

## STUDENT INFORMATION

### STATEMENT OF EQUAL OPPORTUNITY

Hill College is committed to the principle of equal opportunity in education and employment. The college does not discriminate against individuals 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.

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

### REGULAR STUDENT

A regular student is one that: is admitted into an aid eligible program and is seeking a degree in that program at your institution, is not enrolled in secondary school at the time they are receiving the aid, has either a HS diploma or High School Equivalency Certificate AND is over the age of compulsory education in the state the institution is located in.

### TRANSIENT STUDENT

A Transient Student is one that does not meet the requirements of a regular student and is a student at a private or out of state institution of higher education wishing to take classes for a non consecutive semester at Hill College while away from their school and not seeking a degree from Hill College, and has satisfactorily completed college level coursework as determined by the receiving institution.

### NON DEGREE SEEKING STUDENT

Non Degree Seeking Student is one that does not meet the requirements of a regular student and is, wishing to take classes for a non consecutive semester at Hill College while away from their school not seeking a degree from Hill College, and has satisfactorily completed college level readiness coursework as determined by the receiving institution.

### CASUAL STUDENT

A Casual Student is one that: does not meet the requirements of regular student and is wishing to take up to 8 credit hours, is not seeking a degree and is not enrolled at another institution of higher education. A casual student is exempt from TSI and cannot take TSI eligible courses until becoming a regular student.

### ACADEMIC ADVISING AND SUCCESS CENTER

The Academic Advising and Success Center guides students in developing educational and career pathways through support services, maintaining the highest ethical and professional standards.

Hill College has a staff of Academic Advisors and Success Coordinators to help students make educational and career decisions, select courses, adjust to college life, understand transfer requirements, improve study skills, and develop personally and socially. Students, regardless of academic skill level, are required to seek individual academic advising prior to scheduling classes. The Academic Advising and Success Center is open to students with questions about pathway planning, transcript evaluation, course transfer and other facets of college life. Advising activities are available to assist students in the successful completion of their needs and goals.

Hill College requires mandatory advising to registration each semester.

The following students are required to receive academic advising for the circumstances listed below:

1. Students who are entering Hill College for the first time.
2. Students who have stopped out of Hill College for over one year.
3. Students who have not met TSI requirements.
4. Students are required to be enrolled in developmental education courses.
5. Students who desire to change an academic pathway, withdraw/resign from courses after census, and register for a term load that exceeds the maximum allowed.
6. Student who are on academic probation and/or students who are returning from academic suspension.

Academic Advisors and Success Coordinators can arrange for testing to identify the student's interests, values, and personality traits. Information concerning employment opportunities in various fields is available. For the student who intends to pursue a four-year program, catalogs, from many colleges/universities, and other resources are available. Visit the Student Activities Calendar to determine University Transfer Recruitment dates. Other services available include tutoring, disability services, success workshops, and seminars. Campus and community support service referrals are made as needed. All information, assistance and guidance provided by the Academic Advising and Success Center is offered free of charge to current students and alumni.

## CAMPUS SAFETY

Campus Safety provides a safe and secure environment enforcing institutional, local, state and federal laws, and build relationships that foster trust, respect, and cooperation. Campus Safety maintains staff at the Hill County Campus, Johnson County Campus and Burleson Center. Hill College uses a system called Rebel Alert to quickly send out critical information in the event of an emergency or campus closing. The service enables administrators to send emergency notification to up to six phone numbers and two email addresses per student and employee. All employees and registered students are automatically signed up for Rebel Alert using email and phone numbers currently on file, but are encouraged to update their records on the Get Rave webpage.

## TESTING

Hill College has testing centers on the Hill County and Johnson County campuses. The Testing Center(s) offer the following exams:

- Accuplacer ATB exam (Ability to Benefit) – a placement exam which allows a student who is not a high school graduate access to financial aid through Title IV eligibility from the Consolidated and Further Continuing Appropriations Act of 2015;
- ATI TEAS Nursing Entrance Exam;
- CERTI PORT by PEARSONVUE;
- College Level Entrance Exam (CLEP) – Johnson County Campus Only;
- Correspondence (proctoring for other institutions);
- ESCO Group – Testing for the HVACR industry
- General Educational Development (GED) exam (High School Equivalency);
- Hesi A2 w/Critical Thinking (entrance exam for Hill College echocardiography candidates);
- HISET (High School Equivalency Test)
- Instructor exams (proctoring for Hill College instructors);
- NHA (National Health Career Association) Phlebotomy Technician and Clinical Medical Assistant Certificates;
- PearsonVue Testing Center – Johnson County Campus Only;
- THEA iBT (Texas Higher Education Assessment);
- TABE (McGraw Hill/DRC entrance exam) for Continuing and Workforce Education’s Phlebotomy Technician and Clinical Medical Assistant programs;
- TSIA placement exam (Texas Success Initiative Assessment);
- WorkKeys by ACT (WorkSkills Assessments used as indicators of work readiness).

Hill College on the Hill County Campus is also an approved American College Testing (ACT) testing site.

For further information on pricing, scheduling of exams (all exams given by appointment only), Test Day Rules and contact information, please visit our [Testing](#) webpage.

## SUPPORT SERVICES FOR STUDENTS NEEDING ACCOMMODATIONS

The Academic Advising and Success Center coordinates the physical and academic support services for any student who has special needs because of a temporary or permanent disability. The Academic Advising and Success Center works closely with Texas Department of Assistive and Rehabilitative Services, related federal agencies, and other organizations that provide service and aid to the disabled in order to provide the fullest range of services possible.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 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 requesting accommodation must provide documentation of the disability (as appropriate), complete an application for special accommodation/modification, and the student must schedule an appointment with a Hill College advisor in order to review the request for accommodation, determine appropriate services and/or accommodations, and plan their educational program. Every effort will be made to identify needs and provide any reasonable academic accommodation that a student needs due to his/her disability.

Successful accommodation often requires advance planning. Students must make early contact (by the 6<sup>th</sup> week of a long semester) with the Academic Advising and Success Center in order to identify needs and to ensure that services will be available in an effective and timely manner.

### CARL D. PERKINS GRANT FUNDING

Hill College sponsors a Personal Development and Career Awareness Program which is funded by a federal grant under the Carl D. Perkins Vocational Education Act.

This program is designed to help special populations including:

1. individuals with disabilities;
2. individuals from economically disadvantaged families, including low-income youth and adults;
3. individuals preparing for non-traditional fields;
4. single parents, including single pregnant women;
5. out-of-workforce individuals;
6. English learners;
7. homeless individuals described in section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C 11434a);
8. youth who are in, or have aged out of, the foster care system; and
9. youth with a parent who
  - is a member of the armed forces (such as term is defined in section 101(a)(4) of title 10, United States Code); and
  - is on active duty (as such term is defined in section 101(d)(1) of such title).

The program is designed to help individuals inventory their strengths and prepare for future employment and career opportunities.

Several workshops are offered throughout each semester and include topics such as study skills, test taking skills, career planning, financial aid information, time management, stress management, job search and interviewing techniques, resume writing, goal setting and motivation techniques.

Students can participate in computer assisted occupational inventories, job interviews, assertiveness training, and activities designed to encourage positive attitudes toward success. The program is also designed to help individuals identify and work toward their career potential. Services offered by the Carl D. Perkins Grant Fund are of no charge to the students.

Limited funds are available to provide reimbursement to qualified career and technical education students for child care, transportation, or books/supplies if they enroll at Hill College and meet specific requirements. (Child care must be provided by a licensed or registered day care facility.) Call 254/659-7650 on the Hill County Campus, 817/760-5650 on the Johnson County Campus, or 817/295-7392 at the Burleson Center for details.

## STUDENT SUPPORT SERVICES

Hill College offers free peer and group tutoring services to students enrolled in developmental education and regular college credit programs. Peer tutors are supervised by professional staff in the Academic Advising and Success Centers. For more information, visit [Tutoring](#) online.

The Academic Advising and Success Centers offer a variety of free success workshops each semester to help students be successful in and out of the classroom. Visit the Student Activities Calendar to determine dates and the [Academic Advising and Success Center](#) webpage.

## CAREER SERVICES

Hill College provides career services in an effort to assist students seeking either full- or part-time employment. These services include developing successful job search strategies as well as area and region wide job fairs, contacts with local and area businesses including monthly updates from Chambers of Commerce about the job market, Occupational Outlook Handbook, resume preparation, and interviewing skills. Job openings are listed on the [College Central Network](#) in partnership with Hill College Career Services.

## TRANSFER SERVICES

Academic Advisors and Success Coordinators coordinate University visits and information as well as provide transfer assistance and advising. Hill College also hosts an annual College Day with representatives from four-year universities. Four-year university representatives visit the Hill County Campus, Johnson County Campus and Burleson Center to assist students with planning their transfer to a university. Additional information regarding dates and transfer activities are provided on the [Academic Advising & Success Center](#) webpage.

## HEALTH AND WELLNESS SERVICES

Hill College provides health and wellness services to student district wide through resources, referrals and partnerships with local area agencies. Resources can be found on the [Health & Wellness Services](#) webpage. Hill College does not provide on-campus facilities for treatment of illness or injury. In the event an emergency situation should arise which requires immediate medical attention, local medical emergency services should be contacted (911).

## RESIDENCE HALLS

Hill College provides a modern, air-conditioned, residence hall for men and two residence halls for women. Residence halls consist of spacious, modern suites with window blinds, furnishings, and resident managers. Special arrangements have been made to accommodate handicapped students in designated rooms. Hill College has a 19 meal plan, which provides three meals a day, Monday through Friday, and two meals (lunch

and dinner) on Saturday and Sunday. A meal plan is mandatory for all residence hall students and is \$1,500 per semester.

All students planning to reside in residence halls are required to complete and submit a Resident Application and to pay a non-refundable \$50.00 processing fee. Additionally, there is a \$250.00 residence hall deposit. Deposit or part deposit may be refundable upon move out, if there are no damages. Room and board payment is required prior to moving into the residence halls. Students may obtain a Resident Application in the Office of Residential Life or off the [Residential Life](#) webpage. Applicants must also submit a RBI form so that a background check may be performed. Room assignments are made on the basis of student preference where possible; therefore, early application is desirable. Where no preference is expressed, room assignments are made as applications are received without regard to age, race, religion, sex, national origin, disability or veteran status. The college reserves the right to make reassignments of rooms or roommates as the need arises.

All residence halls will be closed during designated holidays of Thanksgiving, Christmas, and Easter, between semesters and spring break. Food service is not available during these times and additional charges will be incurred for students remaining in the residence halls.

#### LOST OR DAMAGED PROPERTY CHARGES

Students may be charged for loss of or damages to college property for which they are responsible. Non-payment of these obligations will result in the withholding of grades, transcripts, or graduation.

#### STUDENT ACTIVITIES AND ORGANIZATIONS

Student activities offers organized activities and encourages a sense of belonging, learning, personal development, citizenship, and community involvement. Hill College not only assist students in furthering academic knowledge but also in developing social abilities through numerous clubs and activities, which foster leadership and cooperative activity.

#### STUDENT GOVERNMENT ASSOCIATION

The Student Government Association represents the entire student body. Student Government officers are elected annually at the Hill County Campus, Johnson County Campus and Burleson Center and meet weekly. Student groups may petition the Student Government Association(s) to create a recognized organization through a simple and straightforward process.

#### CLUBS AND ORGANIZATIONS

Student organizations are a key part of the collegiate experience. Hill College offers opportunities for growth, leadership and involvement in the campus community. The Student Government Association represents the student body as a whole and is the student voice to the administration of the college. Student Government officers are elected annually at the Hill County Campus, Johnson County Campus and Burleson

Center and meet weekly. Student groups may petition the Student Government Association(s) to create a recognized organization through a simple and straightforward process. Hill College currently offers Baptist Student Ministries, Hill College Players, Phi Theta Kappa, Sigma Phi Omega, Student Government Association, United Christian Fellowship and United Way Student Leadership.

## HONOR SOCIETY

### Phi Theta Kappa

Phi Theta Kappa is the international honorary scholarship society for community and technical colleges. The purposes of the society are to promote scholarship, develop character, and cultivate fellowship among the students of the junior colleges of the United States. To be invited to become a member of Phi Theta Kappa, a freshman must have a grade point average of 3.4; a sophomore must have a grade point average of 3.2; the student must be working toward an Associate Degree, and have the approval of a faculty committee which appraises the qualifications, character, and leadership qualities of the student. To remain a member of Phi Theta Kappa, a student must maintain a 3.0 grade point average.

## THE HILL COLLEGE BANDS

The Hill College Symphonic Wind Ensemble is the primary instrumental music organization on campus. Membership is open to any student having previous band experience or by the approval of the director. All performances are concert in nature.

Smaller ensembles are drawn from the membership of the main performing organization. These include the Jazz Laboratory Band and the Jazz Ensemble.

All of the instrumental groups yield college credit.

## THE COLLEGE CHOIR

The Hill College Chorale is the primary performing vocal music organization on campus. Membership is open. Smaller specialized ensembles are by audition. The chorale and various ensembles perform locally and at various state-wide functions.

## THE HILL PLAYERS

The Hill Players are made up of students majoring in or interested in the field of drama. The group produces at least one major production each semester, along with a number of one-act plays and programs performed for local clubs and organizations. To be eligible for participation, a student should enroll in DRAM 1120, since rehearsals are held during the scheduled meeting of this class.

## ATHLETICS

Hill College participates as a Division I member of the National Junior College Athletic Association (NJCAA) in Region V. The region is comprised of Division I schools in North and West Texas as well as New Mexico. Our programs have won several North Texas

Junior College Athletic Conference Championships and consistently compete in the play-offs with several trips to the National Championships.

Hill College competes in women's volleyball, soccer, basketball, and softball, and fields men's teams in basketball, soccer, and baseball.

### RODEO

Hill College is a member of and competes in the Southern Region of the National Intercollegiate Rodeo Association (N.I.R.A.). The rodeo team has been very successful since the team's beginning in 1977. Hill College has consistently had one of the largest rodeo programs in the country with around seventy competitors every year.

Horse stalls and a practice facility are furnished for team members. Numerous scholarships are available for students who participate in the Rodeo Program.

### STUDENT CENTERS

Hill College provides student centers at the Hill County Campus, Johnson County Campus and Burleson Center. The student centers provide an opportunity for students, to study, snack, unwind, watch tv or play games such as pool, ping pong, board games, and video games during extended hours. Hours of operation are extended at various campuses/centers to accommodate students after business hours to include evenings and weekends.

### WELLNESS CENTERS

Hill College offers wellness centers on the Hill County and Johnson County Campuses providing various weight lifting and cardio equipment for recreational use. Hours of operation are extended to accommodate students after business hours to include evenings and weekends.

### CODE OF STUDENT CONDUCT

The Deans of Students oversee services and resources that promote student rights and responsibilities and student welfare in support of Hill College's commitment to student development, engagement, retention and success. The deans are charged with enforcing the Code of Student Conduct and Academic Integrity, as well as educating the campus regarding student rights and responsibilities. The college student is considered a responsible adult and shall be charged with notice and knowledge of and required to comply with the contents and provisions of the college districts rules and regulations concerning student conduct. The student's enrollment indicates acceptance of those standards of conduct which appear in the Student Handbook and Residence Life Handbook located on the [Campus Life](#) webpage.

### OFFICIAL SUMMONS

Administrative officers of the college may request that a student come to the office to discuss matters concerning records, financial affairs, conduct, educational programs or



other affairs. These requests are OFFICIAL SUMMONS. Failure to respond to an Official Summons may result in formal disciplinary action.

## ABSENCE POLICY

Refer to individual course syllabus and outline for each class. It should be remembered that absences always result in work being missed and that in spite of the best efforts of both the instructor and the student, this usually means that grades will suffer.

## RELIGIOUS HOLY DAYS & STUDENT ABSENCES

In accordance with Section 51.911, Texas Education Code, Hill College shall allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th calendar day after the first day of the semester, the student notifies the instructor of each class the student had scheduled on that date that the student would be absent for a religious holy day.

In order for the absence to be considered as "Excusable," the religious organization must meet the requirements as outlined in the Education Code 51.911-Section 1 as enacted by the Texas Legislature.

## STUDENT RECORDS

A permanent record is defined as one's accumulated record including data confirming a student's eligibility for admission and proof that registration requirements have been met. The procedures for the preparation and maintenance of all records are thorough and in keeping with standard practices. The permanent records are kept in Student Information Services.

Personal Information about Students. College personnel are often called upon by outside agencies to give personal information concerning a particular student. When such requests are made, the college may:

1. Indicate whether or not the person is a student of the college;
2. Indicate the length of time that the individual has been a student;
3. Indicate whether the person is a full or part-time student;
4. Indicate degrees and awards received; or,
5. Provide other directory information.

Other information may be released regarding a student upon receipt of written consent from the student involved.

### Confidentiality of Student Records

1. Transcripts, grade reports, and disciplinary reports will be released for off-campus use only upon the request of the student or by court order.
2. Requests for personal data on students from loan companies, employing agencies, and other such firms will be honored only upon the written request of the student.

3. Request for information for security checks by governmental agencies will be honored only with the student's permission.
4. Written requests for character appraisals of students from colleges and governmental agencies will be honored only with the student's permission.
5. College officials may use discretion in fulfilling other requests not specified above.

The student may have access to official records directly related to him/her and will have the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate.

Authorized Access to Student Records. As provided in P.L. 93-380, the following will be provided access to a student's record without prior consent from the student.

1. Officials, faculty, and staff of Hill College who have a legitimate educational interest in the student's record.
2. Officials of other schools in which the student seeks or intends to enroll. The student is entitled to a copy of the record forwarded to the other institutions if he/she so desires.
3. Individuals needing the information in connection with a student's application for or receipt of financial aid.
4. State or local officials to which educational data must be reported.
5. Legitimate organizations (A.C.T., C.E.E.B., E.T.S.) developing, validating, or administering predictive tests or student aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
6. Accrediting agencies.
7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
8. In compliance with judicial order or pursuant to any lawfully issued subpoena.
9. Representatives of the Comptroller General of the United States, Secretary of Education, administrative heads of educational agencies, or state education authorities.

#### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) Directory Information

Hill College complies with the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA). FERPA is a Federal law designed to protect the privacy of a student's educational records that are not considered "directory" information. Educational records, as defined by FJ(LEGAL), are records, files, documents, and other materials that contain information directly related to a student, which are maintained by Hill College. Hill College has defined directory information as name, address, telephone number, classification, field of study (major), dates of attendance and enrollment verification, degrees and dates awarded, honors/designations, and the most recent previous institution attended. This information can be provided to anyone who inquires and usually includes but is not limited to other institutions, prospective employers, or family members.

Each student has the right to request that directory information not be released and can do so by completing the [Request to Withhold/Release Disclosure of Directory Information](#)

[Form](#). Forms are available in Student Information Services and on the Hill College website via the link above.