



AUTOMOTIVE PROGRAM STUDENT HANDBOOK 2017 – 2018

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 Automotive Technology. It is a supplement to the Hill College Catalog (<http://www.hillcollege.edu/students/Catalog/index.html>) and the Hill College Student Handbook (<http://www.hillcollege.edu/students/Handbook.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 Automotive Technology 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 (last page of this document) acknowledging that you understand its contents.

MISSION

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

PHILOSOPHY

The Automotive Technology 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 Automotive Technology.

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.

ACADEMIC AND STUDENT SERVICES INFORMATION

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 block/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.

A student who is absent from classes for the observance of a religious holy day will be allowed to make up all work provided that proper advance notification is given to the instructor.

A student who is called to active military service 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 she held when the leave began.

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.

COURSE/PROGRAM WITHDRAWALS

1. Hill College reserves the right to request at any time the withdrawal or dismissal of any Automotive Technology student whose health, conduct, excessive absences, personal qualities, and/or scholastic records indicate that it would make it inadvisable for the student to continue with the program.
2. If there is voluntary withdrawal from the program, the student should withdraw prior to the withdrawal deadline by submitting a request form from Student Information Services. Withdrawal deadlines are published in the Hill College Academic Calendar (<http://www.hillcollege.edu/events/index.html>). It is the student's responsibility to follow withdrawal procedures.
3. Withdrawal courses appear on the student's record with a grade of "W". Until a student has officially withdrawn, the student remains on the class roster and may receive a grade of "F" for the course(s). Students are responsible for understanding the impact of withdrawing from a course which may impact their financial aid, veterans' benefits, GI bill, international student status, and academic standing. Per state law, first time students enrolling after the fall 2007 semester at any Texas College or University may not withdraw (receive a "W") for more than six (6) courses during their undergraduate college career. Some exemptions for good cause could allow a student to withdraw from a course without penalty.

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 (<http://www.hillcollege.edu/students/Handbook/index.html>).

SERVICES FOR STUDENTS WITH DISABILITIES

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 should go to the Academic Advising and Success Center or visit the website at <http://www.hillcollege.edu/students/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, contact the Academic Advising and Success Center or visit the website at <http://www.hillcollege.edu/PerkinsGrant/>.

SCHEDULE CHANGES

Students who have registered for the semester may choose to add or drop classes during the semester. For deadlines, please refer to the Hill College Academic Calendar (<http://www.hillcollege.edu/events/index.html>).

Adding or dropping courses may affect financial aid, veterans' benefits, international student's status, or academic standing. Students are advised to see the Academic Advising and Success Center for assistance before making changes to your schedule. For further information on schedule changes, adds/drops/withdrawals refer to the student handbook or inquire within Student Information Services.

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, visit the website at <http://www.hillcollege.edu/students/Advising/index.html>.

STUDENT INFORMATION SERVICES

Student Information Services is committed to aligning resources for the purpose of enhancing the quality and diversity of the student body, student learning experiences, student satisfaction, and as a byproduct to improve student retention and graduation rates of our undergraduate enrollment. The purpose of financial aid at Hill College is to provide financial assistance to any student who might be denied a college education because of insufficient funds (*based on documented need*). In addition to need-based assistance, Hill College offers a number of scholarships designed to recognize a student's academic, career and technical ability. These scholarships are awarded on the basis of ability and

participation in specific activities. Information and applications are available in Student Information Services Office.

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: <http://www.hillcollege.edu/library/>. For information about checking out material from the library contact the librarian.

TESTING CENTERS

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.

TEXTBOOKS AND SUPPLIES

Required textbooks and supplies and their costs may change without notice. Contact the Hill College bookstore for a current list of required materials prior to purchasing any book. An additional supply and uniform list may be found on the program website:

<http://www.hillcollege.edu/Academics/Technical/AutoTech/index.html>

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. Violations of the college traffic and vehicle regulations are subject to citation and the vehicle may be towed at the owner's expense.

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 Automotive Technology faculty follow the college's policies on grade changes.

SCHOLASTIC DISHONESTY

Hill College prohibits scholastic dishonesty. Scholastic dishonesty shall include, but not be limited to, cheating, plagiarism and collusion. The Automotive Technology department follows the college's policies for scholastic dishonesty. Information is located in the Hill College Student Handbook and in the Hill College Policy Manual.

TOBACCO/E-CIGARETTES

The use and sale of all tobacco and/or e-cigarette products is prohibited inside all College District facilities. 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.

NON-DISCRIMINATION

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. 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. The College District designates the following person to coordinate its efforts to comply with Title IX:

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

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

TITLE IX SEXUAL HARASSMENT, SEXUAL ASSAULT, DATING AND DOMESTIC VIOLENCE, STALKING OR RAPE

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, Ms. Jamie Jaska, Director of Human Resources, 112 Lamar Drive, Hillsboro, TX 76645. jjaska@hillcollege.edu, 254-659-7731. For more information regarding Sexual Assault, please visit the Hill College website at http://www.hillcollege.edu/safety/sexual_assault.html.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 the Hill College Student Information Services is notified in writing by the student before the census date in 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. 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 http://www.hillcollege.edu/Admissions_and_Aid/FERPA.html.

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 Automotive Technology department follows the college's policies for student complaints. Information is located in the Hill College Student Handbook and in the Hill College Policy Manual.

SACS ACCREDITATION

Hill College is accredited by the Commission on Colleges of Southern Association of Colleges and Schools.

AUTOMOTIVE TECHNOLOGY SPECIFIC RULES AND REGULATIONS

Failure to comply with these rules and regulations will result in disciplinary action, which may take the form of a verbal warning, a written warning or referral to the Dean.

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
- Snap-on shirt
- No flannel type pants or shorts worn
- No loose or dangling jewelry worn

2. Clean-up duties are required of each student. Students are to begin the clean-up process 15 minutes prior to the end of class. This includes sweeping the immediate work area, returning equipment to the tool room, assisting with the surrounding work area, and mopping the floor where needed. 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 Students.

3. An instructor must check and approve all projects/repairs. All projects/repairs are performed under supervision of an instructor and evaluated for a grade in order to monitor student's progress. No personal projects/repairs will be allowed without the prior approval of the instructor. All vehicles entering the shop must be approved by the instructor and will have a completed work order on file with a copy on the dash.

4. Students will be expected to do assigned practical work and projects. Refusal will result in a referral to the Dean of Instruction.

5. There will be no smoking/vaping, tobacco use, drinking or eating in the lab/shop area. There is a designated lounge/kitchen area for drinking/eating. Tobacco products/vaping must be used in the designated area outside and a minimum of 25 feet from the building. Vaping falls into the smoking category and same rules apply.

6. Students should handle equipment and tools with respect and safety. Mishandling, breaking, destroying, or removing of equipment or school property will result in the student being asked to leave for the remainder of the class period. Students may be referred to the Dean of Students.

- Do not use equipment or adjust equipment 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 lab/shop area.

7. Students should not waste materials/supplies and should use safety when handling.
 - Do not remove materials/supplies from lab/shop areas.
 - Do not use material/supplies for practice or projects without instructor approval.
8. Students are assigned tool boxes from which to obtain tools they need for training. Students will be responsible for tools missing from the tool box they have been assigned to use as well as those checked out from the tool room. Students will be expected to replace the missing tool with an identical Snap-on tool purchased from our industrial representative.
9. Students are prohibited from having visitors in the shop/lab area. Visitors should check in at the front desk with the receptionist.
10. Students who do not possess a valid Driver License are not allowed to operate vehicles in the shop area.
11. Students are to report all accidents and/or injuries to an instructor immediately.
12. Students should know the location and proper use of fire extinguishers.
13. Students will be required to receive at least one hour of instruction in basic shop safety.
14. 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).
15. Cell Phones – Cell phones 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 or any other cell phone 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.
16. Electronic Devices—Use of unauthorized electronic devices (devices that are not being used for the delivery of instruction) in the classroom or lab setting is prohibited.
17. 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 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. If the student's misconduct warrants, a written warning may be issued in lieu of a verbal warning or the student may be referred directly to the Dean of Students.
18. Lockers are provided for each student's use. Personal items should not be left in the lab/shop area. Lockers are to be cleaned out at the end of each semester. Items left in lockers at the end of the semester will become the property of Hill College.
19. 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 offence. On the third offense, students will be referred to the Dean of Students. Hill College is not responsible for lost or stolen equipment, materials, supplies, etc.

20. Parking:

- 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.

21. Students must have a Hill College student ID, which can be obtained during registration or from the Student Services Office, and keep it with them while attending automotive classes.

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 Automotive Program Student Handbook and I understand that it is my responsibility to be knowledgeable of and to comply with the contents and provisions of Hill College Policy, rules and regulations stated within.

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 policies, procedures, rules and regulations set forth in those documents.

STUDENT SIGNATURE

DATE

SEMESTER/YEAR

Emergency contact information _____

Name of contact _____

Phone number _____

Relationship to student _____



Student 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, videos and photographs are the property of Hill College.

I hereby irrevocably authorize Hill College to edit, alter, copy, exhibit, publish or distribute these 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

If the person signing is under the age of 18, their signature must be accompanied by that of a consenting parent or guardian, as follows:

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 2/1/18

PROGRAM STUDENT HANDBOOK
2017-18
DISCIPLINARY FORM

This form is used to document all forms of discipline 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 Hill College and/or the Automotive Technology Department.

Reason for Discipline:

- Failure to be neatly groomed/not wearing the required clothing at all times (Rule #1)
- Failure to wear protective items in the lab/shop areas at all times (Rule #1)
- Not completing clean-up duties (Rule #2)
- Failure to have an instructor check and approve projects/repairs (Rule #3)
- Failure to do practical work/projects (Rule #4)
- Smoking, tobacco use, drinking or eating in the appropriate area or lab/shop area (Rule #5)
- Failure to handle equipment and tools with respect and safety (Rule #6)
- Wasting materials/supplies and/or not handling safely (Rule #7)
- Responsible for missing tool(s) (Rule #8)
- Bringing visitors into the shop/lab area (Rule 9)
- Operating a vehicle without a Driver License (Rule 10)
- Failure to report accident(s) and/or injuries to an instructor (Rule #11)
- Use of shop telephones for personal use (Rule #14)
- Improper use of Cell Phones/I-pods (Rule #15)
- Unauthorized use of electronic devices in the classroom or lab/shop area (Rule #16)
- Inconsiderate conduct or not maintaining a safe environment (Rule #17)
- Personal items left on the lab/shop floor (Rule #18)
- Using another student's tools and/or supplies without permission (Rule #19)
- Other _____

Method of Discipline:

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

_____ Written Warning (2nd or severe offense; will be forwarded to Dean of Instruction)

_____ Referral to Dean of Students or Dean of Instruction: (3rd offense or matters of extreme noncompliance)

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

SIGNATURE OF STUDENT

DATE

SIGNATURE OF INSTRUCTOR

DATE