

 College of the Mainland®

# STUDENT HAND BOOK

2015-2016



## TABLE OF CONTENTS

|  |    |   |    |
|--|----|---|----|
| Message from the President .....                       | 2  | Adult Basic Education Program .....           | 29 |
| Accreditation.....                                     | 3  | Continuing Education Courses.....             | 30 |
| Notices.....   | 3  | COM Bookstore.....                            | 30 |
| Student Intellectual Property Statement .....          | 3  | Bookstore Refund Policies .....               | 30 |
| Mission .....  | 3  | Student Center .....                          | 31 |
| Vision .....   | 3  | Air Force Reserve Officer Training            |    |
| Values .....   | 3  | (ROTC) Program .....                          | 31 |
| 2014-2017 Strategic Goals .....                        | 3  | Campus Information .....                      | 31 |
| What is the Quality Enhancement Plan? .....            | 4  | Child Care Services .....                     | 31 |
| Updates/Changes to Student Handbook .....              | 4  | Class Attendance .....                        | 31 |
| Survival Tips .....                                    | 4  | Religious Holy Days .....                     | 31 |
| Student Services.....                                  | 5  | Procedures for Posting or Distributing        |    |
| Student Success College-wide Initiatives.....          | 5  | Information on Campus.....                    | 32 |
| Welcome Center .....                                   | 7  | Sale of Food, Drinks or Other Items           |    |
| Student ID Card .....                                  | 7  | on Campus .....                               | 32 |
| Admissions, Records, Registration Information .....    | 7  | Lost and Found .....                          | 32 |
| Six-Course Drop Limit .....                            | 8  | Cell Phones and Pagers.....                   | 32 |
| Incomplete Grades.....                                 | 9  | Unattended Minors/Children in Class .....     | 32 |
| Financial Aid.....                                     | 9  | Student Attending Evening and                 |    |
| Carl Perkins Child Care Grant .....                    | 9  | Saturday Classes.....                         | 32 |
| Important Financial Aid Policies .....                 | 10 | Gym Facilities.....                           | 32 |
| Financial Aid Repayment Policy .....                   | 10 | Community Theater.....                        | 33 |
| Financial Aid Warning/Probation.....                   | 10 | Art Gallery .....                             | 33 |
| Financial Aid Probation Appeal Policy .....            | 10 | Multicultural Events.....                     | 33 |
| Veterans Affairs.....                                  | 11 | CE Lifelong Learning 50+ Program .....        | 33 |
| Student Scholarships.....                              | 11 | Cosmetology, The Salon .....                  | 34 |
| Student Success Center .....                           | 11 | COM Police Department.....                    | 35 |
| Academic Advisement.....                               | 11 | Services, Community Education and Crime       |    |
| Counseling Services.....                               | 11 | Prevention Awareness Information Center ..... | 35 |
| Services for Students with Disabilities .....          | 12 | Additional Services offered by the            |    |
| Career Services .....                                  | 12 | COM Police Department .....                   | 35 |
| Testing Services.....                                  | 13 | Motor Vehicle Assistance .....                | 35 |
| Student Support Services .....                         | 13 | Courtesy Escorts .....                        | 35 |
| Student Help Center.....                               | 13 | COM Alert (Emergency Notification).....       | 35 |
| Student Life.....                                      | 14 | Transportation Assistance for Individuals     |    |
| Student Clubs and Organizations .....                  | 14 | with Disabilities.....                        | 35 |
| Student Leadership Opportunities .....                 | 14 | Temporary Disabled Parking Permits.....       | 35 |
| Student's Role in Institutional Decision-Making .....  | 14 | Public Service Announcements .....            | 35 |
| Student's Rights and Responsibilities.....             | 19 | Crime Prevention Presentations.....           | 35 |
| Standards of Student Conduct .....                     | 19 | Environmental Security .....                  | 36 |
| Discipline .....                                       | 19 | Exterior Lighting .....                       | 36 |
| Complaints Relating to Faculty .....                   | 20 | Building Security.....                        | 36 |
| Grade Appeal .....                                     | 20 | Police Patrol .....                           | 36 |
| Student Grievances and Complaints .....                | 21 | Campus Parking and Traffic .....              | 36 |
| Discrimination, Harassment and Retaliation .....       | 21 | On Campus Parking and Parking Decals .....    | 36 |
| Drug and Alcohol Abuse Prevention Policy .....         | 22 | Traffic and Security Regulations.....         | 36 |
| Legal Sanctions/Disciplinary Action.....               | 22 | Traffic and Parking Regulations .....         | 37 |
| Drug and Alcohol Counseling and Rehab.....             | 24 | Personal Health and Safety.....               | 39 |
| National Hotlines and Help Lines.....                  | 24 | HIV/AIDS/Communicable Disease Policy .....    | 39 |
| Family Educational Rights and Privacy Act (FERPA)..... | 25 | Meningitis Vaccination Requirement .....      | 39 |
| FERPA and Student Health Information .....             | 27 | Personal Safety Tips .....                    | 39 |
| FERPA and Student and Exchange                         |    | Medical Emergencies .....                     | 40 |
| Visitor Information System (SEVIS) .....               | 27 | Student Insurance.....                        | 40 |
| Academic Resources .....                               | 28 | Tobacco Policy .....                          | 40 |
| Library.....   | 28 | Drug and Alcohol Policy .....                 | 40 |
| Library Research Assistance & Resources.....           | 28 | Reporting Accidents, Criminal Activities,     |    |
| Library Computer Lab .....                             | 28 | Medical Emergencies .....                     | 41 |
| More in the Library .....                              | 28 | COM Clergy Act Crime Statistics.....          | 42 |
| Educational Technology .....                           | 28 | Useful Information .....                      | 43 |
| Tutorial Services.....                                 | 28 | Set Up Your Personalized Accounts .....       | 43 |
| Math Courses .....                                     | 28 | FACTS/E-Cashier Payment Plans.....            | 45 |
| Innovations Computer Lab.....                          | 28 | Where to Go to Get Answers .....              | 46 |
| Instructional Assessment Lab.....                      | 29 | Main Campus Map .....                         | 48 |
| Speaking, Reading, Writing Center .....                | 29 |   |    |
| Math Lab .....   | 29 |   |    |



## Message from the President

Greetings!

I am pleased that you have an interest in College of the Mainland, and I encourage you to explore this publication to learn more about how our outstanding faculty and dedicated support staff can help you design an academic road map that can lead to your future success. Here you will find a welcoming, supportive environment in which our top priority is your success. We offer affordable, high-quality higher education with flexible access since we offer classes during the day, at night and on the Internet.

College of the Mainland is committed to academic excellence, and students completing the associate degree program are able to transfer successfully to universities in Texas or elsewhere to complete a bachelor's degree or beyond. Our career-related associate degree and certificate programs provide a pathway directly to high skill, high demand jobs in healthcare, public safety, business and industry. Another part of our mission is to provide quick response training needed by businesses and industry in our region in order to help provide a strong, vibrant economy. Short-term training is, therefore, available in many fields to provide emerging workforce skills or to upgrade skills required for successful careers.

If your academic skills in math, English, or reading may be deficient or out of date because it has been years since you were in high school, College of the Mainland offers developmental education courses to help improve your skills to be able to succeed in college courses. Academic support is available from our expert faculty to computerized labs to tutors for individual and group assistance.

College of the Mainland is the best place to begin your educational journey to a brighter future. We can help you earn your associate degree as a foundation to transfer to a university or provide the education and training needed for the emerging jobs of the 21st century. Let us help you design the roadmap to your success.

Sincerely,  
Dr. Beth Lewis  
President

A handwritten signature in blue ink that reads "Elizabeth W. Lewis". The signature is written in a cursive, flowing style.

## Accreditation

College of the Mainland is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of the Mainland. The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

## Notices

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 on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff and the operation of its program 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.

College of the Mainland does not discriminate in its education programs and activities on the basis of sex. Inquiries concerning the application of Title IX of the Education Amendments of 1972, as amended, may be referred to the College's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments: Michelle Valdes, Director of Student Success Center, mvaldes1@com.edu, 1200 Amburn Road, Texas City, Texas 77591, 409-933-8124.

## Student Intellectual Property Statement

Students are encouraged to publish, copyright, invent, and/or patent materials and objects of their own creation, which will contribute to the advancement of knowledge. If using College facilities or resources, students are subject to COM's policy on student intellectual property, which governs ownership and use of these creations.

## Mission

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

## Vision

College of the Mainland will be a valued and vital community partner by enriching our community and preparing our students to thrive in a diverse, dynamic and global environment.

## Values

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

## 2014-2017 Strategic Goals

1. Develop processes and procedures to ensure that students have a successful start to their college experience.
2. Eliminate obstacles from the student's pathway as they proceed on their academic journey.
3. Enhance student engagement, keeping the students interested in staying on course.
4. Provide high-quality instruction and instructional support services.
5. Provide services/processes that enhance the integrity/safety/quality of the institution (including physical facilities) and that enhance the quality of the faculty and staff.
6. Provide services/processes that connect the College to the community in a mutually growth-enhancing cycle.

## WHAT IS THE QUALITY ENHANCEMENT PLAN (QEP)?

College of the Mainland's QEP topic is "Find Your Voice at COM: Oral Communication Across the Curriculum." Based on a two-year selection process, oral communication was chosen because employers cited oral communication as one of the top skills they seek from college graduates, while data indicated that this skill was not emphasized in College of the Mainland courses.

In fall 2013, College of the Mainland implemented the QEP by incorporating oral communication into selected classes, and additional classes were added in fall 2014. The QEP-enhanced classes were selected based on high-enrollment in core curriculum courses and workforce programs. If our assessment indicates that students are improving their oral communication skills, oral communication will be incorporated into other core curriculum and workforce courses. As a result of the QEP implementation, not only will our students gain confidence in their speaking skills but they also will be able to communicate their ideas in a clear, effective manner appropriate to their audiences. This, in turn, will enhance their ability to compete successfully in the workplace.

### Updates/Changes to Student Handbook

College of the Mainland strives to make accurate and current information readily available to our students. The most up-to-date version of this Student Handbook is available online at [www.com.edu/student-services/student-handbook.php](http://www.com.edu/student-services/student-handbook.php). Note that information contained in this handbook is subject to change at any time.

### Survival Tips

#### Attend and complete New Student Orientation (NSO).

For information about NSO call 409-933-8379 or visit the Student Success Center located in the Enrollment Center, Room 158, prior to the start of classes.

#### Go to class.

Attendance is important to your grade and your success.

#### Be on time.

Arriving late to class is distracting to the professor and other students. More importantly, it causes you to miss course content.

#### Ask for help.

Ask staff, faculty, counselors or fellow students; don't be shy! See a list of contact names and numbers and tutoring labs in the back of this handbook.

#### Be informed.

Get up-to-date information by reading College and student publications, including the Student Handbook, and by visiting the College website at [www.com.edu](http://www.com.edu). Be sure to get your COM ID renewed every semester and carry it with you while on campus.

#### Get involved.

Participate in campus activities and join student organizations. Get your monthly Student Life calendar in the Student Life Office (SC-116).

#### Communicate with instructors.

Visit/call your instructors during office hours and ask questions or email them.

#### Study

Create daily study time, join study groups and attend tutoring sessions.

## STUDENT SERVICES

The staff in Student Services is committed to assisting COM students secure opportunities for growth and development by providing programming, services and activities that complement formal instructional programs.

COM is dedicated to providing programs and activities that are socially and culturally diverse. We encourage student leadership on campus and in the community, foster a sense of kinship among the members of the campus community, and broaden the prospects of practicing what has been learned in the classroom setting.

Students who have ideas for campus improvement are strongly encouraged to stop by the Office of the Vice President for Student Services in the Enrollment Center, or call 409-933-8619.

Departments within Student Services:

- VP Office, Student Services
- Admissions and Records
- Advisement, Counseling, Career Services and Students with Disabilities
- Testing Services
- Recruitment
- Student Conduct
- Student Financial Services
- Student Life and Recreation
- TRiO-Upward Bound and Student Support Services
- Veterans Services

### Student Services

#### College-wide Initiatives:

- High School Articulated Credit – High School articulation is an agreement to match high school career and technical education (CTE) courses with college workforce courses included in credit workforce certificate or Associate of Applied Science degrees. College of the Mainland participates in the state-wide Advanced Technical Credit (ATC)

program which allows Texas high school graduates to receive college credit for high school ATC designated courses at any participating community college in Texas. COM credit is offered for ATC high school courses aligned with college-level workforce courses in the current edition of the catalog; however, college credit is only awarded for ATC courses taught by high school teachers meeting ATC requirements. Students should visit with their high school counselor to discuss opportunities for earning college credit for CTE courses available at their high school. For more information, call 409-933 8259.

- Behavioral Intervention Team – The BIT extends campus support and community resource information to students in crisis. For more information, call 409-933-8379.
- Collegiate High School – This early college high school program allows students to obtain both high school and college credits. Many of the participants in this program obtain an associate degree prior to getting their high school diploma. For more information, call 409-933-8169.
- Dual Credit/Concurrent Enrollment – This program allows students to make substantial progress toward their college degree while still attending their high school. For more information, call 409-933-8679.
- Early Warning – This system of collaboration between faculty and student success professionals where a faculty member contacts the Counseling Department when a student has been underperforming or not attending classes. Contact is made with the student to determine what services may assist the student in becoming successful in that class. For more information, call 409-933-8379.

- International Student Services – The International Affairs Office is located in the Admissions and Records Department and provides student advocacy and support services to international students. For more information, call 409-933-8653.
- Math Lab Tutoring – Technical Vocational Building, Rm. 1532 – Free tutoring is available to students enrolled in developmental math courses MATH 0308, 0310 or 0320 and all college-credit math courses. No appointment is needed. Available sessions and times will be posted outside Room T-1532 each semester.
- Multicultural Committee – This committee sponsors a variety of activities including speakers, events and luncheons that assist in increasing the understanding and awareness of various cultures, and promotes cross-cultural competency that contributes to educational outcomes and retention of diverse students (i.e., critical thinking skills, social responsibility, citizenship, values, etc.). For more information, call 409-933-8190.
- New Student Orientation – All new students must complete this orientation that provides basic information about all on-campus resources, activities and opportunities for students to become engaged on campus. For more information, call 409-933-8379.
- One-Stop Enrollment Center – The one-stop Enrollment Center provides all services that a student needs to register for classes in a single location on campus. For more information, call 409-933-8379.
- Psychology for Success – A study of the psychology of learning, cognition and motivation; factors that impact lifelong learning; and application of learning strategies in college, career and daily life. For more information, call 409-933-8134.
- Instructional Assessment Lab – Located in the Technical Vocational Building Room 1528A. The computer lab offers all students the opportunity to test in a quiet monitored setting. Class scheduling requires an appointment with the lab assistants, (409) 933-8248. All others are available on a walk-in basis. Students must register with a valid photo ID.
- Speaking, Reading and Writing Center – The Speaking, Reading and Writing Center offers free tutoring services to all COM students. Tutors can help with a writing, reading or oral presentation for any class, not only English or speech classes. They also offer help with content and grammatical/mechanical questions. For more information, call 409-933-8702.
- Student Life – Various student activities, programs and events are provided throughout the semester that allow students an opportunity to connect with other students, faculty and staff on campus. Activities include educational workshops, student faculty luncheon/mixers, SGA events, and a multitude of fun activities that reflect the current interests of our students. For more information, call 409-933-8180.
- Student Clubs and Organizations – There are a variety of clubs and organizations including Student Government Association, Phi Theta Kappa (PTK) and Pi Kappa Delta (PKD) that provide students the opportunity to connect with advisors and other students with similar interests. For more information, call 409-933-8180.
- Student Recreation Sports – Students participate in team sports and have various competitions against neighboring schools. For more information, call 409-933-8180.



- Student Support Services (TRiO) –This program offers 185 low-income, first-generation students and students with disabilities intensive support including tutoring, financial aid assistance, financial literacy training and study skills training, as well as exposure to various cultural experiences to assist students in successfully maneuvering the higher education system. For more information, call 409-933-8525.
- Supplemental Instruction – provides tutoring outside of class to enhance course content. For more information, call 409-933-8328.
- Tuition Courtesy Calls – Personal phone calls are made to each student who is scheduled for de-registration because of lack of payment. Students are asked if additional information or support is needed to assist the student in meeting the payment deadline. Statistics are collected during each courtesy-calling activity to improve the effectiveness of the process. For more information, call 409-933-8663.
- Upward Bound (TRiO) – The Upward Bound Program is funded through the U.S. Department of Education and provides support to high school students in the areas of academic support, social skills, financial literacy and the college admission process. For more information, call 409-933-8525.

### Welcome Center

Enrollment Center Lobby, 409-933-8227

The COM Welcome Center, located in the Enrollment Center lobby, is a one-stop information center to find answers to questions or concerns. The Welcome Center provides information about admissions, special events, directions and other COM services. The Center is accessible when the College is open and is staffed Monday and Tuesday, 8 a.m. to 7 p.m., and Wednesday through Friday, 8 a.m. to 5 p.m.

### Student ID Card

A COM Student ID is now required for all students attending College of the Mainland and is issued at the time of registration after a portion or all applicable fees have been paid. Students are encouraged to get their card as soon as possible because some COM facilities and services are only available when a COM Student ID is presented. After the first issue, the card will automatically be electronically validated each semester after registration and payment of the appropriate fees. A \$5 replacement fee is charged for a lost or stolen student ID card. Student IDs can be obtained at the front desk of the Gym.

## ADMISSIONS, REC RDS AND REGISTRATION INFORMATION

Admissions and Records Office Enrollment Center, Rm. 139  
409-933-8264

The Admissions and Records Office is the place to begin the college experience at COM. Here and in the current credit class schedule you will find answers to admissions, readmission, transferring to or from COM, registration, adding or dropping courses, withdrawing from college and graduation questions. This is the place to complete the forms and other paperwork that are needed by every student.

Special Note: Notify the Admissions and Records Office immediately should you change your name, telephone, address or any other information that may affect your enrollment status or student record.



## Six-Course Drop Limit (TEC 51.907)

A new law provides that undergraduate students enrolling as first-time freshmen at a public institution of higher education in Texas in Fall 2007 or thereafter will be limited to a total of six dropped courses during their entire undergraduate career. Please note the following information.

The six-drop limit includes all courses dropped from all Texas public colleges/universities you have attended.

Drops that count in the limit are those for which you receive a grade of W on your College of the Mainland transcript and those equivalent affected drops reported on transcripts from other Texas public colleges and universities. All of these combined cannot be more than six. If you started college in Fall 2007 or thereafter and then transfer to College of the Mainland from an affected Texas public college or university with six drops, the equivalent of W, you may not drop any additional courses at College of the Mainland. If you transfer with fewer than six, you may only drop the remainder at College of the Mainland.

After you have the equivalent of six grades of W from College of the Mainland and/or other affected institutions in total, you must receive grades of A, B, C, D or F if you drop additional courses.

Drops that don't count in the limit are those for which you withdraw from an entire term (you totally withdraw from all courses at the same time). This means that all parts of a term are considered as one term. (e.g., If you drop a three-week course (mini) but remain enrolled in a five-week or 16-week course, you will not have "withdrawn" for the term.) Please notify the Admissions and Records Office if it is your intent to

withdraw before you drop so the courses can be marked appropriately. Drops from developmental courses do not count in the limit (any course with a "0" first in the course number, e.g., MATH 0305).

Courses taken while still in high school do not count in the limit. Once you enroll at College of the Mainland after high school graduation, any drops after that time will count.

If you attended college anywhere prior to Fall 2007, you are excluded from this law.

There are exemptions to this six-course drop limit including severe illness, care for a sick person, death of a family member, active duty military, withdrawing for the term, change of work schedule beyond student's control and other good cause as determined by the institution. These exemptions are requested from the Admissions and Records Office and must be made prior to dropping the course. Documentation is required.

You should fully understand this new drop limit before you drop any of your courses. If you have questions or need assistance, please visit Advising or the Admissions and Records Office.

### Applying for Graduation

Students applying for graduation must meet with their academic advisor and have a degree plan attached to their signed graduation application. Graduation applications should only be submitted to the Office of Admissions and Records during the semester of completion.

## Incomplete Grades

The grade of "I" is a temporary grade given when the student has completed a majority of the assigned work for a course, is in good standing (passing the course), and has experienced unforeseen circumstances beyond the student's control which result in the student being unable to successfully complete the course within the timeframe of the semester.

An Incomplete Grade may be assigned only if, in the judgment of the instructor, the student can complete the course objectives with a minimum of professional assistance and without attending additional scheduled class sessions.

In addition, an Incomplete Grade may be assigned only under the following circumstances:

- 1) Only a single assignment (exam, paper, presentation, or project) is still outstanding  
OR
- 2) No more than 25% of the points possible in the class are still outstanding.

In cases where an instructor agrees to assign an Incomplete Grade, the faculty member must complete a triplicate "I" Contract form for each student who receives a grade of "I" on the final grade sheet for the course. The Incomplete Grade contract will specify what course requirements must still be completed along with the due date (no later than one year from when grades were assigned) for the work to be submitted. The triplicate "I" Contract form should be distributed as follows: one copy to the student, one copy attached to the grade sheet submitted to the department, and one copy to the faculty member.

After the student has successfully completed the missing work, the faculty member should complete and submit a Change of Grade Form, changing the "I" to the appropriate permanent grade. If after one year the student fails to complete the required coursework, the Incomplete Grade will automatically be converted to an "F."

## FINANCIAL AID

Enrollment Center, Room A-150  
409-933-8274

College of the Mainland can help students find financial assistance through federal, state, and local aid. Students can apply for financial assistance through the Student Financial Services Office or online through the website. The Student Financial Services Office assists students with grants, loans, scholarships and work-study programs. Assistance with filling out the Free Application for Federal Student Aid (FAFSA) is also available.

### Carl Perkins Child Care Grant

The Student Financial Services Office administers a child care grant for low-income technical-vocational students. Students applying for the child care grant must be Pell Grant recipients enrolled full-time in a technical-vocational program.

### Student Financial Aid Checklist

- Apply for admission to COM and have all required forms filled out prior to registration.
- Complete the FASFA as early as possible and by priority deadline dates.
- Provide accurate information that can be verified by supporting documentation.
- Provide verification of income (tax transcripts, W-2 transcripts) and other data as requested.
- Read the COM Catalog for refund policies, courses offered, degree plans, tuition and fees and financial aid responsibilities and obligations.
- Notify the Admissions Office of any change in address, name, marital status, income, course load, etc.
- Reapply for financial aid each academic year.
- For loan recipients, be enrolled in at least six credit hours each semester.

## Important Financial Aid Policies

### Change of Enrollment Status

Because of certain requirements regarding federal, state and veterans financial assistance, students who do not meet the attendance rules for class may be reported to the Student Financial Services Office for non-attendance or if their absences are deemed excessive. The Student Financial Services Office will then report the student's non-compliance to the funding source if applicable. The same applies if a student drops below the required semester hours or withdraws from the College. Federal grant recipients will also be monitored because a change in enrollment status may require a student to return a portion of the grant to the federal government.

### Financial Aid Repayment Policy

Students receiving federal and/or state loans and/or grants who withdraw from the College may be liable to repay all or a portion of the aid they received in accordance with federal/state law, donor requirements or policies and procedures published in the current college catalog. Students are strongly encouraged to be knowledgeable of their responsibilities and obligations regarding repayment of financial aid funds and/or loan defaults.

### Financial Aid Warning/Probation

Following the first semester in which the standards of academic progress are not met, the student will be placed on warning for the next semester of enrollment. A student who fails to meet the standards of academic progress during the semester of attendance while on warning will be placed on probation and denied further funding. Students who have attempted 150 percent of their degree or certificate program, usually 90 hours for a two-year degree or 45 hours for a one-year certificate program, are automatically ineligible for financial aid and are placed on probation.

## Financial Aid Probation Appeal Policy

A student who has been placed on financial probation may submit a written appeal with supporting documentation to the Student Financial Aid Satisfactory Academic Appeals Committee. The Appeals Committee membership consists of two (2) voting faculty members (a third is appointed to serve as an alternate in the absence of one of the two faculty members) and three voting representatives from the Student Services areas. The Director of Student Financial Aid and the Assistant Director of Student Financial Aid are non-voting members of the committee. A quorum consists of five members and at least three must be voting members.

Appeals are accepted for extenuating circumstances such as illness, death of an immediate family member or undue hardship. Students who have their appeals approved will be placed on an academic plan and continue on financial aid probation until they meet satisfactory academic progress or complete a degree. Appeal application forms are available online and in the Student Financial Services Office. Appeals will be reviewed at various times in each semester. Check with the Student Financial Services Office for dates and deadlines. If an appeal is denied, the student may file a written request to meet with the Appeals Committee if additional documentation can be provided. Decisions of the Appeals Committee are final.

## VETERANS AFFAIRS

Enrollment Center, RM 148  
409-933-8455

College of the Mainland is an approved facility for VA educational training. The Veterans Affairs Office assists veteran students and their eligible dependents in securing VA educational benefits. The office processes GI Bill and Hazelwood applications. In addition, we provide information, as well as advising and counseling veterans and their dependents regarding eligibility requirements along with monitoring academic progress and providing referrals to other agencies. Veterans and their eligible dependents should contact the VA Regional Office to determine the specific chapter of benefits for which they are eligible. The VA Regional Office can be contacted at 1-888-GIBILL-1 or 1-888-442-4551.

## STUDENT SCHOLARSHIPS

COM Foundation, Appomattox Square, Ste. 13  
409-933-8508

College of the Mainland Foundation offers scholarships to both current and prospective COM students of all majors, whether attending full-time or part-time. By filling out just one application, you will be considered for all scholarships for which you qualify. All scholarships are awarded through a competitive application process. To apply or for more information please go to [www.com.edu/scholarships](http://www.com.edu/scholarships).

## STUDENT SUCCESS CENTER

Enrollment Center, Rm. 158  
409-933-8379

### Academic Advisement

Enrollment Center, Rm. 158,  
409-933-8379

Advisors work with students in setting and achieving academic and life goals through career exploration, course selection, degree and transfer planning. Information may also be obtained by calling 409-933-8379.

### Counseling Services

Enrollment Center, Rm. 158  
409-933-8379

Counseling Services offers both learning and personal support for a wide range of issues for students. It is recognized that a number of different factors can affect the academic success of our students. Workshops and individual sessions are available to assist students in recognizing and working toward their academic goals. Students who may need assistance with goal setting, problem solving, study skills, motivation or communicating effectively can access services in the Student Success Center. For additional information, call 409-933-8379.

## Services for Students with Disabilities

Enrollment Center, Rm. 158  
409-933-8379

The mission of Services for Students with Disabilities is to provide a variety of support services and supply students with disabilities with the resources needed to enroll and successfully complete their course work and/or degree plan. The office works with each student on an individual basis to determine and implement appropriate and reasonable accommodations. Students requesting services are responsible for contacting the Counselor for Students with Disabilities upon admission and providing current documentation from a qualified professional verifying their disability and the need for services.

Services are coordinated to fit the individual needs of the student and may include, but are not limited to:

- Exam and classroom accommodations;
- Academic services: participation in student success workshops;
- Academic counseling;
- Referral to on- and off-campus resources;
- Advocacy; and
- Sign Language Interpreting Services (when requested in advance).

Additional information, along with a brochure of services and sources of campus support and equipment, is available in the Student Success Center in the Enrollment Center, Room 158. Information may also be obtained by contacting 409-933-8524 or 409-933-8379.

## Career Services

Enrollment Center, Rm. 158  
409-933-8379

Career Services provides opportunities to learn job search skills that include completing a job application, cover letter and résumé assistance, establishing employment contacts and successful interview techniques to help land a job. Updated information about jobs in the community is maintained and available for student use. The COM website posts new employment and internship opportunities for current students, alumni and surrounding community. Local and regional employers occasionally conduct recruitment activities on campus. All services are free to COM students. Career assessments are available to help choose a major, identify a career path and select a best-fit career. Students are offered information on writing résumés, preparing for interviews and other tools necessary to find a job.

## TESTING SERVICES

Enrollment Center, Rm. 126  
409-933-8676

The Testing Center promotes academic achievement and success by providing efficient and accessible services in a secure testing environment. Tests available for COM students include TSI placement test, GED, Credit by Examination (CLEP, department credit by exams, DSST etc.), Certipoint, Pearson VUE and COM often serves as a local site for LSAT, MPRS, and ACT exams. The Testing Center also serves as a site for distance education tests, departmental make-up exams, correspondence course exams and testing for specialized programs. Information is available on the website [www.com.edu/testing-center](http://www.com.edu/testing-center), the current college Catalog or at the Testing Services Office located in the Enrollment Center Building.

## STUDENT SUPPORT SERVICES

Student Center, Rm. 212  
409-933-8525

The Office for Student Support Services is designed to meet the special academic support needs of qualified COM students. To be eligible to receive services, a COM student must either be:

- a first-generation college student where neither parent has a four-year college degree;
- financially disadvantaged; or
- have a disability as defined by the Americans With Disabilities Act.

Services available to qualified students include academic, career and personal counseling, tutoring, financial aid information and assistance, field trips to cultural events and four-year colleges, referrals to campus and community resources and workshops on strategies and techniques to help students succeed in college.

The TRiO-Student Support Services Office is located on the second floor of the Student Center. Students seeking additional information can drop in or call 409-933-8525. All services are free to qualified COM students.

## STUDENT HELP CENTER

Enrollment Center Lobby

Getting you connected to the right place, at the right time, the first time!

The Student Help Center works with prospective and current students who aren't sure where to find answers to their questions or help with an important concern.

We offer on site and by phone:

- Assistance and guidance for prospective and current students who are struggling with multiple concerns and are not sure whom to ask
- Assistance with completing the admissions, registration and fee payment processes
- Support with completing necessary college forms and applications
- Help with navigating our website
- Information about local resources to help student go to or stay in college.

For information on how to set up personalized accounts, FACTS and E-cashier, please refer to the Useful Information section of this handbook.

### Hours

Monday and Tuesday 8 a.m. – 7 p.m.

Wednesday through Friday 8 a.m. – 5 p.m.

### Phone

409-933-8663 or toll free 888-258-8859 during business hours.

*How may we serve you?*

## STUDENT LIFE

### Student Clubs and Organizations

Student Center, Room 116, 409-933-8180

Student clubs and organizations allow students to socialize, gain skills and learn about leadership. Students are highly encouraged to participate in one or more of the following clubs and organizations.

For information about joining or starting a new club or organization, visit [www.com.edu/student-life](http://www.com.edu/student-life) or contact the Student Life Office at 409-933-8180.

### Student Government Association (SGA)

Advisors: Sean Skipworth, 409-933-8303,  
and Doug Alvarez, 409-933-8435

Website: [www.com.edu/sga](http://www.com.edu/sga)

Email: [sga@com.edu](mailto:sga@com.edu)

The Student Government Association is made up of an elected body of officers and one representative from each active student organization. The role of SGA is to promote student participation in the decision-making process, to serve and to represent the student body. In addition, SGA and the Student Life Department will plan and develop educational, recreational, social, cultural and entertainment programs for the college community. Participants can develop leadership skills and learn to organize special events. Monthly meetings are open to the college community, and all credit students are invited to participate.

### Student Government Leadership Opportunities

Students are invited to serve on college councils, committees and task forces. Additional opportunities are available through Student Government Association. For more information, contact Sean Skipworth at 409-933-8303.

## Student's Role in Institutional Decision-Making

Students at COM are encouraged to be a part of the governance and decision-making process. There are a number of ways that this participation can occur. The Student Government Association, which is made up of the leadership of all of student clubs and organizations, meets monthly. College administrators attend these meetings regularly to get feedback from students.

Student club and organization leaders are included in strategic planning, College retreats and other planning activities. Students also serve on a number of standing and ad-hoc committees. The student service fee is allocated to student clubs and organizations as well as used for student activity functions. A student activities fee committee meets annually, and students are involved in making decisions about the allocation of these funds. The Student Life Office designs and develops a comprehensive schedule of student life activities. All students are invited to participate in these events.

In addition, every board of trustees' monthly meeting has a standing invitation for students to present ideas and/or concerns. Also, the College administration meets with students in a public hearing several times every academic year in order to hear students' concerns.

### Phi Theta Kappa (PTK), International Honor Society

Advisors: Dr. Heather Brasher, 409-933-8502,  
and Dale Serda, 409-933-8497

Email: [ptk@com.edu](mailto:ptk@com.edu)

Website: [www.ptk.org](http://www.ptk.org) (International) or  
[www.txptk.org](http://www.txptk.org) (Texas)

Facebook: [www.facebook.com/ptk.sigma.delta](http://www.facebook.com/ptk.sigma.delta)

Phi Theta Kappa is the official international honors society of community colleges. The purpose of Phi Theta Kappa is to recognize and encourage academic excellence among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities



for the development of leadership and service, intellectual exchange of ideas and ideals, lively fellowship for the scholars and stimulation of interest in continuing academic excellence. To be eligible, you must complete 12 credit hours at College of the Mainland with a cumulative GPA of 3.5 or higher. You must maintain a GPA of 3.0 or higher after joining the society.

### **Pi Kappa Delta (PKD, Debate Team)**

Email: [debate@com.edu](mailto:debate@com.edu)

Pi Kappa Delta (PKD) is a national honor society that promotes the practice and study of argumentation and debate through on and off-campus activities. Pi Kappa Delta is the oldest national collegiate forensic organization with over 80,000 alumni members. Participation and travel with the debate team in competitions are required for eligibility for Pi Kappa Delta membership.

### **Student Recreation and Club Sports**

Website: [www.com.edu/recreation](http://www.com.edu/recreation)

Email: [tcornelius@com.edu](mailto:tcornelius@com.edu)

Student Recreation and Club Sports are other avenues for students to get involved at COM. Student recreation activities allow COM students of all skill levels to play sports throughout the semester. Club sports are competitive games for male and female students with structured practices overseen by a coach. Students commit to travel to games in the Houston area.

### **Veterans Organization**

Advisors: Detra Levice, 409-933-8247, and Roger Mora, 409-933-8249

Email: [veterans@com.edu](mailto:veterans@com.edu)

The veterans' organization ensures that veterans, active-duty personnel, reservists and their families receive all benefits entitled to them. This organization also provides re-adjustment resources and provides students and successful alumni a network for professional development.

### **American Society of Safety Engineers (ASSE) Student Section of the Gulf Coast chapter**

Email: [asse@com.edu](mailto:asse@com.edu)

This club is for students who plan careers as safety professionals. It provides additional educational and leadership opportunities for students to learn more about their chosen area of study and to promote interaction between students and professionals in the field of safety.

### **Art Club**

Email: [artclub@com.edu](mailto:artclub@com.edu)

The Art Club provides artistic experiences for all students interested in works of the imagination and the cultures that produce them. The Art Club regularly visits museums, attends lectures and special exhibits, hosts workshops and offers drawing field trips to zoos and libraries.

### **Biology Club**

Email: [biology@com.edu](mailto:biology@com.edu)

This club promotes awareness and appreciation of the natural sciences by providing a better understanding of them through field trips, presentations and other group activities. This club also offers members opportunities to work as a team and assume leadership roles and responsibilities.

### **Collegiate High School Student Club (Nu Psi)**

Email: [NuPsi@com.edu](mailto:NuPsi@com.edu)

Nu Psi offers community service projects, leadership opportunities and educational field trips for club members.

## **COM Cycling**

Email: [studentact@com.edu](mailto:studentact@com.edu)

College of the Mainland Cycling Club is an exciting group established to promote interest in and awareness of cycling. The goal of the club is to encourage leadership, challenge an individual's potential for success, offer tremendous health benefits and acquaint members with the scope and impact of a healthy and safe life-style that includes cycling.

## **COM Fit**

Email: [fitnessclub@com.edu](mailto:fitnessclub@com.edu)

The COM Fit Club is for students interested in exercise, health and fitness. It provides an outlet to students who wish to exercise on a regular basis, learn about proper nutrition and become involved in community health events. It is also for those who have an interest in the fields of coaching, exercise science, recreation, personal training, physical therapy and/or nutrition. Find us on Facebook – College of the Mainland Physical Education, Sport and Recreation.

## **Comettes**

Email: [studentact@com.edu](mailto:studentact@com.edu)

Our mission as a dance team is to encourage and promote school spirit, showcase talents, and have fun.

The team performs at school sponsored activities, participates in community service, and works collaboratively to choreograph routines.

## **Computer Science Club**

Email: [compsci@com.edu](mailto:compsci@com.edu)

The purpose of the Computer Science Club is to promote an IT culture on campus and to engage students in computer science. This is accomplished through field trips such as to the Johnson Space Center and IT companies. This club also engages in activities such as application and game programming.

## **Cosmetology Club**

Email: [cosmetology@com.edu](mailto:cosmetology@com.edu)

The Cosmetology Club encourages leadership and unity among the members. Students work together, have fun and serve people in the community. As a club, students attend hair shows and work together as a family. Members mentor other members in big sister-little sister relationships.

## **Creative Literature**

Email: [creativelit@com.edu](mailto:creativelit@com.edu)

The Creative Literature Club exists as a community of writers and readers. Students share ideas and resources, meet other writers, and socialize with people interested in literature and the literary arts. The Creative Literature Club is open to those writing in any genre or style. The club strives to help members improve their craft, build writing relationships and spread enthusiasm for and awareness of writing in all its forms.

## **Education Club**

Email: [educationclub@com.edu](mailto:educationclub@com.edu)

This club is for all education students to conduct activities that center on children and families. Activities include informal teaching experiences, community service projects, guest lectures and field trips.

## **The Equestrian Colony of COM Bronies**

Email: [bronies@com.edu](mailto:bronies@com.edu)

The Equestrian Colony of COM Bronies (official name), or COM Bronies, is a club that promotes harmony, friendship, love and tolerance between students and as lifelong values. The club receives its ideas from the show My Little Pony: Friendship Is Magic. It is the only club on campus that is led by a prime minister. The club is often involved in activities on campus that revolve around its values and the land of Equestria. The club meets every Thursday of the semester during college hour (12:30-1:20 p.m.).

## **Florence Nightingale Organization (FNO)**

Email: [fno@com.edu](mailto:fno@com.edu)

The Florence Nightingale Organization addresses the unique needs of sophomore Associate Degree Nursing students as they transition from the role of a student to the role of a member of the nursing profession. Members have opportunities to participate in service and professional development activities.

## **Gamer's Union**

Email: [GamersUnion@com.edu](mailto:GamersUnion@com.edu)

The purpose of the Gamer's Union is promote the essence of competitive gaming, the fundamental belief of good sportsmanship and to enhance our daily lives by incorporating teamwork and leadership through the enjoyment of gaming. Students in this club participate in bi-weekly gaming sessions, hold workshops and organize tournaments.

## **Geology Club**

Email: [geology@com.edu](mailto:geology@com.edu)

The Geology Club promotes the interest and understanding of geology. The club functions as a link to better understand the earth, its material properties, and their impact on society. The club organizes field trips, hosts speakers, sponsors college events, and performs outreach through educational and community activities.

## **Hispanic Student Organization**

Email: [hispanicstudents@com.edu](mailto:hispanicstudents@com.edu)

The Hispanic Student Organization (HSO) is a successor organization to the Dream Act Leadership Organization due to the legislative changes in the USA. The HSO aims to bring awareness about the Hispanic culture, history, and language to the college community through different cultural, educational,

social, and political events and activities. Some of the activities that HSO sponsors include Spanish tutoring, Hispanic film and poetry events, Cinco de Mayo celebration, Hispanic Heritage Month events, and the International Festival. The HSO also focuses on the recruitment and success of students at College of the Mainland.

## **Japanese Culture Club**

Email: [japanesecultureclub@com.edu](mailto:japanesecultureclub@com.edu)

The Japanese Culture Club promotes knowledge and interest in all aspects of Japanese culture, particularly anime and literature. This club intends to encourage cultural awareness through discussion; watching films and anime; reading manga or other texts; taking field trips to conventions, festivals or museums (at least one a year); and inviting educational speakers.

## **Lesbian, Gay, Bisexual, Transgender (LGBT) Club**

Email: [lgbtclub@com.edu](mailto:lgbtclub@com.edu)

This club strives to unite LGBT students by encouraging support, building awareness, advocating students and providing a safe environment to discuss LGBT topics. Students are also given opportunities to build leadership and teamwork skills by planning workshops and working on community projects with other clubs.

## **Organization of African American Culture (OAAC)**

Email: [studentact@com.edu](mailto:studentact@com.edu)

OAAC was established in 1978 as an organization that provides a venue for members to participate in leadership-skill-building activities and events reflecting life in a diverse society. Community outreach is a major focal point for the organization.

### **Photo Club**

Email: [photoclub@com.edu](mailto:photoclub@com.edu)

This club provides club members with resources, inspiration, dialogue and a sense of community to help them improve their work and increase their knowledge of the medium.

### **Process Technology Student Organization (PTEC Club)**

Email: [PTEC@com.edu](mailto:PTEC@com.edu)

The PTEC Club strives to create awareness of the career opportunities within the process technology industry. The group provides support among members, including academic support (tutoring/peer review), industry tours, career preparation (mock interviewing/resume building) and fundraising, while maintaining academic and legal integrity.

### **Students for Christ**

Email: [studentsforchrist@com.edu](mailto:studentsforchrist@com.edu)

An interdenominational organization open to both Christians and non-Christians, this club invites all who are interested to attend with open hearts and minds. It offers a time to slow down and pray for the campus, the world and each other, and encourages growth and fellowship among students.

### **SO Psyched**

Email: [sopsyched@com.edu](mailto:sopsyched@com.edu)

The SO Psyched Club promotes interest in and knowledge of psychology and sociology and encourages support between students, faculty, staff and the community. The club provides opportunities such as community service projects, volunteer experiences, guest lectures, film showings, field trips and other activities related to the behavioral sciences.

### **Texas Nursing Students' Association (TNSA)**

Email: [tnsa@com.edu](mailto:tnsa@com.edu)

Website: [www.tnsa.org](http://www.tnsa.org)

The Texas Nursing Students' Association aids in the development of the whole person and promotes participation in professional organizations after graduation. Members model integrity and leadership in all educational and service activities and interactions. Members have opportunities to influence the nursing education legislation, program development, and technology use.

### **Three Dimensional Arts Club (3DA)**

Email: [studentact@com.edu](mailto:studentact@com.edu)

This club fosters a deeper understanding of ceramics and sculpture by offering students' experiences outside of the ceramic and sculpture courses. Public showings and demonstration of ceramic and sculpture process give students opportunities to connect with the public. Often at these events students will also display and sell their work. This gives them the opportunity to discuss the ideas in their work with a larger population to discover what the market for their work may be.

### **Vocational Nursing Student Organization**

Email: [vocnursing@com.edu](mailto:vocnursing@com.edu)

The Vocational Nursing Student Organization addresses the unique needs of Vocational Nursing students as they transition from the role of a student to the role of a member of the nursing profession. Members have opportunities to participate in service and professional development activities.

## Walter Prescott Historical Society

Email: [historyclub@com.edu](mailto:historyclub@com.edu)

The history club promotes the understanding and knowledge of history through guest lectures, film showings and field trips. This club also provides opportunities for community service projects that teach leadership skills and social responsibility.

## Society of Leadership and Success

This program is designed to help students demonstrate leadership through volunteering for the greater good of school, community, and society. Our program is designed to help empower students to succeed. Our Leadership Program will help students discover and achieve their short-term and long-term goals through several different offerings. Certificates will be awarded to students that complete the program. For more information please contact the office of Student Life 409-933-8180.

## STUDENT'S RIGHTS AND RESPONSIBILITIES

The COM student, upon enrollment, neither loses his/her rights nor escapes the duties of a citizen. The student-citizen has a responsibility to other students, the state and the institution in which that student enrolls.

### Standards of Student Conduct

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. These include Appropriate Dress, Scholastic Dishonesty, Disorderly Conduct, Prohibited Conduct, Federal, State, and Local Law, Prohibited Weapons, Drugs and Alcohol, Debts, Disruptions, Behavior Targeting Others, Property, Directives, Gambling, Tobacco and Misuse of Technology.

The rights and responsibilities are described in [FLB \(Local\) policy](#) on the College website.

### Discipline

A student shall be subject to discipline, including suspension, in accordance with [FM \(Legal\)](#) and [FMA \(Local\)](#) if the student violates any Board policies or procedures or policies and procedures of any college district program:

1. While on College District premises;
2. While attending a College District activity; or
3. While elsewhere if the behavior adversely impacts the educational environment or otherwise interferes with the College District's operations or objectives.

## Discipline and Penalties

When a student engages in conduct that violates the law, he or she is subject to college disciplinary action in addition to any action taken by a law enforcement agency or court of law. The Associate Vice President for Student Success and Conduct (AVPSSC) shall consider and take appropriate disciplinary action when violation of law, college rules and regulations, and other breaches of conduct by students are reported. The AVPSSC shall attempt to ensure the best interests of the offending student(s) and the College are served by making use of College counseling and other available resources as appropriate. For more information see [FMA \(Local\)](#) policy.

## Complaints Relating to Faculty

### Code of Ethics

Any student who has a complaint about a College faculty member relating to a violation of the Code of Professional Conduct and Ethics ([DH Local](#)) policy has the opportunity to seek resolution of the complaint. All parties involved have the right to be represented by legal counsel or others. The College encourages all parties to use informal means to resolve complaints, if possible.

### Grade Appeal

An academic appeal is a formal request brought by a student to change a grade. A request to change a grade or to challenge a penalty within the student grade appeal process must be made within six months of the assignment of the 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 Dean, who will initiate the grade change. A counselor, advisor, or mentor 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 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 Dean. If the 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 Dean is final. If the Dean determines that the appeal may be appropriate under this policy, he/she will contact the Associate Vice President for Student Success and Conduct (AVPSSC) to initiate the academic appeals process. The Dean 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 AVPSSC within 10 days of the 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 AVPSSC (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 but that person is not allowed to participate during the hearing. If the student has an attorney as a representative, the AVPSSC 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 appropriate Dean of its decision in writing. The Dean 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 AVPSSC 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.

## Student Grievances and Complaints

### Student Grievances

Student Grievances relate to allegations of discrimination, harassment, retaliation, or violations of federal or state law or College District policies. Grievances are processed according to the procedures found in [FFD \(Local\) policy](#), [FFD \(Regulation\)](#) and [FFD \(Exhibit\)](#).

### Student Complaints

Students may file a complaint to address matters not included in the grievance process, including those relating to problems or conditions that a student believes to be unfair, inequitable, or a hindrance to the educational process or the conduct of campus business. More information can be found in [FLD \(Regulation\)](#) and [FLD \(Exhibit\)](#).

## DISCRIMINATION, HARASSMENT AND RETALIATION

### Statement of Nondiscrimination

The College District prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited.

Any student who has a concern about the interpretation, application or claimed violation of his or her rights as a student of the College or feels he or she has been discriminated against or harassed on the basis of age, color, disability, national origin, race, religion, veteran status or sex has the right to seek resolution of such concern.

For complaints alleging discrimination, harassment (including sexual harassment) or retaliation, students shall refer to the Board policy [FFD \(Legal\)](#), [FFD \(Local\)](#) and [FA \(Regulation\)](#).



## General Provisions

The Associate Vice President for Student Success and Conduct and the appropriate vice president will ensure that appropriate documentation is maintained, that the rights of all parties involved are protected and that all time lines are followed. All written communication sent to the student will be done by certified mail. Student complaints regarding discipline are covered by separate procedures as presented elsewhere in this handbook. All time limits set for these grievance procedures may be extended by mutual consent of parties involved. Grievance records shall remain confidential unless permission is given by the parties involved to release such information. Grievance records shall be maintained on file for three years after the grievance resolution. No grievance decision shall be recorded on the student's transcript. Only in the case as allowed by College policy would the complaint records be included in an employee's personnel record.

## DRUG AND ALCOHOL ABUSE PREVENTION POLICY

In compliance with the Drug-Free Schools and Communities Act of 1989 (Public Law 101-226), the following information is provided to you. Read it carefully so that you are aware of College regulations and other information pertaining to the illicit use of drugs and abuse of alcohol by students. If you have questions concerning any of the information, contact the Office of the Vice President for Instruction and Vice President for Student Services at ext. 8229 or 8619.

Note that all persons who visit the college campus, including students and employees, are reminded that COM is within the Drug-Free Zone as defined, for inclusion purposes, in Section 61.003 of the Texas Education Code. Institutions of higher education means

any public or private technical institute, junior college, senior college or university, medical or dental unit or other agency of higher education.

Any person involved in an act of substance abuse in, on or within 1,000 feet of the premises owned, rented or leased by COM will be subject to punishment as defined and published in the Texas Penal Code.

## Standards of Conduct

The standards of conduct in Board policies [FLB \(Local\)](#), [FLB \(Legal\)](#) and [FLBE \(Local\)](#), [FLBE \(Legal\)](#) prohibit the unlawful possession, use or distribution of drugs and alcohol by students on our campuses.

## Legal Sanctions/Disciplinary Action

Students found in violation of the Standards of Conduct shall be subject to disciplinary action in accordance with Board Policies [FM \(Local\)](#), [FM \(Legal\)](#) and [FMA \(Local\)](#) and may also be subject to the legal sanctions described below.

## Illicit Drugs

The controlled substances listed below are grouped into felonies and misdemeanors. This list is not a complete accounting of illegal drugs but represents the most common controlled substances found on college campuses. In some instances, the amount of controlled substances determines the degree of penalty.

Felony:

- A. Distribution or possession of cocaine
- B. Distribution or possession of LSD (Lysergic Acid Diethylamide)
- C. Distribution or possession of Methylenedioxy/Methamphetamine
- D. Distribution or possession of more than 28 grams of Diazepam
- E. Distribution or possession of more than 28 grams of Phenobarbital
- F. Distribution or possession Heroin
- G. Distribution or possession of Rohypnol

Misdemeanor:

- A. Possession of less than 28 grams of Diazepam
- B. Possession of less than 28 grams of Phenobarbital
- C. Distribution of ¼ ounce or less of Marijuana
- D. Possession of more than 4 ounces of Marijuana
- E. Possession of Rohypnol

A felony is an offense for which the offender could be sentenced to a prison term and a possible fine. A misdemeanor is an offense in which the person could be sentenced to serve time in a county jail facility and/or a fine.

The above information can be found in the Penal Laws of the State of Texas, and Texas Health and Safety Code, Title 6, Subtitle C.

### Alcoholic Beverages

Public Intoxication

- A. Beginning September 1, 1999, a blood alcohol level of .08 or higher will be proof enough that a driver is intoxicated.
- B. A person commits an offense if the person appears in a public place while intoxicated to the degree that the person may endanger the person or another.
- C. It is a defense to prosecution under this section that the alcohol or other substance abuse was administered for therapeutic purposes and as a part of the person's professional medical treatment by a licensed physician.
- D. An offense under this section is a Class C Misdemeanor.
- E. An offense under this section is not a lesser included offense under Section 49.04.

### Consumption/Possession of Alcoholic Beverage in a Motor Vehicle

- A. A person commits an offense if the person consumes an alcoholic beverage while operating a motor vehicle in a public place and is observed doing so by a peace officer.
- B. An offense under this section is a Class C Misdemeanor.

### Driving While Intoxicated (DWI)

- A. A person commits an offense if the person is intoxicated while operating a motor vehicle in a public place.
- B. Except as provided by Subsection (c) and Section 49.09, an offense under this section is a Class B Misdemeanor, with a minimum term of confinement of 72 hours.
- C. If it is shown at the trial of an offense under this section, that at the time of the offense the person operating the motor vehicle had an open container of alcohol in the vehicle, the offense is a Class B Misdemeanor, with a minimum term of confinement of six (6) days.

### Intoxication Assault

- A. A person commits an offense if the person, by accident or mistake, while operating an aircraft, watercraft or motor vehicle in a public place while intoxicated, by reason of the intoxication causes serious bodily injury to another.
- B. In this section, "serious bodily injury" means injury that creates a substantial risk of death or that causes serious permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ.
- C. An offense under this section is a felony of the third degree.

### Intoxication Manslaughter (second degree felony)

- A person commits an offense if the person:
1. Operates a motor vehicle in a public place, an aircraft or a watercraft; and
  2. Is intoxicated and by reason of that intoxication causes the death of another by accident or mistake.

### **Enhanced Offenses and Penalties**

If it is shown on the trail of an offense under Section 49.04, 49.05 or 49.06 of the Texas Penal Code that the person has previously been convicted one time of an offense relating to the operating of a motor vehicle while intoxicated, the offense is a Class A Misdemeanor with a minimum term of confinement of 30 days.

### **Associated Health Risks with Illicit Drug Use, Use of Tobacco Products and Alcohol Abuse**

The health risks associated with the misuse and abuse of mind-altering drugs, including controlled substances and alcohol, include but are not limited to: physical and psychological dependence; damage to the brain, pancreas, kidneys, liver and lungs; high blood pressure, heart attacks and strokes; ulcers; birth defects; a diminished immune system; and death. The use of tobacco products have been linked to coronary heart disease. Lung, oral, larynx, esophagus, bladder, pancreas and kidney cancers strike tobacco users at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

Further information concerning health risks may be found in the counseling center located on the second floor of the Student Center. You should also consult your personal physician about the health risks associated with alcohol, tobacco and drug abuse.

### **Drug and Alcohol Counseling and Rehabilitation Programs**

The Student Success Center located in the Enrollment Center, has information of this nature for students and employees. Should this information not meet your needs, you may speak with a counselor who will assist you in locating appropriate community resources. A list of such programs is kept in the Student Success Center. Seeking help from being referred to, or from any these services, is confidential and will not, alone, result in

disciplinary action. In addition, the following toll free hotline numbers and list of local resources may be of use to you or someone you know in the event that help or advice is being sought:

### **National Hotlines and Help Lines:**

#### **Alcohol Treatment Referral Hotline**

**1-800-252-6465**

Provides 24-hour help and referrals for people with concerns about alcohol/drug use.

#### **Just Say No Foundation • 1-800-258-2766**

#### **Cocaine Hotline • 1-800-262-2463**

Provides 24-hour treatment referrals and drug information.

#### **National Drug/Alcohol Treatment**

#### **Referral Service • 1-800-662-4357**

Can link caller to a variety of hotlines that provide treatment referrals 24 hours a day.

#### **Marijuana Anonymous World Services**

**1-800-766-6779**

Provides information about MA and referrals to local meetings. Available 24 hours (voice mail).

#### **National Council on Alcoholism and Drug Dependence Hopeline (NCADD)**

**1-800-622-2255**

Refers caller to local affiliate office of NCADD 24 hours. Callers can also leave name and address to receive written information. Touch phone required.

### **Local Hotlines and Agencies:**

#### **Bay Area Council on Drugs and Alcohol**

**409-948-4211**

Provides drug abuse, addiction information and treatment services.

#### **Alcoholics Anonymous • 409-948-1591**

Texas City chapter provides information about AA and local meetings.

#### **Narcotics Anonymous • 409-933-3232**

Provides information about NA and local meetings.

**Devereux Texas Treatment Network (local) • 1-800-373-0011**

Provides drug abuse and addiction information and treatment.

**The Gulf Coast Center (MHMR) 409-935-0506**

Provides on sliding fee scale screening, referrals, and outpatient treatment services.

**Institute for Living (Mainland Center Hospital) • 409-938-5474 or call 24-hour hotline 1-800-962-1221**

Provides 24-hour information and crisis intervention services. Also provides outpatient/inpatient treatment services for alcohol and drug abuse.

**UTMB Poison Control Center 1-800-222-1222**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Postsecondary officials are regularly asked to balance the interests of safety and privacy for individual students. While the Family Educational Rights and Privacy Act (FERPA) generally requires institutions to ask for written consent before disclosing a student's personally identifiable information, it also allows colleges and universities to take key steps to maintain campus safety. Understanding the law empowers school officials to act decisively and quickly when issues arise.

### **Health or Safety Emergency**

In an emergency, FERPA permits school officials to disclose, without student consent, education records, including personally identifiable information from those records, to protect the health or safety of students or other individuals. At such times, records and information may be released to appropriate parties such as law enforcement officials, public health officials, and trained medical personnel. See 34 CFR § 99.31(a)(10) and § 99.36.

This exception to FERPA's general consent rule is limited to the period of the emergency and generally does not allow for a blanket release of personally identifiable information from a student's education records. In addition, the Department interprets FERPA to permit institutions to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

### **Disciplinary Records**

While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student's consent. A postsecondary institution may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed. An institution may disclose to anyone, not just the victim, the final results of a disciplinary proceeding, if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. See 34 CFR §§ 99.31(a)(13) and (14).

### **The Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the department annually. The Clery Act is intended to provide students and their families with accurate, complete and timely information about safety on campuses so that they can make informed

decisions. Such disclosures are permitted under FERPA. The following website provides more information about these and other provisions about campus safety: <http://www.ed.gov/admins/lead/safety/campus.html>.

### **Law Enforcement Unit Records**

Many colleges and universities have their own law enforcement units to monitor safety and security in and around campus. Institutions that do not have specific law enforcement units may designate a particular office or school official to be responsible for referring potential or alleged violations of law to local police authorities. Investigative reports and other records created and maintained by these law enforcement units are not considered education records subject to FERPA. Accordingly, institutions may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent. See 34 CFR § 99.8.

While an institution has flexibility in deciding how to carry out safety functions, it must also indicate in its policy or in information provided to students, which office or school official serves as the college or university's "law enforcement unit." The institution's notification to students of their rights under FERPA can include this designation. As an example, the department has posted a model notification on its website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html>.

Law enforcement unit officials who are employed by the college or university should be designated in the institution's FERPA notification as "school officials" with a "legitimate educational interest." As such, they may be given access to personally identifiable information from students' education records. The institution's law enforcement unit officials must protect the privacy of education records it receives and may disclose them only in compliance with FERPA. For

that reason, it is advisable that law enforcement unit records be maintained separately from education records.

### **Disclosure to Parents**

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

- Schools may disclose education records to parents if the student is a dependent for income tax purposes;
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter;
- Schools may inform parents 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;
- A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.

## FERPA AND STUDENT HEALTH INFORMATION

Postsecondary institutions that provide health or medical services to students may share student medical treatment records with parents under the circumstances described above. While these records may otherwise be governed by the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the HIPAA Privacy Rule excludes student medical treatment records and other records protected by FERPA. The Department plans to issue further guidance on the interplay between FERPA and HIPAA.

## FERPA AND STUDENT AND EXCHANGE VISITOR INFORMATION SYSTEM (SEVIS)

FERPA permits institutions to comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) in order to comply with the requirements of SEVIS. Officials who have specific questions about this and other matters involving international students should contact the U.S. Department of Education's Family Policy Compliance Office.

### Transfer of Education Records

Finally, FERPA permits school officials to disclose any and all education records, including disciplinary records, to another institution at which the student seeks or intends to enroll. While student consent is not required for transferring education records, the institution's annual FERPA notification should indicate that such disclosures are made. In the absence of information about disclosures in the annual FERPA notification, school officials must make a reasonable attempt to notify the student about

the disclosure, unless the student initiates the disclosure. Additionally, upon request, the institution must provide a copy of the information disclosed and an opportunity for a hearing. See 34 CFR § 99.31(a)(2) and § 99.34(a).

### Contact Information

For further information about FERPA, please contact the Family Policy Compliance Office or visit their website.

### Family Policy Compliance Office

U.S. Department of Education 400 Maryland Ave. S.W. Washington, DC 20202-5920; 202-260-3887

For quick, informal responses to routine questions about FERPA, school officials may email the Family Policy Compliance Office at [FERPA@ed.gov](mailto:FERPA@ed.gov).

Additional information and guidance may be found at FPCO's website at <http://www.ed.gov/policy/gen/guid/fpco/index.html>.

## ACADEMIC RESOURCES

### Library

Learning Resources Center, 409-933-8448

COM Library offers a broad range of resources and services to support students' academic goals. These include print and electronic materials, research assistance, a computer lab, study space, and library instruction.

### Library Research Assistance & Resources

COM Library has thousands of books and e-books that support COM courses. It also provides access to databases with articles, streaming media, and tutorials. Research help is available both in person and off-campus via LibChat (during business hours), LibAnswers, email, text and phone. Online resources are available 24/7 and are available off-campus by logging in with a last name and student ID number. Students must use their COM ID to check out books.

### Library Computer Lab

The Library Lab, located on the main floor of the Library, provides COM students with access to college-level research. Computers in the lab and classroom provide access to the internet, Library catalog and databases with hundreds of thousands of articles, thousands of e-books, and the extensive COM Library website designed to help users find the information they need. The COM Library Lab is open to COM students, faculty, staff, and community members.

<http://www.com.edu/computer-labs/library-computer-lab>

### More in the Library

COM Library has many textbooks and other items selected by instructors available on reserve. There are study rooms and lots of places to read, study, charge your devices, and even places to de-stress with puzzles, chess, backgammon and more. Students can make copies and print in black and white for \$.05 per page and print in color for \$.10 per page. Additional info can be found at the library website, <http://libguides.com.edu>

### Educational Technology

Learning Resources Center, Library  
409-933-8445

Educational Technology, located on the ground floor of the LRC building behind the circulation desk, is available to help students with their audiovisual needs. Students participating in a photography course can borrow a camera for the duration of the semester. Hours of operation are Monday through Thursday from 7:30 a.m.-6:30 p.m. and Friday from 7:30 a.m.-5 p.m.

### Tutorial Services

COM provides tutoring services in most subjects taught at COM. For locations and times look for information posted around campus each semester.

### Math Courses

Technical Vocational Building, Rm. 1532

Free tutoring is available to students enrolled in developmental math courses MATH 0308, 0310 or 0320 and all college-credit math courses. No appointment is needed. Available sessions and times will be posted outside Room T-1532 each semester.

### Innovations Computer Lab

Technical Vocational Building, Rm. 1324  
409-933-8370

The Innovations Lab 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. Students must register with the attendant at the front desk.

<http://www.com.edu/computer-labs/innovations>





### **Instructional Assessment Lab**

Technical Vocational Building Room 1528A.  
409-933-8248

The computer lab offers all students the opportunity to test in a quiet monitored setting. Class scheduling requires an appointment with the lab assistants. All others are available on a walk-in basis. Students must register with a valid photo ID.

<http://www.com.edu/computer-labs/instructional-assessment-lab>

### **Speaking, Reading and Writing Center**

Technical Vocational Building, Rm. 1306  
409-933-8703

The Speaking, Reading and Writing Center offers one-on-one tutoring sessions for students on any phase of the writing, reading and oral presentation process. The center provides computers, reference materials, workspace and two soundproof speaking booths with lecterns, computers and recording equipment where students can practice presentations and job interviews. Tutors are available to answer quick questions or meet for one-on-one sessions to guide students who request help with:

- Brainstorming
- Speech outlines
- Organization
- Research
- Grammar and punctuation
- Formatting (MLA, APA, CMA)
- Revision
- Oral presentations
- Resumes and cover letters
- Application essays

The center offers the following services:

Workshops—topics include formatting (MLA, APA, CMS), speech outlining, speech anxiety, plagiarism prevention, PowerPoint and resumes. Workshops are open to all students.

Online tutoring—the center offers online tutoring sessions through WC Online, a web-based program that gives students real-time access to the center’s tutors.

Although students may walk-in for help, they are encouraged to make an appointment. Students can make appointments online, by phone, or in person.

The Speaking, Reading, and Writing Center is located in the Technical Vocational Building (TVB) 1306 and is open Mondays and Tuesdays, 8 a.m.–8:30 p.m.; Wednesdays and Thursdays, 8 a.m.–6:30 p.m.; and Fridays, 8 a.m.–4 p.m.

### **Math Lab**

Technical Vocational Building, Rm. 1532  
409-933-8445

The Math Lab provides free walk-in tutorial services for all students enrolled in a math course and access to supplemental resources such as Internet access, tutorials on video and CD-ROM and informational handouts.

Hours of operation are posted outside the Math Lab each semester.

### **Adult Basic Education Program**

Learning Resources Center, Suite C  
409-933-8294

COM’s Adult Education Program is available to assist community members seeking to increase their ability to read, write, and compute and solve math problems, as well as enhancing the English language listening and speaking skills of speakers of other languages. These courses prepare students seeking to enter college or workforce training, obtain their GED, or increase their employment options.

## Continuing Education Courses

Technical Vocational Building, Rm. 1475  
409-933-8586

COM's Continuing Education program is designed to make accessible noncredit courses that enable students to learn new skills or brush up on their present skills, explore new areas of interest or have fun. Courses are scheduled during day, evenings and Saturdays.

## COM Bookstore

Student Center, First Floor, 409-933-8239

The COM Bookstore, operated by Texas Book Company, provides students, community members, faculty and staff with needed academic material to assist in their education. In addition to providing textbooks, the bookstore also provides college apparel, gifts, software and supplies.

## Bookstore Refund Policies

### Textbook Refund Policy

- The original sales receipt is required for every refund, no exceptions.
- To receive a full refund for a textbook, the book must be returned during the semester for which it was purchased.
- For the Fall or Spring semester, full refunds are allowed during the first five (5) class days. Textbooks for Summer classes must be returned during the first five (5) days of the semester for which it was purchased.
- Students who miss the return dates may bring their books in to sell at the end of semester buyback.
- New books must be returned in the same condition as when purchased with all included materials or inserts.
- All shrink-wrapped books must be returned in the original shrink-wrap.

- Any new books returned with blemishes, writing, markings, bent pages or covers or any other damage will be considered for a return at the used price. If a textbook is not in its original selling condition, it will be considered for a return at the used price.
- Unfortunately, we cannot refund software, study guides, lab manuals, outlines, exam guides, photocopied materials, special orders or clearance items.
- Textbooks or course-related materials purchased during the last two weeks of the semester or mid-term are not eligible for a refund.

### Merchandise and General Book Refund Policy

- A sales receipt is required for all refunds.
- General merchandise in new condition and in unopened packaging may be exchanged or refunded within three (3) business days of purchase.
- Defective items, except for computers, with original receipt will be replaced or refunded at any time during store hours.

### Book Buyback Policy

- Textbooks will be bought back every day that the bookstore is open; however, retail buyback occurs during the final exams week of each semester (see the Academic Calendar for exact dates).
- Textbooks must be in resalable condition.
- The bookstore will pay approximately half or less of the purchase price, during retail buyback, if the textbook meets the following conditions:
  - a. Book is being used in the next semester.
  - b. Quantities are insufficient to fill next semester's demand.
- Any book that does not fit the above qualifications may be bought back at a national wholesale price.

NOTE: The COM Bookstore does not guarantee the repurchase of any textbook.

For more information, visit [www.combookstore.com](http://www.combookstore.com) or email [bookstore@com.edu](mailto:bookstore@com.edu).

## STUDENT CENTER

While on campus, the Student Center is the place to relax between classes, hold meetings, socialize, eat or attend a community event. On the first floor in Room 111, you can stop by and see what is happening with student clubs, organizations and Student Government in the Student Life Office.

### **Air Force Reserve Officer Training (ROTC) Program • 713-743-4932**

Website: [www.uh.edu/class/airforce/](http://www.uh.edu/class/airforce/)

Email: [afrotc@uh.edu](mailto:afrotc@uh.edu)

Air Force ROTC is a college program offered at more than 1,000 campuses across the country that prepares young men and women to become leaders in the Air Force. But it is also so much more. You will grow as an individual both mentally and physically while developing lifelong friendships. It is an opportunity to acquire strong leadership skills that will benefit you as an Air Force officer and in corporate America. And it's an opportunity to pay for school through scholarships. Plus, unlike many college students, you'll have a position waiting for you after graduation at one of the top high-tech organizations in the world—the U.S. Air Force. For additional information regarding Air Force ROTC at College of the Mainland, refer to the College Catalog.

## CAMPUS INFORMATION

### **Child Care Services**

Technical Vocational Building, Child Development Lab, 409-933-8390

COM offers low-cost child care services during the day for students. The program is fully licensed and nationally accredited and located in the Child Development Lab attached to the Tech/Voc Building. The program, offered through the Child Development and Education Program, is for infants and toddlers (0-3 years) and preschoolers (3-5 years) four and one-half days a week with an extended day program offered each Friday afternoon. Enrollment is on a first-come, first-served basis for COM students/community and space is limited.

For more information on the costs and availability of the program, call or visit the Child Development Lab.

### **Class 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. Students are required to attend all classes. College of the Mainland recognizes no excused absences other than those prescribed by law [see [FC \(legal\)](#)]. Instructors must clearly state their attendance and withdrawal guidelines in each course syllabus and follow established early intervention procedures.

### **Religious Holy Days**

Students shall be allowed an excused absence for the observance of a religious holy day. It is the responsibility of each student to consult with his or her instructors when an absence must be excused. All assigned work or examinations are to be completed within a reasonable amount of time.

### **Procedures for Posting or Distributing Information on Campus**

Any person, organization, class or group seeking to post and/or distribute informational materials at COM must submit the proposed materials to Student Life, located in Room 116 in the Student Center. Materials must be received at least one week in advance of the activity. When approved, materials will be posted on campus and should be removed after the event. Materials posted on campus without approval will be removed immediately. For information, call 409-933-8180.

### **Sale of Food, Drinks or Other Items on Campus**

Organizations desiring to sell food, drinks or other items on campus for fundraising activities must get written approval from the Director of Student Life prior to such sales.

### **Lost and Found**

Located in the COM Police Building, articles turned in to the lost and found will be tagged and held for 30 days. After the 30-day period, items not claimed may be discarded or dispensed through local charitable organizations or through clubs and organizations sponsored by the College. All students or staff who find articles are requested to turn them into the COM PD Office located in the COM Police Building on the same day. Items classified as contraband will not be returned.

### **Cell Phones and Pagers**

The College respectfully requests that all cell phones and audio devices be turned off and/or not used while class is in session as they are disruptive to the learning environment.

### **Unattended Minors/Children in Class**

For their safety, unattended minors of students are not permitted on campus while students are in class. In consideration of fellow classmates and staff, please do not bring young children to class. To enroll children in child care services, located on campus, stop by the Child Development Lab attached to the Tech/Voc Building or call 409-933-8390 or 409-933-8611. (See also Child Care Services).

### **Students Attending Evening and Saturday Classes**

COM offers evening and Saturday classes. Students who encounter problems or need assistance during evening or Saturday hours should dial "0" from any campus phone. The switchboard will refer you to the administrator on duty or other offices as appropriate. In case of an emergency, dial 409-933-8599 or 599 from any campus phone.

### **Gym Facilities**

All part-time and full-time students are entitled to use the physical education facilities that encompass the gym, weight room, cardio room, sauna, racquetball courts, table tennis equipment, track and jogging/walking trail. A valid Student ID is required to use these facilities. For more information, call 409-933-8422.

### **COM Community Theatre**

Fine Arts Building, 409-933-8345

Known as “The Biggest Li’l Theatre in Texas,” COM’S Community Theatre has been a Texas tradition since 1972. Six productions of professional quality are presented each year. Beyond education, the College of the Mainland Community Theatre bears a three-fold commitment: to provide quality theatrical experiences for residents of the area, to offer a forum for local and regional talent by holding open auditions and to extend the reputation of College of the Mainland. Students are encouraged to audition for parts in a production or volunteer to assist with all the various backstage happenings that go into making a play. The theater also offers free preview performances for all COM students with a current ID card. Guests are \$10. Previews are held Tuesday and Wednesday of opening week only. Preview performances begin at 8 p.m. Visit [www.com.edu/theatre](http://www.com.edu/theatre) to get all the theater news about current and upcoming productions and auditions.

### **Art Gallery**

Fine Arts Building, 409-933-8345

The COM Art Gallery serves as a resource for the study of art, art history and the presentation of contemporary standards of quality. Professional artists shown at the gallery have been accredited and recognized by the art community. The Museum of Fine Arts in Houston has included COM’s Gallery in their list of recommended venues for the presentation of fine art. The gallery is committed to making contemporary artwork accessible and educational to all those interested. Exhibits are created and coordinated with speakers and other events that promote our rich diversity, ethnicity and socioeconomic backgrounds. Opportunities to interact with those that have achieved professional success are also available. Watch for events and showings in COM publications, on the website or in the local media.

### **Multicultural Events**

409-933-8413

The Multicultural Committee aims to foster the awareness and appreciation of diversity, multiculturalism, and global interdependence for students, employees and the community by sponsoring, supporting, and promoting educational and cultural events and activities on campus. The following is a list of events currently sponsored by the Multicultural Committee:

- Hispanic Heritage Month – September/October
- Native American Heritage Month – November
- Holidays Around the World - December
- Black History Month (combined with MLK Day) – January/February
- Women’s History Month – March
- Asian American/Pacific Islander History Month – May
- Cinco De Mayo – May
- Juneteenth – June

For more information, contact the Director of Diversity & Equity at 409.933.8413.

### **CE Lifelong Learning 50 Plus Program (Age 50+)**

409-933-8226

#### **50 Plus Program Vision**

The College of the Mainland 50 Plus Program will be respected regionally and nationally for excellence in the development and delivery of innovative educational opportunities for adults age 50 and older.

### **50 Plus Program Mission**

The College of the Mainland Lifelong Learning Program's mission is to provide learning opportunities for adult students 50 years of age and older by offering personal enrichment classes in a positive, accepting and intergenerational environment. The Lifelong Learning Program staff collaborates with academic departments and the community to develop programs that meet existing and emerging educational needs for this population.

### **Who Qualifies For This Program?**

Any person 50 years of age or better.

### **Message From the Director**

Welcome to the College of the Mainland Lifelong Learning Program. We are proud to announce that the name of the Senior Adult Program is now the 50 Plus Program and that we are lowering the age for involvement to 50. The 50 Plus Program offers more than 80 classes, lectures, educational day trips, in addition to our extended travel offerings each semester.

You asked. We listened. Due to popular demand, College of the Mainland Lifelong Learning enthusiastically announces the return of extended travel trips. These trips are open to all ages. Call 409-933-8912 for more information.

### **50 Plus Program ID Card Information**

50 Plus Program students who register for a (SENR) class or for a 50 Plus Fitness Membership will be provided a free ID card to access the gym on the main campus.

All other students who want an ID to receive the benefits below must pay a one-time \$5 fee. If the ID card is lost or stolen, the replacement cost is \$5. Cash payments can be made at the gym front desk. Debit or credit card payments must be made at the cashier's desk located in the Enrollment Center, and members must take the receipt to the gym front desk to have an ID made. Please bring a valid

photo ID when having your senior ID made. After registering each semester (Fall, Spring, Summer) for a 50 Plus Fitness Membership, you must take the ID card to the gym front desk for activation.

Seniors possessing a valid 50 Plus Program ID card are entitled to the following COM benefits:

- Use of the COM Library
- Use of the Innovations Computer Lab in TVB-1324
- Discount on COM cosmetology services at The Salon at College of the Mainland; call 409-933-8480 for more information.
- Discount on tickets for COM Community Theatre productions and \$10 tickets for preview shows. Call 409-933-8345 for more information.
- An automated monitor measuring blood pressure is available daily in the Lifelong Learning Office (LMCR).

### **College of the Mainland Cosmetology "The Salon"**

409-933-8480

Everyone, including students and community members, are welcome to visit the College of the Mainland "The Salon" for client services such as hairstyling, hair cutting, hair coloring, chemical services, facial treatments and nail care, all at an affordable price. The Salon is open Thursdays and Fridays during the Fall, Spring and Summer sessions.

## COM POLICE DEPARTMENT

Located in the COM Police Building

Non-emergencies: 409-933-8403

Emergencies: Ext. 8599

Website: [www.com.edu/police](http://www.com.edu/police)

The COM Police Department provides security for College facilities and assistance to students, visitors, faculty and staff 24 hours a day, seven days a week. COM PD officers regularly patrol campus parking lots. COM PD is housed in the COM Police Building. If nonemergency assistance is needed, call 409-933-8403. In case of emergency, dial 409-933-8599 or ext. 8599 from any campus phone. The police officers of the College of the Mainland function under the authority of the Texas Code of Criminal Procedures and the Texas Education Code with jurisdiction in any county where COM owns or controls property or may operate.

### Services, Community Education and Crime Prevention Awareness Information Center

The Information Center is located in the offices of the COM Police Department in the COM Police Building. Free publications on various topics related to crime prevention and personal safety are available. Topics range from assault prevention to the risk and dangers of drug and alcohol abuse. Students are encouraged to pick up these free publications.

### Additional services offered by the COM Police Department

#### Motor Vehicle Assistance

Assistance is given to individuals whose vehicle requires a battery jump-start. COM PD will also call a tow truck or a locksmith should the need for either service arise. For assistance call 409-933-8403.

#### Courtesy Escorts

This service is provided for members of the campus community who have disabilities and need a police escort from one area of

the campus to another. In addition, this service is also available to students during hours of darkness and employees in security sensitive areas. To arrange for an escort, call 409-933-8403.

#### COM Alert

College of the Mainland uses a rapid notification system called COM Alert to send text, phone and email messages in the event of unscheduled school closings and other emergencies. Individuals may update their contact information at <https://comalert.bbcpportal.com/> to ensure they are receiving urgent information.

#### Transportation Assistance for Individuals with Disabilities

Members of the college community who have a physical disability that requires assistance in getting around while on campus can arrange for courtesy transportation by contacting the COM Police Department at 409-933-8403.

#### Temporary Disabled Parking Permits

These temporary permits are issued through COM PD. The applicant must provide a written doctor's statement requesting the permit at the time the request is made. For more information, call 409-933-8403.

#### Public Service Announcements

COM PD disseminates noteworthy developments in crime and crime prevention information on the COM Police Department website at [www.com.edu/campus-police](http://www.com.edu/campus-police).

#### Crime Prevention Presentations

COM PD personnel will provide presentations on request for both on and off-campus groups desiring to learn more about personal safety and reducing the chances of becoming a crime victim. For more information, call 409-933-8403.

## Environmental Security

### Exterior lighting

Proper and efficient lighting is part of the commitment to providing a safe and secure campus environment. All campus parking lots, walkways and building exteriors are well lit to ensure a safe environment. It is part of COM PD's routine duties to survey lighting and report any deficiencies for correction. Members of the campus community are also encouraged to report any deficiencies or recommendations to the COM PD.

### Building Security

The exterior doors on all campus buildings are locked and secured each evening by the Police Department. Checks are conducted on the building exteriors and interiors during the night hours. Doors and security hardware malfunctions and deficiencies should be reported for correction.

### Police Patrol

COM PD is responsible for patrol of the campus on a 24-hour basis. Patrol is conducted on foot or marked motor patrol units. The interior of each building is patrolled as well. Members of the COM community are encouraged to report any emergency or suspicious activity to the Police Department by dialing ext. 599 from any campus phone.

### Campus Parking and Traffic

While the College strives to protect vehicles and private property when on its property, the College assumes no responsibility for care or protection of any vehicle or its contents at any time it is operated or parked on the College campus.

The use or operation of a motor vehicle on COM property is subject to the laws and regulations of the State of Texas, and the policies of the College of the Mainland.

### On-Campus Parking and Parking Decals

Parking is restricted to within the yellow

lined parking spaces. Vehicles may not back into parking spaces. There are clearly marked parking facilities for both four- and two-wheeled motor vehicles in all of COM's parking lots. All students who drive a vehicle must display, on the left-hand bottom of their vehicle's back window, a valid COM parking decal. Motorcycles must display their valid COM parking decal on the rear area of the motorcycle that is clearly visible to patrolling COM officers. A student must have a disabled parking decal to park in the disabled zones.

## Traffic and Security Regulations

### Jurisdiction

- A. College of the Mainland Police Department and its officers are commissioned by the Governing Board of Trustees and licensed by the privileges and immunities of Peace Officers in the enforcement of state and federal statutes, and the rules and regulations promulgated by the Board of Trustees of the College of the Mainland (herein referred to as the District).
- B. The criminal laws of the United States, the State of Texas, and the general policies of the District are hereby declared to be in full force and effect on all campuses and property of the District.
- C. College of the Mainland Police officers personnel, as may be designated by the District administration, are empowered by the Board of Trustees to issue District administrative citations for violations of the District Traffic Rules and Regulations. COM Police Officers may be full-time or part-time personnel. Only peace officers can issue citations that can be processed through the courts.



## General Provisions

- A. This publication contains those regulations and procedures applicable to any person who walks, drives and/or parks a vehicle on the campuses of the District. These rules and regulations are supplementary to the statutes of the State of Texas.
- B. The District is not responsible for fire, theft, damage to or loss of any vehicle parked and/or operated on a campus of the District. No bailment is created by granting any parking or operating privileges regarding a vehicle on any property owned, leased or otherwise controlled by the District.
- C. The District reserves the right, under TRC 545.305, to impound, or cause to be impounded any vehicle found in violation(s) of the Texas Motor Vehicle Laws or Parking and Traffic Rules and Regulations of the District.
- D. The District shall not, nor shall any of its employees, be liable or assume any responsibility for the loss and/or damage suffered because of such impoundment or relocation of a vehicle.
- E. Proof of the fact that any parking or traffic control device, sign, signal or marking was actually in place at any location on a District campus shall constitute evidence that the same is official and was installed under the authority of appropriate law and these regulations.
- F. On special occasions and in emergencies, COM Police Department may impose temporary parking and traffic control restrictions. These temporary restrictions shall have all the force of their written regulations, and shall be subject to the same penalties.

## Traffic and Parking Regulations

- A. The purpose of these regulations is to provide for the safety and welfare of students, employees, visitors and guests, and to provide for the control of traffic and parking.
- B. It shall be a violation to commit any act prohibited by these regulations or fail to do any act required by these regulations.
  - 1. Vehicles operated or parked on the campus must comply with all State laws, and the Parking and Traffic Rules and Regulations of the District.
  - 2. All vehicles operated are expected to exercise due caution on all parts of the campus with particular regard for the safety of pedestrians. The speed limit is 15 miles per hour on all campus roads unless otherwise posted. Slow to 10 miles per hour or slower at crosswalks, buildings and parking lot entrances, in parking lots, or other congested areas.
  - 3. The operation of a vehicle shall be restricted to the campus drives, streets, and parking lots.
  - 4. No person shall fail or refuse to comply with any lawful order or direction of anyone with the authority to direct, control and regulate traffic.
  - 5. The driver of any vehicle involved in a collision shall immediately stop at the scene of such accident or collision, and by the quickest means of communication report such accident or collision to the COM Police Department at Ext. 8403.
  - 6. All vehicles are required to stop completely at each stop sign and then proceed cautiously.
  - 7. No operator of a vehicle shall drive beyond a barricaded area or where prohibited by temporary or permanent signs, and no operator or person shall remove such barricade or sign.
  - 8. No person in control or possession of a motor vehicle shall bring the same to a sudden start or stop in a parking lot or street or accelerate or race the

motor so as to cause loud noise calculated to disturb the person or persons present.

9. No person in control or possession of a motor vehicle equipped with audio equipment shall play such device(s) to the extent that such sounds are disruptive to the environment of the campus.
10. The operator of a vehicle shall yield the right of way to pedestrians in crosswalks.
11. Every pedestrian crossing a roadway at any point other than a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right of way to all vehicles upon the roadway (TRC 522.005).
12. Parking is restricted to yellow-lined parking spaces. Parking entirely within the marked boundaries of the parking space is required at all times. The fact that other vehicles are parked improperly shall not constitute an excuse for parking with any part of the vehicle extended beyond the marked boundaries of the parking space.
13. No vehicle may be parked in any area that has not been marked or designated a parking space.
14. Vehicles shall not be parked in a manner that obstructs walkways, sidewalks, ramps, loading zones or marked crosswalks. Parking is not allowed where prohibited signs, red curbs or other markings are on streets or parking lots.
15. It is prohibited to park, or let stand, a motor vehicle in a loading zone or service drive unless actually loading or unloading material or equipment. If the time for loading or unloading exceeds more than 30 minutes, COM Police Department must be notified of the extended parking requirements.
16. No person shall park, or let stand, a motor vehicle on campus for more than 48 hours without prior authorization. Vehicles found in violation may be considered abandoned and removed as provided in TRC 6883.002, VCS Art. 447-9a, Sec. 5.01.

17. Other parking violations include parking against the flow of traffic, and parking in a disabled space without a disabled sticker. A Justice of the Peace citation may be issued to any person who parks a vehicle in a disabled space without a handicap sticker.

### Enforcement

The District reserves the right to enforce traffic rules and regulations:

1. Through the impoundment of vehicle in violation of Texas State Statutes and the Parking and Traffic Rules and Regulations of the District;
2. By barring the re-admission to the District and withholding grades, degrees, refunds, and official transcripts of any student or non-payment of outstanding administrative fees;
3. By disciplinary action against employees or students who fail to abide by these regulations or fail to pay outstanding administrative fees.
  - a. Parking reinstatement fees and/or fines are assessed for each parking violation committed. The fee/fine is \$4 if paid within 10 school/work days. If not paid within the 10 days, the fee/fine will automatically increase to \$8. For parking in disabled spaces without the proper disabled sticker or tags, the fee/fine is \$10 and if not paid within 10 school/work days, the fee/fine automatically increases to \$20;
  - b. Fees/fines may be paid at the Cashier's Office counter located in the Enrollment Center along with the violation notice(s).
  - c. It shall not be a defense to a violation of these Rules and Regulations that a citation was removed from a vehicle after said citation had been placed on the vehicle.
  - d. If the operator believes that the citation is unwarranted, he or she may report to the COM Police Department office located in the COM Police Building within 10 school/work days of the issuance of the citation.

## PERSONAL HEALTH AND SAFETY

### HIV/AIDS/Communicable Diseases Policy

Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy and tuberculosis. For the purposes of this policy, the term "HIV infection" shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immuno-deficiency virus.

The College shall not discriminate in enrollment against any student solely on the ground that the student has a communicable disease. Members of the student body of the College shall not be denied access to College facilities or campus activities solely on the ground that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from College facilities, programs and functions if the College makes a medically based determination that the restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of the other members of the College community. The College's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease. [See DBB (L)]

The College shall comply with all pertinent statutes and regulations that protect the privacy of persons in the College community who have a communicable disease. The College shall ensure that procedural

safeguards sufficient to maintain the strictest confidence about persons who have HIV infection are in effect in all offices of the College.

College of the Mainland offers a comprehensive education program about HIV infection for members of the College community. To pick up a copy of the educational pamphlet on HIV infection issued by the Texas Department of Health, stop by the counseling center on the second floor of the Student Center or the gym lobby. Information about HIV programs offered at COM can be obtained by calling 409-933-8379.

### Meningitis Vaccination Requirement

Beginning on January 1, 2012, all entering students are required to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding and at least 10 days prior to the first day of the first semester in which the student initially enrolls at College of the Mainland. There are limited exceptions to this requirement including students who are 22 years of age or older. For more information, visit [www.com.edu/admissions/meningitis-vaccinations](http://www.com.edu/admissions/meningitis-vaccinations).

### Personal Safety Tips

- Register your vehicle with Campus Police.
- Keep your vehicle locked. Don't leave your keys in your car and lock personal property in your trunk.
- Before entering your car, check for possible break-ins. If one did occur, report it immediately to COM Police Department (COM PD).
- Personal property should never be left unattended. Keep property with you at all times.
- Make a record of personal property, and record serial numbers.
- Promptly report to COM PD all suspicious persons, unusual situations or actions, suspicious questions or dangerous situations.

## Medical Emergencies

COM PD is available and should be contacted for medical emergencies, too. Officers are trained in emergency first aid. For more serious injuries and conditions, COM PD dispatches medical assistance from the Texas City Fire Department and ambulance.

## Student Insurance

The College does not provide District-sponsored insurance coverage for students while enrolled at COM. It is the student's responsibility to carry personal medical insurance. All students are encouraged to carry personal health and/or minor medical insurance. If a student does not have such coverage, there are informational brochures available in Room 111 of the Student Center for the student's benefit. The College does not promote one company's product over another.

## Tobacco Policy

COM is a tobacco-free institution. No use of any tobacco products is permitted. Smoking is allowed inside private vehicles if it is located in an approved designated parking area. Students are also permitted to smoke if no further than 10 feet from the streets or roads around the campus grounds. Smoking in the back of pickup trucks is permitted but is confined to the bed of the truck and not on the tailgate. Violators will be subject to a citation, disciplinary sanctions or expulsion from campus. Fines for violating the tobacco policy are \$25 for the first violation and \$50 for the second offense. A third offense will result in a referral to the College president, or designee, for disciplinary action up to and including expulsion from the campus.

## Drug and Alcohol Policy

College of the Mainland supports a drug-free campus for students. While on school premises during any school term or off school premises at a school-sponsored activity, function or event, no student shall possess, use, transmit or attempt to possess, use or transmit or be under the influence of (legal intoxication not required) any controlled substance or dangerous drug as defined by law, including alcohol or any alcoholic beverage, any abusable glue, aerosol paint or any other volatile chemical substance for inhalation and any other intoxicant or mood-changing, mind-altering or behavior-altering drugs. The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited. Students who violate this policy shall be subject to appropriate disciplinary action, which may include referral to drug and alcohol counseling or rehabilitation programs, referral to student assistance programs, suspension, expulsion and referral to appropriate law enforcement officials for prosecution. A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this policy.

Students who are experiencing a problem or difficulty with alcohol or drug abuse are strongly encouraged to become familiar with and use the counseling services that are offered by the College as well as the College's Drug and Alcohol Abuse Prevention Policy.

## Reporting Accidents, Criminal Activities or Medical Emergencies

It is important that you contact COM PD immediately at 409-933-8599 in the event of a motor vehicle accident, criminal incident or medical emergency. This is the COM emergency number and is staffed 24 hours a day, seven days a week. It can be dialed from any phone on campus. When you dial 599, be prepared to give the following information to the dispatcher as calmly as possible:

- Your name and location;
- The type of emergency and location;
- Injuries if known; and
- Description of person(s) involved.

Remain on the phone until the dispatcher tells you to hang up. The dispatcher will call for an ambulance and/or the fire department, if needed. For non-emergency situations, call 409-933-8403.

If you are the victim of a sexual assault, do not clean or dispose of anything that could be preserved as evidence. COM PD will assist you in securing proper medical attention, the Crime Victim Assistance Officer will assist with follow-up services and resources, and the Vice President for Enrollment and Student Success will work with you in evaluating any changes relating to you academic needs.

Disciplinary actions may be requested against the perpetrator of a sexual assault and the College may impose sanctions. The accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accused and the accuser shall be informed of the outcome of any campus disciplinary proceeding brought alleging a sexual assault.

Several resources are available on the topic of sexual assault and prevention at the COM Police Department Information Resource Center located in the COM Police Building. Empower yourself through education.

The College of the Mainland Police Department maintains direct radio and telephone contact with the Texas Department of Public Safety, Galveston County Sheriff's Office, the Texas City Fire Department and services. Assistance can be obtained immediately.

### Violent Crime Control and Law Enforcement Act of 1994 Section 170101(j)

This act requires persons who must register as sex offenders to provide notice to the state if they are enrolled or employed at an institution of higher education, as required by state law. States, in turn, must make the information available to law enforcement agencies having jurisdiction where the institution is located. Under section 14071 (j), information concerning registered sex offenders enrolled as students or employed by COM may be obtained from the COM PD located in the COM Police Building.

## COM Clery Act Crime Statistics

| <b>Offense</b>                      | <b>2012</b> | <b>2013</b> | <b>2014</b> | <b>Total</b> |
|-------------------------------------|-------------|-------------|-------------|--------------|
| Murder                              | 0           | 0           | 0           | 0            |
| Forcible Rape                       | 0           | 0           | 0           | 0            |
| Non-Forcible Rape                   | 0           | 0           | 0           | 0            |
| Robbery                             | 0           | 0           | 0           | 0            |
| Aggravated Assault                  | 0           | 0           | 0           | 0            |
| Simple Assault                      | 0           | 1           | 4           | 5            |
| Hate Crimes                         | 0           | 0           | 0           | 0            |
| Stalking                            | 0           | 0           | 0           | 0            |
| Harassment/Threats                  | 2           | 2           | 1           | 5            |
| Burglary                            | 0           | 0           | 0           | 0            |
| Burglary of a Vehicle               | 0           | 0           | 0           | 0            |
| Burglary Coin Op Machine            | 0           | 0           | 1           | 1            |
| Theft (except motor Vehicle)        | 10          | 21          | 4           | 35           |
| Motor Vehicle Theft                 | 0           | 0           | 0           | 0            |
| Arson                               | 0           | 0           | 0           | 0            |
| Forgery & Counterfeiting            | 0           | 0           | 0           | 0            |
| Embezzlement/Fraud                  | 0           | 0           | 0           | 0            |
| Criminal Mischief                   | 2           | 0           | 3           | 5            |
| Weapons Charges                     | 0           | 0           | 0           | 0            |
| Weapons Arrests                     | 0           | 0           | 0           | 0            |
| Narcotic Violations                 | 0           | 0           | 0           | 0            |
| Dangerous Drug Violations           | 0           | 0           | 0           | 0            |
| Marijuana Violations                | 0           | 0           | 0           | 0            |
| Drug Law Arrests                    | 0           | 0           | 0           | 0            |
| Gambling Violations                 | 0           | 0           | 0           | 0            |
| Family Violence                     | 0           | 0           | 0           | 0            |
| DUI                                 | 0           | 0           | 0           | 0            |
| Liquor Law Arrests                  | 0           | 0           | 0           | 0            |
| Drunk in Public                     | 1           | 0           | 1           | 2            |
| Disorderly Conduct                  | 4           | 2           | 7           | 13           |
| All Other Offenses (except traffic) | 0           | 0           | 6           | 6            |
| Auto Accidents                      | 0           | 2           | 2           | 4            |
| Traffic Violations                  | 36          | 49          | 42          | 127          |
| Parking Violations                  | 218         | 350         | 403         | 971          |
| Smoking Violations                  | 11          | 29          | 9           | 49           |
| Domestic Violence                   | 0           | 0           | 0           | 0            |
| Dating Violence                     | 0           | 0           | 0           | 0            |

For up-to-date information, visit [www.com.edu/police](http://www.com.edu/police).



## Useful Information

### Set Up Your Personalized Accounts

- WebAdvisor
- COM email
- Online Payment Plans

College of the Mainland is pleased to offer convenient online services to make it easier for you to register for classes, create a personalized COM email account and set up a payment plan that fits your budget needs. All of these can be done from any Internet-access computer. Now you can save time, avoid lines and beat the rush. Instructions for accessing these convenient services are printed below.

### Think you'll need help with setting up WebAdvisor, E-cashier, Email?

Assistance is available in person and by phone, 409-933-8663, through the Student Help Center located in the Enrollment Center. Assistance will also be available during scheduled New Student Orientations and announced workshops on campus. Continuing students who have not done so are strongly encouraged to get their WebAdvisor account created.

### Basic Tips

- Write usernames and passwords down so you don't forget them and keep them in a safe place.
- Don't share your information with anyone as you may be liable for any actions taken through your accounts.
- Use the Student Help Center anytime.
- For technical assistance, click on the HELPDESK arrow located on the WebAdvisor homepage (bottom left) and fill out the required information.

### To Create a WebAdvisor ID and Password

You will need your User ID and Password to access WebAdvisor. The User ID and Password for WebAdvisor can also be used to access your BlackBoard and COM email.

### First-Time Users

1. Go to [www.com.edu](http://www.com.edu)
2. Click on WebAdvisor Login.
3. Click on What's My USER ID/COM ID?
4. Enter in your last name and social security number or COM ID.
5. Click Log In.
6. Your Web ID is your User ID and your COM ID is your password.
7. Click on the blue icon, Students to get started.

### Forgot User ID/Password?

1. Click on What's My USER ID/COM ID?
2. Enter in your last name and social security number or COM ID.
3. Click Log In.
4. Your Web ID is your User ID and your COM ID is your password.
5. Click on the blue icon, Students, to get started.

### To Search for and Register in Credit Classes Using WebAdvisor

1. Click on Register for Sections.
2. Select the Term.
3. Enter in the Subject and Course Number.
4. Click Submit to view classes.
5. Select desired classes.
6. Click Submit to view selections.
7. Select an Action for each class.
8. Click Submit to register for classes.

### To Drop a Course in WebAdvisor

1. Click Register and Drop Sections.
2. Under Current Registrations, select classes to drop individually or you can drop all sections on the list at the same time by selecting Drop from the Actions for all Preferred Sections drop down box.
3. Click Submit to complete process.

\*Students may only drop classes on WebAdvisor when classes have not started yet.

\*If classes have already started, college-level classes must be dropped through Admissions in the Enrollment Center. Developmental classes must be approved to drop through Advising in the Enrollment Center.

### To View and Print Your Class Schedule

1. Log in to WebAdvisor and under the Academic Profile Heading, select My Class Schedule.
2. Select the appropriate term from the Term drop down box and click Submit.
3. The Schedule screen will list all of your courses. You may print your schedule by selecting Print from the File Menu.

### To Create an Online Payment Account

To help you plan for and meet your educational expenses, COM is pleased to offer a Payment Installment plan through e-Cashier online at [www.com.edu](http://www.com.edu). Students must have a WebAdvisor ID (account) in order to use e-Cashier. E-Cashier makes paying your tuition affordable and convenient by using a credit card or an ACH bank draft. Students can pay in full or spread out their tuition in smaller, monthly payments throughout the semester and avoid long lines by paying online.

To access e-Cashier directly, go to [www.com.edu](http://www.com.edu), click Pay Online and complete steps 4-6 below.

### To Access e-Cashier through WebAdvisor

- Step #1: Log into your WebAdvisor account (please read and follow instructions carefully).
- Step #2: Register for classes (if you haven't already done so).
- Step #3: Under the Financial section, click on Make a Payment (FACTS) on the current students menu.
- Step #4: Click on NBS Payment Plan for the selected term.
- Step #5: Click Next Step to begin the payment plan.

By setting up an account through e-Cashier, you will be entering a legal agreement with a third-party company to handle your account. Any problems or concerns you have must be directed to the company. Read all instructions carefully and make sure you remember your account information as COM does not have access to it.

### To Create Your COM Email Account

Step #1:

Go to [www.com.edu](http://www.com.edu), click on Office 365 Email Login.

Step #2:

Your User ID is the same as your WebAdvisor User ID with, @com.edu.

For example, if your User ID is jdoe, then your Email User ID is jdoe@com.edu.

Your initial password is your seven-digit COM ID number. If your COM ID number is, for example, 723, you must add four zeros in front of 723 to make it seven digits (0000723).

Step #3:

You have now set up your email account.

It is strongly recommended that you change your password for security purposes at [password.com.edu](http://password.com.edu).



## FACTS / E-CASHIER PAYMENT PLANS

### College of the Mainland and FACTS Partnering to Help Students Budget for Higher Education

#### To Pay Online...

First, register for classes by logging into WebAdvisor. Within WebAdvisor, select the Setup Payment Plan (FACTS) option after confirming your schedule and tuition balance. Follow the on-screen instructions to verify your payment amount and to proceed to the e-Cashier site to complete a payment agreement.

#### To Check Your Account

Log on to your MyFACTS Account, using your FACTS user ID and password. If you have forgotten or misplaced yours, contact FACTS at 800-863-2287 or [account@factsmgt.com](mailto:account@factsmgt.com).

To help you meet your educational expenses, College of the Mainland is pleased to offer FACTS as a convenient budget plan. It is not a loan; therefore, you have no debt, there are no interest or finance charges assessed, and there is no credit check.

The cost to budget monthly payments is a \$25 per-semester, nonrefundable FACTS Enrollment Fee. If you elect to use the full payment option, you must enroll online, and there is a \$2 nonrefundable FACTS Enrollment Fee. Remember, full payments are deducted immediately. The FACTS Enrollment Fee is automatically deducted from your account within 14 days of your agreement being posted to the FACTS system.

The payment is automatically deducted on the fifth of each month from a checking or savings account. You may also have your payment charged to your credit card. If you elect to use your credit card, only VISA, MasterCard or Discover Card may be used. Please note: check, debit and ATM cards may be returned

unpaid due to daily limit restrictions imposed by your bank.

If your payment on the fifth is not successful, it will be reattempted on the 20th of the month. Any time a payment is returned, you will receive notification from FACTS on how the returned payment will be handled. Your FACTS agreement will be processed until the balance owed is paid in full.

For each returned payment, FACTS assesses a \$30 FACTS Returned Payment Fee. FACTS Returned Payment Fees are automatically deducted from the account you have provided. If your FACTS Returned Payment Fee is returned, it will be reattempted. FACTS Returned Payment Fees are payable to FACTS.

FACTS Enrollment Fees and Returned Payment Fees are subject to change in future academic years or semesters, unless otherwise agreed by FACTS Management Company and College of the Mainland. Interest earned on all custodial funds held by FACTS is payable to FACTS Management Company.

If you have questions, please call College of the Mainland Financial Services Office at 409-933-8377 or 409-933-8620 or FACTS at 800-609-8056.

#### Completing the FACTS Agreement

When you apply online be sure to have the following information:

- Seven-digit COM ID number as assigned by College of the Mainland;
- The name and address of the person responsible for making the payments;
- Account information for the responsible person.
  1. If paying by automatic bank payments, you will need the financial institution's name, telephone number, account number and the financial institution's routing number. Most of this information is located on your check.
  2. If paying by credit card, you will need the credit card number and expiration date.

## WHERE TO GO TO GET ANSWERS

### **Adult Education (ESL, ABE, GED) – pg. 29**

Adult Education Department

Learning Resource Center (LRC) Suite C

409-933-8294

### **Admissions and Records – pg. 7**

Enrollment Center, Rm. 139

409-933-8264

### **Books/School Supplies – pg. 30**

Bookstore, Student Center, First Floor

409-933-8239

### **Career Services – pg. 12**

Career Services/Choosing a Major

Student Success Center

### **Enrollment Center, Rm. 158**

409-933-8379

### **Child Care Services – pg. 31**

Child Development

Lab School, 409-933-8390

### **Continuing Education Lifelong Learning**

#### **50 Plus Program – pg. 33**

COM Learning Center-Delmar

409-933-8226

### **Degree Plan – pg. 11**

Student Success Center

Enrollment Center, Rm. 158

409-933-8379

### **Dropping/Changing a Class – pg. 11**

Student Success Center

Enrollment Center, Rm. 158

409-933-8379

### **Financial Aid – pg. 9**

Student Financial Services

Enrollment Center, Rm. 150

409-933-8274

### **Food Services**

Snack Bar, Student Center, First Floor

409-933-8415

### **GED Testing – pg. 13**

Testing Center

Enrollment Center, Rm. 126

409-933-8676

### **Grade Change**

Faculty, Faculty's Office

### **Graduation Supplies/Regalia**

Bookstore, Student Center

409-933-8239

### **Graduation, Filing for – pg. 8**

Admissions and Records

Enrollment Center, Rm. 139

409-933-8264

### **Help Center – pg. 13**

Enrollment Center, Lobby

409-933-8663

### **ID Card, New/Replace – pg. 7**

Gym

409-933-8422

### **International Student Advisor – pg. 6**

Admissions and Records

Enrollment Center

409-933-8653

### **Internet Access/Personal Email – pg. 28**

Innovations Lab

Technical Vocational Building (TVB), Rm. 1324

409-933-8370

### **Library Services – pg. 28**

Library, Learning Resource Center (LRC)

409-933-8205

### **Loans - Short Term – pg. 9**

Student Financial Services

Enrollment Center, Rm. 150

409-933-8274

### **New Student Orientation – pg. 6**

Student Success Center

Enrollment Center, Rm. 158

409-933-8379

### **Noncredit Classes**

#### **(Continuing Education) – pg. 30**

Continuing Education Office

Technical Vocational Building (TVB), Rm. 1475

409-933-8586

### **Off-Campus Employment**

#### **Opportunities – pg. 12**

Student Success Center

Enrollment Center, Rm. 158

409-933-8379

**Other/Not Sure What I Need – pg. 7**

Welcome Center

Enrollment Center Lobby

409-933-8227

**COM Operator (Switchboard)**

409-938-1211, Ext. 0

**Parking (Decals) – pg. 36**

Campus Police

409-933-8403

**Personal Concerns – pg. 11**

Student Success Center

Enrollment Center, Rm. 158

409-933-8379

**Placement Tests/Credit by Exam – pg. 13**

Testing Center

Enrollment Center, Rm. 126

409-933-8676

**Police/Crime Awareness – pg. 35**

COM Police Department

409-933-8403

**Posting Signs/Notices**

**on Campus – pg. 32**

Student Life Office

Student Center, Rm. 116

409-933-8180

**Records/Transcripts**

Admissions and Records

Enrollment Center, Rm. 137

409-933-8264

**Recreation – pg. 6**

Physical Education Bldg. (Gymnasium)

409-933-8190

**Registering for Classes – pg. 11**

Student Success Center

Enrollment Center, Rm. 158

409-933-8379

**Registration Help – pg. 13**

Student Help Center

Enrollment Center, Lobby

409-933-8663

**Reporting an Accident/Crime – pg. 41**

COM Police Department

409-933-8403

**Scholarships – pg. 11**

Foundation Office

Appomattox Square, Ste. 13

409-933-8508

**Student Clubs and**

**Organizations – pg. 14**

Student Life

Student Center, Rm. 116

409-933-8180

**Student Government – pg. 14**

Student Life

Student Center, Rm. 116

409-933-8180

**Students with**

**Disabilities Services – pg. 12**

Student Success Center

Enrollment Center, Rm. 158

409-933-8379

**Transferring Credits**

Student Success Center

Enrollment Center, Rm. 158

409-933-8379

**Veterans Affairs – pg. 11**

Enrollment Center, Rm. 148

409-933-8455 or 8247

**Welcome Center – pg. 7**

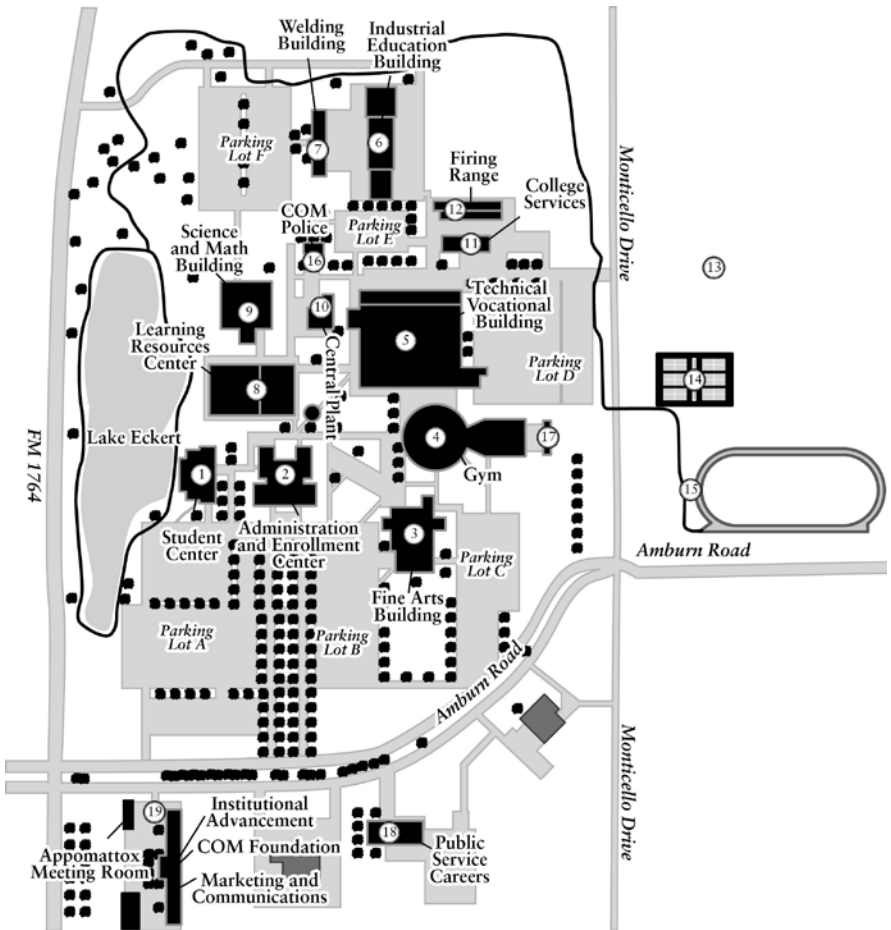
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