says "Invalid COM ID - Last Name combination. Please try again" you'll know you need to contact the library so we can get you access:

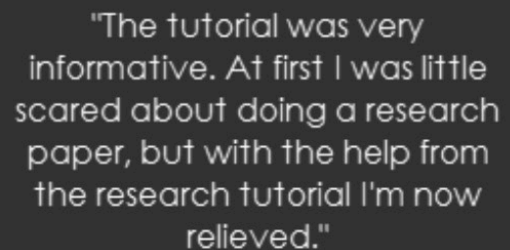
- call (409) 938-8448
- email [ask@com.libanswers.com](mailto:ask@com.libanswers.com)

## The Research Tutorial

The research tutorial is a series of guides with a quiz that gets you started college level research. Go to <https://libguides.com.edu/research>

You'll learn:

- What college level research is.
- What to focus on to succeed in your research [assignments](#).
- How to find and evaluate the kinds of sources your instructors want you to use.
- How to use citation tools that will make your life easier.



"The tutorial was very informative. At first I was little scared about doing a research paper, but with the help from the research tutorial I'm now relieved."

# COM CONTACT INFORMATION

## Dual Credit Office

**North County Learning Center**  
200 Parker Court, League City, TX 77573  
[dualcredit@com.edu](mailto:dualcredit@com.edu)

### Administrative Assistant

**Judy Pryor**  
409-933-8679  
[jpryor@com.edu](mailto:jpryor@com.edu)

### Director of Dual Credit

**Theresa Jones**  
409-933-8449  
[tjones@com.edu](mailto:tjones@com.edu)

### Academic Coordinators

**Patricia Ovesny** – Assistant Professor of History  
409-933-8304  
[povesny@com.edu](mailto:povesny@com.edu)

**Bernie Smiley** – Professor of English  
409-933-8356  
[bsmiley@com.edu](mailto:bsmiley@com.edu)

## College Connections Office

1501 N. Amburn Rd. Texas City, TX 77591  
Phone: 409-933-8286  
Monday and Tuesday 8 a.m. - 7 p.m.  
Wednesday, Thursday and Friday 8 a.m. - 5 p.m.

### College Connections Advisors:

**Earl Alexander** – Texas City HS and Clear Creek HS  
409-933-8290  
[ealexander@com.edu](mailto:ealexander@com.edu)

**Doreen Bridges** – Hitchcock HS, Santa Fe HS, Clear Falls HS and Home School HS  
409-933-8290  
[dbridges@com.edu](mailto:dbridges@com.edu)

**Lionel Deluna** – Dickinson HS, Odyssey Academy, and Bay Area Christian  
409-933-8110  
[ldeluna@com.edu](mailto:ldeluna@com.edu)

**Cassandra Himes** – La Marque HS, Friendswood HS, and Clear Springs HS  
409-933-8697  
[chimes@com.edu](mailto:chimes@com.edu)

### Director of Enrollment Management

**Tamara M. Hoodye-Harris**  
409-933-8523  
[thoodye-harris@com.edu](mailto:thoodye-harris@com.edu)

## Important Phone Numbers

| Department    | Phone Number |
|---------------|--------------|
| Admissions    | 409-933-8264 |
| Campus Police | 409-933-8599 |
| Cashier       | 409-933-8377 |
| Testing       | 409-933-8676 |

## DEFINITION OF TERMS

**Census Date** - the classroom official rolls are based on the students enrolled by the 12th class day (census day for a full semester). For shorter semesters such as summer, the census date is much earlier in the semester. See the college academic calendar for exact dates for each semester.

**Department Chair** - refers to the College of the Mainland faculty member who manages a particular instructional area.

**Dual Credit** - high school students who meet specific eligibility requirements, enroll in College of the Mainland courses and earn credit toward high school graduation and college credit simultaneously. Courses are limited to those applicable to high school graduation requirements.

**Dual Credit Program** - a cooperative partnership between an independent school district and College of the Mainland, enabling high school students to earn college credits while completing the requirements for high school graduation.

**Concurrent Enrollment** - high school students who meet specific eligibility requirements enroll in College of the Mainland courses prior to graduating from high school for college credit only.

**Facilitator** - an instructor within an independent school district who provides classroom support for an alternate method of instruction; i.e. online course, remote learning classroom.

**Hybrid Course** - a course that incorporates a smaller number of classroom meetings with online instruction. Students must have access to a computer with Internet connectivity, an Internet Service Provider and a Web browser.

**Instructor** - a faculty member who meets the minimum requirements of the Southern Association of Colleges and Schools and teaches for College of the Mainland full- or part-time.

**Online Courses** - instruction taught over the Internet. Students access lessons and assignments through the Learning Management System. Students must have access to a computer with Internet connectivity, an Internet Service Provider and a Web browser.

**“W” Day** – last day a student can withdraw (drop) a class in a semester with a “WX” on transcript. After “W” day the student will receive a grade in the class. See the college academic calendar for exact dates for each semester.