Cisco College
Cisco, Texas

Cisco College Registration Guide 2016-2017

Cisco College AEC
Abilene, Texas
# Table of Contents

- Hours of Operation & Locations ................................................................. 3
- Academic Calendar .................................................................................. 4
- Admissions ............................................................................................... 5
- Testing ......................................................................................................... 6
- Financial Aid ............................................................................................. 7
- Registering Online ................................................................................... 8-9
- Payment ...................................................................................................... 10
- Sample Degree Plan ................................................................................ 11-12
- Schedule Worksheet ................................................................................ 13
- How to Access Campus Connect .............................................................. 14
- Schedule Screen Breakdown ................................................................... 15
- Course Cancellations ............................................................................... 16
- Course Location & Instructor Changes ................................................... 16
- Course Building Abbreviations ............................................................... 1
- Tuition & Fees ......................................................................................... 17-18
- Student E-mail ......................................................................................... 19
- Accessing Canvas ..................................................................................... 19
- Go Cisco Card ......................................................................................... 20-22
- Bookstore .................................................................................................. 23
- Emergency Notification System ............................................................... 23
- Abilene Educational Center Map ............................................................. 24
- Cisco Campus Map .................................................................................... 25
- Tutoring & Writing Centers .................................................................... 26
- Library ........................................................................................................ 26
- Transition Center ...................................................................................... 27
- Lost & Found ............................................................................................. 27
- Clubs & Organizations ............................................................................ 28-29
- Student Handbook .................................................................................... 30
- Title IX & Non-Discrimination ................................................................. 30-31
- Student Resources .................................................................................... 32
- Policies ........................................................................................................ 33
**Hours of Operation**

Cisco Campus  
Monday – Thursday: 8 a.m. to 4:30 p.m.  
Friday: 8 a.m. to 2 p.m.  

Abilene Education Center  
Monday – Thursday: 8 a.m. to 6:30 p.m.  
Friday: 8 a.m. to 2 p.m.  

**Locations**

Cisco Campus  
101 College Heights  
Cisco, TX, 76437  
Phone: 254.442.5000  
Fax: 254.442.5100  

Abilene Educational Center  
717 E. Industrial Blvd.  
Abilene, TX, 79602  
Phone: 325.794.4400  
Fax: 325.692.2530
### 2016-2017 Academic Calendar

#### Fall 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 5</td>
<td>Last day to pay (pre-registration)</td>
</tr>
<tr>
<td>Aug 29</td>
<td>First day of class</td>
</tr>
<tr>
<td>Aug 31</td>
<td>Last day to register</td>
</tr>
<tr>
<td>Sep 5</td>
<td>Labor Day holiday</td>
</tr>
<tr>
<td>Oct 14</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; 7-weeks ends</td>
</tr>
<tr>
<td>Oct 24</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 7-weeks begins</td>
</tr>
<tr>
<td>Nov 4</td>
<td>Last day to drop with a W</td>
</tr>
<tr>
<td>Nov 14</td>
<td>Spring ’17 Registration opens</td>
</tr>
<tr>
<td>Nov 23-25</td>
<td>Thanksgiving holidays</td>
</tr>
<tr>
<td>Dec 2</td>
<td>Last day to pay (Spring ‘17 pre-registration)</td>
</tr>
<tr>
<td>Dec 9</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; 7-weeks ends</td>
</tr>
<tr>
<td>Dec 12-16</td>
<td>Finals</td>
</tr>
<tr>
<td>Dec 19</td>
<td>Grades due by 2 p.m.</td>
</tr>
</tbody>
</table>

#### Wintermester 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 16</td>
<td>Last day to pay and register</td>
</tr>
<tr>
<td>Dec 17</td>
<td>Wintermester begins</td>
</tr>
<tr>
<td>Dec 23</td>
<td>Offices close for Christmas Break</td>
</tr>
<tr>
<td>Dec 31</td>
<td>2-week Wintermester ends</td>
</tr>
<tr>
<td>Jan 9</td>
<td>Offices open</td>
</tr>
<tr>
<td>Jan 13</td>
<td>5-week Wintermester ends</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Martin Luther King holiday</td>
</tr>
</tbody>
</table>

#### Wintermester 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15</td>
<td>Last day to pay and register</td>
</tr>
<tr>
<td>May 15</td>
<td>Wintermester begins</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day holiday</td>
</tr>
<tr>
<td>May 30</td>
<td>Wintermester ends</td>
</tr>
</tbody>
</table>

#### Summer I 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31</td>
<td>Summer I &amp; Long Summer begin</td>
</tr>
<tr>
<td>Jun 16</td>
<td>Last day to pay (Summer II pre-registration)</td>
</tr>
<tr>
<td>Jun 22</td>
<td>Last day to drop with a W</td>
</tr>
<tr>
<td>Jul 4</td>
<td>Independence Day holiday</td>
</tr>
<tr>
<td>Jul 7</td>
<td>Summer I ends</td>
</tr>
</tbody>
</table>

#### Summer II 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 16</td>
<td>Last day to pay (Summer II pre-registration)</td>
</tr>
<tr>
<td>Jul 10</td>
<td>Summer II begins</td>
</tr>
<tr>
<td>Jul 28</td>
<td>Last day to drop with a W (Summer II and Long Summer)</td>
</tr>
<tr>
<td>Aug 18</td>
<td>Summer II &amp; Long Summer ends</td>
</tr>
<tr>
<td>Aug 21</td>
<td>Grades due by 2 p.m.</td>
</tr>
</tbody>
</table>
Admissions

STEP 1 – Admissions

- Complete the Admissions application online at [www.cisco.edu](http://www.cisco.edu)
  - On the homepage, point to the Admissions tab and click on Application in the drop down menu
  - Complete the information and click “Submit” at the bottom of the page
  - After it tells you your information has been stored, you are finished with the admissions application
- Print and complete a Residency Questionnaire, found online at [www.cisco.edu](http://www.cisco.edu)
  - On the homepage, click on “Admissions” in the drop down menu under the Admissions tab
  - On the next page, click the “Residency Questionnaire” link under Step 6; print, complete, and return the questionnaire to:

<table>
<thead>
<tr>
<th>Cisco College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Admissions Office</td>
</tr>
<tr>
<td>101 College Heights</td>
</tr>
<tr>
<td>Cisco, TX 76437</td>
</tr>
</tbody>
</table>

  - If you are a student with an identified disability and need assistance with the admissions or registration process, please contact the Special Populations Coordinator on your campus:

<table>
<thead>
<tr>
<th>Abilene Educational Center</th>
<th><a href="mailto:deborah.castleman@cisco.edu">deborah.castleman@cisco.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cisco Campus</td>
<td><a href="mailto:leigh.dycus@cisco.edu">leigh.dycus@cisco.edu</a></td>
</tr>
</tbody>
</table>

- Have high school transcript/GED and transcripts from **ALL** schools you have attended sent to the admissions office using the address listed above under Step 2 of the Residency Questionnaire
- Students entering or transferring to Cisco College who are under the age of 22 and will be attending a class or classes on campus must provide either:
  - Proof of vaccination for bacterial meningitis stating the month, day, and year of the vaccination. The vaccination must be within the last 5 years and at least 10 days before the first day of classes **OR**
  - An exemption form with the necessary documentation attached

  - For more information, go to [www.cisco.edu](http://www.cisco.edu), click on “Admissions” at the top of the page, click on “Enrollment Services” in the drop down menu. On the next page, in the left-hand column under Enrollment Services, click on “Bacterial Meningitis Vaccination Requirements.”
  - If you have any further questions, you may contact the Admissions office at 254.442.5134 or email Shirley Dove at shirley.dove@cisco.edu
Testing

STEP 2 – Testing

- You must take the TSI placement exam for reading, math and writing (unless you are exempt)
  - If you need to take the TSI, there is a sign-up process and a pre-assessment activity required prior to testing
  - To schedule a TSI placement exam and receive information on the pre-assessment activity, please contact the Testing Center for your campus:
    
    | Abilene Educational Center | testing@cisco.edu |
    |---------------------------|-------------------|
    |                           | 325.794.4458      |
    | Cisco Campus             | testing@cisco.edu |
    |                           | 254.442.5022      |

- You may be exempt from placement testing if you have qualifying scores (please note all scores must be less than 5 years old):

<table>
<thead>
<tr>
<th>Reading and Writing Exemptions</th>
<th>Math Exemptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAKS E/LA score of 2200+ and an Essay score of 3+</td>
<td>Math score of 2200+</td>
</tr>
<tr>
<td>STAAR An English III EOC score of Level 2</td>
<td>An Algebra II EOC score of Level 2</td>
</tr>
<tr>
<td>ACT Composite score of 23+ and an English score of 19+</td>
<td>Composite score of 23+ and a Math score of 19+</td>
</tr>
<tr>
<td>SAT prior to March 2016* Combined score of 1070+ for Critical Reading and Math with at least 500 on Critical Reading</td>
<td>Combined score of 1070+ on Critical Reading and Math with a Math score of 500+</td>
</tr>
<tr>
<td>SAT tests March 2016 and later* Evidence-based Reading and Writing (EBRW) score of 480</td>
<td>Math score of 530</td>
</tr>
</tbody>
</table>

*SAT scores for TSI purposes must come from either the old SAT (taken prior to March 2016) or the revised SAT (taken March 5, 2016 and later), but not a combination of old SAT scores and revised SAT scores.

- Other exemptions:
  - Student on active duty in the military
  - Student who were on active duty in the military and retired on or after August 1, 1990
  - Students with an associate or bachelor’s degree from a regionally accredited college or university
  - Students with previous college coursework may be exempt from one or more sections of the TSI. Bring a copy of your transcript(s) to a counselor to be evaluated
  - Students enrolling into a Level 1 Certificate will have TSI requirements waived

- If you have any questions concerning testing or exemptions, contact a counselor:

<table>
<thead>
<tr>
<th>Abilene Educational Center Counselors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Castlemen</td>
</tr>
<tr>
<td>Link Harris</td>
</tr>
<tr>
<td>Randy Leath</td>
</tr>
<tr>
<td>Amy Callan</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cisco Campus Counselors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leigh Dycus</td>
</tr>
<tr>
<td>Misty Taylor</td>
</tr>
</tbody>
</table>
Financial Aid

STEP 3 – Financial Aid

- Complete the financial aid application online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - Cisco College’s School Code is 003553
  - For the 2016-2017 school year, use your 2015 income tax form (ex. 1040, 1040EZ, 1040A)
  - It takes the Financial Aid Department two weeks to receive and process your FAFSA
  - Complete the required financial aid E-forms. Check with financial aid for what E-forms to complete
  - Deadline to file for fall 2016 is July 1, 2016. Classes will begin August 29, 2016

- Students filing after the deadline cannot be guaranteed their financial aid will be in place at the time of registration. They must be prepared to either pay in full or arrange a payment plan for their tuition, fees, books, and supplies

- If you have any further questions, you may contact a financial aid counselor for your campus:

<table>
<thead>
<tr>
<th>Abilene Educational Center Financial Aid Counselors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Natalie Comer</td>
<td><a href="mailto:natalie.comer@cisco.edu">natalie.comer@cisco.edu</a></td>
</tr>
<tr>
<td>Toni Luna</td>
<td><a href="mailto:toni.luna@cisco.edu">toni.luna@cisco.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cisco Campus Financial Aid Counselors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Sellers</td>
<td><a href="mailto:linda.sellers@cisco.edu">linda.sellers@cisco.edu</a></td>
</tr>
<tr>
<td>Melissa Henry</td>
<td><a href="mailto:melissa.henry@cisco.edu">melissa.henry@cisco.edu</a></td>
</tr>
<tr>
<td>Marla White</td>
<td><a href="mailto:marla.white@cisco.edu">marla.white@cisco.edu</a></td>
</tr>
</tbody>
</table>

How to Create a FSA ID

The FSA ID has replaced the Federal Student Aid PIN and must be used to log into certain US Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging into fafsa.gov, the National Student Loan Data System at [www.nslds.ed.gov](http://www.nslds.ed.gov), studentloans.gov, studentaid.gov, and Agreement to Serve (ATS) at [www.teach-ats.ed.gov](http://www.teach-ats.ed.gov).

1. When logging into one of the websites listed above, click the link to create a FSA ID
2. Create a username and password, and enter your email address
3. Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers
4. If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.
5. Review your information, and read and accept the terms and conditions.
6. Confirm your email address using the secure code, which will be sent to the email address you entered when you created your FSA ID. Once you verify your email address, you can use it instead of your username to log into the website.
Registering online

STEP 4 – Registering online

- Students will be unable to register until admissions and testing steps are complete!
- Selecting your courses is an important step before you register online. You are encouraged to be advised before you go online to register for classes.
- If you are in need of advising, contact one of the counselors:

<table>
<thead>
<tr>
<th>Abilene Educational Center Counselors:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Castleman – Technical Programs</td>
<td><a href="mailto:deborah.castleman@cisco.edu">deborah.castleman@cisco.edu</a></td>
</tr>
<tr>
<td>Link Harris – Academic Programs</td>
<td><a href="mailto:link.harris@cisco.edu">link.harris@cisco.edu</a></td>
</tr>
<tr>
<td>Randy Leath – Academic Programs</td>
<td><a href="mailto:randy.leath@cisco.edu">randy.leath@cisco.edu</a></td>
</tr>
<tr>
<td>Amy Callan – Nursing/Allied Health</td>
<td><a href="mailto:amy.callan@cisco.edu">amy.callan@cisco.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cisco Campus Counselors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Leigh Dycus</td>
<td><a href="mailto:leigh.dycus@cisco.edu">leigh.dycus@cisco.edu</a></td>
</tr>
<tr>
<td>Misty Taylor</td>
<td><a href="mailto:misty.taylor@cisco.edu">misty.taylor@cisco.edu</a></td>
</tr>
</tbody>
</table>

- How to log into Campus Connect
  1. Go to [www.cisco.edu](http://www.cisco.edu)
  2. Click on “Campus Connect” (red button next to the search option)
  3. Enter your social security number (123456789) for the username and your eight-digit date of birth (MMDDYYYY) for the PIN number. Do not use spaces, dashes, or slashes for the SS# or DOB

- Declaring a Major/Degree Audit
  o Declaring a major is required by the financial aid office before a student can receive aid
  o Declaring a major helps a student to know which courses to take
  o If a student receives a Pell Grant or a loan, the courses they choose must be on their declared degree plan
    1. To declare a major, go to “Campus Connect” and sign in as outlined above in Steps 1-3 of “How to log into Campus Connect”
    2. Bring down the drop down menu on “Student Info” and click “Demographics”
    3. Select “Update Demographics”
    4. Select your major. If you are undecided, select “General studies” or “Core completer”
    5. Once the major is selected, click the drop down menu for the registration tab and select “Degree audit.” Follow the instructions as to what classes are required for the chosen degree or program

(Registering online continued on next page)
Registering online, cont’d

- How to register for classes online
  1. To register for classes, go to “Campus Connect” and sign in as outlined above in Steps 1-3 of “How to log into Campus Connect”
  2. Once in Campus Connect, you will notice the option on the top menu that reads “Registration Options.” Bring down the drop down menu and click Add/Drop courses.
  3. The next page will ask for the semester. Choose the semester and the campus that you wish to attend (Abilene Educational Center for Abilene, Cisco Campus for Cisco).
  4. You can also choose from a department, or you can display all departments
  5. The next page will give you the course listing with the option of adding classes. You may now add and drop until you have your schedule in place. Your schedule will begin to accumulate at the top of the screen each time you add a course
  6. In order to view your schedule:
     - Under “Registration Options,” select “Schedule”
     - Select the term you wish to view
     - Once the classes show up on your schedule, you are registered in those classes. Nothing further is needed to register except for payment (see payment below).
     - You can print this schedule by clicking the print icon
Payment

STEP 5 – Payment

- **YOU WILL BE DROPPED FROM CLASSES FOR NON-PAYMENT!**
- If you are expecting a scholarship, Pell Grant, or student loan you may review your status using Campus Connect
- To review your financial aid:
  - Go to “Campus Connect” and sign in as outlined above in Steps 1-3 of “How to log into Campus Connect”
  - Click “View your award package” in the “Financial Aid Information” box on the right side of your screen
  - Choose the appropriate year and click “View aid”
  - You will then see an award amount or additional information that is required prior to being awarded
- **VA**
  - Student must see the Veterans Services Coordinator: call 325.794.4465
- **Tuition assistance**
  - Must be submitted to the Business Office before payment deadlines
- **Third party payment**
  - If another person or company will be paying your balance, you must inform the Business Office once you register for classes
- **To pay online:**
  - In Campus Connect, under the “Account Options” drop down menu, then click “Review/Pay Account”
  - Choose the appropriate semester
  - Choose either the “Pay by Credit Card” or “Pay by Nelnet” options
  - Both options will include instructions once chosen
### Checklist for Associates in Arts

#### COMMUNICATIONS (6 HOURS)

<table>
<thead>
<tr>
<th>Required:</th>
<th>Grade</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1301</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1302</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### HUMANITIES (3 HOURS)

<table>
<thead>
<tr>
<th>Required:</th>
<th>Grade</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### MATHEMATICS (3 HOURS)

<table>
<thead>
<tr>
<th>Required:</th>
<th>Grade</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### NATURAL SCIENCES (8 HOURS)

<table>
<thead>
<tr>
<th>Required:</th>
<th>Grade</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### VISUAL & PERFORMING ARTS (3 HOURS)

<table>
<thead>
<tr>
<th>Required:</th>
<th>Grade</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### AMERICAN HISTORY (6 HOURS)

<table>
<thead>
<tr>
<th>Required:</th>
<th>Grade</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1301</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 1302</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### GOVERNMENT/POLITICAL SCIENCE (6 HOURS)

<table>
<thead>
<tr>
<th>Required:</th>
<th>Grade</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>GOVT 2305</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GOVT 2306</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### SOCIAL & BEHAVIORAL SCIENCES (3 HOURS)

<table>
<thead>
<tr>
<th>Required:</th>
<th>Grade</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### COMPONENT AREA (4 HOURS)

<table>
<thead>
<tr>
<th>Required:</th>
<th>Grade</th>
<th>Semester Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### ELECTIVES (18 HOURS, ONLY 6 MAY BE FROM A TECHNICAL PROGRAM)

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Course</th>
<th>Grade</th>
<th>Course</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3 hours from ENGL 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2341, 2342, FREN 2311, 2312, SPAN 2311 or 2312, PHIL 1301, 2306

3 hours from MATH 1314, 1316, 1324, 1325, 1332, 1342, 2412, 2413, 2414, or 2415

8 hours from BIOL 1406, 1407, 1408, 1409, 1411, 1413, 2401, 2402, 2421, CHEM 1405, 1411, 1412, GEOL 1403, 1404, or PHYS 1401, 1402, 1403, 1404, 1415, 1417, 2425, 2426

3 hours from ARTS 1301, MUSIC 1306, DRAM 1310 or ENGL 2307

See next page for Elective suggestions
Component Area Options

Component Area courses must not have been used to complete the core curriculum.

AGRI 2317
ARTS 1301
BCIS 1305
BIOL 1406, 1407, 1408, 1409, 1411, 1413, 2401, 2402, 2421
CHEM 1405, 1411, 1412, 2423, 2425
DRAM 1310
ECON 1301, 2301, 2302
EDUC 1100
ENGL 2307, 2321, 2322, 2323, 2326, 2328, 2332, 2333, 2341, 2342
FREN 1411, 1412, 2311, 2312
GEOL 1403, 1404
GERM 1411, 1412
HIST 2301, 2321, 2322
MATH 1314, 1316, 1324, 1325, 1332, 1342, 2412, 2413, 2414, 2415
MUSI 1306
PHIL 1301, 2306
PHYS 1401, 1402, 1403, 1404, 1415, 1417, 2425, 2426
PSYC 2301, 2314, 2319
SOCI 1301, 1306
SPAN 1411, 1412, 2311, 2312
SPCH 1315, 1321

Suggested Electives

Elective courses must not have been used to complete the core curriculum. Only 6 hours may be from a technical program.

Agriculture - AGRI 1307, 1319, 2317, 2330, 2303, 2304, 2301, 1315
Art - ARTS 1311, 1312, 1316, 1317, 2316, 2317, 2326, 2328, 2348, 2349
Biology - BIOL 1406, 1407, CHEM 1411, 1412, PHYS 1401, 1402, MATH 2413, 1316, or 2412
Business – BUSI 1301, ECON 2301, 2302, ACCT 2301, 2302, MATH 1324, 1325
Chemistry – BIOL 1406, 1407, CHEM 1411, 1412, PHYS 1401, 1402, MATH 1314, 2412
Education (Early Childhood) – EDUC 1301, 2301, 2 from CDEC 1303, 1311 and/or 1318, additional sciences
Education (Secondary) – EDUC 1301, 2306, courses in your teaching field
English – Additional Literature, 2 years of Foreign Language
Foreign Language – 2 years of Foreign Language, HIST 2321, 2322
Government – HIST 2321, 2322, 2301, SOCI 1301, ECON 1301, PSYC 2301
Kinesiology – KINE 1101, 1102, 1304, 1306, 1308, BIOL 2401, 2402
Mathematics – MATH 1316 or 2412, 2413, 2414
Nursing – BIOL 2401, 2402, 2421, CHEM 1411, 1412, PSYC 2301, 2314, SOCI 1301, MATH 1342
Physics – CHEM 1411, 1412, PHYS 2425, 2426, MATH 2413
Pre-Engineering – MATH 2413, 2414, CHEM 1411, 1412, PHYS 1401, 1402
Pre-Medical – BIOL 1406, 1407, CHEM 1411, 1412, PHYS 1401, 1402, MATH 2413, 1342
Psychology – PSYC 2301, 2314, SOCI 1301, Additional Literature, Foreign Language, MATH 1342
Sociology – SOCI 1301, 1306, 2301, PSYC 2301, Additional Literature, Foreign Language
Schedule Worksheet
This worksheet is designed to help you plan your schedule of classes. Prior to registration, you are encouraged to visit with your academic advisor. After you complete your worksheet, go to Campus Connect and register for your classes. It is your responsibility to ensure that you have met course prerequisites, are in compliance, and enroll in courses which satisfy your major’s requirements.

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am – 9:25 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:35 am – 11:00 am</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:10 am – 12:35 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 pm – 2:25 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:35 pm – 4 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 pm – 6:25 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30 pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How to Access Campus Connect

How to access Campus Connect to register for classes:

- Go to www.cisco.edu
- Click on the red “Campus Connect” button at the top of the page

- Your Student ID will be your social security number with no dashes or spaces, and your password will be your 8-digit birthday (MMDDYYYY)
- Under the “Registration Options” tab, click on “Add/Drop Courses”

- Select the semester and location you want to enroll in, then click “Display Schedule & Available Courses”
- When you find the course you want to enroll in, click the “Add” button out to the right

- Once you are finished, select “Schedule” under the “Registration Options” tab to print your schedule
Schedule Screen

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Term Code</th>
<th>Course Title</th>
<th>Meeting Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Instructor</th>
<th>Credits</th>
<th>Limit</th>
<th>Enrolled</th>
<th>Short ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT-2301 01</td>
<td>1515</td>
<td>Principles of Accounting I</td>
<td>M W</td>
<td>09:35AM</td>
<td>11:00AM</td>
<td>08/24/2015</td>
<td>12/11/2015</td>
<td>SCHH5</td>
<td>MULLER, K</td>
<td>3.00</td>
<td>30</td>
<td>31</td>
<td>196539</td>
</tr>
<tr>
<td>ACCT-2301 50</td>
<td>1515</td>
<td>Principles of Accounting I</td>
<td>T R</td>
<td>11:10AM</td>
<td>12:35PM</td>
<td>08/24/2015</td>
<td>12/11/2015</td>
<td>AEC 105</td>
<td>MULLER, K</td>
<td>3.00</td>
<td>30</td>
<td>11</td>
<td>19310</td>
</tr>
<tr>
<td>ACCT-2301 E1</td>
<td>1515</td>
<td>Principles of Accounting I</td>
<td>T R</td>
<td>08:30AM</td>
<td>09:50PM</td>
<td>08/24/2015</td>
<td>12/11/2015</td>
<td>ONLINE</td>
<td>WILLIAMS, L</td>
<td>3.00</td>
<td>35</td>
<td>30</td>
<td>191311</td>
</tr>
<tr>
<td>ACCT-1302 50</td>
<td>1515</td>
<td>Introduction to Accounting I</td>
<td>T R</td>
<td>08:30AM</td>
<td>09:50PM</td>
<td>08/24/2015</td>
<td>12/11/2015</td>
<td>AEC 101</td>
<td>WILLIAMS, L</td>
<td>3.00</td>
<td>35</td>
<td>5</td>
<td>19444</td>
</tr>
<tr>
<td>ACCT-1302 E1</td>
<td>1515</td>
<td>Introduction to Accounting I</td>
<td>T R</td>
<td>08:30AM</td>
<td>09:50PM</td>
<td>08/24/2015</td>
<td>12/11/2015</td>
<td>ONLINE</td>
<td>WILLIAMS, L</td>
<td>3.00</td>
<td>35</td>
<td>15</td>
<td>1945</td>
</tr>
</tbody>
</table>

**Course Name and Number**

- **M** = Monday
- **T** = Tuesday
- **W** = Wednesday
- **R** = Thursday
- **F** = Friday
- **S** = Saturday

**Class Start and End Times**

- **Classroom Location**
  - **ONL** = Online
  - **TBA** = Contact instructor for meeting days/times

**Instructor Name**

**Semester Credit Hours**

**Enrollment Limit**

**# of students already enrolled in class**

---

Please note that most science courses (CHEM, BIOL, PHYS, etc.) and all developmental courses (DMAT, DERW, etc.) require a lab component. You must register for both the lecture and the lab when registering for these courses.

**Lecture section of a CHEM course**

**Lab section of a CHEM course**

Lab sections are in purple on the course schedules.
Course Cancellations

A minimum number of students are required in each class before a course can be taught. Courses may be cancelled due to lack of enrollment or if an instructor is unavailable. Students enrolled in the cancelled course will be notified as soon as possible.

Course Location and Instructor Changes

It is sometimes necessary to change a room location or course instructor prior to the first day of the semester. A day or two before the semester begins, return to Campus Connect and print a copy of your class schedule to ensure you have the most current course information.

Course abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONL</td>
<td>denotes an online course</td>
</tr>
<tr>
<td>VCT</td>
<td>Virtual College of Texas. More information is available at <a href="http://www.cisco.edu">www.cisco.edu</a>, or students may contact the VCT coordinator at <a href="mailto:vct@cisco.edu">vct@cisco.edu</a>.</td>
</tr>
<tr>
<td>ITV</td>
<td>“Interactive Video Course.” Interactive Video Courses allow students and instructors to interact via video from multiple physical locations.</td>
</tr>
<tr>
<td>HYB</td>
<td>denotes a hybrid course. A hybrid course typically combines online and face-to-face delivery methods</td>
</tr>
</tbody>
</table>

Building abbreviations – Abilene campus

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEC</td>
<td>Abilene Educational Center</td>
</tr>
<tr>
<td>HVAC</td>
<td>HVAC classes are taught in the metal building south of the main building, behind the automotive area</td>
</tr>
<tr>
<td>MB1/MB2</td>
<td>Metal Building 1 &amp; 2 (located south of the main building, behind the automotive area)</td>
</tr>
<tr>
<td>PRT Bowl</td>
<td>PrimeTime Bowling Lanes. The bowling class is taught at PrimeTime Family Entertainment Center, which is located at 4541 Loop 322</td>
</tr>
</tbody>
</table>

Building abbreviations – Cisco campus

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI</td>
<td>Ag. Building</td>
</tr>
<tr>
<td>FITCFIT</td>
<td>Fitness Center</td>
</tr>
<tr>
<td>FLDHFF</td>
<td>Fieldhouse</td>
</tr>
<tr>
<td>GYM</td>
<td>Gymnasium</td>
</tr>
<tr>
<td>HFAR</td>
<td>Harrell Fine Arts Building</td>
</tr>
<tr>
<td>LART</td>
<td>Language Arts Building</td>
</tr>
<tr>
<td>MEMH</td>
<td>Memorial Hall</td>
</tr>
<tr>
<td>MML ITV</td>
<td>Manor Memorial Library ITV Room</td>
</tr>
<tr>
<td>RODEOARE</td>
<td>Rodeo Arena</td>
</tr>
<tr>
<td>SCHH</td>
<td>Schaeffer Hall</td>
</tr>
<tr>
<td>STAH</td>
<td>Stamey Hall</td>
</tr>
<tr>
<td>VT1</td>
<td>Vocational-Technical Building 1</td>
</tr>
<tr>
<td>VT2</td>
<td>Vocational-Technical Building 2</td>
</tr>
</tbody>
</table>
Tuition and Fees

THE FOLLOWING CHART IS EFFECTIVE FALL 2016:

Online & Abilene Campus - Texas Resident  $148.00  per semester credit hour
Online & Abilene Campus - Out of State Resident  $184.00  per semester credit hour
Online & Abilene Campus - International  $184.00  per semester credit hour
Cisco Campus - In District Resident  $ 98.00  per semester credit hour
Cisco Campus - Out of District Resident  $128.00  per semester credit hour
Cisco Campus - Out of State Resident  $164.00  per semester credit hour
Cisco Campus - International  $164.00  per semester credit hour

LABORATORY FEES AND OTHER COSTS

LABORATORY FEES

Agronomy lab fee  $50.00
Bowling Facilities lab fee  $38.00
Welding lab fee  $50.00

All other laboratory fees for academic or technical courses are $24.00/course

OTHER COSTS

Graduation Fees:

Diploma  $25.00
Cap & Gown  $40.00
Diploma, Cap, & Gown  $65.00
ID Replacement Fee  $5.00
Late Registration Fee  $30.00
Dorm Replacement Key  $25.00
Schedule Changes (per add & drop)  $10.00
Fax Transcript Fee  $20.00
Two-Day Transcript  $25.00
Activity Fee (6 or more hours, Cisco only)  $25.00
GED  $75.00
Music (Private lessons, per credit hour)  $50.00
Virtual College Fee (non-refundable)  $50.00
International student application fee (non-refundable)  $100.00
Post Census Date Fee  $150.00
Tuition and Fees, cont'd

HEALTH SCIENCES

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for N-CLEX (RN &amp; VN)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Liability Insurance Fee (per semester)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Nursing Program Fee</td>
<td>$240.00</td>
</tr>
<tr>
<td>Texas Board of Nursing Application</td>
<td>$139.00</td>
</tr>
<tr>
<td>ATI Assessment Fee (LVN-RN)</td>
<td>$159.00</td>
</tr>
<tr>
<td>ATI Assessment Fee (VNSG)</td>
<td>$250.00 - $300.00</td>
</tr>
</tbody>
</table>

For Respiratory Care fees, contact Melody Cusson at melody.cusson@cisco.edu

For any Health Science program not listed, please contact the individual department for additional fees

Graduation Fees:

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diploma</td>
<td>$25.00</td>
</tr>
<tr>
<td>Cap &amp; Gown</td>
<td>$40.00</td>
</tr>
<tr>
<td>Pin</td>
<td>$40.00 - $50.00</td>
</tr>
</tbody>
</table>

These schedules reflect only an estimated cost of tuition and fees. Other expenses to be considered may include: books, supplies, room and board, and transportation. Prices are subject to change.
Cisco Student Gmail Account

This is your personal Gmail account that you need to check often. Important college information is sent to this account. It is automatically created for each student; all you have to do to activate it is log-in with the following information.

Go to www.gmail.com and login by entering the following information:

firstname.lastname+lastfour#ofyourstudentid@students.cisco.edu

Example: jane.doe1234@students.cisco.edu

If you can’t access your Gmail account, or if you have any troubles with your account, please contact helpdesk@students.cisco.edu.

How to Access Canvas for your online courses

Canvas is the Learning Management System (LMS) that Cisco College uses for online learning. Within Canvas, instructors provide students access to course content. Canvas also enables students to interact with instructors and peers, submit assignments and receive feedback, and access library services. Some face-to-face courses may also use Canvas as a supplementary resource.

Go to www.cisco.edu and click on the Canvas link at the top of the page.

This will take you to a Canvas overview page. Once there, click on “Access & Password Reset.” This will tell you what your username and password is to access your Canvas account.

Once you have your username and password, return to the Canvas overview page and click “Cisco College Canvas Login.” You should be redirected to the Canvas homepage. Once there, enter your Cisco College Student Gmail (ex: jane.doe1234@students.cisco.edu) as the username and your entire student ID as the password.

If you can’t access your account, please contact the Canvas Help Desk at canvashelp@cisco.edu

IMPORTANT:

You MUST access Canvas through https://ciscocollege.instructure.com. If you Google or search for it instead, it will take you to the wrong site and your log-in information will not work!

You will be able to access Canvas prior to the first day of class, but your class information will not be uploaded onto your account until that date. This means you probably will not be able to access your online course until the first day of class. If classes haven’t shown up by the end of the first class day, please email canvashelp@cisco.edu with your information (including your student ID) and they will make sure your classes are loaded in a timely manner.

If you have any questions regarding Canvas, or are having trouble accessing Canvas, please click the Canvas button on the Cisco College homepage, and then click “Access & Password Reset” to see “Student Login Troubleshooting and Tips.”

For more information regarding Canvas, please click the Canvas button the Cisco College homepage and then click “Help for Students” for Canvas FAQs and additional assistance.
Go Cisco Card

Cisco College and Herring Bank have teamed up to offer you a convenient, one-card solution with the Go Cisco Card. The Go Cisco Card is a multi-functional card which allows you to open an optional checking account that offers free access to Herring Bank ATMs and to make no-fee purchases at merchant locations that accept MasterCard signature or PIN-based transactions. It’s the easy way to access cash and make purchases on and off campus.

You’ll use your Go Cisco Card often, so make sure to carry it with you at all times. You will be able to use it to:

- Receive financial aid disbursements *(unless student designates another financial institution)*
- Receive book buyback credits
- Purchase food through your meal plan
- Check out books from the library
- Attend athletic events
- Receive student discounts from participating merchants

For information on how to obtain your Go Cisco Card on the Cisco campus, call the ID card office in Cisco at 254.442.5178 or visit them in the Student Life Building. In Abilene, you may inquire about the ID card at the front desk or call 325.794.4400.

**FAQs about the Go Cisco Card**

How to activate your card?

1. Swipe card
2. Enter your 4-digit PIN
3. Press balance inquiry
4. Press checking
5. Print receipt
6. Receipt will show zero balance
7. Card is now activated

(FAQs continued on next page)
How can I make a deposit?

1. Parents and/or students can transfer funds from an existing bank account using our ONLINE DEPOSITS webpage at http://www.gociscocard.com
2. You can deposit to your Go Cisco Card account at any Herring Bank branch. Present your ID card when making a deposit to identify yourself as a Go Cisco card holder.
3. Present your Go Cisco Card at any MoneyGram location and provide receive code 5023
4. Present your routing and account number to your employer for direct deposit, if offered. Your routing number is 111302846. You can obtain your account number by calling 866.348.3435

How can I get cash from the card?
You can withdraw cash at any ATM by choosing the “checking” option and by entering your 4-digit PIN number. Or you can receive “cash back” during a point-of-sale transaction (when you are making a PIN purchase with your card) at any location that allows this, such as grocery and convenience stores.

Are there any fees associated with withdrawal?
Cash withdrawals at Herring Bank ATMs are surcharge free. Cash withdrawals made at all other ATMs are subject to the terminal fee at that ATM and a Herring Bank cash withdrawal fee of $1.50. Choosing the “cash back” feature during a point-of-sale transaction is free of charge at most locations. Please refer to your cardholder disclosure for fees. Withdrawals made at Allpoint ATMs are surcharge-free, but are still subject to a foreign ATM fee of $1.50.

How do I access Internet Banking?
Call 866.335.4318 for assistance in acquiring a username, password, and to receive more information.

How do I order checks?
You can order checks through Internet Banking and the first batch is free. Call 866.335.4318 for assistance in acquiring a username, password, and to receive more information.

What happens if I lose my card?
Call 866.348.3435 immediately to report your card lost or stolen. You will need to go to the front desk in Abilene or to the Student Life Building in Cisco so they can create a new card for you. There is a $5 fee to replace a lost card.

What happens if I forget my PIN number?
Call the number on the back of the card and a customer service representative will help you get a new PIN. Never give your PIN number to anyone else. If you have your PIN written down, keep it in a secure place.

Where can I use my card?
The MasterCard branded card can be used at all ATMs and at any merchant location that accepts MasterCard, as well as for online shopping, airline reservations and car rentals. When performing a withdrawal transaction, select the “checking” option and type in your 4-digit PIN.

(FAQs continued on next page)
How can I check my balance and view my transaction activity?
You can go online to www.gociscocard.com for Internet Banking or contact Customer Service at 866.348.3435. You can also check your balance at one of Herring Bank’s ATMs. All of these services are free of charge. Remember that other ATMs are subject to a fee.

Is there a limit on the amount of money I can withdraw from the card at any certain time?
There is a $1,000 daily limit on the card but most ATMs have limits set by the owner of the terminal. Multiple withdrawals may be needed to obtain large sums of cash.

If I lose my card are the funds on the card lost?
If you have lost your card, contact the Customer Service Center immediately at 866.348.3435 to prevent theft of the funds in your account. The sooner you report a lost or stolen card, the less chance there is of losing your funds. ID card accounts are FDIC insured, so your losses are limited. You will also need to contact the Cisco College Front Desk in Abilene or the ID card office in Cisco for a new card. There is a $5 fee for a new card.

How do I active my card?
You can activate your card by performing any PIN transaction. It is recommended you make a free balance inquiry at a Herring Bank ATM.

Who do I call if I have any questions about my card?
Call 866.348.3435, and have you card or account number ready for verification purposes.

Can I pay bills with my card?
You can use your MasterCard to pay your bills if the company accepts MasterCard. You can also use the routing and account number associated with your account. The routing number is 111302846. Call Customer Service at 866.348.3435 to obtain your account number. You can use Bill Pay or request checks through Internet Banking.

What other banking services are available?
Guaranteed Student Loans and car loans are also available.

How do I get a statement for my account?
You can request statements through Internet Banking and choose how you would like those delivered. Call 866.335.4318 for assistance in acquiring a username, password, and other information.

How do I qualify for Overdraft Protection?
College Green Checking accounts do not qualify for Overdraft Protection unless you have payroll direct deposit from your employer.
Bookstore

Check out the Cisco College bookstore for textbooks, clothing, general reference books, gifts, greeting cards, sundries and supplies.

**Abilene Bookstore**
Manager: Stacie Stone  
Phone: 325.794.4451

**Hours**
Monday - Thursday  
7:45 am - 7:00 pm  
Friday  
8:00 am - 12:00 pm

**Cisco Bookstore**
Manager: Terri Widener  
Phone: 254.442.5138

**Hours**
Monday - Thursday  
8:00 am - 12:30 pm and 1:30 pm - 4:00 pm  
Friday  
8:00 am - 2:00 pm


Textbook buyback typically takes place the week of finals, or the week after finals, depending on the semester. Check with the bookstore for exact dates and times.

Cisco College Emergency Notification System

The Cisco College Emergency Notification System is used to alert students in the event of unscheduled campus closings or emergencies. The alerts may be sent to your cell phone, email, home and/or office phone.

To enroll, or to edit your information, please go to the following website:
[www.e2campus.net/my/cisco](http://www.e2campus.net/my/cisco)

Username: firstname.lastname (ex. jane.doe)  
Password: Last 4 digits of your social security number
Cisco College Abilene Educational Center Map

Cisco College serves the West Central Texas region through two locations. Cisco is conveniently located in Eastland County, approximately 150 miles west of Fort Worth while Abilene is located in Taylor County, and is approximately 190 miles west of Fort Worth.

717 E. Industrial Blvd.
Abilene, TX, 79602
www.cisco.edu
325.794.4400
Cisco Campus Map

101 College Heights
Cisco, TX, 76437
www.cisco.edu
254.442.5000

![Cisco Campus Map Image]
Tutoring Center

The Tutoring Center on the Abilene campus is located in Room 111, and in Maner Library on the Cisco Campus. Tutoring is offered during the fall and spring on both campuses, and in the summer semesters on the Abilene campus. There is no charge, and no appointment is necessary. Tutoring schedules will be available at the front desk and in Room 111 on the Abilene campus, and will be available in the Student Life Building on the Cisco campus, and will be posted around the campus. Current schedules will also be sent to your Cisco College student Gmail account. Tutoring is available in most math and sciences courses.

Writing Center

The Writing Center on the Abilene campus is located in Room 122, and in the ITV Room in the library on the Cisco campus. If you have any questions about writing or editing a paper, stop by the Writing Center. The center is staffed by former and current faculty members. Writing Center schedules are available at each Writing Center location.

Library

<table>
<thead>
<tr>
<th>Abilene Educational Center Hours</th>
<th>Maner Library (Cisco) Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday: Closed</td>
<td>Sunday: 7:30 p.m. – 11:30 p.m.</td>
</tr>
<tr>
<td>Monday – Thursday: 7:30 a.m. – 8 p.m.</td>
<td>Monday – Thursday: 7:30 a.m. - 9 p.m.</td>
</tr>
<tr>
<td>Friday: 8 a.m. – 2 p.m.</td>
<td>Friday: 8 a.m. - 2 p.m.</td>
</tr>
<tr>
<td>Saturday: Closed</td>
<td>Saturday: Closed</td>
</tr>
<tr>
<td>Phone: 325.794.4481</td>
<td>Phone: 254.442.5026</td>
</tr>
</tbody>
</table>

To access the Cisco College Library Databases:

- Log into your Canvas account (you still have access to Canvas even if you are not currently enrolled in an online course. Follow the Canvas login instructions on page 19)
- Select Cisco College Libraries under Courses.
- All databases are linked from the Homepage of the Library
Transition Center

If you are looking to transfer to a four-year university, the Transition Center can help. We can give you transfer advice, pamphlets, flyers, and handouts from many Texas colleges, contact information for potential colleges, and degree plan comparisons. The Transition Center also schedules visits from university recruiters across Texas. If you've got questions about the transfer process, stop by the Transition Center.

The Transition Center at the Abilene Educational Center is located in Room 111. On the Cisco campus, the Transition Center is located in the Student Life Building.

The Process
If you are thinking about and/or planning to transfer from Cisco College, the following steps will aid you in the process:
1. Determine where you would like to go - this is where the Transition Centers can be helpful.
2. Review their academic programs to make sure your desired program of study is offered.
3. Review the tuition and fees to make sure it is within your college budget.
4. Make sure the town/city has the amenities you need and/or want.
5. Obtain a Transfer Equivalency list to see what courses will transfer and how they will appear on your transcript.
6. Contact the Admissions office of the college to which you want to transfer and they will assist you in completing the attendance and transfer requirements.

Lost and Found

A lost and found service is provided by the College on the Cisco campus in the Snack Bar in the Student Union Building. The Abilene campus keeps an unofficial Lost & Found box at the front desk. Unclaimed lost and found items will be held for a reasonable length of time and then disposed of as seen fit.

It is suggested that you provide identifiable information on all valuables. Do not leave books or other valuables in unlocked cars.
Clubs & Organizations

**Phi Theta Kappa**

Phi Theta Kappa is the international honor society of junior, technical and community colleges. At Cisco, the Alpha Gamma Gamma Chapter of Phi Theta Kappa promotes scholarship, the development of leadership and service and the cultivation of fellowship among qualified students.

Phi Theta Kappa was founded in 1918 to give prestigious recognition to two year college students with excellent scholarship and character. Phi Theta Kappa was founded on a commitment to provide enrichment in four hallmarks: scholarship, leadership, service, and fellowship. Since its inception, the society has grown from a handful of chapters in Missouri to almost 1,200 chapters and 120 alumni chapters in all 50 states and abroad. Texas has approximately eighty chapters in its region.

For more information, visit the official website of Phi Theta Kappa at [www.ptk.org](http://www.ptk.org).

**Advisors for Phi Theta Kappa**

Tom Bell: tom.bell@cisco.edu  
Sheron Caton: sheron.caton@cisco.edu  
William Haygood: william.haygood@cisco.edu

**Global Leadership Club**

The mission of the Global Leadership Club is to develop leadership skills for global change, build cultural awareness, and support the success of Cisco College students with international interests. The Global Leadership Club holds monthly meetings which include speakers, games, and food. For more information, contact Kathie Wright at kathie.wright@cisco.edu.

**Cisco College Food Pantry**

The Food Pantry of Cisco College offers food and basic cleaning and hygiene supplies to assist current students and their families who struggle economically. The Food Pantry is open Tuesdays from 10 am to 12 pm, and Wednesdays from 12 to 2 pm, or by appointment. A student ID is the only requirement for obtaining services. The pantry is located beside the front stairwell at Abilene Educational Center.

**Civic Club**

The Civic Club is chaired by English and Psychology professor Kim Wombles. The club meets regularly throughout the spring and fall semesters, and when needs are presented. They also volunteer for the Cisco College Food Pantry as needed. Please contact Kim Wombles by email at kim.wombles@cisco.edu for more information.
Clubs & Organizations, cont’d

Media Club

The Cisco College Media and the Arts Club consists of college students, faculty, staff and media professionals who have an interest in media and the Arts. The club is active on both campuses, and joint virtual meetings are held frequently. For more information, please contact John Caraway at john.caraway@cisco.edu.

Science Club

The Cisco College Science Club is for any student interested in any science – botany, zoology, chemistry, astronomy, geology, etc. The Science Club has monthly meetings including free pizza and visiting speakers. Each April, the Science Club holds its annual Cisco College Camp Out at Hords Creek Lake. The Science Club is chaired by Janie Brixey, and she may be reached at janie.brixey@cisco.edu.

Meat Judging Team

The Cisco College meat judging team is a member of the American Meat Science Association (AMSA). Meat judging is a scientific based event that requires hard work and dedication. Students learn beef, pork and lamb carcass evaluation, value based pricing, as well as cut class evaluation for pork hams, center-cut pork loins, beef ribs, beef short loins, beef full loins, and beef rounds. Students also learn yield and quality grading of beef. Cisco College competes in the A-Division against several other colleges and universities. Participation in Meat Judging provides a student with the ability to network with agriculture professors from across the United States as well as industry leaders. Students have exposure to internship opportunities and job opportunities upon graduation. If you are interested in Meat Judging, you may contact Brandi Terry at brandi.terry@cisco.edu.

Student Government Association

The purpose of the Student Government Association (SGA) is to “…represent the student body at Cisco College, to initiate and sponsor campus activities, and to promote school spirit.” SGA is the students’ organization, and membership is open to any student of Cisco College. Members serve a various decision-making committees. It offers an opportunity for students to learn leadership skills, and it offers the means for the students to plan and implement various student activities; and, through its elected officers, it is the official voice which the students may use to bring their concerns to the attention of the proper college personnel and affect institutional decision-making.

Wrangler Express

Sponsored by the Media Club, the Wrangler Express is Cisco College’s student newspaper. The mission of the Wrangler Express is to inform students, faculty and the general public about people and events at the college; and to foster a positive community spirit on the two campuses. If you are interested in being part of the team, or for more information, email thewranglerexpresscisco@gmail.com.
Student Handbook

To access the Cisco College Student Handbook which includes the complete Residence Hall Handbook, go to www.cisco.edu and click on “Catalog & Student Handbook” under the “Catalog & Courses” tab at the top of the page.

Title IX and Non-Discrimination

Members of the Cisco College community, guests and visitors have the right to be free from discrimination and sexual harassment, including sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated.

Federal and state anti-discrimination laws ensure quality in education and provide for the following:

- Students have the right to equal learning opportunities in their schools.
- Students may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of sex, sexual orientation, or gender identity in any program or activity.
- Students may not be required to take and/or may not be denied enrollment in a course because of their sex, sexual orientation, or gender identity.
- Students have the right to be evaluated and graded without regard to their sex, sexual orientation, or gender identity.

Cisco College takes allegations of sexual harassment seriously and investigates all reports

Sexual harassment is unwelcome sexual conduct by other students or school employees that interferes with a student’s right to get an education or to participate in school activities. Sexual harassment may be same-sex or opposite-sex. In addition, sexual harassment includes hostile or demeaning conduct targeting someone’s sex that is sufficiently severe, persistent and pervasive so that it unreasonably interferes with, limits or denies someone the ability to participate in or benefit from the college’s educational program.

(Title IX and Non-Discrimination continued on next page)
Title IX and Non-Discrimination, cont’d

Some examples of conduct that, if unwelcome, could constitute sexual harassment:

- Blocking someone’s movement, standing too close, or stalking someone.
- Unwanted hugging, kissing, touching, grabbing, or pinching.
- Spreading rumors or rating others.
- Making sexually suggestive sounds, whistles, or noises.
- Using insults, threats, slurs, or sexual jokes that target someone’s sex, sexual orientation or gender identity.
- Displaying pictures, posters, cartoons, drawings, or computer-generated images of a sexual nature.
- Writing notes, letters, or graffiti that are sexually explicit.
- Making obscene gestures or suggestive body movements that are sexual in nature.
- Sexual assault

Title IX and Nondiscrimination refer to federal and state anti-discrimination laws that ensure equality in education. Sexual harassment of or by school employees or students is a form of discrimination and is therefore prohibited.

For more information, consult the Cisco College Student Handbook online or contact the Title IX Coordinator:

Dr. Lori Grubbs  
Director of Student Success Programs  
Phone: 254.442.5022  
Office: Student Life Building  
lori.grubbs@cisco.edu
<table>
<thead>
<tr>
<th>Student Resources at Cisco College</th>
<th>Abilene Educational Center</th>
<th>Cisco Campus</th>
</tr>
</thead>
</table>
| **Academic Advising**             | 325.794.4405  
(link.harris@cisco.edu) | 254.442.5023  
(leigh.dycus@cisco.edu) |
|                                    | 325.794.4406  
(Deborah.castleman@cisco.edu) | 254.442.5024  
(misty.taylor@cisco.edu) |
|                                    | 325.794.4407  
(randy.leath@cisco.edu) |  |
|                                    | 325.794.4409  
(amy.callan@cisco.edu) |  |
| **Financial Aid**                 | 325.794.4412  
(natalie.comer@cisco.edu) | 254.442.5155  
(linda.sellers@cisco.edu) |
|                                    | 325.794.4413  
(toni.luna@cisco.edu) | 254.442.5128  
(Melissa.henry@cisco.edu) |
| **Admissions**                    | See Cisco campus contacts | 254.442.5134  
(Shirley.dove@cisco.edu) |
| **Business Office**               | 325.794.4404  
(laura.white@cisco.edu) | 254.442.5051  |
| **Special Populations**           | 325.794.4406  
(Deborah.castleman@cisco.edu) | 254.442.5023  
(leigh.dycus@cisco.edu) |
| **VA Office**                     | 325.794.4465  
(barbara.pitman@cisco.edu) | 325.794.4465  
(barbara.pitman@cisco.edu) |
| **Enrollment Services**           | 254.442.5134  
(Shirley.dove@cisco.edu) | 254.442.5134  
(Shirley.dove@cisco.edu) |
| **Transcript questions**          | See Cisco campus contacts | 254.442.5132  
(kari.porter@cisco.edu) |
|                                   |                           | 254.442.5108  
(norma.mcdaniel@cisco.edu) |
| **Student Success**               | 325.794.4439  
(renee.leath@cisco.edu) | 254.442.5022  
(lori.grubbs@cisco.edu) |
| (Transition Center/Tutoring)      |                           |  |
| **Library**                       | 325.794.4481  | 254.442.5026  |
| **Bookstore**                     | 325.794.4451  | 254.442.5138  |
| **IT Help Desk**                  | 254.442.5010  
(helpdesk@students.cisco.edu) | 254.442.5010  
(helpdesk@students.cisco.edu) |
| **Writing Center**                | 325.794.4431  
(writingcenter@cisco.edu) | (writingcenter@cisco.edu) |
| **International Student Liaison** | 254.442.5134  | 254.442.5134  |
| **Career Services**               | 325.794.4464  
(sherry.burchell@cisco.edu) | 325.794.4464  
(sherry.burchell@cisco.edu) |
| **Dual Credit Office**            | 325.794.4503  
(tianay.bralley@cisco.edu) | 325.794.4503  
(tianay.bralley@cisco.edu) |
| **Testing Services**              | 325.794.4458  
(testing@cisco.edu) | 254.442.5022  
(testing@cisco.edu) |
Policies

Campus Tobacco & Related Products Policy
Cisco College prohibits smoking and the use of any type of tobacco products on Cisco College grounds and in Cisco College buildings, facilities, and vehicles owned, leased, or operated by Cisco College. Smoking is not allowed within 30 feet of any entrance to all Cisco College facilities.

Drug Free Campus
Cisco College prohibits the unlawful manufacture, distribution, dispensation, possession or other unlawful use of alcohol and/or controlled substance (as that term is defined in Texas and federal law) in the workplace, on its property, or at any of its activities.

Equal Opportunity
Cisco College is an equal opportunity institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status or disability.

Cisco College Safety Department
For emergency situations call 911.
It is the policy of Cisco College that general administrative responsibility for security measures is under the supervision of the Director of Campus Safety. Aside from emergency situations requiring immediate attention, security problems are brought to the attention of the Director of Campus Safety for resolution. Emergency situations are handled as appropriate.
On the Cisco campus, Campus Safety may be reached at 254.442.5034.
The Abilene Educational Center provides security through an off-duty APD officer and may be reached at 325.280.3588.

Statement of Compliance
Cisco College does not discriminate on the basis of age, sex, face, color, national or ethnic origin or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, employment practices, athletic and other school-administered programs.

Student Right to Know and Jeanne Clery Act
Cisco College provides certain consumer information to our future and current students. Listed below is some of the information that is available to you:

- Basic financial aid information is available in the registration guide, catalog, and on the Cisco College website.
- General information about Cisco College is available in the registration guide, catalog, and on the Cisco College website.
- The Jeanne Cleary Crime Statistics report is available on the Cisco College website, at “About Us” under the “Student Resources” tab on the homepage. Under the “About Us” menu, select “Disclosures” to view the report.
- Family Education Rights and Privacy Act (FERPA) information is located in the Cisco College catalog, which can be accessed on our website by “Catalog & Student Handbook” under the “Catalog & Courses” tab on our homepage.

Employees are available during regular business hours to assist with accessing any of the above information.

Cisco College Catalog
The 2016-2017 Cisco College Catalog provides general information regarding Cisco College policies, services, programs and prerequisites. The catalog can be viewed online at www.cisco.edu, by selecting “Catalog & Student Handbook” under the “Catalog & Courses” tab on the homepage.