



HVAC PROGRAM STUDENT HANDBOOK 2021-2022

WELCOME

Our faculty wishes you success in achieving your career goals. We hope you, in a student capacity, will join faculty and administration in our ongoing efforts in maintaining an outstanding and safe program. This handbook is designed to assist you in areas of requirements, policies, and procedures during your course of study in HVAC. It is a supplement to the Hill College Catalog (<https://www.hillcollege.edu/Student/Catalog/Index.html>) and the Hill College Student Handbook (<https://www.hillcollege.edu/CampusLife/index.html>). For general information relating to the college and student information, please refer to these publications.

The specific program rules and policies identified in this handbook must be followed to remain in good standing within the HVAC Program. Should you have questions or need clarification regarding any content, please feel free to discuss it with your instructor, the program coordinator or the Dean of Instruction. After reading through this program student handbook, you will be asked to sign a statement acknowledging that you understand its contents.

MISSION

In accordance with the overall mission and the strategic plan of Hill College, the Department of HVAC seeks to provide a learning-centered environment of quality educational courses that ensures students complete their degrees, gain entry into the field of HVAC, and are responsive to the changing needs of business/industry.

PHILOSOPHY

The HVAC faculty are committed to the philosophy, mission and core values of Hill College and in doing so are dedicated to the preparation of students in the field of HVAC.

We believe that the faculty have the responsibility to plan, implement and evaluate the teaching-learning process and to provide those experiences to ensure safe practice. The student should accept the responsibility for learning as the faculty serves as only a facilitator in the learning process.

FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

Hill College is committed to the principle of equal opportunity in education and employment. The College District prohibits discrimination, including harassment, against any student on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies. Retaliation against anyone involved in the complaint process is a violation of College District policy and is prohibited. Reports of discrimination, may be directed to the Title IX Coordinator or Deputy Title XI Coordinator. The College District designates the following individuals to coordinate its efforts to comply with Title IX:

Title IX Coordinator

Ms. Jamie Jaska
Director of Human
Resources
112 Lamar Drive
Hillsboro, TX 76645
jjaska@hillcollege.edu
254-659-7731

Deputy Title IX Coordinator

Mr. Scott Nalley
Dean of Students
112 Lamar Drive
Hillsboro, TX 76645
snalley@hillcollege.edu
254-659-7793

Deputy Title IX Coordinator

Mr. Craig Balch
Dean of Students
2112 Mayfield Parkway
Cleburne, TX 76033
cbalch@hillcollege.edu
817-760-5653

U.S. Department of Education

Office for Civil Rights
1999 Bryan Street, Suite 1620 Dallas,
Texas 75201-6810
Telephone: 214-661-9600
FAX: 214-661-9587; TDD: 800-877-8339
Email: OCR.Dallas@ed.gov

For the College District policy addressing complaints of sex discrimination, sexual harassment, sexual assault, and retaliation targeting students, please consult Board of Regents policy FFDA (Local), Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence.

ATTENDANCE GUIDELINE

Students are required to regularly attend all lecture and laboratory periods. Each instructor will determine how attendance affects the student's progress in the course/program and the student's final grade. **Attendance requirements are in the syllabi of each course.**

A student who is absent from classes for the observance of a religious holy day may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence provided that proper advance notification is given to the instructor.

A student who is called to active military service that is of a reasonably brief duration, as determined by rule adopted by the Texas Higher Education Coordinating Board, will be allowed to make up all work provided the student follows the proper advance notification procedure. An instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time after the absence.

Hill College shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which the student held when the leave began. <https://www.hillcollege.edu/CampusLife/index.html>

ATTENDANCE AND PARTICIPATION EXPECTATIONS

The faculty believe that experiences in the classroom and laboratory/shop cannot be adequately duplicated if a student is absent excessively. In addition, the program is designed to teach good work habits and safety practice, such as attendance.

Students must attend class at the time for which they are enrolled. Students who have a scheduling conflict must meet with the instructor immediately to discuss the conflict. Attend each class/lecture meeting and arrive on time and stay the entire class period. If an emergency arises that prevents class attendance, causes late arrival, or early departure, inform the instructor as soon as possible. Keep in mind that if you are absent, you cannot participate and this will affect your grade. **Failure to attend regularly may result in an “F” in the course(s).**

Any absences in the Fall, Spring, Summer and Mini Semesters exceeding three days is considered excessive and will place a student on departmental probation for the remainder of the semester.

If absences should exceed 10 days in one semester, the student will be requested to withdraw from the program for excessive absences. **Students not withdrawing will receive a class grade of “F”.**

All supplies left at Hill College will become the property of Hill College after 10 days. Students are responsible for contacting the program director and making arrangements to pick up their personal supplies.

ABSENCES/TARDIES

Absences will affect grades given on lab sheets, which could potentially lead to failure of course(s). Students are responsible for making up any work missed due to excused absences. Arrangements must be made with the instructor for make-up work to be submitted. A missed test is to be taken the first day back to class. Workbook or other assignments are to be turned in the first day back to class. Tests and other work not completed or submitted the first day back will result in a “0” grade unless documentation of extenuating circumstances is provided on the first day back.

Any tardies after the first three will be counted as an absence. The instructor will advise and issue a written warning to students with excessive tardiness as tardiness affects grades.

Early departures from class will be counted as a tardies.

REPORTING ABSENCES

Excused absences allow students to submit make-up assignments and missed tests. Types of excused absences or documented leave of absence (LOA) are: doctor’s notes, court requests, childcare issues, transportation issues, family emergencies, and other extreme circumstances approved by your instructor. Documentation for a leave of absence must be submitted prior to leave request approval.

Each student is responsible for his/her own medical care throughout the program year. If the student needs to make an appointment with his/her private physician, the student should try to schedule the time so that it does not conflict with the program schedule or class time. **You must provide documentation from a doctor to return to school if you have been absent due to an illness.**

SCHOOL-SPONSORED EVENTS

A student missing class for a college-sponsored event must provide documentation from the activity sponsor listing the event date, event time, and contact information for the sponsor or designated school official prior to the event.

BOOKSTORE

The Hill College Online Bookstore, managed by Akademos, provides a quick ordering process. New, used, eBook and rental textbooks are available as well as school supplies and apparel.

<https://www.hillcollege.edu/CampusLife/Bookstore.html>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 a student's educational records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

In compliance with the Family Educational Rights and Privacy Act 1974, as Amended, information classified as "directory information" may be disclosed to the general public without prior written consent from a student unless Hill College Student Information Services is notified in writing by the student before the census date of the term. Hill College will not be responsible for the release of Directory Information prior to receiving the **Request to Withhold/Release Disclosure of Directory Information Form** in Student Information Services. A hold will remain on the student record until the student cancels the request to withhold directory information in writing.

Hill College designates the following as Directory Information:

- Name
- Address
- Telephone number
- Classification
- Field of study (major)
- Dates of attendance and enrollment verification
- Degrees, date awarded, honors/designations
- Most recent previous institution attended

For additional information regarding the Family Educational Rights and Privacy Act (FERPA) or to access the Request to Withhold/Release Disclosure of Directory Information Form, please see the website at https://www.hillcollege.edu/Admissions_Aid/FERPA.html.

CORONAVIRUS

Human coronavirus is most commonly spread in three ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus;
- Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze; and/or
- Touching eyes, nose, or mouth with hands that have the virus on them.

DELTA VARIANT

The delta variant causes more infections and spreads faster than early forms of the COVID-19 virus. It might cause more severe illness than previous strains in unvaccinated people.

For additional information regarding the coronavirus or delta variant, please visit the website at <https://www.hillcollege.edu/Safety/COVID-19.html>.

Title IX – Sexual Harassment, Sexual Assault, Dating and Domestic Violence, Stalking, Rape or Retaliation

Hill College strives to maintain a work and educational environment free from discrimination, sexual harassment, stalking, dating and domestic violence, and related retaliation in accordance with applicable federal and state laws. Students may contact the Office of Student Services, Dean of Students, Campus Safety, or Campus Security Authority (CSAs) for assistance with reporting a complaint. Students may also make inquiries or file a complaint by contacting the Title IX Coordinator or Deputy Title IX Coordinator:

Title IX Coordinator

Ms. Jamie Jaska
Director of Human Resources
112 Lamar Drive
Hillsboro, TX 76645
jjaska@hillcollege.edu
254-659-7731

Deputy Title IX Coordinator

Mr. Scott Nalley
Dean of Students
112 Lamar Drive
Hillsboro, TX 76645
snalley@hillcollege.edu
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Deputy Title IX Coordinator

Mr. Craig Balch
Dean of Students
2112 Mayfield Parkway
Cleburne, TX 76033
cbalch@hillcollege.edu
817-760-5653

For more information, please visit the website at http://www.hillcollege.edu/safety/sexual_assault.html or https://www.hillcollege.edu/Faculty_Staff/HR/Title9.html.

SCHEDULE CHANGES

Any change in a student's class schedule after registration and prior to the census date of the semester is accomplished by completing the official Advising Form obtained from the Academic Advising and Student Success Center. Students must pay a \$10.00 change of schedule fee to the Business Office if they wish to add or drop a course after classes begin. No course(s) may be added after the date designated by the school calendar as the last date to add a course: https://www.hillcollege.edu/Admissions_Aid/SchedChange.html.

WITHDRAWAL FROM COURSES

Withdrawal Prior to Census Date (Official Reporting Date)

Any drop of a class prior to census date will not reflect on the official transcript. Drops prior to census date can be done online during open registration periods or in the Academic Advising and Success Center. Any drop may affect financial aid. Please see financial aid for further information.

Course Withdrawal after Census Date (Official Reporting Date)

A student may withdraw from a course with a grade of "W" any time after the census date for the semester and on or before the end of the 12th week of a long semester or on or before the last day to drop a class of a term as designated in the college academic calendar. The request for permission to drop a course is initiated by the student by procuring a drop card from the Academic Advising and Success Center. Other steps in the drop process to be taken by the student will be explained when the drop card is issued. A student who discontinues class attendance and does not officially drop the course on or before the last day to drop a course will receive a performance grade for the course. **Any drop may affect financial aid.** Please see financial aid for further information.

Please be advised that there may be a maximum number of classes a student may withdraw from during their college experience.

A student who is enrolled in a developmental course for TSI purposes may not drop his/her only developmental course unless the student completely withdraws from the college.

International students, students receiving financial aid and/or veterans' assistance should see the appropriate college official before dropping or withdrawing from any class. Any student who is considering dropping a course is encouraged to contact his/her instructor prior to initiating a drop or withdrawal.

Withdrawal deadlines are published in the Hill College Academic Calendar at: <https://www.hillcollege.edu/Events/index.html>. It is the student's responsibility to follow withdrawal procedures.

PROGRAM DISMISSALS

1) It will be the discretion of the program Coordinator, Director, and/or Dean of Instruction to recommend dismissal of a student who has shown evidence of unsatisfactory practical performance, failure to follow the code of student conduct while in the classroom or shop area, receipt of multiple written disciplinary forms, excessive absences, or flagrant violations of college or program policies.

2) If the student has an unresolved problem with his/her dismissal, then he/she may proceed with the academic grievance procedures. The guidelines for grievance procedures are outlined in the Hill College Student Handbook at: <https://www.hillcollege.edu/CampusLife/index.html>.

ACADEMIC ADVISING AND SUCCESS CENTERS

The Hill College Academic Advising and Success Centers provide an inviting atmosphere that exhibits the highest ethical and professional standards while helping students to realize and achieve their educational and career goals. The Academic Advising and Success Center staff works to assist students with academic and personal success and transition. Advisors provide information on policies and degree requirements, assist in major selection based on personal and professional goals, help with course placement, institute academic plans and track progress towards graduation. For more information, students can email advising@hillcollege.edu or visit the website at <https://www.hillcollege.edu/Student/Advising/Index.html>.

DISABILITY SERVICES

Hill College is committed to maintaining an accessible campus community and providing reasonable accommodations to qualified students, faculty, staff and visitors. Section 504 of the Rehabilitation Act of 1973 (117 kB) and the Americans with Disabilities Act (ADA) of 1990 (117 kB) prohibit discrimination in the recruitment, admission, and treatment of students with disabilities. Students with qualified and documented disabilities may request accommodations which will enable them to participate in and benefit from educational programs and activities. Students must provide appropriate documentation of the disability, complete an Accommodation Request Form for special accommodation/modification, and schedule and participate in an interview with a Hill College academic advisor or success coordinator. For additional information, students may email advising@hillcollege.edu or visit the website at <https://www.hillcollege.edu/Student/Advising/ADA.html>.

CARL D. PERKINS GRANT FUNDING

The Academic Advising and Success Center staff provide information about services, workshops, accommodations and other opportunities for assistance with student success for Career and Technical Education (CTE) students. A Career and Technical Education Success Coordinator works district wide to assist students with admission, registration, degree planning and graduation requirements. Perkins funds are used to provide tutoring services for CTE students through the Academic Advising and Success Centers. Additionally, Perkins funds are used to assist students with childcare and transportation needs for those who

qualify as a way to assist in retention and increase attendance. For more information, students may email advising@hillcollege.edu or visit the website at: <https://www.hillcollege.edu/Student/Advising/PerkinsGrant/index.html>.

FINANCIAL AID

The Hill College Student Information Services Office is available to help students locate resources to finance their education. Financial aid resources and information can be found at: https://www.hillcollege.edu/Admissions_Aid/FinancialAid/About-FA.html.

STUDENT INFORMATION SERVICES

Student Information Services is committed to aligning resources for the purpose of enhancing the quality and diversity of student body, student learning experiences, student satisfaction, and as a byproduct to improve student retention and graduation rates of our undergraduate enrollment. Students may contact the department by email at sis@hillcollege.edu.

TESTING CENTER

The Hill College Testing Center maintains the highest compliance with nationally recognized professional testing standards and practices while bridging the testing gap between instructors and students. Testing Centers are located at the Hill and Johnson County Campuses. Tests offered include the TSI Assessment, College Level Entrance Exam (CLEP), GED, THEA ibt (internet based testing), HESI A2 with CT, Correspondence Proctoring Services, Person Vue and more. For more information, contact the Testing Center at (254)659-7816 Hill County Campus or (817)760-5815 Johnson County Campus or via email at testing@hillcollege.edu.

HARASSMENT OR DISCRIMINATION

Hill College prohibits discrimination, including harassment, against any student on the basis of age, race, color, religion, sex, national origin, disability, genetic information, or veteran status in the administration of its educational programs, activities, or employment policies.

Engaging in conduct that constitutes harassment, bullying, or dating violence directed toward another person, including a student or employee is prohibited.

PARKING

A student who plans to operate a vehicle on campus must register the vehicle and obtain a Hill College parking sticker. Parking stickers are available in the Office of Student Life on the Hill County Campus or from Student Services at the Johnson County Campus and Burleson Center. There are designated parking areas for student and visitors. Areas designated for residents are located adjacent to Residence Halls on the Hill County Campus. Reserved spaces for Residence Hall Managers and designated handicap parking must be observed. Violations of the college traffic and vehicle regulations are subject to citation and the vehicle may be towed at the owner's expense. <https://www.hillcollege.edu/Safety/Index.html>.

SCHOLASTIC DISHONESTY

Hill College prohibits scholastic dishonesty. Scholastic dishonesty shall include, but not be limited to, cheating, plagiarism and collusion.

The HVAC Technology department follows the college's policies for scholastic dishonesty. Information is located in the Hill College Student Handbook at: <https://www.hillcollege.edu/CampusLife/index.html> and in the Hill College Policy Manual.

TOBACCO/E-CIGARETTES

Possession or use of tobacco products or e-cigarettes on College District property, including College facilities, without authorization shall be prohibited. Smoking, dipping, and chewing are only allowed in designated areas. Students who are found with residue from, or items such as, but not limited to, cigarette butts, spittoons, tobacco juice, and tobacco waste in Hill College facilities are subject to disciplinary action. E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. Please help us keep our campus clean by disposing of tobacco products in designated areas.

LIBRARY

Hill College libraries offer a large selection of books, print materials, audiovisuals, electronic resources, and computer software available to students. Reference librarians are available at each campus or via e-mail or phone to assist students in finding resources and information. Library resource information and contact information is online at: <https://www.hillcollege.edu/CampusLife/Library/index.html>. For information about checking out material from the library, contact the librarian.

GRADUATION/COMMENCEMENT

Each student who has completed the certificate requirements will be allowed to participate in graduation. Commencement exercises are held in May of each year. Students should work with their advisor to complete the graduation application and for application deadline information. Students not meeting requirements will not be recommended for graduation by the faculty advisor.

GRADE CHANGE POLICIES/PROCEDURES

Students should discuss grade concerns with their instructor. Hill College HVAC Technology faculty follow the college's policies on grade changes.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Hill College is committed to its mission of providing high quality comprehensive educational programs and services and recognizes that in order to do so in an efficient and effective manner, students must feel confident that an expressed complaint or grievance will be addressed in a fair and professional manner.

The HVAC Technology department follows the college's policies for student complaints. Information is located in the Hill College Student Handbook at <https://www.hillcollege.edu/CampusLife/index.html> and in the Hill College Board Policy Manual.

SACSCOC ACCREDITATION

Hill College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Questions about the accreditation of Hill College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

HVAC PROGRAM SPECIFIC RULES AND REGULATIONS

1. Students will be neatly groomed and must wear the required clothing and protective items in the lab/shop areas.
 - Safety glasses at all times in the lab/shop.
 - Earplugs in areas of high noise levels.
 - No tennis shoes allowed in shop.
 - No flannel type pants or shorts to be worn.
 - No loose or dangling jewelry.

Students not wearing the appropriate clothing will obtain a verbal warning on the first offense and a written warning on the second offense. On the third offense, students will be reported to the Dean of Instruction.
2. Clean-up duties are required of each student. Students are to begin the clean-up process ten minutes prior to the end of class. This includes sweeping the immediate work area, returning equipment to the tool room, and assisting with the surrounding work area. Students not completing clean-up duties will obtain a verbal warning on the first offense and a written warning on the second offense. On the third offense, students will be reported to the Dean of Instruction.
3. An instructor must check and approve all projects. All projects are performed under supervision of an instructor and evaluated for a grade in order to monitor student's progress. No personal projects will be allowed without the prior approval of the instructor. Students completing projects without the permission/supervision of an instructor will obtain a verbal warning on the first offense and a written warning on the second offense. On the third offense, students will be reported to the Dean of Instruction.
4. Students will be expected to do assigned practical work and projects. Refusal to conduct assigned work will result in the completion of a disciplinary form and a referral to the Dean of Instruction.
5. Students will be engaged in learning or practicing while in the shop. Students loitering and not constructively or materially helping the instructor or another student shall be asked to leave the premises. Refusal will result in the completion of a disciplinary form and a referral to the Dean of Instruction.
6. There will be no smoking, tobacco and/or e-cigarettes, or eating in the lab/shop area. Tobacco products must be used in the designated area outside and a minimum of 25 feet from the building. Students who use tobacco or eat on the lab/shop floor will obtain a verbal warning on the first offense and a written warning on the second offense. On the third offense, students will be reported to the Dean of Instruction.
7. Handle equipment and tools with respect and safety. Mishandling, breaking, destruction or removal of equipment or school property will result in the students being asked to leave for the remainder of the class period. Students may be referred to the Dean of Students and/or Dean of Instruction.

- Use equipment for its intended purpose.
 - Do not use equipment or adjust gauges that you are not familiar with using.
 - If at any time a student notices that equipment is damaged or in need of repair, advise an instructor immediately.
 - If at any time a student suspects an unsafe condition, advise an instructor immediately.
 - Be mindful of proper ventilation in your work area.
 - When using grinders, direct sparks away from others.
 - All machines must be operated with all required guards and shields in place.
 - Ensure that tool rests are adjusted as close to the grinding wheel as possible on the stationary pedestal grinders.
 - Do not grind near oxy-fuel tanks or other gas sources.
 - Do not handle oxy-fuel equipment with oil or grease on your hands or clothing.
 - Check the power cords and plugs on portable tools for damage before using them. - Never leave a machine running unattended.
 - Horseplay will not be tolerated.
8. Students should not waste metal/materials and should use safety when handling.
- Cut away practice brazes and consolidate pieces.
 - Do not remove metal/materials from lab/shop areas.
 - Get help in lifting or moving any heavy material.
 - Do not use material for practice or projects without instructor approval.
 - Quench all hot metal.
 - Write "HOT" on all objects that are too large to quench.
 -

Students who are responsible for the waste of materials/supplies will be responsible for the replacement cost of the materials/supplies and a hold will be placed on all academic records until payment is received.

9. Students are prohibited from having visitors in the shop/lab. Visitors should remain in the front lobby area of the building.
10. Students are to report all accidents and/or injuries to an instructor immediately. Failure to report accidents and/or injuries will immediately complete a disciplinary form and be referred to the Dean of Instruction and/or the Dean of Students.
11. Students should know the location and proper use of fire extinguishers.
12. Students are not to use the office or lab/shop telephones for personal use. Students should make phone calls on the student's own time and from their own phones (i.e., breaks or after class).
13. Cell Phones/I-pods – should be on silent at all times and should not be visible during class time. Students may not use cell phones during lab times; this includes texting, bluetoothing, emailing, use of social networking or any other function. Cell phone calls should be taken during breaks, unless an emergency arises. In case of emergency, students are to take calls outside of the classroom and lab areas. Students not following electronic device procedures will obtain a verbal

warning on the first offense and a written warning on the second offense. On the third offense, students will be reported to the Dean of Instruction.

14. Conduct – Considerate conduct is expected in order to maintain a safe environment which is conducive to learning. Students are required to follow the Hill College Code of Student Conduct, which is found in the Student Handbook. Profanity, complaining, undermining or arguing with an instructor will not be tolerated. The student will meet with the instructor to discuss the situation and/or resolve the difference. A written warning will be given to the student. If the student's misconduct warrants, the student may be referred to the Dean of Students and/or the Dean of Instruction.
15. Students are responsible for their own equipment, materials and supplies and should bring needed items to class each day. Using another student's tools and/or supplies without permission is prohibited. Students who do so will receive a verbal warning on the first offense and a written warning on the second offense. On the third offense, students will be referred to the Dean of Students and/or Dean of Instruction. Hill College is not responsible for lost or stolen equipment, materials, supplies, etc.
16. Students are responsible for their own equipment, materials and supplies and should bring needed items to class each day. Using another student's tools and/or supplies without permission is prohibited. Students who do so will receive a verbal warning on the first offense and a written warning on the second offense. On the third offense, students will be referred to the Dean of Students and/or Dean of Instruction. Hill College is not responsible for lost or stolen equipment, materials, supplies, etc.
17. Parking – Students should park in the designated parking slots in the parking lot.
 - Parking stickers should be obtained during the registration/enrollment process or from the Student Services Office. Parking stickers should be visible at all times. Students should park in the appropriate areas at each campus/center location.
 - Students should not be in the parking lot or in their vehicles during class/lab times without permission. Students who are in the parking lot or in their vehicles, except during break times, will be asked to leave for the remainder of the day.



Hill College Academic Calendar 2022 - 2023

FALL 2022

August							September							October							November							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3							1				1	2	3	4	5					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
														30	31																				

Holidays	
Labor Day	Sept. 5, 2022
Thanksgiving	Nov. 23-25, 2022
Christmas Break	Dec. 15, 2022-Jan. 4, 2023
Martin Luther King Jr. Day	Jan. 16, 2023
Spring Break	March 13-17, 2023
Good Friday	April 7, 2023
Memorial Day	May 29, 2023
Juneteenth Nat'l Independence Day	June 19, 2023
Independence Day	July 4, 2023

Important Term Dates	
Faculty Report to Work	Aug. 11, 2022
All Staff Day (Administrative Offices Closed)	Aug. 12, 2022
Residence Halls Open	Aug. 18, 2022
Graduation (No Ceremony)	Dec. 8, 2022
Summer Hours Begin	May 15, 2023
Summer Hours End	Aug. 4, 2023

Registration	
Fall Registration Opens (All Terms)	March 15, 2022
Drop/Add (16 Week & 1st 8 Week)	Aug. 22, 2022
Drop/Add (2nd 8 Week)	Oct. 17, 2022
December Mini Registration Opens	March 15, 2022
Drop/Add (December Mini)	Dec. 12, 2022

Financial Aid Deadlines*	
Fall 2022 FAFSA	July 1, 2022
Spring 2023 FAFSA	Nov. 1, 2022
Summer 2023 FAFSA	April 1, 2023

* Deadlines for FAFSA are priority deadlines. Financial Aid will continue to process aid applications after deadlines, but students should make other payment arrangements for tuition and fees until applications are complete.

Payment Deadline	
Course Drops for non-payment are processed weekly. Payment is due at registration. Reinstatements for course drops are permitted up to the Census Date in the term.	

No Reinstatements After		Date
16 Week		Sept. 7, 2022
1st 8 Week		Aug. 29, 2022
2nd 8 Week		Oct. 24, 2022
December Mini		Dec. 13, 2022

Additional late fee applied on registration after 1st class day of term.

Course Dates	
Start Date	
16 Week	Aug. 22, 2022
1st 8 Week	Aug. 22, 2022
2nd 8 Week	Oct. 17, 2022
December Mini	Dec. 12, 2022

Census Date	
16 Week	Sept. 7, 2022
1st 8 Week	Aug. 29, 2022
2nd 8 Week	Oct. 24, 2022
December Mini	Dec. 13, 2022

Last Date to Withdraw	
16 Week	Nov. 11, 2022
1st 8 Week	Sept. 30, 2022
2nd 8 Week	Nov. 28, 2022
December Mini	Dec. 23, 2022

Final Exams	
16 Week	Dec. 5-8, 2022
1st 8 Week	Oct. 13, 2022
2nd 8 Week	Dec. 8, 2022
December Mini	Dec. 30, 2022

End Date	
16 Week	Dec. 8, 2022
1st 8 Week	Oct. 13, 2022
2nd 8 Week	Dec. 8, 2022
December Mini	Dec. 30, 2022

Faculty Dates	
Official Roster Certification	
16 Week	Sept. 8, 2022
1st 8 Week	Aug. 30, 2022
2nd 8 Week	Oct. 25, 2022
December Mini	Dec. 14, 2022

Progress Reporting	
*Only required to report D & F Grades	
16 Week	Sept. 26-30, 2022

Grades Due	
16 Week	Dec. 9, 2022
1st 8 Week	Oct. 14, 2022
2nd 8 Week	Dec. 9, 2022
December Mini	Jan. 2, 2023

Revised 5.5.2022



Hill College Academic Calendar 2022 - 2023

SPRING 2023

January							February							March							April							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
8	9	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
22	23	24	25	26	27	28	26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
29	30	31																			30													

Holidays	
Labor Day	Sept. 5, 2022
Thanksgiving	Nov. 23-25, 2022
Christmas Break	Dec. 15, 2022-Jan. 4, 2023
Martin Luther King Jr. Day	Jan. 16, 2023
Spring Break	March 13-17, 2023
Good Friday	April 7, 2023
Memorial Day	May 29, 2023
Juneteenth Nat'l Independence Day	June 19, 2023
Independence Day	July 4, 2023

Administrative Offices Closed During All Holidays

Important Term Dates	
Faculty/Staff Return to Work	Jan. 5, 2023
All Staff Day (Administrative Offices Closed)	Jan. 6, 2023
Residence Halls Open	Jan. 12, 2023
Graduation (Commencement Ceremony)	May 11, 2023
Summer Hours Begin	May 15, 2023
Summer Hours End	Aug. 4, 2023

Administrative Offices are closed every Friday during Summer Hours

Registration	
Spring Registration Opens (All Terms)	March 15, 2022
Drop/Add (16 Week & 1st 8 Week)	Jan. 17, 2023
Drop/Add (2nd 8 Week)	March 20, 2023
May Mini Registration Opens	March 15, 2022
Drop/Add (May Mini)	May 15, 2023

Financial Aid Deadlines*	
Spring 2023 FAFSA	Nov. 1, 2022
Summer 2023 FAFSA	April 1, 2023
Fall 2023 FAFSA	July 1, 2023

* Deadlines for FAFSA are priority deadlines. Financial Aid will continue to process aid applications after deadlines, but students should make other payment arrangements for tuition and fees until applications are complete.

Payment Deadline	
Course Drops for non-payment are processed weekly. Payment is due at registration. Reinstatements for course drops are permitted up to the Census Date in the term.	

No Reinstatements After	Date
16 Week	Feb. 1, 2023
1st 8 Week	Jan. 24, 2023
2nd 8 Week	March 27, 2023
May Mini	May 16, 2023

Additional late fee applied on registration after 1st class day of term.

Course Dates	
Start Date	
16 Week	Jan. 17, 2023
1st 8 Week	Jan. 17, 2023
2nd 8 Week	March 20, 2023
May Mini	May 15, 2023

Census Date	
16 Week	Feb. 1, 2023
1st 8 Week	Jan. 24, 2023
2nd 8 Week	March 27, 2023
May Mini	May 16, 2023

Last Date to Withdraw	
16 Week	April 14, 2023
1st 8 Week	Feb. 24, 2023
2nd 8 Week	April 28, 2023
May Mini	May 25, 2023

Final Exams	
16 Week	May 4-10, 2023
1st 8 Week	March 9, 2023
2nd 8 Week	May 10, 2023
May Mini	June 2, 2023

End Date	
16 Week	May 10, 2023
1st 8 Week	March 9, 2023
2nd 8 Week	May 10, 2023
May Mini	June 2, 2023

Faculty Dates	
Official Roster Certification	
16 Week	Feb. 2, 2023
1st 8 Week	Jan. 25, 2023
2nd 8 Week	March 28, 2023
May Mini	May 17, 2023

Progress Reporting	
*Only required to report D & F Grades	
16 Week	Feb. 20-24, 2023

Grades Due	
16 Week	May 11, 2023
1st 8 Week	March 10, 2023
2nd 8 Week	May 11, 2023
May Mini	June 5, 2023

Revised 5.5.2022



Hill College Academic Calendar 2022 - 2023

SUMMER 2023

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3							1		1	2	3	4	5	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31			
													30	31													

Holidays

Labor Day	Sept. 5, 2022
Thanksgiving	Nov. 23-25, 2022
Christmas Break	Dec. 15, 2022-Jan. 4, 2023
Martin Luther King Jr. Day	Jan. 16, 2023
Spring Break	March 13-17, 2023
Good Friday	April 7, 2023
Memorial Day	May 29, 2023
Juneteenth Nat'l Independence Day	June 19, 2023
Independence Day	July 4, 2023

Administrative Offices Closed During All Holidays

Important Term Dates

Graduation (No Ceremony)	Aug. 10, 2023
Summer Hours Begin	May 15, 2023
Summer Hours End	Aug. 4, 2023

Administrative Offices are closed every Friday during Summer Hours

Registration

Summer Registration Opens (All Terms)	March 15, 2022
Drop/Add (Summer - 11 Week)	May 22, 2023
Drop/Add (Summer I - 5 Week)	June 5, 2023
Drop/Add (Summer II - 5 Week)	July 10, 2023

Financial Aid Deadlines*

Summer 2023 FAFSA	April 1, 2023
Fall 2023 FAFSA	July 1, 2023
Spring 2024 FAFSA	Nov. 1, 2023

* Deadlines for FAFSA are priority deadlines. Financial Aid will continue to process aid applications after deadlines, but students should make other payment arrangements for tuition and fees until applications are complete.

Payment Deadline

Course Drops for non-payment are processed weekly. Payment is due at registration. Reinstatements for course drops are permitted up to the Census Date in the term.

<u>No Reinstatements After</u>	<u>Date</u>
Summer - 11 Week	June 8, 2023
Summer I - 5 Week	June 8, 2023
Summer II - 5 Week	July 13, 2023

Additional late fee applied on registration after 1st class day of term.

Course Dates

Start Date

Summer (11 Week)	May 22, 2023
Summer I (5 Week)	June 5, 2023
Summer II (5 Week)	July 10, 2023

Census Date

Summer (11 Week)	June 8, 2023
Summer I (5 Week)	June 8, 2023
Summer II (5 Week)	July 13, 2023

Last Date to Withdraw

Summer (11 Week)	July 13, 2023
Summer I (5 Week)	June 29, 2023
Summer II (5 Week)	Aug. 3, 2023

Final Exams

Summer (11 Week)	Aug. 2-3, 2023
Summer I (5 Week)	July 6, 2023
Summer II (5 Week)	Aug. 10, 2023

End Date

Summer (11 Week)	Aug. 3, 2023
Summer I (5 Week)	July 6, 2023
Summer II (5 Week)	Aug. 10, 2023

Faculty Dates

Official Roster Certification

Summer (11 Week)	June 13, 2023
Summer I (5 Week)	June 12, 2023
Summer II (5 Week)	July 17, 2023

Grades Due

Summer (11 Week)	Aug. 4, 2023
Summer I (5 Week)	July 7, 2023
Summer II (5 Week)	Aug. 11, 2023

Revised 5.5.2022

ACKNOWLEDGEMENT

THE COLLEGE STUDENT IS CONSIDERED A RESPONSIBLE ADULT. THE CONDUCT OF STUDENTS ON THE PREMISES OF HILL COLLEGE MUST NOT INTERFERE WITH THE ORDERLY PROCESSES AND GOVERNANCE OF THE COLLEGE. THE STUDENT'S ENROLLMENT IN THE COLLEGE DISTRICT INDICATES ACCEPTANCE OF THOSE STANDARDS OF CONDUCT.

I HAVE READ THE HILL COLLEGE HVAC PROGRAM STUDENT HANDBOOK. BY SIGNING BELOW, I INDICATE MY UNDERSTANDING OF AND WILLINGNESS TO COMPLY WITH HILL COLLEGE AND HVAC PROGRAM POLICIES, RULES AND REQUIREMENTS.

I AM AWARE THAT IT IS MY RESPONSIBILITY TO READ THE HILL COLLEGE CATALOG AND THE HILL COLLEGE STUDENT HANDBOOK AND TO ABIDE BY ALL OF THE RULES AND GUIDELINES SET FORTH IN THESE DOCUMENTS.

STUDENT SIGNATURE

DATE

SEMESTER/YEAR

Emergency Contact Information

Name of student _____

Name of contact _____

Phone number _____

Relationship to student _____

**HVAC PROGRAM
STUDENT HANDBOOK
2021 – 2022 DISCIPLINARY FORM**

This form is used to document all forms of discipline and to verify student acknowledgement. A student may be sent home if an Instructor deems it necessary for any form of misconduct and/or failure to follow the policies, rules and requirements set forth by the Hill College and/or the HVAC Technology Department.

Reason for Discipline:

_____ Failure to be neatly groomed/not wearing the required clothing/protective wear at all times (Rule #1)

_____ Not completing clean-up duties (Rule #2)

_____ Not having an instructor check and approve all projects (Rule #3)

_____ Failure to do practical work/assignment (Rule #4)

_____ Smoking, tobacco use, e-cigarettes, drinking or eating in an inappropriate area or lab/shop area (Rule #6)

_____ Failure to handle equipment and tools with respect and safety (Rule #7)

_____ Wasting materials/supplies and/or not handling safely (Rule #8)

_____ Failure to report accident(s) and/or injuries to an instructor (Rule #10)

_____ Use of shop telephones for personal use (Rule #12)

_____ Improper use of Cell Phones/I-pods (Rule #13)

_____ Inconsiderate conduct or not maintaining a safe environment (Rule #14)

_____ Personal items left on the lab/shop floor (Rule #15)

_____ Using another student's tools and/or supplies without permission (Rule #16)

_____ Other _____

Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this disciplinary action.

SIGNATURE OF STUDENT

DATE

SIGNATURE OF INSTRUCTOR

DATE

Method of Discipline:

____ Verbal Warning (1st offense; will be retained in the Instructor's files)

____ Written Warning (2nd offense; extreme matters may be forwarded to Dean of Instruction)

____ Referral to Dean of Students or Dean of Instruction: (3rd offense)

Your signature acknowledges this disciplinary action. It does not indicate agreement or disagreement with the action.

SIGNATURE OF STUDENT

DATE

SIGNATURE OF INSTRUCTOR

DATE



PHOTO RELEASE FORM

I hereby grant Hill College permission to use my likeness in a photograph or a video in any and all of its publications, including outside billboards and websites, without payment or any other consideration.

I understand and agree that these materials and photographs are the property of Hill College.

I hereby irrevocably authorize Hill College to edit, alter, copy, exhibit, publish or distribute these photographs for purposes of advertising, marketing, and publicizing Hill College's programs or for any other lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written/physical or electronic copy, wherein my likeness appears. I also waive any right to royalties or other compensation or considerations arising or related to the use of these photographic materials.

I hereby hold harmless and release and forever discharge Hill College from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other person acting on my behalf of my estate have or may have in the future by reason of this authorization and release.

_____ I am at least 18 years of age and am competent to contract in my own name and represent myself. I have read this document before signing and I fully understand the contents, meaning, and impact of this agreement.

Signature

Date

Printed Name

_____ I am NOT 18 years of age. I have read this document before signing and I fully understand the contents, meaning, and impact of this agreement and my signature must be accompanied by that of a consenting parent or guardian, as follows:

Signature

Date

Printed Name

I hereby certify that I am the parent or legal guardian of _____, named above, and I do hereby give my consent without reservation or further consideration to the foregoing on behalf of this minor child.

Signature of Parent/Legal Guardian

Date

Printed Name of Parent/Legal Guardian

Updated 10.2.19