



HVAC 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 HVAC. 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 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 (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 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.

ACADEMIC AND STUDENT SERVICES INFORMATION

ATTENDANCE AND PARTICIPATION POLICIES

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.

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.

ATTENDANCE EXPECTATIONS

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).

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.

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.

TARDINESS

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.

COURSE/PROGRAM WITHDRAWALS

1. Hill College reserves the right to request at any time the withdrawal or dismissal of any HVAC 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 Enrollment Management. 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>).

STUDENT ACCOMMODATIONS

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

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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 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. For additional information, please visit the website at <http://www.hillcollege.edu/students/Advising/ada.html>.

SUPPORT SERVICES FOR TECHNICAL STUDENTS

The Carl Perkins Vocational Education program is also sponsored by Hill College. The goal of the program is to encourage success through vocational/technical training, career guidance, and support in order to facilitate placement into the workforce. The program targets the following special populations: economically disadvantaged, educationally disadvantaged, limited English proficiency, persons with disabilities, individuals in non-traditional fields, single parents, single pregnant women, and displaced homemakers.

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 status, or academic standing. Students are advised to see a campus advisor or counselor or the appropriate department for assistance before making changes to their schedule. For further information on schedule changes, adds/drops/withdrawals refer to the student handbook or inquire within Student Information Services.

ADVISING SERVICES

Hill College has a staff of professional advisors 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. The Advising and Success Center, located on all Hill College campuses, provides information on college resources and refers students to community resources when needed. Students its website at: <http://www.hillcollege.edu/students/Advising/index.html> for more information.

FINANCIAL AID

The Hill College Student Information Services Office is available to help students locate resources to finance their education.

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 CENTER

Current Testing Center guidelines, contact names and phone numbers, and websites for the national test providers can be accessed via Hill College webpage at:

<http://www.hillcollege.edu/Students/Testing/index.html>.

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/HVAC/index.html>

PARKING

Students are allowed to park only in designated parking areas per Hill College campus policy. All students should have in place a Hill College parking sticker affixed to their vehicle.

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.

SCHOLASTIC DISHONESTY

The HVAC 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.

NON-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. Students who believe they have been discriminated against or denied an accommodation to which they are entitled should follow the appeals procedure outlined in the Hill College Student Handbook.

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

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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, Mr. Rex Parcels, at 254.659.7821. For more information regarding Sexual Assault, please visit the Hill College website at http://www.hillcollege.edu/safety/sexual_assault.html.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

The HVAC 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.

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 use, 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.

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- 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. Lockers are provided for each student's use. Lockers should be used to store personal items such as backpacks, coats and other items. These items should not be left on the lab/shop floor. 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.

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. Students are prohibited from parking their vehicles within the lab/shop floor and within the gated area.

Additionally, students are prohibited from blocking entrances/exits, drives and garage doors.

- 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.

ACKNOWLEDGEMENT

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 contact _____

Phone number _____

Relationship to student _____

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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 action 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 Date

**HVAC
PROGRAM STUDENT HANDBOOK
2017 – 2018**

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, drinking or eating in the in appropriate 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