



College of the Mainland®

Collegiate High School *Student Handbook*

2014-2015

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College of the Mainland is an equal opportunity/affirmative action educational institution and employer.

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.

BOARD OF TRUSTEES

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Welcome to Collegiate High School

August 2014

Dear Students,

Welcome to Collegiate High School (CHS). The faculty and staff are excited that you have chosen to begin your college experience at College of the Mainland’s Collegiate High School. The Collegiate High School program is in its 11th year of operation with a record number of 165 participants. CHS has come a long way since the first 20 students arrived on campus in 2004. The Collegiate High School affords you the chance to take advantage of high school and college coursework for maximum dual credit hours. You have the opportunity to graduate with an associate degree before you receive your high school diploma. The CHS faculty and staff are sure you will find the coursework rigorous, your professors inspiring and your fellow classmates as eager as you to be successful. Opportunities like CHS come along only once in a lifetime. Take full advantage of this unique program and use it to build on your future. Let’s make the 2014-2015 one to remember!

Regards,
Sandi Belcher
Director, Collegiate High School

CHS at a Glance

8 a.m. - 5 p.m.
Monday - Friday

Participation in this full-day program is a privilege, not a right. Students must consider it as such and act accordingly. CHS students are seen as role models for other students on their home campus and in the community. Students are expected to maintain proper behavior on and off COM campus.

Important Dates

Grading Periods

1st Six Weeks	Aug. 25-Sept. 30	4th Six Weeks	Jan. 6-Feb. 17
2nd Six Weeks	Oct. 1- Nov. 4	5th Six Weeks	Feb. 18-April 7
3rd Six Weeks	Nov. 5-Dec. 12	6th Six Weeks	April 8-May 22

Holidays

Labor Day Holiday	Sept. 1	MLK Day	Jan. 19
Thanksgiving Holidays	Nov. 27-30	Spring Break	Mar. 16-22
Winter Break	Dec. 18-Jan. 4	Spring Holiday	April 3
		Memorial Day	May 25

Parent Meetings • 6:30 p.m.

CHS Overview and Expectations	Sept. 18	Career Planning Resources	Feb. 19
COM Student Services	Oct. 16	Student Continuation Process	March 12
University Transfer	Nov. 20	Banquet Planning for 2014-2015	April 16
Financial Aid after High School	Jan. 15		

Student General Meetings • 12:30 - 1:30 p.m.

Sept. 12	Oct. 10	Nov. 21	Dec. 12	Jan. 9	Feb. 13	March 13	April 10	May 8
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High School and College Policies

As a cooperative high school, CHS is required to follow policies and procedures for multiple high schools and for College of the Mainland. The following chart may help when determining what policies are being followed.

Procedure

Attendance Accounting
Calendar
COM Catalog
College Clubs, Activities and Field Trips
Discipline
Dual/Concurrent Course Credit
Grade Reporting Periods
Grading Policies in College Classes
Graduation Requirements
Official Class Ranking
Weighting of Grades/High School GPA
Withdrawal from classes

Policy

Individual High School Policy
CHS - High School Activities
COM - College Course Schedule, Deadlines and Holidays
CHS and High School Policy
CHS Policy, unless action is repeated or serious
Individual High School Policy
CHS Calendar
COM Policy
Individual High School Policy, Texas Administrative Code
Individual High School Policy
Individual High School Policy
CHS and ISD Policy

Authorization of Student Information Disclosure

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

Part of COM Collegiate High School's mission is to work with faculty and staff at the College and high school levels to ease student's transition into college. Therefore, it is necessary for private information to be shared between all participating entities, including ISD faculty and staff, COM faculty and staff, students and parents. To do this, we must have a student waive his/her FERPA rights. Please carefully read the waiver at the back of this book before signing.

More information on FERPA can be obtained at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html

General Admissions Information

Eligibility Requirements

Students wishing to take advantage of Collegiate High School opportunities must meet all of the following eligibility requirements:

- Pass all state assessments.
- Obtain authorization from their home campus Collegiate High School Representative, Counselor and/or Administrator.
- Meet established admissions requirements at COM, as well as testing requirements with a minimum college reading score of 351.
- Complete the application process as outlined below.

Application Process

Students attending a participating public school must initially meet with their high school counselor to learn their individual school's process for applying to the program. Students not enrolled in a participating public school should contact the CHS Office directly for the most current application process. Once the application process is clarified, the student may begin the application process:

- Complete the state's Application for Admission to community colleges, (online at www.com.edu or applytexas.org).
- Complete of the separate CHS Application including recommendation forms from the student's high school counselor, assistant principal and two teachers. (This form is online at www.com.edu/chs).
- Develop a personal essay, no more than 500 words, explaining why the student should be considered for the program. Career goals and aspirations should be included as well as any explanations of issues that might hinder the student's acceptance into the program.
- Submit an official transcript.
- Achieve the minimum scores on college placement tests listed below.

Testing Requirements

All students must have successfully completed the latest state assessment.

To enroll in dual credit or concurrent enrollment courses, high school students who have not taken or who cannot claim exemption from the PSAT/SAT/ACT score requirement must take the new TSI test and meet the minimum requirements.

Section	Minimum Scores (good through 2016)
Math	350+
Reading	351+
Writing	363+ Essay 4+

PSAT scores*: Reading minimum of 50; Math minimum of 50; combined score of 107

SAT scores*: Composite score of 1070 or higher with verbal and math scores of no less than 500 each for the test taken. A mathematics score of 520 or higher is required to enroll in college algebra.

ACT scores*: Composite score of 23 or higher with individual math and English scores of no less than 19. A mathematics score of 20 or higher is required to enroll in college algebra.

*These scores must be provided to the Admissions and Records Office directly from the testing company or must be identified on the official high school transcript.

The Interview

Once a student has completed the application process and met testing requirements, an interview will be set. This should be considered as if it were an interview for employment. Because this is a big step for students to take, it is important that students understand the responsibility that they are taking on. Applicants answer questions about their school experiences, their motivation to work and be successful and their goals for the future. Most interviews last about 30 minutes.

Returning Students

At the end of each year, students wanting to return for the following school year must complete the review process. This includes meeting the following minimum requirements:

Criteria	Requirement
COM and CHS GPA	2.0
Credit Hours Earned	9-12 per semester (Jr./Sr. students)
*Withdrawals/"F" grades	No more than one/semester
Incompletes	None
Daily Attendance	90 percent
High School Classes	Successfully complete all high school courses

*The student/parent must reimburse CHS for textbooks for "W" or "F" grades received in the courses.

Continuing students must also:

- Complete the Returning Student Application
- Pass all applicable state assessments
- Complete the Returning Student Presentation

Registration Procedures

Graduation Plan

Once a student has been admitted to COM's Collegiate High School, students must meet with the CHS staff to develop his/her Individual Graduation Plan (IGP). This plan will include both high school and college degree requirements. This plan must be updated every semester as the student completes courses. It must also be changed if a student changes his/her college major.

Registration

Each semester the student's classes are determined based upon his/her IGP and the current COM Credit Schedule. A CHS Dual Credit/Concurrent Enrollment Endorsement

Form will be completed, along with COM's registration form. Signatures of the high school campus administrator or counselor and the student's parent are required before a student may register for college courses. Course registration requests not accompanied by this form will not be accepted under any circumstances.

CHS students may not enroll in developmental courses or courses for which they have not met the course or skill level prerequisite requirements without necessary approval.

The College reserves the right, when necessary, to cancel classes, change instructors and otherwise alter the published schedule. No charge will be made for changes due to cancelled classes.

Adding a Course

CHS students may only add a course with the permission of the CHS staff. The student must meet with CHS personnel to complete the appropriate paperwork, make adjustments to the IGP and then submit the following to the Admissions and Records Office:

- A completed CHS Dual Credit/Concurrent Enrollment Endorsement form with appropriate signatures from the CHS staff, home campus counselor, parent and student
- A completed COM Registration Form from the CHS Office
- Appropriate tuition and fees must be paid by the deadline set by the College at the time of registration. If after this date, the student will have to pay at the time of registration.

Dropping a Course

Students may not drop any class without prior approval from CHS personnel. No more than one class per semester may be dropped, regardless of whether the drop is initiated by the student or the instructor. Students on scholarship will have to reimburse CHS for dropped courses.

The following steps must be followed in order to drop a course:

- Students must meet with their instructor to develop an improvement plan, documented on the Student Performance Improvement Plan form.
- Students must submit a completed Add/Drop Form with appropriate signatures from the parent and CHS staff to the COM Admissions and Records Office.

There may be financial aid implications for withdrawing from a course once the student begins attending college after graduating from high school. Withdrawing from dual credit and/or concurrent enrollment courses may seriously affect future financial aid. When a CHS student applies for student aid at COM, the Foundation Office and/or Financial Aid Office evaluates all previous grades made by that student at College of the Mainland. The student's academic history at COM must reflect at least a 2.0 cumulative grade point average and at least an 80 percent course completion rate. Any course in which the student received an "F", "W" or "I" does not count as a completed course. Students who do not meet these criteria may be placed on financial aid suspension.

Instructor Initiated Drop

When, in the judgment of the instructor, a student has been absent so many times that he or she is unlikely to complete the objectives of the course, the instructor may initiate steps to drop them by notifying the Admissions and Records Office. The student will receive a "W" for that course if dropped before the "W" date listed in the College Calendar. Students will not be dropped after the published "W" date and will receive a grade for the course enrolled.

Students who do not officially drop a course but stop attending will be treated as still enrolled. This may result in failure of the class. It is important that a student officially drop a course using the procedures outlined above to avoid receiving an "F" for the course.

Tuition, Fees and Related Costs

Tuition and Fees

College of the Mainland's Board of Trustees has waived 40 percent of the tuition for Collegiate High School students.

Tuition and fees for Collegiate High School students are due according to the deadlines published in the current Schedule of Classes. To help meet their educational expenses, students may enroll in the FACTS Payment Plan through WebAdvisor. This is not a loan program. For more information, students should check online or with the Financial Services Department.

Note: As discussed on the previous page, when registering and paying for tuition and fees, all Collegiate High School students must submit a copy of their signed Collegiate High School Dual Credit/Concurrent Enrollment Endorsement Form to the cashier in order to receive the tuition waiver.

Refunding of Fees and Charges

Collegiate High School students seeking refunds for tuition and fees paid are subject to the College's policies and procedures outlined in the current College Catalog. The \$45 nonrefundable processing fee will be subtracted from all refunds. Students may not receive a refund if CHS scholarship money has paid their tuition. Any unused scholarship money will be returned to the CHS scholarship fund.

Textbooks

Textbooks are currently being provided to students for the Fall and Spring semesters through various funding sources. Students are responsible for the replacement cost of their textbooks should they become damaged or lost or if the student withdraws or fails the course. Students who do not return textbooks or other materials will have a hold placed on their records until the debt has been cleared.

There will be a nonrefundable \$10 reclaiming fee for misplaced textbooks and calculators that are found and returned to the CHS Office. All funds will be placed into the miscellaneous account. If you have any questions or concerns, please don't hesitate to contact the Collegiate High School Office.

****This is not a guarantee that all textbooks and workbooks will be free. The student may need to purchase consumable items (computer software or codes, items that are written in and/or created for a specific semester, and art supplies).**

Should a student wish to purchase his/her own textbooks, COM has a book vendor on campus, the Texas Book Company, located in the Student Center. Texas Book Company brings many new benefits to College of the Mainland, such as the ability to shop online at www.combookstore.com. Texas Book Company has a larger selection of new and used books, rentals, electronic versions, supplies, snacks and COM gear. For assistance in obtaining appropriate materials, the students should inform bookstore personnel of the name and number of the course in which they are registered.

Scholarships

Collegiate High School students do not qualify for any type of federal grants or loans because they have not completed their high school education.

With the generosity of many community businesses and industries, Collegiate High School offers scholarships for Collegiate High School students in need. Students receiving free or reduced lunch at their home school district are considered to be in need. Legal documentation is required for possible scholarship participation. Scholarship funds are dependent on local contributors; therefore, if the fund is depleted, the parents will need to fund the entire tuition/fee cost. In order to be considered for a scholarship, the student and parent(s) are required to submit a letter of need, explaining financial circumstances that may keep a student from attending CHS. Returning students must submit a new letter for scholarships as they apply for continuance at CHS.

Students must maintain a 2.0 grade point average (College of the Mainland and Collegiate High School) to retain their scholarship. Students whose GPA falls below 2.0 will be required to pay their own tuition and fees (less any amount waived by the College) if they continue at Collegiate High School.

*The student/parent must reimburse CHS for failed or withdrawn courses if they are receiving scholarship assistance. Reimbursement will be determined by the number of courses/hours taken and new textbooks purchased for those courses.

Meals

A cafeteria in the Student Center serves hot meals. However, COM doesn't receive funds to subsidize the costs of meals for students; therefore, meals may be more expensive than those served at their home high school. We strongly encourage students to bring a sack lunch and snacks. Free/reduced lunches are not available, and students requiring this service can only have these services provided at their home campus.

Academic Policies and Procedures

Dual and Concurrent Credit

Students enrolled in Collegiate High School will be eligible to be awarded credit toward high school graduation for completing certain college-level courses. The process of earning high school and college credit simultaneously is called dual credit.

When a student takes a college course that aligns with a high school course that they have previously taken, then they will receive concurrent credit only. This means that the college course may not be placed on the student's high school transcript. This is determined by the student's high school's policy.

It is important for students to check with their home campus counselor on a regular basis in order to ensure that all courses are transcribed appropriately and accurately.

College-to-High-School-Course Crosswalk

Area school districts have identified specific courses at College of the Mainland for which high school credit will be granted upon successful completion of the college course. Each district, however, may have different rules and regulations about the awarding of dual credit and how credits are calculated in GPAs.

The following chart lists the approved crosswalk for college-to-high-school credit courses. Remember that each school district may have variations on the courses that they accept. The student should check with their school's counselor for specific articulated credit requirements.



COURSE TITLE	COURSE Number	CREDIT HOURS	CONTACT HOURS	HIGH SCHOOL COURSE	PEIMS #	ABBR.	UNIT
Introduction to Accounting	ACNT-1303	3	48	Accounting I	13016600	ACCOUNT1	1.0
Principles of Accounting	ACCT-2301	3	64	Accounting II	13016700	ACCOUNT2	1.0
Basic Graphic Design	ARTS-2313	3	96	Art III-Graphic Design	03502100	ART3GRAP	1.0
Introduction to Computer Graphics	ARTS-2314	3	96	Digital and Interactive Media	13027800	DIMEDIA	1.0
Art Design	ARTS 1311	3	96	Art I	03500100	ART1	1.0
Art Appreciation	ARTS 1301	3	48	Art I	03500100	ART 1	0.5
Art History I	ARTS-1303	3	48	Art III History A	03501700	ART3HIST	0.5
Art History II	ARTS-1304	3	48	Art III History B	03501700	ART3HIST	0.5
Drawing I	ARTS-1316	3	96	Art II Drawing	03500500	ART2DRAW	1.0
Drawing II	ARTS-1317	3	96	Art III Drawing	03501300	ART3DRAW	1.0
Painting I	ARTS-2316	3	96	Art II Painting	03500600	ART2PATG	1.0
Painting II	ARTS-2317	3	96	Art III Painting	03501400	ART3PATG	1.0
Sculpture I	ARTS-2326	3	96	Art II Sculpture	03501000	ART2SCLP	1.0
Sculpture II	ARTS-2327	3	96	Art III Sculpture	03501900	ART3SCLP	1.0
Ceramics I	ARTS-2346	3	96	Art II Ceramics	03500900	ART2CRMC	1.0
Ceramics II	ARTS-2347	3	96	Art III Ceramics	03501800	ART3CRMC	1.0
Photography I	ARTS-2356	3	96	Art II Photography	03501200	ART2PHTO	1.0
Photography II	ARTS-2357	3	96	Art III Photography	03502200	ART3PHTO	1.0
Business Computer Applications	BCIS-1305	3	64	Business Information Mgt I	13011400	BUSIM1	1.0
Food & Nutrition	BIOL-1322	3	48	Lifetime and Wellness	13024400	LNURTWEL	0.5
General Biology I	BIOL-1406	4	96	Biology A	03010200	BIO	0.5
				Scientific Research & Design	13037200	SCIRD	0.5
General Biology II	BIOL-1407	4	96	Biology B	03010200	BIO	0.5
				Scientific Research & Design	13037200	SCIRD	0.5
Human Anatomy & Physiology I	BIOL-2401	4	96	Anatomy & Physiology	13020600	ANAT&PHY	0.5
Human Anatomy & Physiology II	BIOL-2402	4	96	Anatomy & Physiology	13020600	ANAT&PHY	0.5
Introduction to Human Anatomy & Physiology	BIOL-2404	4	96	Anatomy & Physiology	13020600	ANAT&PHY	0.5
Microbiology	BIOL-2420	4	96	Medical Microbiology	13020700	MICRO	0.5
Principles of Management	BMGT-1327	3	48	Business Management	13012100	BUSMGMT	1.0
Principles of Finance	BUSG-1303	3	48	Banking & Financial Services	13016200	BNKFIN	0.5
Business Law	BUSI-2301	3	48	Business Law	13011700	BUSLAW	0.5
Business Report Writing & Correspondence (Soph level)	BUSI-2304	3	48	Business English	13011600	ENGL	0.5
Child Guidance	CDEC-1319	3	48	Child Guidance	13024800	CHILDGUI	1.0
The Infant and Toddler	CDEC-1321	3	48	Child Development	13024700	CHILDDEV	0.5
Introductory Chemistry I	CHEM-1405	4	96	Chemistry (A)	03040000	CHEM	0.5
				Scientific Research and Design	13037200	SCIRD	0.5
Introductory Chemistry II	CHEM 1407	4	96	Chemistry (B)	03040000	CHEM	0.5
				Scientific Research and Design	13037200	SCRID	0.5
General Chemistry I	CHEM-1411	4	96	Chemistry A	03040000	CHEM	0.5
				Scientific Research and Design II	13037210	SCRID II	0.5
General Chemistry II	CHEM-1412	4	96	Chemistry B	03040000	CHEM	0.5
				Scientific Research and Design II	13037210	SCRID II	0.5
Applied Chemistry	CHEM 1419	4	96	Scientific Research and Design	13037200	SCRID	0.5
Microcomputer Applications	COSC-1301	3	64	Principles of Information Tech	13027200	PRINIT	1.0
Programming Fundamentals	COSC-1336	3	64	Computer Science I	03580200	TACS1	1.0
Programming Fundamentals II	COSC-1337	3	64	Computer Science II	03580300	TACS2	1.0
Electronic & Computer Skills	CPMT-1407	4	96	Principles of Information Technology	13027200	PRINIT	1.0
Computer Systems	CPMT-1445	4	96	Computer Technician	13027500	COMPTECH	2.0
Introduction to Criminal Justice	CRIJ-1301	3	48	Law Enforcement I	13029300	LAWENF1	0.5
Court Systems & Practices	CRIJ-1306	3	48	Courts Systems and Practices	13029600	COURTSP	1.0
Crime in America	CRIJ-1307	3	48	Law Enforcement II	12568704	LAWENF2	0.5
Fundamentals of Criminal Law	CRIJ-1310	3	48	Principles of Law, Public Safety, Corrections and Security	13029200	PRINLPCS	0.5

COURSE TITLE	COURSE Number	CREDIT HOURS	CONTACT HOURS	HIGH SCHOOL COURSE	PEIMS #	ABBR.	UNIT
Correctional Systems & Practices	CRIJ-2313	3	48	Correctional Services	13029700	CORRSRV5	0.5
Principles of Skin Care/Facials & Related Theory	CSME-1348	3	96	Cosmetology II B	13025300	CSMT2	0.5
Fundamentals of Cosmetology	CSME-1405	4	160	Intro to Cosmetology	13025100	INTRCOSM	0.5
Manicuring and Related Theory	CSME-1443	4	128	Cosmetology I A	13025200	COSMET2	0.5
Artistry of Hair, Theory & Practice	CSME-1451	4	160	Cosmetology I B	13025200	COSMET1	0.5
Chemical Reformation & Related Theory	CSME-1453	4	160	Cosmetology I C	13025200	COSMET1	0.5
Salon Development	CSME-2343	3	96	Cosmetology II C	13025300	COSMET2	0.5
Principles of Hair Coloring & Related Theory	CSME-2401	4	160	Cosmetology II A	13025300	COSMET2	0.5
Preparation for the State Licensing Examination	CSME-2441	4	160	Cosmetology II B	13025300	COSMET2	0.5
Unit Operations	CTEC-2445	4	144	Manufacturing and Engineering	13032900	MANUENG	1.5
Internship – Clinical Technology	CTEC-2486	4	300	Manufacturing and Engineering	13032900	MANUENG	1.5
Technical Drafting	DFTG-1405	4	96	Engineering Design and Presentation	13036500	ENGDSPR	1.0
Basic Computer-Aided Drafting	DFTG-1409	4	96	Architectural Design	13004600	ARCHDSN	1.0
Rehearsal & Performance I	DRAM-1120	1	48	Theatre Production I	03250700	TH1PROD	0.5
Rehearsal & Performance II	DRAM-1121	1	48	Theatre Production I	03250700	TH1PROD	0.5
Introduction to Theater	DRAM-1310	3	96	Theater Arts I	03250100	TH1	1.0
Stagecraft I	DRAM-1330	3	96	Technical Theater I	03250500	TH1TECH	1.0
Acting I	DRAM-1351	3	96	Theatre Arts I	03250100	TH1	1.0
Acting II	DRAM-1352	3	96	Theatre Arts II	03250200	TH2	1.0
Rehearsal & Performance III	DRAM-2120	1	48	Theatre Production II A	03250800	TH2PROD	0.5
Rehearsal & Performance IV	DRAM-2121	1	48	Theatre Production II B	03250800	TH2PROD	0.5
Acting III	DRAM-2351	3	96	Theatre Arts III	03250300	TH3	1.0
Acting IV	DRAM-2352	3	96	Theatre Arts IV	03250400	TH4	1.0
Principles of Macroeconomics	ECON-2301	3	48	Economics or Economics Advanced Studies X Time Taken	033103XX	ECO-FE or ECO ADV or ECO ADV2	0.5
Principles of Microeconomics	ECON-2302	3	48	Economics or Economics Advanced Studies X Time Taken	033103XX	ECO-FE or ECO ADV or ECO ADV2	0.5
Clinical Emergency Medical Technology/Tech	EMSP-1160	1	64	Practicum in Health Science	13020500	PRACHLSC	1.0
Emergency Medical Technician I	EMSP-1501	5	176	Practicum in Health Science	13020500	PRACHLSC	1.0
Composition I	ENGL-1301	3	48	English III A	03220300	ENG 3	0.5
				English IV A	03220400	ENG 4	0.5
Composition II	ENGL-1302	3	48	English III B	03220300	ENG 3	0.5
				English IV B	03220400	ENG 4	0.5
Creative Writing I	ENGL-2307	3	48	Creative/Imaginative Writing	03221200	CREAT WR	0.5
Creative Writing II	ENGL-2308	3	48	Creative/Imaginative Writing	03221200	CREAT WR	0.5
Technical & Business Writing	ENGL-2311	3	48	Research/Technical Writing	03221100	TECH WR	0.5
				English III B	03220300	ENG 3	0.5
				English IV B	03220400	ENG 4	0.5
American Literature I	ENGL-2327	3	48	English III A	03220300	ENG 3	0.5
				English IV A	03220400	ENG 4	0.5
American Literature II	ENGL-2328	3	48	English III B	03220300	ENG 3	0.5
				English IV B	03220400	ENG 4	0.5
British Literature	ENGL- 2322	3	48	English III A	03220300	ENG 3	0.5
				English IV A	03220400	ENG 4	0.5
British Literature	ENGL-2323	3	48	English III B,	03220300	ENG 3	0.5
				English IV B	03220400	ENG 4	0.5
World Geography	GEOG-1303	3	48	World Geography Studies	03320100	W GEO	0.5
Environmental Geology	GEOL 1405	4	96	Earth and Space Science	03060200	ESS	0.5
Physical Geology	GEOL-1403	4	96	Earth and Space Science	03060200	ESS	0.5
Historical Geology	GEOL-1404	4	96	Earth and Space Science	03060200	ESS	0.5

COURSE TITLE	COURSE Number	CREDIT HOURS	CONTACT HOURS	HIGH SCHOOL COURSE	PEIMS #	ABBR.	UNIT
Meteorology	GEOL-1447	4	96	Earth and Space Science	03060200	ESS	0.5
Federal Government	GOVT-2305	3	48	United States Govt	033330100	GOVT	0.5
Texas Government	GOVT-2306	3	48	Social Studies Advanced Studieis	03380001	SS ADV	0.5
United States History	HIST-1301	3	48	U.S History A	03340100	US HIST	0.5
United States History	HIST-1302	3	48	U.S History B	03340100	US HIST	0.5
Medical Terminology	HITT-1305	3	48	Medical Terminology	13020300	MEDTERM	0.5
Medical Terminology	HPRS-1206	2	32	Medical Terminology	13020300	MEDTERM	0.5
Humanities I	HUMA-1301	3	48	Humanities	03221600	HUMANIT	0.5
Humanities II	HUMA-1302	3	48	Humanities	03221600	HUMANIT	0.5
Introduction to Multimedia	IMED-1301	3	96	Digital and Interactive Media or Audio Video Production	13027800 or 13008500	DIMEDIA or AVPROD	1.0
Integrated Software Applications	ITSC-1309	3	64	Business Information Mgt. II	13011500	BUSIM2	1.0
College Algebra	MATH-1314	3	64	Algebra IIB or Pre-Cal (B) or Independent Study in Math: X Time Taken	03100600 03101100 0310250X	ALG 2 PRE CALC INSTMTH(2)	0.5 0.5 0.5
Plane Trigonometry	MATH-1316	3	48	Pre-Calculus A, Independent Study in Math: X time taken	03101100 0310250X	PRE CALC INSTMTH (2)	0.5 0.5
Math for Business and Social Science	MATH-1324	3	48	Independent Studies in Math: X time taken	0310250X	INSTUMTH 2	0.5
Calculus for Business and Social Science	MATH-1325	3	64	Independent Studies in Math: X time taken	0310250X	INSTUMTH 2	0.5
Contemporary Mathematics I	MATH-1332	3	48	Independent Studies in Math: X time taken	0310250X	INSTUMTH 2	0.5
Elementary Statistical Methods	MATH-1342	3	48	Independent Studies in Math: X Time Taken	0310250X	INSTUMTH 2	0.5
Fundamentals of Mathematics I for Middle Grade Teacher Certification	MATH-1350	3	48	Independent Studies in Math: X Time Taken	0310250X	INSTUMTH 2	0.5
Fundamentals of Mathematics II for Middle Grade Teacher Certification	MATH-1351	3	48	Independent Studies in Math: X Time Taken	0310250X	INSTUMTH 2	0.5
Pre-Calculus	MATH-2412	4	64	Pre-Calculus B, Independent Studies in Math	03101100 0310250X	PRE CALC INSTUMT 2	1.0 1.0
Calculus I	MATH-2413	4	80	Independent Studies in Math: X Time Taken	0310250X 03101100	INSTUMTH 2 PRE CALC	1.0 1.0
Calculus II	MATH-2414	4	72	Independent Studies in Math : X Time Taken HS Pre Cal B	0310250X 03101100	INSTUMTH 2 PRE CALC	1.0 1.0
Calculus III	MATH-2415	4	72	Independent Studies in Math: X Time Taken	0310250X	INSTUMTH 2	1.0
Linear Algebra	MATH-2418	4	64	Independent Studies in Math: X Time Taken	0310250X	INSTUMTH 2	1.0
Differential Equations	MATH-2420	4	64	Independent Studies in Math: X Time Taken	0310250X	INSTUMTH 2	1.0
Principles of Marketing	MRKG-1311	3	48	Principles of Business, Marketing and Finance	13011200	PRINNBMF	0.5
Private Lessons	MUAP-11XX	1	16	Applied Music I	03152500	MUS1APL	0.5
Private Lessons II	MUAP-12XX	2	32	Applied Music I	03152500	MUS1APL	0.5
Private Lessons III	MUAP-21XX	1	16	Applied Music II	03152600	MUS2APL	0.5
Private Lessons IV	MUAP-22XX	2	32	Applied Music II	03152600	MUS2APL	0.5
Concert Band	MUEN-1121	1	48	Music, Band, Levels IA, IIA, IIIA or IVA	03150X00	MUSXBAND	0.5
Jazz Ensemble	MUEN-1125	1	64	Music, Jazz Band A Levels I, II, III or IV	03151X00	MUSXJZBN	0.5
Mixed Chamber Ensemble	MUEN-1131	1	48	Music Instrumental Ensemble, Levels I, II, III or IV	03151X00	MUSXINEN	0.5

COURSE TITLE	COURSE Number	CREDIT HOURS	CONTACT HOURS	HIGH SCHOOL COURSE	PEIMS #	ABBR.	UNIT
Woodwind Ensemble	MUEN-1133	1	48	Music Instrumental Ensemble, Levels I, II, III, or IV	03151X00	MUSXINEN	0.5
Jazz Combo	MUEN-1136	1	48	Music Instrumental Ensemble, Levels I, II, III, or IV	03151X00	MUSXINEN	0.5
Guitar Ensemble	MUEN-1139	1	48	Music Instrumental Ensemble, Levels I, II, III, or IV	03151X00	MUSXINEN	0.5
Mainland Chorale	MUEN-1142	1	48	Music, Choir Levels I, II, III, or IV	0315XX00	MUSXCHR	0.5
Mainland Singers	MUEN-1154	1	48	Music, Vocal Ensemble Levels I,II, III, or IV	03132X00	MUSXVOEN	0.5
Men's Vocal Ensemble	MUEN-1155	1	48	Music, Vocal Ensemble Levels I,II, III, or IV	03132X00	MUSXVOEN	0.5
Concert Band II	MUEN-2121	1	48	Music, Band, Levels IA, IIA, IIIA, or IVA	03150X00	MUSXBAND	0.5
Jazz Ensemble II	MUEN-2125	1	64	Music, Jazz Band A, Levels I, II, III, or IV	03151X00	MUSXJZBN	0.5
Mixed Chamber Ensemble II	MUEN-2131	1	48	Music Instrumental Ensemble, Levels I, II, III, or IV	03151X00	MUSXINEN	0.5
Woodwind Ensemble II	MUEN-2133	1	48	Music Instrumental Ensemble, Levels I, II, III, or IV	03151X00	MUSXINEN	0.5
Jazz Combo II	MUEN-2136	1	48	Music Instrumental Ensemble, Levels I, II, III, or IV	03151X00	MUSXINEN	0.5
Guitar Ensemble II	MUEN-2139	1	48	Music Instrumental Ensemble, Levels I, II, III, or IV	03151X00	MUSXINEN	0.5
Mainland Chorale	MUEN-2142	1	48	Music, Choir Levels I, II, III, or IV	0315XX00	MUSXCHOR	0.5
Mainland Singers	MUEN-2154	1	48	Music, Vocal Ensemble Levels I,II, III, or IV	03132X00	MUSXVOEN	0.5
Men's Vocal Ensemble II	MUEN-2155	1	32	Music, Vocal Ensemble Levels I,II, III, or IV	03132X00	MUSXVOEN	0.5
Opera Workshop I	MUSI-1157	1	48	Applied Music I	03152500	MUS1APL	0.5
Opera Workshop II	MUSI-1158	1	48	Applied Music I	03152500	MUS1APL	0.5
Improvisation	MUSI-1163	1	48	Applied Music I	03152500	MUS1APL	0.5
Class Piano	MUSI-1181	1	48	Applied Music I	03152500	MUS1APL	0.5
Class Piano	MUSI-1182	1	48	Applied Music I	03152500	MUS1APL	0.5
Class Voice	MUSI-1183	1	48	Applied Music I	03152500	MUS1APL	0.5
Class Voice	MUSI-1184	1	48	Applied Music I	03152500	MUS1APL	0.5
Class Guitar	MUSI-1192	1	48	Applied Music I	03152500	MUS1APL	0.5
Class Guitar	MUSI-1193	1	48	Applied Music I	03152500	MUS1APL	0.5
Music Theory I	MUSI-1211	2	48	Music Theory IA	03152700	MUS1THY	0.5
Music Theory II	MUSI-1212	2	48	Music Theory IA	03152700	MUS1THY	0.5
Sight Singing and Ear Training	MUSI-1216	2	48	Music Theory I	03152700	MUS1THY	0.5
Sight Singing and Ear Training II	MUSI-1217	2	48	Music Theory I	03152700	MUS1THY	0.5
Fundamentals of Music	MUSI-1301	3	48	Music Theory I	03152700	MUS1THY	0.5
Music Appreciation	MUSI-1306	3	48	Music I-History	03152900	MUS1HIST	0.5
Music Literature	MUSI-1308	3	80	Music I-History	03152900	MUS1HIST	0.5
Music Literature II	MUSI-1309	3	80	Music I-History	03152900	MUS1HIST	0.5
American Music	MUSI-1310	3	48	Music I-History	03152900	MUS1HIST	0.5
Composition I	MUSI-1386	3	48	Applied Music I	03152500	MUS1APL	0.5
Class Piano	MUSI-2181	1	48	Applied Music II	03152600	MUS2APL	0.5
Class Piano	MUSI-2182	1	48	Applied Music II	03152600	MUS2APL	0.5
Class Voice	MUSI-2183	1	48	Applied Music II	03152600	MUS2APL	0.5
Class Voice	MUSI-2184	1	48	Applied Music II	03152600	MUS2APL	0.5
Composition III	MUSI-2186	1	16	Applied Music II	03152600	MUS2APL	.5
Composition IV	MUSI-2187	1	16	Applied Music II	03152600	MUS2APL	.5
Class Guitar	MUSI-2192	1	48	Applied Music II	03152600	MUS2APL	.5

COURSE TITLE	COURSE Number	CREDIT HOURS	CONTACT HOURS	HIGH SCHOOL COURSE	PEIMS #	ABBR.	UNIT
Class Guitar	MUSI-2193	1	48	Applied Music II	03152600	MUS2APL	.5
Music Theory III	MUSI-2211	2	48	Music Theory IIA	03152800	MUS2THY	.5
Music Theory IV	MUSI-2212	2	48	Music Theory IIA	03152800	MUS2THY	.5
Sight Singing and Ear Training III	MUSI-2216	2	48	Music Theory II	03152800	MUS2THY	.5
Sight Singing and Ear Training IV	MUSI-2217	2	48	Music Theory II	03152800	MUS2THY	.5
Composition II	MUSI-2386	3	48	Applied Music I	03152500	MUS1APL	.5
Swimming	PHED-1101	1	48	Aerobic Activities	PES00054	PEAA	0.5
Aerobic Water Exercise	PHED-1103	1	48	Aerobic Activities	PES00054	PEAA	0.5
Aerobic Dance	PHED-1109	1	48	Aerobic Activities	PES00054	PEAA	0.5
Weight Training	PHED-1110	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Hatha Yoga	PHED-1111	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Weight Control	PHED-1112	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Karate I	PHED-1117	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Bowling	PHED-1119	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Racquetball	PHED-1120	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Basketball	PHED-1121	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Softball	PHED-1123	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Golf	PHED-1124	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Tennis	PHED-1125	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Volleyball	PHED-1126	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Soccer	PHED-1130	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Aerobic Cycling	PHED-1131	1	48	Aerobic Activities	PES00054	PEAA	0.5
Into to Recreational Sports	PHED-1133	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Aerobic Run/Walk	PHED-1143	1	48	Aerobic Activities	PES00054	PEAA	0.5
Aerobic Step	PHED-1144	1	48	Aerobic Activities	PES00054	PEAA	0.5
Aerobic Cross Training	PHED-1145	1	48	Aerobic Activities	PES00054	PEAA	0.5
Aerobic Kickboxing	PHED-1146	1	48	Aerobic Activities	PES00054	PEAA	0.5
Sports Yoga	PHED-1148	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Pilates	PHED-1149	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Scuba Diving	PHED-1151	1	48	Adventure/Outdoor Education	PES00053	PEAOA	0.5
Introduction to Physical Fitness & Sports	PHED-1164	1	48	Foundations of Personal Fitness	PES00052	PEFOUND	0.5
Personal & Community Health	PHED-1304	3	48	Health Education	03810100	HLTH ED	0.5
Karate II	PHED-2117	1	48	Individual or Team Sports	PES00055	PEITS	0.5
Pharmacy Technician Certification Review	PHRA-1243	2	32	Practicum in Health Science	13020500	HLTHSCI	0.5
Introduction to Pharmacy	PHRA-1301	3	48	Practicum in Health Science	13020500	HLTHSCI	0.5
Pharmaceutical Mathematics I	PHRA-1309	3	48	Practicum in Health Science	13020500	HLTHSCI	0.5
Community Pharmacy Practice	PHRA-1313	3	64	Practicum in Health Science	13020500	HLTHSCI	0.5
Pharmaceutical Mathematics II	PHRA-1347	3	48	Practicum in Health Science	13020500	HLTHSCI	0.5
Institutional Pharmacy Practice	PHRA-1349	3	64	Practicum in Health Science	13020500	HLTHSCI	0.5
Pharmacotherapy & Disease Process	PHRA-1404	4	96	Practicum in Health Science	13020500	HLTHSCI	0.5
Pharmacy Drug Therapy & Treatment	PHRA-1441	4	128	Practicum in Health Science	13020500	HLTHSCI	1.0
Clinical: Pharmacy Technician	PHRA-2360	3	144	Practicum in Health Science	13020500	HLTHSCI	1.5
College Physics I	PHYS-1401	4	96	Physics A or Scientific Research and Design	03050000 03037200	PHYSICS SCRID	0.5 0.5
College Physics II	PHYS-1402	4	96	Physics B or Scientific Research and Design	03050000 13037200	PHYSICS SCRID	0.5 0.5
Astronomy	PHYS-1403	4	96	Astronomy	03060100	ASTRMY	0.5
Astronomy II	PHYS 1404	4	96	Astronomy	03060100	ASTRMY	0.5
Applied Physics	PHYS-1410	4	96	Principles of Technology, Scientific Research and Design	13037100 13037200	PRINTECH SCRID	0.5 0.5
University Physics I	PHYS-2425	4	96	Scientific Research and Design	13037200	SCRID	0.5
University Physics II	PHYS-2426	4	96	Scientific Research and Design	13037200	SCRID	0.5
Career Exploration & Planning	POFT-1300	3	48	Career Preparation I	12701300	CAREERP1	2.0
Intermediate Keyboarding	POFT-2301	3	64	Touch System Data Entry	13011300	TSDATAE	0.5
Psychology for Success	PSYC-1300/EDUC 1300	3	48	Special Topic in Social Studies	03380022	SPTSS	0.5

COURSE TITLE	COURSE Number	CREDIT HOURS	CONTACT HOURS	HIGH SCHOOL COURSE	PEIMS #	ABBR.	UNIT
Introduction to Psychology	PSYC-2301	3	48	Psychology	03350100	PSYCH	0.5
Introduction to Process Technology	PTAC-1302	3	48	Manufacturing and Engineering	13032900	MANUENG	0.5
Industrial Economics	PTAC-1350	3	48	Manufacturing and Engineering	13032900	MANUENG	0.5
Safety, Health, & Environment	PTAC-1408	4	64	Manufacturing and Engineering	13032900	MANUENG	0.5
Process Tech Instrumentation I -Equipment	PTAC 1410	4	80	Practicum in Manufacturing	13033000	PRACMANU	0.5
Process Tech. Instrumentation I	PTAC-1432	4	64	Electronics	13036800	ELECTRO	0.5
Quality	PTAC-2314	3	48	Manufacturing and Engineering	13032900	MANUENG	0.5
Process Technology II-Systems	PTAC-2420	4	96	Practicum in Manufacturing	13033000	PRACMANU	0.5
Process Technology III – Operations	PTAC-2438	4	96	Practicum in Manufacturing II	13033010	PRACMAN2	0.5
Process Troubleshooting	PTAC-2446	4	96	Practicum in Manufacturing II	10333310	PRACMAN2	0.5
Introduction to Sociology	SOCI-1301	3	48	Sociology	03370100	SOC	0.5
Conversational Spanish	SPAN-1100	1	48	Spanish I A	03440100	SPAN 1	0.5
Conversational Spanish	SPAN-1101	1	48	Spanish I B	03440100	SPAN 1	0.5
Spanish I	SPAN-1411	4	64	Spanish II	03440200	SPAN 2	1.0
				Spanish I (if no prior Spanish taken)	03440100	SPAN 1	1.0
Spanish II	SPAN-1412	4	64	Spanish III	03440300	SPAN 3	1.0
				Spanish II (if no prior Spanish taken)	03440200	SPAN 2	1.0
Spanish III	SPAN-2311	3	48	Spanish III (if no prior Spanish taken)	03440300	SPAN 3	1.0
				Spanish IV	03440400	SPAN 4	1.0
Spanish IV	SPAN-2312	3	48	Spanish V	03440500	SPAN 5	1.0
Public Speaking	SPCH 1315	3	48	Public Speaking	03240900	PUBSPKG1	0.5
				Prof. Communications	13009900	PROFCOMM	0.5
Interpersonal Communications	SPCH-1318	3	48	Speech Communications	03241300	SP COM	0.5
				Professional Communications	13009900	PROFCOMM	0.5
Families, School and Community	TECA-1303	3	64	Family and Community Services	13024900	FAMCOSRV	0.5
Educating Young Children	TECA-1311	3	64	Child Guidance	13024800	CHILDDDEV	0.5
Wellness of the Young Child	TECA-1318	3	64	Child Guidance	13024800	CHILDDDEV	0.5
Technical Math	TECM-1343	4	96	Engineering Mathematics	13036700	ENGMATH	1.0
Child Growth and Development	TECA-1354	3	48	Child Development	13024700	CHILDDDEV	0.5
Introduction to Welding Fundamentals	WLDG-1421	4	112	Welding	13032300	WELD	2.0
Introduction to Oxy-Fuel							
Welding and Cutting	WLDG-1425	4	112	Advanced Welding A	13032400	ADVWELD	1.5
Intermediate Shielded Metal Arc Welding	WLDG-1457	4	112	Advanced Welding B	13032400	ADVWELD	1.5

Students may, with authorization from school counselors or administration, take other classes offered at COM for dual credit when a corresponding course is found in the PEIMS Data Standards.



High School Courses Offered by CHS

High School Graduation

Required Courses	PEIMS #	High School Credits
Pre-AP Algebra I A & B/Algebra I A & B	03100500	1.0
Pre-AP Algebra II A & B	03100600	1.0
Advanced Algebra I A & B (Independent Studies in Mathematics 1st Time)	03102500	1.0
Advanced Algebra II A & B (Independent Studies in Mathematics 2nd Time)	03102501	1.0
Pre-Calculus A & B	03101100	1.0
College Prep Math Course A (Elementary Algebra)	0310250X	1.0
College Prep Math Course B (Intermediate Algebra)	0310250X	1.0
Pre-AP Geometry A & B/Geometry A & B	03100700	1.0
Pre-AP Chemistry A & B	03040000	1.0
Pre-AP World Geography Studies A & B/World Geography Studies A & B	03320100	1.0
Pre-AP World History Studies A & B/World History Studies A & B	03340400	1.0
Pre-AP English I A & B/English I A & B	03220100	1.0
Pre-AP English II A & B/English II A & B	03220200	1.0
Pre-AP English III A & B/English III A & B	03220300	1.0
English IV A & B	03220400	1.0
CHS College Transitions A & B (College Transition-CLGTRN)	N1290050	1.0
CHS Path College and Career (PATHCC4)	N1290054	1.0
CHS Transitions III A & B (Special Topics in Social Studies 1st Time Taken)	03380032	1.0
CHS Transitions IV A & B (Special Topics in Social Studies 2nd Time Taken)	03380042	1.0
Pre-AP Physics A & B	03050000	1.0

College Classes

Expectations: College courses are both interesting and challenging. Students will learn a great deal but will be expected to work hard. On average, college students should plan to study at least three hours a week for every hour spent in the classroom. Students taking a three-semester-hour class should set aside a minimum of six hours per week to study. Some students will need to study more. Students should schedule extra study time when exams are planned or course projects are due.

Collegiate High School students are expected to perform at the college level and honor all deadlines set by the College and instructors. Individual professors distribute class policies and syllabi detailing course requirements during the first week of class.

Grades: Pay careful attention to each instructor's system for assigning grades as indicated in the course syllabus. If students do poorly on a test or assignment, most college instructors will not allow them to repeat the work in order to improve their grade. Also, most instructors do not offer extra credit for students who perform poorly.

The grades that students earn at COM Collegiate High School in a dual credit course will become part of their permanent college record as well as their high school record.

In a dual credit course it is possible to earn a passing college grade and a failing high school grade or vice versa. Individual high school policies differ in their awarding of high school credit, and it is the student's responsibility to understand his/her high school's policies. College policies apply regarding the awarding of college credit. Students should be sure they are aware of both sets of policies. College policies are printed in the current College Catalog, just as the high school handbook reflects individual high school's policies.

Class Discussions: High school students are enrolled in the regular college classes, mixed with other college students. College courses sometimes deal with controversial issues or subject matter that high school courses would typically avoid. Students are expected to participate in these discussions in a mature fashion.

College Attendance Policies: COM policy states an instructor may drop a student if the student incurs excessive absences. In contrast to high school, COM does not distinguish between excused and unexcused absences. Therefore, there is no "special coding" for students who are out on "school business." Any day that the student is not in class is considered an absence.

Instructors may also have a tardy policy. It is important that students contact the instructor and the Collegiate High School staff any time they will be tardy or absent.

Plagiarism: As outlined in the COM Student Handbook, plagiarism is a breach of student conduct and subject to discipline. The COM Student Handbook defines it as the taking without permission, buying, receiving as a gift or obtaining by any means another's work without acknowledgement and submitting or incorporating it in one's own written work. The COM Humanities Department policy states: "Any student who plagiarizes will receive a grade of "0" on his/her plagiarized work and may, as a result, receive a failing grade in the course. Ignorance will not be an acceptable defense: All students are responsible for familiarizing themselves with the rules of documentation. Violation of the Plagiarism Policy may result in a referral to the College of the Mainland judicial coordinator or further disciplinary actions as stated in the current Student Handbook."

Don't Be Afraid to Ask: Any concerns about performance in the course or an assignment should be discussed with the instructor and/or CHS staff. Instructors publish their office hours in their syllabi and are available to answer questions about course materials or class policies at this time. Collegiate High School staff are dedicated to helping students achieve their goals and will assist students in any way possible.

Although CHS students are still in high school, they are considered college students in college courses, and although students sign a waiver for the provisions of the Family Educational Rights and Privacy Act (FERPA), college faculty do not assume responsibility for notifying parents or CHS staff of academic or attendance problems.

High School Classes

All students are required to be enrolled in a Student Success course in order to be enrolled in the Collegiate High School program. This course provides support in learning to be successful in college classes, including current event assignments, college preparation, time management, organization and career development.

Students may complete some high school academic classes at COM. These classes will meet the Texas Essential Knowledge and Skills required for each class.

Students must be successful in all high school classes in order to continue in the program.

Grade Reporting

High school progress reports or report cards will be emailed to parents alternating every three weeks. Parents are expected to maintain current email addresses as well as contact numbers with the CHS office. College courses do not provide progress reports or midterm grades.

Transcripts

Upon successful completion of each Collegiate High School semester, the Collegiate High School personnel will send a grade report of high school and college grades to the registrar of each high school. All students are encouraged to meet with their counselor to be sure that all courses have been transcribed appropriately.

University Interscholastic League (UIL)

Students participating in dual credit or concurrent enrollment courses should check with their respective high schools before enrolling in classes that may cause them to lose their eligibility to participate in UIL contests under UIL rules Sub-Chapter M; Section 400, of the 1996-97 constitution and contest rules.

University and Career Development

Getting ready for the transition to a university or the workforce is extremely important for high school students. COM provides a subscription for all students to Kuder Journey (www.com.edu/career-services/students.php), where each student may research college and career choices. Students should create their own electronic portfolio in which to save their work. In addition, the Texas Workforce Solutions, www.cbsalary.com and lmci.state.tx.us are referenced to make actual analysis of career choices and salary expectations.

Standardized tests dramatically affect the students lives because test performance is often interpreted as measure of an individual's potential. Collegiate High School utilizes the ACT and College Board SAT preparation programs. Both of these programs give students the opportunity to demonstrate their true potential by helping them effectively prepare for standardized test excellence.

One way to be sure that students are successful in school is to be sure they understand their own learning style. For this reason, Collegiate High School also utilizes the On Course Self-Assessment Learning Style Inventory (www.oncourseworkshop.com). A learning style interpretive report will help students understand the learning style model by Dunn, Dunn, and Price and will explain the different preferences in the students' profile.

The report is based on the students' responses to questions about the kind of environment and methods they prefer when learning new or difficult material. Once students identify their preferences, they can be more productive and learn more easily and successfully.

Academic Grade Point Average (GPA)

Minimum GPA Requirements

Students must maintain an overall 2.0 GPA each semester in both their high school and college courses. Any student not earning a 2.0 GPA will be placed on probation for the next semester and may be required to return to his/her home campus.

Grade Point System

Grade points are awarded for each state-approved high school and college course completed during Collegiate High School. All semester grades earned by a student in high school and college classes taken on the CHS campus are included in the grade point averaging. Grades earned on the student's home campus or through alternate credit options (correspondence courses, high school summer school classes, Plato, credit by exam, etc.) are not awarded grade points and are not included in grade point averaging.

Weighting Scale

Collegiate High School has two scales for averaging grade points. On the 5.0 weighted scale, semester grades awarded in college courses when three semester credit hours or more are earned are given more weight. College courses that are one to two hours and all high school level courses taken on the CHS campus are weighted on the regular 4.0 scale. Dropped courses are not included. Incompletes will be given 0 grade points and are calculated in the total GPA.

COLLEGE COURSES	HIGH SCHOOL COURSES
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A = 5 grade points	
B = 4 grade points	A = 4 grade points = 100 - 93
C = 3 grade points	B = 3 grade points = 92 - 86
D = 2 grade points	C = 2 grade points = 85 - 79
F = 0 grade points	D = 1 grade point = 78 - 70
I = 0 grade points = Incomplete	F = 0 grade points = 69 and below
W will not be counted in GPA.	I = 0 grade points = Incomplete

Grades on the 4.0 scale are awarded as follows for high school classes:

COLLEGE COURSES	HIGH SCHOOL COURSES
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A = 4 grade points = 100 - 90	
B = 3 grade points = 89 - 80	A = 4 grade points = 100 - 93
C = 2 grade points = 79 - 70	B = 3 grade points = 92 - 86
D = 1 grade points = 69 - 60	C = 2 grade points = 85 - 79
F = 0 grade points = 59 and below	D = 1 grade point = 78 - 70
I = 0 grade points = Incomplete	F = 0 grade points = 69 and below
W will not be counted in GPA.	I = 0 grade points = Incomplete

CHS numerical grades are determined by averaging the semester grades earned by a student in high school and college classes taken on the COM campus. If needed, the following point system will be used in calculating the numerical average:

COLLEGE COURSES

A = 97 B = 87 C = 77 D = 67 F = 57 I = 57

Graduation Requirements

The Texas Administrative Code gives specific requirements for all Texas high school students. Each school district's board of trustees establishes its own requirements as well. Therefore, all CHS students must complete the Texas requirements for high school graduation, their school district requirements and other requirements established by CHS's steering committee. All CHS students must complete the recommended, distinguished and/or foundations graduation plan as determined by the home high school counselor and the CHS academic advisor.

Graduation Cords

In order to earn graduation cords from CHS, students must be in good academic standing at CHS and must have met all graduation requirements of their home high school.

CHS Class Ranking

The class rank from the student's home campus is the official ranking to be used on a scholarship or application form. The class rank for CHS can be used by the student as additional information in any scholarship or application letter. Class rank for the student's home campus and for the high school official transcript purposes will be determined by the student's home campus and may be found in the student's home campus handbook and/or curriculum guide. Students and parents may also inquire about the home campus procedures by contacting their high school counselor at the home campus.

Rank in the CHS Program will be determined by using the 5.0 grade point scale. Ranking will be determined by assigning weighted and non-weighted grade point scales for each eligible college and high school class taken during the student's enrollment in Collegiate High School and/or the summer before acceptance. In case of ties in rank, those students who are tied should be given the same rank, one position below the student immediately higher. The student immediately below those tied should be given a rank determined by the total number of students whose average exceeds his.

Class rank is determined by semester. The rank at the completion of the senior year will end when spring grades are completed. The rank determined at the completion of the college spring semester and the final grade in completed high school classes will determine graduation honors for Collegiate High School.

The official college GPA is determined by the College of the Mainland and is placed on the official college transcript. GPA procedures may be found in the College of the Mainland Catalog. Honors and awards, dean's list and honor graduates information may be found under Student Services in the COM Catalog.

2012 – 2014 Graduation Credit Requirements

Discipline	MHSP	RHSP	DAP	Foundation HSP
English Language Arts	Four credits: <ul style="list-style-type: none"> English I English II English III English IV or approved alternate course 	Four credits: <ul style="list-style-type: none"> English I English II English III English IV 	Four credits: <ul style="list-style-type: none"> English I English II English III English IV 	Four credits: <ul style="list-style-type: none"> English I English II English III An advanced English course
Mathematics	Three credits: <ul style="list-style-type: none"> Algebra I Geometry SBOE approved math course 	Four credits: <ul style="list-style-type: none"> Algebra I Algebra II Geometry An additional math credit 	Four credits: <ul style="list-style-type: none"> Algebra I Algebra II Geometry An additional math credit 	Three credits: <ul style="list-style-type: none"> Algebra I Geometry An advanced math course
Science	Two credits: <ul style="list-style-type: none"> Biology IPC or Chemistry and Physics (one of the two serves as an academic elective) 	Four credits: <ul style="list-style-type: none"> Biology Chemistry Physics An additional science credit 	Four credits: <ul style="list-style-type: none"> Biology Chemistry Physics An additional science credit 	Three credits: <ul style="list-style-type: none"> Biology IPC or an advanced science course Any advanced science course
Social Studies	Four credits: <ul style="list-style-type: none"> World History Studies (one credit) or World Geography Studies (one credit) U.S. History Studies Since 1877 (one credit) U.S. Government (one-half credit) Economics (one-half credit) 	Four credits: <ul style="list-style-type: none"> World History Studies (one credit) World Geography Studies (one credit) U.S. History Studies Since 1877 (one credit) U.S. Government (one-half credit) Economics (one-half credit) 	Four credits: <ul style="list-style-type: none"> World History Studies (one credit) World Geography Studies (one credit) U.S. History Studies Since 1877 (one credit) U.S. Government (one-half credit) Economics (one-half credit) 	Three credits: <ul style="list-style-type: none"> World History or World Geography or combined W. History/W. Geography U.S. History U.S. Government (one-half credit) Economics (one-half credit)
Physical Education	One credit:	One credit:	One credit	One credit
Languages Other Than English	None	Two credits in the same language	Three credits in the same language	Two credits in the same language Computer programming languages (other exceptions)
Fine Arts	One credit	One credit	One credit	One credit
Speech	One-half credit from either of the following: <ul style="list-style-type: none"> Communication Applications Professional Communications (CTE) 	One-half credit from either of the following: <ul style="list-style-type: none"> Communication Applications Professional Communications (CTE) 	One-half credit from either of the following: <ul style="list-style-type: none"> Communication Applications Professional Communications (CTE) 	
Electives	Seven and one half credits (one must be an academic elective)	Five and one-half credits	Four and one-half credits	Five credits
Total Credits	22	26	26	22
Endorsements				A student may earn an endorsement by successfully completing: <ul style="list-style-type: none"> curriculum requirements for the endorsement four credits in mathematics four credits in science two additional elective credits
STEM				Includes courses directly related to: <ul style="list-style-type: none"> science, including environmental science technology, including computer science engineering advanced math

2012 – 2014 Graduation Credit Requirements, continued

Business and Industry				Includes courses directly related to: <ul style="list-style-type: none"> • database management • information technology • communications • accounting • finance • marketing • graphic design • architecture • construction • welding • logistics • automotive technology • agricultural science • HVAC
Public services				Includes courses directly related to: <ul style="list-style-type: none"> • health sciences and occupations • education and training • law enforcement • culinary arts and hospitality
Arts and Humanities				Includes courses directly related to: <ul style="list-style-type: none"> • political science • world languages • cultural studies • English literature • history • fine arts
Multidisciplinary Studies				Allows a student to select courses from the curriculum of each endorsement area and earn credits in a variety of advanced courses from multiple content areas sufficient to complete the distinguished level of achievement
				Total Credits w/endorsement - 26
Distinguished achievement				<ul style="list-style-type: none"> • Four credits in math, including credit in Algebra II • Four credits in science • Completion of curriculum requirements for at least one endorsement
Performance acknowledgment				<ul style="list-style-type: none"> ▪ for outstanding performance <ul style="list-style-type: none"> • in a dual credit course • in bilingualism and biliteracy • on an AP test or IB exam • on the PSAT, the ACT-Plan, the SAT, or the ACT ▪ for earning a nationally or internationally recognized business or industry certification or license

College Board Advanced Placement, college-level concurrent/dual enrollment, and International Baccalaureate courses may be substituted for requirements in appropriate areas.

◆ Distinguished Achievement Program requirements also include student achievement of four advanced measures. Details at <http://ritter.tea.state.tx.us/rules/tac/chapter074/ch074g.html#74.74>

Be sure to check with your local district, which may have additional graduation requirements. For all state requirements, visit www.tea.state.tx.us/graduation.aspx.

Honor Graduates

There shall be one valedictorian and one salutatorian in each CHS graduation class. The CHS valedictorian shall be the senior with the highest CHS grade point average who has completed at least 48 semester hours of college and has attended a minimum of two years at CHS. GPAs are calculated after the grades are recorded at the end of the spring semester (does not include mini-session grades). If a tie should occur, CHS will recognize the student with the highest number of college hours as the valedictorian and the other student as the salutatorian. If both students have the same number of college hours, CHS will honor both as co-valedictorians and will not recognize a salutatorian.

The CHS salutatorian shall be the student with the second highest CHS grade point average on the 5.0 scale for high school and college classes that were completed on the CHS campus (using criteria stated above). To be considered, seniors must have completed at least 48 semester hours of college and attended a minimum of two years at Collegiate High School. If a tie should occur, CHS will recognize both students as CHS co-salutatorians.

Student Code of Conduct

Attendance Requirements

All students must sign in at the CHS Office no later than 9:30 a.m. each day.

Frequent absences and tardies are not acceptable behaviors. College instructors may drop students with multiple absences. In high school credit-only courses, students are subject to their home high school attendance policies. Frequent absences and tardies will be addressed as a disciplinary issue and students may be placed on disciplinary probation if attendance problems arise.

Upon returning to CHS following an absence, students must submit a written excuse from a parent, guardian or caretaker to the CHS Office and receive an absence permit to class. Students aren't allowed to return to high school classes without this permit.

- Students not maintaining a 90 percent attendance rate each semester are subject to probation or makeup time. Not meeting the required attendance rate during subsequent semesters may result in the student's return to his/her home high school.
- Three tardies are counted as one absence in all related policies.

- Students arriving to class more than 20 minutes late will be considered absent.
- Students may not have more than three absences in a single semester to be exempted from any semester exams.

Tardy Policy

A little late is too late—class time is important! If each class were delayed only five minutes, the result would be a loss of 10-20 minutes weekly. Students who are late to school must check in through the CHS Office. Being late for class during the school day will result in an unexcused tardy to the student.

Consequences

Multiple tardies will result in disciplinary action. The following guidelines are for one semester:

First Tardy	Verbal Warning
Second Tardy	Verbal Warning and parent signature required on Incident Report
Third Tardy	Detention and parent contact by teacher; adds up to one absence for attendance, exam exemptions, etc.
Fourth Tardy	Referral to the Principal's Office for CHS detention assignment
Fifth Tardy	Suspension; disciplinary probation; mandatory parent conference before the student returns

Discipline Management

Enrollment in Collegiate High School is an opportunity to excel. Students are expected to behave in a responsible, adult manner at all times. Collegiate High School students are part of the general population of the College, therefore, their enrollment status is not immediately identified to their professors.

CHS students must adhere to all of the rules and regulations established in the College of the Mainland Student Handbook. In addition, in order to operate a high school on the college campus, students are expected to always:

1. Be respectful to fellow students, school employees and school property.
2. Be in classes on time.
3. Attend all classes as scheduled.
4. Refrain from using language or gestures that may be perceived as profane, lewd, vulgar or abusive
5. Refrain from any loud or disruptive behavior in the classroom and common areas.

6. Smoking is not allowed on the COM campus, no matter the students age.

Discipline issues in the high school classes are unacceptable and will be dealt with on an as appropriate basis. Repeated infractions will place a student on “Disciplinary Probation” and will jeopardize the student’s return the following semester. Please refer to the Incident Report to clearly define disciplinary consequences.

Students are also subject to their home high school’s code of conduct.

The annual COM Catalog includes COM’s students regulations and policies. Collegiate High School Students are subject to the same responsibilities and consequences as any other college student.

Discipline in a college class is at the prerogative of the college professors. Professors will provide a course syllabus that will outline their classroom expectations. Parents and students should be aware that any COM employee (faculty or staff) has the right to contact COM campus police regarding inappropriate student behavior at anytime, anywhere on campus, without prior notice to CHS staff. The campus police have the authority to issue citations that can result in significant fines or remove a student from campus.

Dress Code

Although there is no standardized or uniform dress, students are expected to dress appropriately and modestly. No part of the midriff should be exposed, and tops may not have any suggestive language or designs. Shoes must be worn on campus. Shorts must meet the student’s mid-thigh, and tank tops are not allowed.

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school sponsored or related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student’s property,
- Places a student in reasonable fear of physical harm or of damage to the student’s property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school. Bullying is prohibited by the school and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, and theft of valued possessions, name calling, rumor spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

Social Media

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is school-owned or personally-owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as sexting, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state developed program that addresses the consequences of engaging in inappropriate behavior using technology. In addition, any student who engages in conduct that results in a breach of the district’s computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

Probation

A student may be placed on probation for a variety of reasons:

- Repeated or serious behavioral infraction
- Excessive absences and/or tardies
- Poor academic performance
- Other reasons deemed necessary

A review committee at the end of the semester will determine if a student on probation will continue at CHS the following semester.

Student ID Cards

Students must carry their COM ID card at all times and produce it if asked by any college faculty and/or staff members. In order to use most of COM's facilities, Collegiate High School students are required to have a COM student ID. Students who do not have a COM student ID will not be permitted to use the fitness facilities, the computer labs or check out materials from the library (including CHS textbooks).

Student Congregation Areas

There is an open study area outside the CHS Office in which students may meet quietly, purchase snacks or wait for classes to begin. This area is designed for all COM students to work quietly. Alternatively, the Student Center is a place for students to meet, play music and have fun.

Field Trip Policies

Students may have the opportunity to participate in field trips with their CHS or college classes, and/or student organizations. Students must maintain a passing grade in all of their high school classes and have 90 percent attendance in CHS classes in order to participate in extracurricular and cocurricular field trips.

Students are subject to the high school code of conduct on any Collegiate High School or College of the Mainland field trip.

Students may be required to pay some or all costs of optional field trips. For academic field trips, preference will be given first to students enrolled in the class. If space is available, then students in the major/career field will be approved to attend.

A signed permission slip from parents and all CHS instructors must be submitted no later than the day prior to the scheduled trip. Students 18 years of age and older must still provide a parent-signed permission form.

Students who fail to follow proper procedure for any off-campus trip will be subject to disciplinary action.

Drug and Alcohol-Free Campus

COM prohibits the unlawful manufacture, dispensation, distribution, possession or use of illegal drugs or alcohol by students on campus or while representing COM at off-campus events. Violations of this policy will result in disciplinary action. See the COM Student Handbook for details of COM policy.

Any student violating the Drug and Alcohol-Free Campus Policy by Collegiate High School students will be referred to the student's home campus for disciplinary action.

Student Services

College Student Services

COM's Student Success Center provides a wide range of services designed to supplement a student's total college experience. High school students are strongly encouraged to make use of these services offered to all registered COM students, including access to both academic and personal counseling, career choice workshops and job assistance services. Refer to the current COM catalog and monthly calendars to learn more about Student Services offered at COM.

Advisement Services

CHS staff provide advising services for CHS students. However, for information on graduation at COM or on transferring to a four-year university, students enrolled in high school programs may want to talk to those in the Advising Center. The Advising Center's extension is 8379.

Testing

Located in room 158 of the Administration Building/Enrollment Center, the Testing Center provides services designed to assist the student by realistically assessing academic achievement through different testing instruments. Results on these instruments are used: (1) for determining eligibility for certain College programs, (2) for some certifications, (3) for course placement and (4) for meeting requirements mandated by the state legislature. Testing schedules are published on a monthly basis.

Information regarding testing services available through COM can be obtained by calling extension 8379.

Student Extracurricular and Cocurricular Activities

Home Campus Student Organizations: CHS students are eligible to participate in all extracurricular activities at their home high school campus.

Nu Psi (New Sciences): This is a College-recognized student organization created exclusively for CHS students. The goals of the organization include providing an official avenue for CHS students to express their opinions and concerns to the CHS administration as well as providing services to the school, the college and the community. Nu

Psi officers are required to maintain passing grades and all active members are required to give at least ten hours of community service each year. Nu Psi field trips generally include both educational opportunities as well as community service.

College Student Organizations: Collegiate High School students are eligible to participate in most COM student clubs and organizations. Refer to the most current COM Catalog for more information on student organizations.

Because CHS students have not graduated from high school, they are still under the total purview of the Texas Education Agency rules and their home campus, even in all College-related activities. This is because they are enrolled in college with the permission of their home campus only. They are subject to all high school rules and requirements, including the requirements for parental permission for off-campus activities and the student Code of Conduct.

COM Electronic Information Guide

Communications and Data Management Regulations and Guidelines

Students, teachers and administrators have access to the Internet.

- a. Many university library catalogs, the Library of Congress, ERIC, CARL and museum websites, including The Smithsonian Institute;
- b. Discussion groups on a plethora of topics ranging from the environment to music to politics, etc.

The Internet offers tremendous educational opportunities. Unfortunately, controlling all materials on the Internet is impossible. With global access to computers and people, a risk exists that students may access material that may be inaccurate and/or objectionable and not of value in the school setting. Students need to learn to discriminate between reliable sources of information and those that may be questionable. Internet users are responsible for their actions in accessing available resources. College of the Mainland believes that the value of the information and interaction of this resource far outweighs the possibility that users may procure materials that do not meet the educational goals for College of the Mainland.

Access to College of the Mainland's network system and the Internet is a privilege, not a right. Use of the Internet connection is voluntary for the students and the employees of College of the Mainland.

All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines.

Access to College of the Mainland's electronic information/communications systems will be governed as follows:

- a. Students completing required course work on the system will have first priority for use of COM's equipment after school hours.
- b. Any system user identified as a security risk or having violated College of the Mainland and/or campus computer-use guidelines may be denied access to COM's system.
- c. Access to the COM network is considered a privilege. Anyone found using it in a way deemed inappropriate will be denied privileges. The following standards will apply to all users of COM's electronic information/communications systems.

Online Conduct

- a. System users may not participate in chat lines.
- b. System users may not upload or download any programs to the system.
- c. System users may not use the COM network for non-educational games as this places a heavy load on scarce resources.
- d. Users must respect the privacy of others when using the COM network. Users shall not intentionally obtain copies of or modify others' files, passwords or data.
- e. Users must not knowingly transmit any material in violation of any federal or state law over the COM network. This includes, but is not limited to, copyrighted material; threatening, harassing or obscene materials; or material protected by trade secret. Any attempt to break the law through the use of the COM network may result in litigation against the offender by the proper authorities. If such an event should occur, COM will fully comply with the authorities to provide any information necessary for the litigation process.
- f. Users may not knowingly use the COM network for commercial, income-generating or for-profit activities, product advertisement or political lobbying.

Vandalism and Mischief Prohibited

Any malicious attempt to harm or destroy COM equipment or materials, data of another COM system user or data of any other agency or networks is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of COM policy and administrative regulations and possibly as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading, creating or propagating of computer viruses. Any interference with the work of other users, with or without malicious intent, is constructed as mischief and is strictly prohibited.

Vandalism and mischief as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware or software costs.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

Information Content

A student knowingly bringing prohibited materials into school's electronic environment will be subject to a suspension and/or a revocation of privileges on COM's system and will be subject to disciplinary action.

Network Etiquette

System users are expected to observe the following network etiquette:

- a. Being polite. Messages typed in capital letters are the computer equivalent of shouting and are considered rude.
 - b. Using appropriate language. Swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.
 - c. Pretending to be someone else when sending/receiving messages is prohibited.
 - d. Transmitting obscene messages or pictures is prohibited.
 - e. Revealing personal addresses or phone numbers of the user or others is prohibited.
 - f. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- As a CHS student, and in consideration of the privilege of using COM's electronic information/communications system and in consideration of having

access to the public networks, COM/CHS and any institutions with which they are affiliated, are released from any and all claims and damages of any nature arising from the students' use of, or inability to use, the system, including without limitation the type of damage identified in COM's policy and administrative guidelines.

It is impossible to restrict access to all controversial materials, and CHS, COM and any institutions with which they affiliate are not responsible for materials accessed or acquired on the network. This access enables students powerful opportunities and responsibilities to become a learner in the 21st century.

Consequences

The Collegiate High School director may suspend or revoke a system user's access to COM's system upon violation of COM policy and/or administrative regulations regarding acceptable use.

COM's system is provided on an "as is, as available" basis. COM does not make any warranties, whether express or implied, including without limitation those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. COM does not warrant that the functions or services performed, or that the information or software contained on the system will meet the systems user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services and all other information expressed by system users, information providers, service providers or other third-party individuals in the system are those of the providers and not COM.

COM will cooperate fully with local, state or federal officials in any investigation concerning or relating to the misuse of COM's electronic information/communications system.

Students are strongly encouraged to refrain from posting personal and/or questionable or private information in My Space, Facebook, Twitter, etc. What is posted is never completely deleted and can have a continuing negative impact upon a student.

Other Information

Videotaping and Photography of Students

In a typical school year, there are numerous positive activities in the schools that merit news coverage. If a parent or guardian does not want their child photographed, videotaped and/or shown on COM Web pages or other media for school publicity purposes, please be sure to indicate this on the handbook agreement form at the end of the handbook.

Transportation

Students must adhere to the following rules set forth in this handbook, set by the College of the Mainland Police Department and by the state of Texas. While driving, students must abide by all of the parking and traffic laws set by the College of the Mainland Police Department.

The parent assumes all responsibilities for the student and vehicle while in transit or on College of the Mainland property. Students driving daily should obtain a parking permit from the College of the Mainland Police Department.

Fundraising

All CHS students are expected to participate in CHS-approved fundraising events. These fundraising projects pay for the end-of-the-year Student Recognition Banquet and the Parent Meeting Scholarship.

Student Recognition Banquet

All CHS students are expected to participate in the Student Recognition Banquet at the end of the year. All students are recognized for their participation in CHS, and special recognition is given to the senior class.

Glossary of Terms

Academic Advisor: This person will help you select the correct courses, review the course requirements in the field you have selected to pursue and help you with any academic problems you may encounter. At College of the Mainland, students may receive advising from their faculty and/or the Advising Center, located in room 158 of the Administration/Enrollment Building.

Academic Course Guideline Manual (ACGM): Statewide listing of courses that may be offered at community colleges and typically transfer to other Texas public colleges and universities.

Academic Probation: All colleges require students to maintain a minimum cumulative grade point average (GPA) to remain in school. Any student not maintaining satisfactory progress toward his/her educational objectives will be placed on probation for a semester.

Academic Suspension: A student on academic probation may be placed on academic suspension if he/she fails to maintain or achieve the minimum cumulative GPA required. A student placed on suspension will be dismissed from the college for a specified time period, usually one semester. Specific requirements may be placed on the student's re-entry into college.

ACT and SAT: These letters are acronyms for the American College Test and the Scholastic Aptitude Test. Both tests are designed to measure a student's level of knowledge in basic areas such as math, science, English and social studies. Colleges may require the results of either the ACT or SAT before granting admission. College of the Mainland does not require ACT or SAT scores, but the College will waive its testing requirement if an applicant has achieved minimum ACT and/or SAT scores.

Admission: Admission is the status granted to an applicant who meets the prescribed entrance requirements of the institution (It must be noted that there is a wide variety nationwide in the Application/Acceptance/Admission policies of higher education institutions. Check with the college catalog for specific requirements of the schools you are considering).

Alumni: An institution's graduates are collectively referred to as Alumni.

www.com.edu/chs

Application/Acceptance: Application is the process by which a prospective student submits the required forms and credentials to his/her chosen institution. Application criteria may include one or more of the following: previous academic records, test scores, interviews, recommendations and other information provided by the applicant. Depending on the application requirements of a particular school, the student can gain acceptance to the institution if the decision to accept the application is positive. College of the Mainland students may be admitted by any one of the following methods:

1. Graduation from an accredited high school
2. General Education Development (GED) certificate
3. Transfer from another college
4. Individual approval
5. Special admission

Associate Degree: The associate degree is granted upon completion of a program of at least two but fewer than four years of college work. Associate of Arts and Associate of Science degrees are conferred upon students who successfully complete programs designed for transfer to a baccalaureate-granting institution. The associate degree requires completion of a minimum of 60 credit hours, exclusive of physical education activity courses or military science courses, with a cumulative GPA of 2.0 (a “C” average) or higher.

Associate of Applied Science Degree: This degree is conferred upon students who successfully complete a program designed to lead the individual directly into employment in a specific career. The applied science degree has the same requirements as those stated above for the associate degree.

Audit: A student who does not want to receive credit or a grade in a course may, with approval of the institution, audit the course as a visitor. The student usually must pay the tuition for the course. A student who audits a course usually cannot ask or petition the institution at a later date to obtain college credit for the audited course.

Bachelor’s Degree (also called a Baccalaureate Degree): This is the undergraduate degree offered by four-year colleges and universities. The Bachelor of Arts degree requires that a portion of the student’s studies be dedicated to the arts, literature, language, music, etc. The Bachelor of Science degree requires that a portion of the studies be in the sciences, chemistry, biology, math, etc. The minimum credit hour requirement for a bachelor’s degree is 120 hours.

Bookstore: Most colleges and universities have bookstores which stock all the books and other materials required in all the courses offered at the institution and stock school supplies and clothing items. College of the Mainland’s bookstore is located on the first floor of the Student Center.

Business Office/Financial Services Department: The Business Office is responsible for all financial transactions of the institution. It may also be called the Bursar’s Office or the Cashier’s Office on some campuses.

Census Day: The last day that College of the Mainland can exchange money. The classroom official rolls are based on the students enrolled by the 12th class day (census day).

Certificate Programs: Certificate programs are designed to provide specific job skills. Certificate programs require a minimum of 30 credit hours of vocational coursework, and generally do not require any general education coursework (humanities, social sciences, natural sciences, etc.).

CLEP: The College Level Examination Program can be administered to students who desire to obtain college credit by taking proficiency tests in selected courses. If the student scores high enough on the test, college credit can be awarded. There is a charge for each test taken. Information concerning an individual institution’s policies toward CLEP tests can be found in the institution’s catalog.

College: A college is an institution of higher education that grants degrees and certificates. The term is also used to designate the organizational units of a university such as the College of Education or the College of Engineering.

College Catalog: Catalogs provide all the information parents and students need to know about a school. They list, the institution’s history and philosophy, policies and procedures, accreditation status, courses of study, degrees and certificates, physical facilities, admission and enrollment procedures, financial aid, student life activities, etc. They are considered the student’s contract with the institution.

Commuter College: Some colleges do not have on-campus housing, and all students live off campus and commute to the college for classes. College of the Mainland is a commuter college.

Concurrent Enrollment: A student can enroll and attend two educational institutions at the same time provided that certain criteria are met. For example, in Texas, high school juniors and seniors can concurrently enroll in high school and in college provided they meet established criteria. A college student can concurrently enroll at two higher education institutions provided that certain criteria are met. Permission for concurrent enrollments is generally given in advance.

Counselor: Counselors are professionally trained staff who are available to assist students with self-assessment, academic questions, vocational information and normal-range personal problems. They can also make referrals to other agencies as needed.

Course Numbers: All courses at College of the Mainland are identified by numbers containing four digits. If the first numeral is one, the course is a freshman level, if it is two, the course is a sophomore level. The second numeral indicates the credit in semester hours. The third and fourth numeral indicates the sequence or order in which courses of identical name normally should be taken.

Credit Hours: Credits are assigned to a course based on how many hours a week it meets (i.e., a three credit course normally meets for three hours a week). A specific number of credits are required to graduate.

Curriculum: A curriculum is composed of those classes prescribed or outlined by an institution for completion of a program of study leading to a degree or certificate.

Dean's List: At COM to make the deans list, students must have completed 12 semester hours with a grade point average of at least 3.3. Honors graduates have attained a GPA of 3.4 through 3.79. Highest honors are earned for a GPA of 3.8 through 4.0. Developmental courses are not used in computing GPA.

Degree Requirements: Requirements prescribed by an institution for completion of a program of study are generally termed degree requirements. Requirements may include a minimum number of hours, required GPA, prerequisite and elective courses within the specified major and/or minor areas of study.

Degrees: Degrees are awarded for the successful completion of a prescribed program of study. There are three basic types of degrees: associate degrees-obtainable at a community or junior college, baccalaureate or bachelor's degrees-offered by four-year colleges and universities and graduate degrees-post-baccalaureate degrees (master's and doctorate degrees) offered through graduate schools.

Department: A department is the basic organizational unit in a higher education institution, and is responsible for the academic functions in a field of study. It may also be used in the broader sense to indicate an administrative or service unit of an institution.

Developmental Courses: Developmental courses' mission is to assist all students in the strengthening of the basic skills necessary for success in a college environment and in the workforce. Students must take developmental courses if the College of the Mainland placement test indicates a need for improvement in reading, writing and math. These courses do not count toward a degree.

Division: A division represents a number of different units of a college or university: (1) an administrative division of an institution usually consisting of more than one department; (2) an academic division of an institution based on the level of students, lower and upper division; and (3) a service division of an institution that is composed of a number of service departments, such as the Student Services Division.

Drop and Add: Students are generally permitted to drop courses from their class schedules and/or add other courses. Colleges allow varying lengths of time for students to add and drop classes. The college catalog or class schedule should note the correct procedures. Students usually need written approval from designated college officials to initiate the dropping or adding of classes. Some institutions charge a fee for adding and dropping. *CHS Students must have permission from CHS staff to drop and/or add classes. See page 4 for COM add/drop information*

Dual Credit: The process of earning high school and college credit simultaneously for successfully completing a college-level course.

Eight-Week-Session: A course that is offered during first or last eight weeks of any semester.

Elective Courses: Courses that do not fulfill any particular requirement in the student's course of study but that may count toward total graduation requirements.

Enrollment: This is the procedure by which students choose classes each semester. It also includes the assessment and the collection of fees. Students can be unregistered (removed from their classes) if they fail to pay their tuition and fees.

Extracurricular Activities: These are nonclassroom activities that can contribute to a well-rounded education. They can include such activities as clubs, student government and events, recreational and social organizations.

Faculty: The faculty is composed of persons who teach classes for colleges. Some colleges differentiate between faculty and instructors. Instructors are hired to teach a specific class or classes while faculty members have contracts with the college that require additional duties beyond teaching.

Fees: Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials and equipment needed in certain courses, and they may be assessed for student events, programs and publications.

Final Exams (Finals): These end-of-the-semester exams are either given during the last week of classes each semester or during a specific week called Finals Week. The type of final administered in a course is left to the discretion of the instructor. Final exams given during Finals Week are given on specified dates that may be different than the regular class time and are usually two hours in length.

Financial Aid: Aid for paying college expenses is made available from grants, scholarships, loans and part-time employment from federal, state, institutional and private sources. Financial aid from these programs may be combined in an award package to meet or defray the cost of education. The types and amounts of aid awarded are based upon financial need, available funds, student classification, academic performance and sometimes the timeliness of application.

Free Application for Financial Student Aid (FAFSA): A form used by the college financial aid office to collect information about the student's total family income, assets and expenses in order to analyze the family's potential contribution toward college expenses.

Full-time Enrollment/Part-Time Enrollment: A full-time student is enrolled in 12 or more credit hours in a semester (full-time status for a summer term may require fewer credit hours). A part-time student is enrolled in fewer than 12 credit hours in a semester.

Humanities Courses: Humanities courses are classes that cover subjects such as literature, philosophy, foreign languages and the fine arts. Most undergraduate degrees require a certain number of humanities credit hours.

Hybrid: A hybrid course is a blend of face-to-face instruction with online learning. In a hybrid course, a significant part of the course learning is online and as a result, the amount of classroom time is reduced.

Junior/Community College: A junior/community college is often called a two-year institution of higher education. Course offerings generally include a transfer curriculum with credits transferable toward a bachelor's degree at a four-year college and an occupational or technical curriculum with courses of study designed to prepare students for employment in two years.

Learning Communities: A learning community is composed of students who take a combination of courses, such as reading, Psychology for Success and physical health, as a group. The goal is to increase student success by providing academic and social support for one another as the cohort of students take a set of courses together.

Lecture/Laboratory/Discussion Classes: In lecture classes, students attend class on a regular basis and the instructor lectures on class material. Laboratory classes require students to perform certain functions in controlled situations that help them test and understand what is being taught in the lecture. Discussion classes, sometimes called seminar classes, offer students the opportunity to talk about material being taught, ask questions and discuss material with their classmates. Discussion classes are often taught by masters or doctoral students and are becoming more common on college campuses.

Letter Grades/Grade Point Average (GPA): Most colleges use both letter grades and GPAs using the following method: "A's" are worth four points; "B's" are worth three points; "C's" are worth two points; "D's" are worth one point and "F's" are worth zero points. To figure a GPA, multiply the number of hours a course is worth by the number of points for the letter grade, then add up the totals for each course and divide by the number of credit hours.

Major/Minor: A major is a student's chosen field of study. It usually requires the successful completion of a specified number of credit hours. A minor is designated as a specific number of credit hours in a secondary field of study.

Midterm Exams (Midterms): During the middle of each semester, instructors may give midterm exams that test students on the material covered during the first half of the semester. Some classes have only two tests, a midterm and a final.

Mini-Session: These sessions are offered between two major semesters, typically fall and spring or spring and summer.

Noncredit Courses: Some courses have zero (0) credit hours and do not meet the requirements for a certificate of a degree at a given institution. Noncredit courses may serve one of several purposes. They may allow students to explore new fields of study, increase proficiency in a particular skill area or profession, develop their potential or enrich life experiences.

Open-Door Institution: Open-door institutions are usually public junior or community colleges. The term open-door refers to an admission policy that states that anyone who meets certain age requirements can be admitted to that college. Open-door admissions policies do not mean that students can take any classes that they choose, however. Students must meet class prerequisites in order to enroll in specific classes. COM is an open-door institution.

Online Courses: Online courses are offered completely on the computer and are accessed via the Internet.

Pass/Fail Courses: Students do not earn letter grades or grade points for pass/fail courses. If a student passes a pass/fail course, he/she will receive a P (pass) or S (satisfactory) on the transcript and receive credit hours. If the student does not pass the course, he/she will receive an F (fail) or U (unsatisfactory) on the transcript and receive no credit hours. Pass/fail courses are not figured into the student's GPA.

Prerequisites (Prerequisite Courses): A prerequisite is a condition that must be met before a student can enroll in a course. The prerequisite can include a specific skill level (a minimum ACT, SAT or basic skills test score) or the completion of a specific course, called a prerequisite course. For example, Accounting I is a prerequisite for Accounting II.

Private/Public Institutions: Private and public institutions differ primarily in terms of their source of financial support. Public institutions receive funding from the state or other governmental entities and are administered by public boards. Private institutions rely on income from private donation, or from religious or other organizations and student tuition.

Registrar: The registrar of an institution is responsible for maintaining all academic records. Duties may also include maintenance of class enrollments, providing statistical information on student enrollment, certification of athletic eligibility and student eligibility for honor rolls, certification of the eligibility of veterans, administering probation and retention policies and verification of the completion of degree requirements for graduation.

Resident/Nonresident Status: The amount of tuition a student pays to a public (state-supported) college is determined by the student's state residence status. If a student is a resident of the state, then the student pays a lower tuition rate. A nonresident will pay a higher tuition rate. Residency requirements vary from state to state but are determined by where a student's parents live if the student is younger than a certain age. Tuition rates for private colleges are not based on residency.

Residential College: Many colleges have on-campus housing for students, called dormitories. Usually first-year, and sometimes second-year students are required to live on campus.

Schedule of Classes: Colleges may publish and distribute or post online a class schedule book for each semester. Courses are designated in the class schedule by course department, course number, time the course meets, the room number and building name and the instructor's name. With the help of academic or faculty advisors, students create their own individual class schedules for each semester they are enrolled.

Student Identification Card (ID): A student ID is usually required in college, and includes a photograph of the student, a student number (sometimes the social security number), the student's name, the name of the college and the semester enrolled. IDs require validation each semester. The card is often required for admittance to functions sponsored by the college or for identification when cashing checks or other purposes.

Syllabus: A course syllabus is a summary of the course. It usually contains specific information about the course; information on how to contact the instructor, including the instructor's office location and office hours; an outline of what will be covered in the course, with a schedule of test dates and assignment due dates; the grading policy for the course; and specific classroom rules. It is usually given to each student during the first class session.

TBA: To be announced. The information is not available at the time of printing.

Transcript: The transcript is a permanent academic record of a student at a college. It may show courses attempted, grades received, academic status and honors received. Colleges do not release transcripts if a student has a hold on their account.

Transfer of Credits: Some students attend more than one institution during their college careers and will wish for accumulated credit hours from the former institution to transfer to the new one. To transfer credits, a student must have an official transcript sent to the new institution, which will determine which courses will apply toward graduation requirements.

TRiO Program: A Student Services Program that began with Upward Bound, which emerged out of the Economic Opportunity Act of 1964 in response to the administration's war on poverty. In 1965 Talent Search, the second outreach program, was created as part of the Higher Education Act. In 1968, Student Support Services, which was originally known as Special Services for Disadvantaged Students, was authorized by the Higher Education Amendments and became the third in a series of educational opportunity programs. By the late 1960s, the term "TRiO" was coined to describe these federal programs.

Tuition: Tuition is the amount paid for each credit hour of enrollment. Tuition does not include the cost of books, fees or room and board. Tuition charges vary from college to college and are dependent on such factors as resident or out-of-state status, level of classes enrolled in (lower, upper or graduate division) and whether the institution is publicly or privately financed.

Tutors: A tutor is a person, sometimes another student, who has completed and/or demonstrated proficiency in a course or subject, and is able to provide instruction to another student to help students better understand course material and make better grades.

12-Week Course: These courses begin four weeks after the regular semester has begun or end four weeks prior to the end of a regular semester.

Undergraduate: An undergraduate is a student who is pursuing either a certificate, associate degree or baccalaureate degree.

University: A university is composed of undergraduate, graduate and professional colleges and offers degrees.

Virtual College of Texas (VCT): The Virtual College of Texas is a collaborative of Texas community and technical colleges. Through VCT, students may register at their local colleges to take credit and noncredit distance learning courses from other colleges throughout Texas.

W-Day: This is the last day a student may withdraw from a class with a "W." Students quitting a class after this date will receive the grade they earned in the course. The student/parent must reimburse the CHS Scholarship Fund for withdrawn or failed courses if they are receiving scholarship assistance. Reimbursement will be determined by the number of courses/hours taken and new textbooks purchased for those courses.

Web-enhanced Course: This is a traditional lecture course; however, students will have to access assignments or information via the Internet.

Withdrawal: Students may withdraw from courses during a semester, but there are established procedures for doing so. The College Catalog and/or class schedule generally specify the procedures. Written approval from a CHS official must be secured before a student withdraws. Classes from which a student withdraws are usually listed on the student's transcript, and the student is responsible for paying the tuition and fees for the class.

Workforce Education Course Manual (WECM): Statewide listing of technical courses that may be offered at community colleges and typically do not transfer to other Texas public colleges and universities. Many COM programs, however, have agreements with partnering universities to accept certain technical classes and/or associate degrees.

Student/Parent/Guardian Handbook Agreement

This handbook has been written to help the student and parent/guardian understand school procedures and the Code of Conduct for Collegiate High School. It is important for the student and parent/guardian to read and discuss the contents of the handbook. Each student is expected to follow the rules and regulations outlined in the handbook. Student and parent/guardian/caretaker cooperation should help the student be more successful at school. Faculty will deal with initial infractions of these rules. The CHS director and/or the COM Police Department will investigate any additional infractions and, if necessary, will determine subsequent disciplinary action.

During the 2014-2015 school year, I _____, parent/guardian of _____

I do do not give permission for the above-named child to appear for school publicity purposes in a photograph or videotape or on COM Web sites or other means of advertisement where the child can be easily recognized or identified.

I do do not give permission for my child to participate in COM's electronic information/communications system and certify that the information contained on this form is correct.

The student/parent must reimburse CHS for classes that they fail or withdraw from if they are receiving scholarship assistance. Reimbursement will be determined by the number of courses/hours taken and new textbooks purchased for those courses.

I hereby authorize College of the Mainland to release my grades, attendance and other student data for the 2014-2015 academic year to my parent(s) or guardian(s), Collegiate High School staff, my home high school campus, and for evaluation purposes. The released information will be used for the purpose of communication and evaluation of student and program success. I understand by signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only as to the persons and entities specifically listed. This release does not permit the disclosure of these records to any other persons or entities without my written consent.

I acknowledge the receipt of a copy of the handbook and have read and discussed its contents. I agree to abide by the rules and regulations set forth in this manual and by my local ISD, including the waiver of FERPA rights, the electronic information/communications system policies, transportation requirements and scholarship reimbursement. I understand that any infractions of this policy may result in my expulsion from this program.

Student's Name (printed)

Student's Signature

Date

Parent/Guardian Name (printed)

Parent/Guardian Signature

Date



Parent Contact/Medical Release Form

Please print carefully.

Student Name _____ Cell Phone (_____) _____
 Primary Parent/Guardian Name _____ Home Phone (_____) _____
 Daytime Phone (_____) _____ Cell Phone (_____) _____
 Email Address _____
 Mailing Address _____

	Street	City		Zip
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Primary Parent/Guardian Name _____ Home Phone (_____) _____
 Daytime Phone (_____) _____ Cell Phone (_____) _____
 E-mail Address _____
 Mailing Address _____

	Street	City		Zip
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In case of minor illness or injury if a parent cannot be reached, please identify two individuals to notify (must be 21 or older).
 Contact _____ Relationship _____
 Daytime Phone (_____) _____ Other Phone (_____) _____
 Contact _____ Relationship _____
 Daytime Phone (_____) _____ Other Phone (_____) _____

Pre-existing Medical Condition(s): _____

Prescription Medications(s): _____

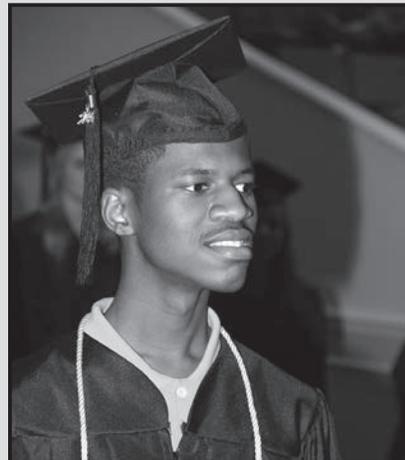
In case of emergency, take my child to the nearest medical facility for emergency care. If parent cannot be reached, notify:

Doctor _____ Phone (_____) _____

Parent /Guardian Signature _____ Date _____

Please attach a copy of your student's insurance card, if applicable.

Get Involved



Collegiate High School 2014-2015

August 2014						
S	M	T	W	T	F	S
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31						

September 2014						
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October 2014						
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November 2014						
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December 2014						
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January 2015						
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CHS Fall 2014 (83 days)

August 20 - December 17
 Aug 18-19 - Staff Development
 Aug 20-22 - CHS Orientation
 Aug 25 - First Day of Classes
 Sept 1 - Labor Day
 Nov 24 - "W" Day

Nov 27-28 - Thanksgiving Holidays
 Dec 12 - Last Day of College Classes
 Dec 15-17 - HS Class Finals
 Dec 18-Jan 4 - Winter Holidays

Winter 2014 Mini Session

Dec 15 - First Day of Classes
 Dec 30 - "W" Day
 Jan 2 - Last Day of Classes

CHS Spring 2015 (94 days)

January 5 - May 28

Jan 5 - COM Reopens
 Jan 6 - HS Classes Begin
 Jan 13 - Convocation/Staff Development
 Jan 19 - Martin L. King Holiday
 Jan 20 - First Day of College Classes
 Mar 16-20 - Spring Break
 Apr 3 - Spring Holiday
 Apr 27 - "W" Day
 May 15 - Last Day of Spring College Classes
 May 16 - COM Commencement
 May 19 - CHS Banquet
 May 25 - Memorial Day Holiday
 May 26-28 - HS Class Finals
 May 29 - Teacher Workday

Spring 2015 Mini Session

May 18 - First Day of Classes
 June 3 - "W" Day
 June 5 - Last Day of Classes

Summer I 2015

June 8 - First Day of Classes
 July 6 - "W" Day
 July 10 - Last Day of Classes

Summer II 2015

July 13 - First Day of Classes
 August 10 - "W" Day
 August 14 - Last Day of Classes

February 2015						
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March 2015						
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April 2015						
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May 2015						
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June 2015						
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July 2015						
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 COM Classes Begin/End
 HS Semester Begin/End
 Holiday/COM Closed

[] Begin/End Six Week Grading Period
 "W" Day: After this date, student may not receive a "W" grade

 Fee Payment Deadline
 Staff Dev/Teacher Workday

*All students need to contact their high school about STAAR/EOC test dates.

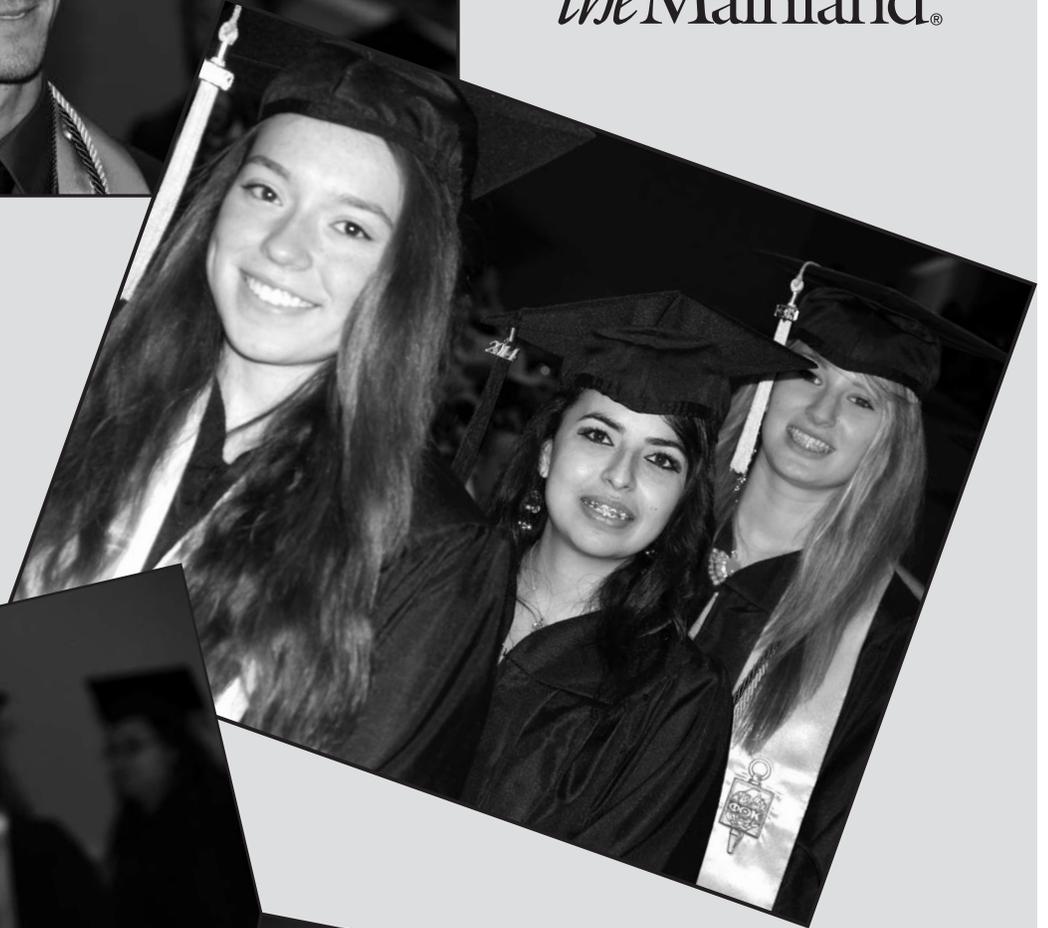


Get Involved





College of
the Mainland®





Find Your Voice

at COM

Quality Enhancement Plan (QEP)
Oral Communication
across the Curriculum

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 noncompliance with a requirement or standard.

Title IX Nondiscrimination Statement

College of the Mainland does not discriminate in its education programs and activities on the basis of sex. Inquires 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 Valdez, Director of Student Success Center
Email: mvaldes1@com.edu Address: 1200 Amburn Rd., Texas City, Texas 77591 Telephone: 409-933-8124