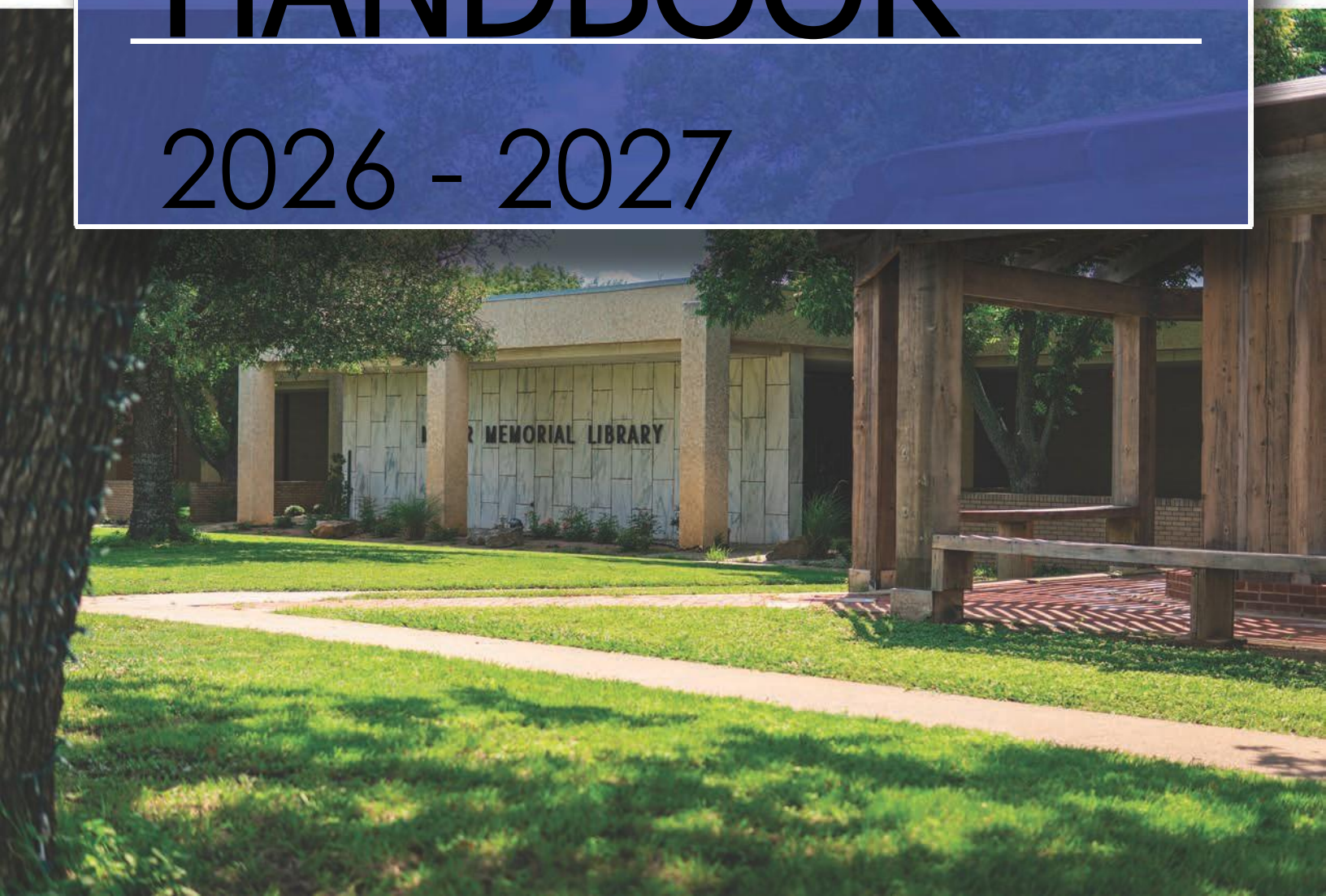
CISCO COLLEGE

STUDENT HANDBOOK

2026 - 2027



FREQUENTLY CALLED NUMBERS

Cisco College – Cisco Campus ..... (254) 442-5000

Cisco Campus Fax..... (254) 442-5100

Cisco College Abilene Education Center ..... (325) 794-4400

Abilene Education Center Fax..... (254) 442-5100

Financial Aid (Cisco)… ..... (254) 442-5153

Financial Aid (Abilene) ..... (325) 794-4412

Admissions (Cisco)..... (254) 442-5132

Admissions (Abilene) ..... (325) 794-4403

Advising / Testing (Cisco)..... (254) 442-5024

Advising / Testing (Abilene)..... (325) 794-4405

Bookstore (Cisco)..... (254) 442-5138

Bookstore (Abilene)..... (325) 794-4451

Dean of Student Services..... (254) 442-5173

Student Housing (Cisco Only) ..... (254) 442-5178

Library (Cisco)..... (254) 442-5026

Library (Abilene) ..... (325) 794-4481

IT Help Desk ..... (254) 442-5010

Notice of Nondiscrimination.

The College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies.

Christina Mendenhall
Director of Academic Support Services/
Title IX Coordinator
717 E. Industrial Ave
Abilene, TX 79602
325-794-4406

Rebecca Harguus, M.Ed.
Academic Counselor/Disability
Services Coordinator
101 College Heights
Cisco, Texas 76437
254-442-5024

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Counselor/Disability Services
Coordinator
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WELCOME TO CISCOCOLLEGE

Welcome! Cisco College is glad that you have chosen to become a member of the student body and larger college community. You are joining the ranks of previous Cisco College students who have become successful people leading rewarding and satisfying lives. We are proud to have played a part in their success and hope that we play a major role in your development. The College, however, can only be to you what you make of it. You will receive from your time spent at Cisco College in proportion to what you invest.

Cisco College is a state institution supported by taxes collected from the people of its local district and across the state. Through your voluntary enrollment, the College assumes that you have a sincere and serious educational purpose. This assumption is made for each member of the student body. You are expected, therefore, to conduct yourself in a manner acceptable in a professional and polite society.

The College expects you to work hard and take very seriously your educational program. The College also expects you to enjoy yourself. Personnel, time, facilities, and resources are provided by the College to make student life both productive and enjoyable.

The purpose of Cisco College and the reason for your being here, however, should always be kept clearly in mind. The purpose of the institution is education: intellectual, career, and social development. The College will attempt to fulfill its responsibilities. If you will do the same, your time spent at Cisco College will be enjoyable and rewarding. We are proud to be the college at which you take your first steps towards achieving your own goals of educational success, career development, and social growth.

We are glad you are a part of our student body!

MISSION

Cisco College provides quality, affordable, educational opportunities to meet the diverse academic, technical and career needs of the students and communities we serve.

ETHICS AND PHILOSPHY

At Cisco College, ethical standards and a commitment to excellence are the foundations for creating an environment of life-long learning. The College is committed to fulfilling its mission by providing a positive, encouraging and success-oriented environment. All members of the College community are encouraged to act with mutual respect, integrity and professionalism towards one another and when representing the College to the greater community. College policies that support innovation, sponsor collaboration, maintain open communication, encourage students and employees to adapt to change, call for efficient and effective use of college resources, and promote and protect the rights of each individual in the college community are enforced. This includes freedom from harassment and freedom for students and employees to develop and learn. Cisco College adheres to both state and federal regulations and policies and accepts its responsibilities to students, employees, and the taxpaying citizens of Texas. The College strives to meet these responsibilities with fairness, accountability and integrity.

GUIDING PRINCIPLES

The principles that guide our expectations of learning and working together at Cisco College reflect our values as a community of learners and educators. The College's commitment to ethical standards is demonstrated through these principles.

Learning - We believe an emphasis on teaching and learning should be the guiding force behind everything we do at Cisco College.

Respect - We respect and value each and every student and employee as a unique individual making an important contribution to the College.

Integrity - We work and interact with honesty, integrity, and mutual trust—looking beyond self-interests and without hidden agendas.

Communication - We listen carefully and communicate respectfully, giving genuine consideration to multiple perspectives and diversity of thought.

Cooperation - We work together to achieve common goals, offering support and building consensus.

Joy - We encourage fun and laughter, taking joy in our work and our learning while celebrating our successes.

Innovation - Always striving to improve, we encourage innovation and risk taking without the fear consequences for unsuccessful endeavors.

ACCREDITATION

Cisco College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate level degrees. Cisco College may also offer credentials such as certificates and diplomas at approved degree levels. Questions about the status of Cisco College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033- 4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

As prescribed by state law, policy-making functions and supervisory oversight of the College are vested in a Board of Regents. Nine board members delegate professional responsibility for daily operations to the College President and a staff of administrators.

Programs Accredited by:

American Society of Health Systems Pharmacists
- PTAC Pharmacy Technician Accreditation Commission I

Commission on Accreditation of Allied Health Education Programs
- ARC/STSA
- MAERB

Commission on Accreditation for Respiratory Care
National League for Nursing Accrediting Commission

Programs Approved by:

Texas Board of Nursing
Texas Department of Licensing and Regulation
Texas Higher Education Coordinating Board

Member of:

American Association of Community Colleges
National Junior College Athletic Association
North Texas Junior College Athletic Association
Southern Association of Collegiate Registrars and Admissions Officers
Southwest Junior College Football Conference
Texas Association of Community College Business Officers
Texas Association of Community Colleges
Texas Association of Community Colleges for HR Professionals
Texas Association of Deans and Directors of Professional Nursing Schools
Texas Association of School Boards
Texas Association of Schools of Art
Texas Community College Teachers Association
Texas Association of Music Schools
Texas Organization of Associate Degree Nurses

WHERE TO GO FOR . . . (CISCO CAMPUS)

NEED	OFFICE	BUILDING
Absences	Your Instructor	
Add a Course	Counselor	Vocational Tech Bldg. 1
Admission	Admissions	Harrell Fine Arts
Books & Supplies	College Bookstore	SUB
Calendar Arrangements	Student Life	Student Life
Campus Housing	Housing	Student Life
Catalogues, Cisco College	Admissions	Harrell Fine Arts
Catalogues, Other	Counselor	Vocational Tech Bldg. 1
Certificate Information	Counselor	Vocational Tech Bldg. 1
Change of Address/Phone	Admissions	Harrell Fine Arts
Change of Major	Counselor	Vocational Tech Bldg. 1
Class Schedule	Admissions	Harrell Fine Arts
Clubs & Organizations	Student Life	Student Life
College Facilities	Student Life	Student Life
Career, PersonalTesting	Counseling	Vocational Tech Bldg. 1
Credit by Examination	Counseling Office	Vocational Tech Bldg. 1
Degree Information	Counselor	Vocational Tech Bldg. 1
Dropping a Course	Counselor	Vocational Tech Bldg. 1
After Hours	Campus Safety	Memorial Hall
Food Service	Dining Hall	Wrangler
Fees & Tuition	Business Office	Harrell Fine Arts
Fines & Parking	Business Office	Harrell Fine Arts
Graduation Information	Counselor	Vocational Tech Bldg. 1
ID Card	Student Life	Student Life
Intramural Sports	Dean of Students	Student Life
Jobs, Work Study & Other	Financial Aid	Vocational Tech Bldg. 1
Literature Distribution	Student Life	Student Life
Loans & Grants	Financial Aid	Vocational Tech Bldg. 1
Lost & Found	Student Life	SUB
News Releases	External Relations	Harrell Fine Arts
Problems	Student Life	Student Life
Registration Information	Admissions	Harrell Fine Arts
Schedule Changes	Admissions	Harrell Fine Arts
Scholarships	Financial Aid	Vocational Tech Bldg. 1
Social Functions	Activities Director	SUB
Student Government	Student Government	SUB
Thefts & Accidents	Campus Safety Officer	Memorial Hall
Transcripts	Admissions	Harrell Fine Arts
Transfer Information	Transition Center	Schaefer Hall
Veterans Benefits	VA Coordinator	Vocational Tech Bldg. 1
Withdrawal from College	Admissions	Harrell Fine Arts
CAN'T FIND AN ANSWER	Student Life	Student Life

WHERE TO GO FOR . . . (ABILENE CAMPUS)

NEED	OFFICE
Absences	Your Instructor
Add a Course	Counselor
Admission	Front Desk
Books & Supplies	College Bookstore
Campus Information	Front Desk
Catalogues, Cisco College	Front Desk
Catalogues, Other	Counselor
Certificate Information	Counselor
Change of Address/Phone	Front Desk
Change of Major	Counselor
Class Schedule	Admissions
College Facilities	Operations Director
Counseling	Career, Personal, Testing
Credit by Examination	Counselor
Degree Information	Counselor
Dropping a Course	Counselor
After Hours	Front Desk
Fees & Tuition	Business Office
Graduation Information	Counselor
ID Card	Front Desk
Jobs, Work Study & Other	Financial Aid
Literature Distribution	Front Desk
Loans & Grants	Financial Aid
Lost & Found	Front Desk
Problems	Front Desk
Registration Information	Front Desk
Schedule Changes	Counselor
Scholarships	Provost or Counselor
Testing	Testing Center
Thefts & Accidents	Provost
Transcripts	Front Desk
Transfer Information	Transition Center
Veterans Benefits	VA Coordinator, Counselor
Withdrawal from College	Counselor
CAN'T FIND AN ANSWER	Front Desk

STUDENT HANDBOOK

NECESSARY TERMS TO KNOW

Academic Year - The period of time extending from the middle of August through the middle of May including the fall and spring semesters.

Associate Degree - The professional two-year college degree which is the community college counterpart to the four-year baccalaureate degree.

Certificate - An official document awarded to indicate the completion of the requirements of a particular technical/vocational education program.

Classification - A student's status with respect to progress toward the completion of a curriculum usually based upon the number of hours or courses of credit completed at the time of any registration. (Freshman - 1 to 29 semester hours; sophomore - 30 to 64 semester hours)

Course Load - The number of semester hours the student is permitted to schedule in a given semester, usually 15-17 hours during the fall and spring semesters and 6-7 during the summer sessions.

Curriculum - A body of courses required for a degree or constituting a major field of study. The completed **CORE** curriculum is transferable to a state supported senior college.

Degree Plan - A guide to the courses a student should take to complete a degree or achieve educational and vocational plans. This plan should be worked out with an advisor early in the student's freshman year.

Elective - Any of a number of courses that a student is allowed to select which is not a required part of a curriculum.

Full-Time Student - A student who is enrolled for 12 semester hours or more during the regular semester or 6 semester hours during a summer session.

Grade Point - The number of points given for a certain grade in a course to provide a more exact determination of scholarship:

A - 4 Grade points per semester hour
B - 3 Grade points per semester hour
C - 2 Grade points per semester hour
D - 1 Grade point
F - 0 Grade points
I - 0 Grades points (An incomplete will be changed to “F” after long semester.)

Grade Point Average (GPA) - Total grade points earned divided by total semester hours attempted, regardless of whether passed or failed.

Humanities - The fields of study related to human purpose, thought, and relations including the arts, history, literature, and philosophy and excluding the sciences.

Liberal Arts - A general course of study including natural and social sciences, the art, and humanities, as opposed to a technical course of study.

Major - Selected subject area for concentration of study; 24-36 semester hours generally required in the area.

Minor - A student's secondary subject area; 18-21 semester hours generally required in the area.

Overload - A load of more semester hours than a student is normally permitted to schedule in a given semester.

Part-Time Student - A student who is enrolled for less than 12 semester hours during the regular semester or less than 6 semester hours during a summer session.

Prerequisite - A course or courses which must be taken or other requirements which must be met before some advanced courses may be taken.

Semester - An academic term for a period of time usually 15 weeks long established for the purpose of offering a course of study.

Semester Credit Hour – A semester credit hour is equivalent to one hour a week of class for a semester of sixteen weeks. Each lecture hour presupposes a minimum of two hours of outside preparation on the part of the student.

Scholastic (Academic) Probation - The status between good standing and suspension. The student may remain enrolled under stated conditions according to college policies. The probation covers a period during which it is determined whether the student is returned to good standing having met the stated requirements or is suspended for failure to meet the stated requirements.

Scholastic (Academic) Suspension - An involuntary separation of the student from the college. It may extend for one semester, or until a stated condition is met.

Summer Session - A six-week term of study (Offered within a specific occupational area.) (Two sessions are offered each summer.)

TSI (Texas Success Initiative) Program/Assessment – A state required program that consists of a course placement test to determine reading, mathematics, and writing skills of students entering Texas public colleges and universities, and a program of counseling and developmental education for those students not meeting the standard on one or more sections of the test. The TSI is not an admissions test.

Technical Course - A course offered within a specific occupational area. (Some will transfer to senior colleges and some will not; check with your advisor).

Transcript - An official copy of a student's record (course taken, grades, grade points, degrees, etc.).

Transfer Credit - Credit transferred to or from another college or university.

University Parallel Courses - Courses comparable to those offered at senior colleges and universities; those accepted at senior colleges and universities for credit toward a degree. It is the responsibility of the student to check with the senior college of his choice in regard to parallel or transfer courses.

Withdrawal - A release from enrollment. The student initiates the withdrawal by seeing a counselor and completing the proper forms. A student who ceases to attend classes but does not officially withdraw may receive a grade of "F" for each course in which he/she is enrolled.

INFORMATION AND HOURS OF OPERATIONS

ADMINISTRATION

Cisco campus – All administrative offices operate on an 8:00 a.m. to 4:30 p.m., Monday through Thursday, 8:00 a.m. to 2:00 p.m. Friday schedule. Hours may vary in the summer.

Abilene campus – Administrative offices operate on an 8:00 a.m. to 6:30 p.m., Monday through Thursday schedule. Offices are open 8:00 a.m. to 2:00 p.m. on Friday. Hours may vary in the summer.

FACULTY OFFICE HOURS

Faculty office hours are posted. If a student's schedule will not allow meeting with a faculty member during posted hours, the student should make an appointment with the faculty member at a time that is convenient to both.

LIBRARY SERVICES

The Cisco College Libraries provide students, faculty and staff access to reference works, circulating materials, journals and magazines, audio-visual items and computer workstations with internet access. Also provided at each of the libraries are ready reference services, in depth research support, library skills classes, available online and in-person formats, and access to Cisco College's Online Public Access Catalog (OPAC), available on the Internet from The College library web page.

Items from either Cisco College library can be obtained at the other within 36 hours by contacting the library staff where the item is to be picked up or used. Millions of books, journal articles, dissertations and other items from other libraries in the U.S. can also be obtained through Inter-Library Loan (ILL).

Faculty may place items such as books, movies, handouts, films etc. in the library reserves for use by students taking specific classes. These items are available at the Circulation Desk, and for some print items, electronically. Additional services include study areas, student art displays, and copy machines. Student may be required to present their current Cisco College student card or other photo ID for access to library computers or to check out materials.

Fall and Spring semester library operating hours:

Maner Memorial Library (Cisco):

Mon. – Thur.	7:30 a.m.—9:00 p.m.
Friday	7:30 a.m.—2:00 p.m.
Saturday	Closed
Sunday	8:00 p.m. – 10:00 p.m.

Abilene Center Library (Abilene):

Mon. – Thur.	7:30 a.m.—6:30 p.m.
Friday	8:00 a.m.—2:00 p.m.
Saturday	Closed
Sunday	Closed

BOOKSTORE

A college bookstore is maintained for the convenience of the students. Books and supplies needed for all courses offered by the college can be found at the bookstore. Various other college related and soft goods are available.

Cisco campus – The bookstore is located in the Student Union Building (SUB). Hours of operation are Monday through Thursday, 9:00 a.m. to 4:00 p.m. Friday, 9:00 a.m. to 12:00 p.m.

Abilene campus – Hours are 8:00 a.m. to 4:00 p.m., Monday through Thursday; and Friday 8:00 a.m. to 12:00 p.m.

DINING

Cisco campus - The college dining hall is located in the north end of Wrangler Hall. The dining hall serves three meals per day Monday through Friday, brunch and dinner only Saturday and Sunday. Both room and board are required of all resident students.
(Commuter meal plans are available. See dining hall personnel or Student Life for more information.)

STUDENT UNION BUILDING (SUB) (Cisco campus only)

The Student Union functions as the principal social and recreation area of the campus. College dances and other activities are held in the SUB throughout the year.

The facilities of the Student Union Building include a lounge area, big-screen TV areas, ballroom, mailroom, and bookstore. The operating hours of the SUB are:

Monday-Friday	8:00 a.m. – 4:30 p.m.

LOST AND FOUND

A lost and found service is provided by the College on the Cisco campus in the Student Life 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.

HONOR STUDENT RECOGNITION.

DEAN'S LIST

The Dean's List, the purpose of which is to honor those students whose academic achievements are worthy of recognition, is published after each regular semester. Eligibility is determined by (1) a grade point average of at least 3.500 and below 4.000 (2) no grade lower than a "C" (3) the student's being enrolled in at least twelve semester hours of academic work or a full-time technical program. The grade point average is determined by dividing the total points earned by the number of hours attempted. Developmental coursework will not count toward this recognition.

PRESIDENT'S LIST

The President's List is published after each regular semester and includes the name of all students who achieve a 4.000 grade point average and are enrolled in at least twelve semester hours or a full-time technical program. Developmental coursework will not count toward this recognition.

HEALTH CARE

The College does not provide health care or facilities. Students becoming ill or receiving injuries are referred to the emergency room of the local hospital or they may consult a physician of their choice.

STUDENT INSURANCE

Various insurance companies offer health insurance and hospitalization plans tailored for college students. Brochures may be requested at the front desk on the Abilene campus and in the Student Life office on the Cisco campus.

STUDENT SERVICES

The purpose of Cisco College and the fundamental reason for student enrollment is education, intellectual, career, and social development. The mission of Student Services is to provide a program of information, events, and experiences that supplements the purpose of the college. Institutional goals in pursuit of this mission are to:

1. Provide an academic advising program to assist students in the development of educational plans that are compatible with their life goals,
2. Provide a career planning and placement program to assist students in developing, evaluating, and implementing career plans,
3. Provide counseling services which maximize the potential of individual students to benefit from their college experience,
4. Provide a student activities program to enhance student's college experience,
5. Provide a financial aid program so that education at Cisco College will be accessible to a broad spectrum of students.

ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISEMENT

Cisco College uses a cohort advising system. Students who have not completed all sections of the Texas Success Initiative are required to see a counselor/advisor every semester for assistance with course selection. Students who are exempt or have passed all parts of the Texas Success Initiative are encouraged to seek advising every semester. Both locations have full-time counselors available year-round to draw up degree plans, provide university and college requirements and to assist in setting up course plans and schedules for students. Catalogs and admission information are maintained on most colleges and universities in Texas for students to browse during regular hours. College Transitions Centers, open on both campuses, provide assistance to students interested in transferring to a university. Counselors are also available to assist with course placement based on Texas Success Initiative Test scores.

TESTING AND PLACEMENT

The Testing Center is responsible for administering several testing programs. Cisco College is a test site for the TSI Assessment (both locations) and the GED (Cisco only). Assistance in administering correspondence exams and Virtual College of Texas exams is available by prior arrangements with the Counseling Department. Information on course placement based on Texas Success Initiative scores is also available through the Counseling Department.

CAREER COUNSELING

Students who are undecided about their educational intent may avail themselves of several services of the Counseling Department: 1) The Counseling Department offers career testing utilizing interest inventories to assist students in making a career choice. At present students are not charged for career inventories; 2) The Counseling Department along with the library maintains career information and resources on a variety of occupations and careers; 3) Counselors are available to assist technical graduates with job search skills such as resume writing, interview skills and finding job openings. Full and part-time job openings in the community are also maintained by the Counseling Department. These services are also provided at no charge to students.

ORIENTATION

The Academic Support Services and Counseling Departments are responsible for a new student orientation program designed to assist first-time college students with the transition to college. Covered at orientation are general academic terminology and information, tutoring, balancing work and school, programs and services offered at Cisco College, Texas Success Initiative requirements, course advisement, institutional procedures and policies, and the registration process.

TUTORING

Cisco College offers free, face-to-face and online tutoring. No appointment is necessary for face-to-face tutoring, just drop by the Math or Writing Center on either campus, or email for assistance.
Online tutoring is powered by Upswing and offers scheduled sessions 24/7 with live tutors offering help in all subjects. For more information, visit Tutoring on the Cisco website at https://www.cisco.edu/student-life/academic-support/tutoring

PERSONAL COUNSELING

Counselors are available to provide short-term assistance to help students address issues that may be hindering them in succeeding in college. There is no charge for this service but this counseling is limited in nature and length, and in some cases a student will be referred to community resources to better address their issues.

SPECIAL STUDENT POPULATIONS

It is the policy of Cisco College to provide services to students qualifying as "Special Student Populations." Defined by Federal law, these populations include students with disabilities, students who are economically or educationally disadvantaged, and students with limited English proficiency. Services for qualified individuals may include appropriate educational accommodations, community referrals, and job placement Services. A student who meets the definition of a "Special Student Population" student should contact the Disability Services Coordinator at their campus location.

DISABILITY SERVICES/ADA ACCOMMODATIONS

Cisco College provides appropriate accommodations to qualified students in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities (ADA) act of 1990. Accommodations are made on a case-by-case basis. Students with disabilities are encouraged to contact the Disability Services Coordinator as early as possible. Early notice is required to prepare for and provide accommodations by the first week of class. All requests for accommodations due to a disability must be accompanied by appropriate and acceptable documentation. It is the responsibility of the student to provide documentation that qualifies the student as an individual with a disability, as defined by law, and supports the requested accommodation. The student is also responsible for providing current and accurate contact information and for meeting with the Disability Services Coordinator to sign paperwork and receive instructor letters before any accommodations are made.

GUARANTEE OF JOB COMPETENCY

Cisco College guarantees that persons receiving an Associate of Applied Science (AAS) degree in a technical program will have at the time of graduation the technical job skills necessary to enter into employment. If a recipient of an AAS is judged by his/her employer to be lacking in technical job skills identified as exit competencies for the specific degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skill training by Cisco College. Full information regarding the procedures and definitions of this guarantee can be obtained from the VP of Learning Services

DISTANCE EDUCATION

Distance Education at Cisco College provides students with flexible ways to earn college credit. Along with the courses delivered at out-of-district locations, the College offers distance instructions in four formats:

- Online courses will bedelivered asynchronously (anytime) onlineusing distance education resources including Canvas. Some courses may require proctored exams at a testing center or lab attendance.
- Hybrid courses that provide a blended learning experience. Instruction, homework, and exams may take place through a combination of traditional and distance learning.
- Interactive Television (ITV) classes that take place through internet video broadcasting, enabling students and instructors in different locations to see and interact with each other in real-time.
- Remote courses are online as well, but they provide synchronous (live) instruction via Zoom or a similar video conferencing service.

Distance Education courses maintain academic quality, learning outcomes, credit hours, transferability, and access to support services. For more information, visit Distance Education on the Cisco website at www.cisco.edu or email online@cisco.edu.

Canvas is our platform for digital learning. As a distance education student, you'll access course content, interact with your instructors and classmates, submit assignments, and receive instructor feedback. If you are an in-person student, your instructor may use Canvas for its communication features or supplemental learning. Visit the Cisco website for more information and login instructions. https://www.cisco.edu/canvas

FINANCIAL AID

Cisco College offers financial aid based upon two award rationales: 1) federal, state, and institutional aid based upon *documented financial need,* and 2) institutional aid based upon *merit and/or participation* in a college activity.
The following listing very briefly identifies the different financial aid programs. Complete information may be obtained from the Financial Aid Office or other college offices as noted below.

FINANCIAL NEED BASED PROGRAMS

Application for *need based* financial aid *requires* an analysis of the student's financial circumstances to determine need. The application process used by Cisco College to perform the analysis is the Free Application for Federal Student Aid (FAFSA). The FAFSA application form is available from the college, high school counselors, and other financial aid offices.

PELL GRANT - The *Pell Grant* is a federal student aid program designed to provide an eligible student with a foundation of aid to help pay for his/her first undergraduate degree. The money is provided by those persons paying federal taxes. Eligibility is determined by need analysis (FAFSA), and the award amount is based upon the documented financial need, the number of hours in which a student is enrolled, and the annual federal award schedule.

SEOG - The Su*pplemental Educational Opportunity Grant* is a federal grant designed to help students with an "exceptional" financial need pursuing their first undergraduate degree. Eligibility and amount is determined by documented need (FAFSA) and Cisco College.

TPEG - The *Texas Public Education Grant* is funded through tuition payments at Cisco College to assist students demonstrating financial need. Eligibility and amount is determined by documented need (FAFSA) and Cisco College.

TEOG – *Texas Education Opportunity* Grant offers grant money to students that are well-prepared and eligible to provide them the opportunity to attend college. Documented need (FASFA) and Cisco College determine eligibility and amount.

CWS - *College Work-study* is a joint federal and Cisco College program financed with both federal and college funds. The program is designed to provide campus employment to students demonstrating financial need. A college work-study student will generally work 10/12 hours per week with work hours arranged to fit the student's academic schedule. The rate of pay is usually minimum wage, and the student is paid monthly. Eligibility is determined by documented need (FAFSA), and application for a work-study position is made at the college Financial Aid Office.

LOANS

Cisco College has been processing student loans through the Federal Direct Loan Program since the 2010-2011 school year. This program replaced the Federal Stafford Student Loan program. Note the following information regarding the Federal Direct Loan Program:

- The Direct Loan Program is funded directly by the Federal government, thereby eliminating some of the confusion by offering a single source and process for federal loans.
- Direct loans are not sold by the Federal Government; borrowers will know who holds their loan during repayment. In addition, prior borrowers can consolidate Federal Stafford Loans with their Direct Loans, enabling them to track their loans with one lender instead of multiple lenders.
- Direct Loan offers a Public Service Loan Forgiveness program and an income-based repayment option for students in certain public service professions or who have low incomes.

VETERANS ASSISTANCE PROGRAM

Cisco College is approved as a college in which veterans may enroll for degree courses or for technical study. Educational assistance is available to veterans while attending college. Veterans should make application for benefits with the Cisco College Veteran Services Office in advance of registration.

REHABILITATION ASSISTANCE

The Texas Department of Assistive and Rehabilitative Services (D.A.R.S.) offers financial assistance for tuition and non-refundable fees in addition to services for students, who have qualified disabilities, provided the vocational objective selected by the student has been approved by D.A.R.S. Through this State agency, rehabilitation services are available to assist disabled persons to become employable. Applications for this type of assistance should be made to the Texas Department of Assistive and Rehabilitative Services, Abilene Field Office, 1969 Industrial Blvd. Abilene, TX 79602. The Abilene phone numbers are (800) 269-2657 or (325) 690-3823. Other offices may be located by contacting DARS, 4800 N. Lamar Blvd, Austin, Texas 78756, and (800) 628-5115.
Application for this type of assistance should be made to the nearest Rehabilitation office.

INSTITUTIONAL AID

Athletic and Fine Arts Activity Grants

A number of students are awarded activity grants each semester for their participation in a college sponsored program in athletics or fine arts. Awards are granted for participation in:
Football, women's basketball, women's volleyball, women's soccer, women's softball, baseball, men's and women's cheerleading, men's and women's athletic training, Wrangler Belles (women's drill team), and band.

For information and application, students should contact the appropriate director or coach of the activity in which they are interested by telephone (254) 442-5000 or e-mail.

Room Waiver

Students from certain counties in Texas may be eligible for a room waiver scholarship. This award is for first time entering students wishing to enroll as full-time students, live in college housing, and are receiving no other institutional aid. For information regarding the details of this program, contact the Counselor's Office.

CISCO ROTARY CLUB (Cisco campus only)

The Cisco Rotary Club gives a tuition scholarship each year to a worthy student. This scholarship is based on the student's need, academic background, and leadership.

M.S. DOSS SCHOLARSHIP (Abilene campus only)

For students who live in the West Central Texas area. Students may be in academic or technical programs.

STUDENT ACTIVITIES

Cisco College provides a program of student activities designed to supplement the educational program of Cisco College. A variety of activities in which students may participate are made available during the fall and spring semesters.

Abilene campus – Each year a student/faculty committee selects and organizes various activities for the fall and spring semesters to reflect the interests of the student body at the Abilene Educational Center. Examples of past activities are speaker forums, a fine arts fair, cook-outs, blood drives, a writing symposium, etc. An effort is also made to include Abilene students in some of the Cisco Campus activities such as Ranch Day and the spring awards program. Some activities are published in the school calendar, and the others are announced throughout the semester.

Cisco campus – The Student Services Office and the Student Government are responsible for the planning of many activities such as sports events, concerts and recitals, social events such as dances, parties and banquets, as well as many other diverse activities. Individual clubs and organizations also contribute to the calendar of student activities. Representatives of the Student Government Association are appointed by the SGA president to serve on various committees.

All student activities must have faculty or staff supervision. The Dean of Students and/or the Coordinator of Recruitment and Engagement are responsible for all activities sponsored by the Student Life Department. Faculty and staff who sponsor student organizations are responsible for that student activity on and off campus. To ensure security and safety measures are in place, any activity not on the school calendar must be approved by the Dean of Students. To reserve a building or a portion of a building, a building use form must be completed, filed and approval given. The forms may be secured from and returned to the Executive Secretary to the President in Cisco or the Director of Operations in Abilene.

PERFORMING ARTS PROGRAMS

Campus life at Cisco College would not be complete without the many performing arts presentations that students enjoy as participants and spectators. The college offers a wide range of programs sponsored by the Performing Arts Department each fall and spring semester.

An active theater program produces plays during the academic year and takes part in a semi-professional theater company each summer.

The Wrangler Band performs at various times as marching band, concert band, swing band and country western band. This versatility takes place at sports events, parades and goodwill tours. For the past several years the Band and Wrangler Belles, college dance-drill team, have performed in nationally watched parades such as Macy's Thanksgiving Day Parade in New York and in London, England, as well as in Hawaii.

The College Art Department offers its talents to the college and local community with an annual art exhibit including an opening night reception. Each student at Cisco College with an interest in one of the areas of music, theater or art is invited by the Performing Arts Department to seriously consider taking an active part. Scholarships are available.

WRANGLER BELLES

The world-famous Wrangler Belles are a precision dance/drill team which performs for college football games, basketball games, parades, shows, and other events during the school year.
The college offers scholarships to the girls chosen to be members of the Wrangler Belles.

INTERCOLLEGIATE ATHLETICS

Cisco College is a member of the Southwest Junior College Football Association and the National Junior College Athletic Association. The college plays intercollegiate sports in football, women's basketball, women's volleyball, women's softball, women's soccer, and men's baseball.

Tuition grants and other financial aids are available in each of the above intercollegiate sports. Interested students are invited to contact the Athletic Director or the appropriate coach for full information.

INTRAMURAL SPORTS

The intramural sports program is sports competition between students of Cisco College. All Cisco College students are eligible to participate.

The intramural program is coordinated by the Dean of Students. Interested persons should contact that office. All Cisco College students/faculty/staff are invited and encouraged to take part in the intramural sports program.

CAMPUS CLUBS AND ORGANIZATIONS

The following organizations are those which have been officially recognized by the College. The degree of activity varies with the interest expressed by the student body during any given year.

Cisco Campus Organizations
Agriculture Club - The Agriculture Club at Cisco College is dedicated to preparing students for successful careers in the agriculture industry. Through hands-on experiences, community outreach, and participation in various agriculture judging programs, the club fosters leadership, teamwork, and a deep understanding of agricultural practices. Members gain valuable skills, connect with industry professionals, and contribute to the community while pursuing their passion for agriculture.
Membership Fee - $0
Agriculture Club Sponsor - Brandi Terry

Blue Jacket Service Club
Student Government Association (minimum number of students needed)
Wrangler Express Newspaper

Honor Societies/Organizations (Cisco & Abilene)
Phi Theta Kappa
Sigma Delta Mu
Who's Who in American Colleges

Abilene Campus Organizations
Science Club
International Students
Agriculture Club - Dedicated to preparing students for careers in agriculture. Students volunteer, and organize community outreach events each semester.
Cisco Sustainability Club – Promotes active student awareness of sustainability and environmental issues. Members will hold discussions, view pertinent videos/movies, and participate in field work, projects, etc.

Religious Organizations (Cisco Campus)
Baptist Student MInistry
Fellowship of Christian Athletes

STUDENT GOVERNMENT ASSOCIATION

According to its constitution, 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 student's organization, and membership is open to any student of Cisco College. The association operates under the provisions of its constitution and the sponsorship of the Director for Student Activities. SGA performs a number of important functions. Members serve on various decision-making committees. It offers a means for students to become integrated into the student body and

student life. 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. Over the years, the Student Government Association has performed vital services for the college community. The College supports its operation and urges each student to consider taking an active part in the association.

STUDENT ORGANIZATION FUNDS

All money collected by student organizations shall be placed on deposit with the Business Office as soon as practical after collection. Cash payments will not be made from the money collected. The money will be counted, a receipt will be issued at the time of deposit, and the deposit recorded in an account maintained for each organization's receipts and disbursements.

In the event checks are returned from the bank for any reason, the amount of the check will be deducted by the Business Office from the account in which it was deposited. The Business Office will make a reasonable effort to collect sums represented by checks; however, the ultimate responsibility rests with the organization involved and its faculty sponsor.

Disbursements will be made through the Business Office by check requests. Check request forms are to be obtained from the Business Office and must contain the following information when presented for processing: name of organization, date, proper name of payee, purpose of withdrawal, amount to be paid, proper signatures authorizing disbursement. The Business Office requires two days for processing time on all requests for funds. Organizations are asked to schedule their requests accordingly. Checks will not be processed for any account that does not have adequate funds to cover the requested amount.

HOW TO ACTIVATE CAMPUS ORGANIZATIONS

If a group of students have a common interest in a certain subject or activity such as foreign language, business, etc., they may activate a club to further that interest. In order to do this, they must discuss their organization with the Dean of Students. Upon the approval of the administration, they must organize themselves, obtain faculty sponsors, and write a charter for the organization. This charter must include such information as the club's purpose, goals, organization, and activities. This charter must be submitted to the Dean of Students. The organization becomes a recognized campus organization with the approval of the charter by the Dean of Students.

COLLEGE POLICIES AND REGULATIONS

STUDENT IDENTIFICATION CARD

All students will be issued a student identification card at registration. All students living in on-campus housing are to carry a valid identification card. Valid Cisco College ID cards will be required for all college residence students utilizing a housing meal plan.

The first ID card will be made free for all students. Replacement cards will be made in the Student Life Office on the Cisco Campus and at the Front Desk on the Abilene at a cost of $5.00.

Theft or unauthorized use of a card belonging to another student is cause for disciplinary action. Theft or loss of an ID card should be reported to the Student Life Office.

SUMMONS TO AN OFFICE

At times it may become necessary for a student to be requested to report to an administrative or faculty office. The summons may be transmitted by a call slip through an instructor, Residence Hall supervisor, by telephone, or letter. The college will make written communication with off-campus students at his/her home address and with resident students through the post office in the SUB (All resident students are responsible for periodically checking at the post office for mail).

Any student who fails to heed a summons to report to an administrative official or faculty office may be subjected to immediate suspension from the college or other disciplinary action.

CREDIT SCHEDULE, TUITION & MANDATORY FEES

Cisco College students who officially drop a course or courses and remain enrolled, or who officially withdraw from all courses shall have their mandatory tuition and fees credited according to the following schedule:

FALL AND SPRING SEMESTERS

Prior to the first class day	100%
During class days one to fifteen	70%
During class days sixteen to twenty	25%
After the twentieth class day	None

SUMMER SEMESTERS

Prior to the first class day	100%
During class days one to five	70%
During class days six and seven	25%
After the seventh class day	None

FLEX ENTRY AND NON-SEMESTER-LENGTH COURSES

Prior to the first class day	100%
After first class day refer to table provided by College	

Class days refer to the number of calendar days the College normally meets for classes, not the days a particular course meets. If a class is canceled by the college, 100% of tuition and fees will be refunded. Late registering students will have the time already elapsed in the semester counted against them. Overpayments will be paid approximately 45 days after the semester begins.

REFUND POLICY

If a class is canceled by the college, 100 percent of tuition and fees will be refunded. Refunds will be mailed to the student's permanent address on file.

TITLE IV REFUND POLICY

It is the policy of Cisco College for those students receiving Title IV aid who withdraw on or before the 60 percent point in time of the payment period (or enrollment period) in which he or she received the Title IV aid, a statutory refund will be calculated in accordance with the final regulations of the Code of Federal Regulations as published in the November 1, 1999, Federal Register.
As set forth by the statutory language of Section 484B of the Higher Education Authority, refunds will be calculated according to the following formula.

Step One: Determine the percentage of the payment period (or period of enrollment) the student attended before withdrawing.

Step Two: Determine the amount of Title IV aid earned by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time enrolled.

Step Three: Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, determine the amount of Title IV aid that must be returned (i.e. that was earned) by subtracting the earned amount from the amount actually disbursed.

Step Four: Allocate the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.

Step Five: Distribute the unearned aid back to the Title IV programs in accordance with the regulations established by Section 484B.

CLASS ATTENDANCE

Prompt and regular class attendance is considered necessary for satisfactory work. It is the responsibility of the professor to certify course rosters and keep an accurate and comprehensive record of attendance including first and last dates of attendance.

Eligibility for federal student aid is, in part, based on the student's enrollment status for the term in which they are enrolled. Federal regulations require that students attend all classes in order to receive federal financial aid funds. Attendance is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination or participation in group or online discussion.

A student receiving no grade higher than "F" due to non-attendance will be required to repay a portion of federal financial aid unless the instructor can document that the student attended class through the 60% date of the enrollment period. It is important to consult the Financial Aid Office before dropping or stopping attendance in class. The 60% dates for the current academic year can be viewed by clicking the Loan Disbursement & Refund Dates link on the Cisco College financial aid webpage.

Cisco College recognizes that absence from class may occur due to illness or major injury, hospitalization, bereavement, death or illness in the immediate family, observance of a religious holiday, or participation in a college-sponsored activity. (Absences due to participation in a college-sponsored activity must be authorized by the Vice President of Instruction.) When absences occur due to the above-stated reasons, the student must alert the professor immediately and is allowed to make up work missed; the professor may require the work to be made up within two weeks from its original due date.

During a regular Fall or Spring semester, the following allowances apply:
• For a class that meets three times per week, a student is allowed six absences.
• For a class that meets two times per week, a student is allowed four absences.
• For a class that meets one time per week, a student is allowed two absences.
• For an online or hybrid class, a student may be dropped after they fail to participate in the class for two consecutive weeks, and the professor deems the student to be failing.

During a summer I, summer II, eight week semester, or mini-semester the following allowances apply:
• During a summer I or II face-to-face class, a student is allowed two absences. Upon the third absence, they may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.
• During a summer I or II online or hybrid course, a student may be dropped after they fail to participate in the class after one week, and the professor deems the student to be failing.
• During a Fall or Spring eight-week course, a student is allowed two absences. Upon the third absence, they may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences
• During any mini-semester face-to-face or summer night class, a student is allowed one absence. Upon the second absence, they may be dropped from the class if the professor deems the student to be failing due to excessive absences and/or failure to make up work due to absences.
• During any mini-semester online or hybrid courses, a student may be dropped after they fail to participate in the class after three days, and the professor deems the student to be failing.

Any student who ceases to attend class without officially withdrawing through the Admissions Office is subject to a grade of "F." The student will receive a grade of "W" for the course if withdrawn before the "last day to drop with a "W," and an "F" if withdrawn after "the last day to drop with a"W."

Three tardies may constitute an absence. Absences immediately before or after a holiday may be counted as double absences.

For Health Sciences/Allied Health Certificate and Degree programs, please refer to each program's student handbook regarding attendance and grades in respective areas.

GRADE REPORTS

Grade and values are as follows:

GRADE	VALUE	GRADE POINTS PER SEMESTER HOUR
A	90-100	4
B	80-89	3
C	70-79	2
D*	60-69	1
F	Below 60	0
W	Dropped Course	0
I	Incomplete	0

*The grade of "D" may not transfer to some senior colleges; the policy on transferring "D" varies. The grade of "I" must be removed during the next regular semester (Fall/Spring) or it automatically becomes an "F." To earn credit in a course, a student must earn a semester grade of not less than "D."

**MINIMUM GRADE REQUIREMENTS – (See Cisco College Catalog)*

LATE REGISTRATION

All students are urged to register at the assigned time. Students registering after classes start will be subject to a late registration fee of $30. Students registering late may have difficulty in enrolling in desired courses.

SCHEDULE CHANGES

Schedule changes will be allowed on dates shown on the General College Calendar which can be found on the College website. Permission to change classes must be obtained from the Dean of Enrollment Management. This will be allowed only under extenuating circumstances. Each schedule change is subject to a $10 fee.

DROPPING COURSES

A student may drop a course with the permission of his/her advisor and the Dean of Enrollment Management, before the twelfth class day. A fee of $10 will be charged for each course dropped.

WITHDRAWAL FROM COLLEGE

Should circumstances require that a student totally withdraw from the college prior to the giving of final examinations, he/she must officially withdraw through the admissions office. Any student who stops attending class and who fails to officially withdraw is subject to a grade of "F" in each course.

ADMINISTRATIVE WITHDRAWAL

Cisco College reserves the right to administratively withdraw a student from a class, a course, or from the College in circumstances such as:

1. Unmet financial obligation(s) to the College,
2. Health reasons that constitute a danger to self, to others, pending the outcome of competent medical evaluation and/or treatment,
3. A threat to the safety, life, or property of members of the academic community including act(s) in violation of federal, state, civil or criminal laws or city ordinances regardless of whether the act occurred on or off campus and regardless of whether the individual is ultimately convicted of the act,
4. Prevention or the disruption of the educational process,
5. Suspension or expulsion from the College, and/or
6. Failure to respond to an official summons from a College official.

The withdrawn student may also be removed from the campus and barred from re-enrollment until such time as specific conditions have been met. The penalty may be imposed effective with the date of the circumstance and/or violation, or as otherwise appropriate.

TRANSCRIPT OF WORK

Cisco College has appointed Credentials Inc. as the designated agent for processing and sending official electronic transcripts on behalf of Cisco College. Official printed transcripts are still available for ordering as well. https://www.cisco.edu/admissions/transcripts **Please note, all financial and administrative obligations to the college MUST be met before an official transcript will be released.**

PRIVACY-OF INFORMATION

Under the "Family Educational Rights and Privacy Act of 1974," the following is designated as directory information and may be made public, unless the student desires to withhold directory information:

- Student's full name
- Addresses-local, permanent, and email
- Telephone listings-local and permanent
- Date of birth
- Major field of study
- Participation in officially recognized activities and sports
- Photographs
- Weight and height of members of athletic teams
- Dates of attendance

- Degrees and awards received
- Most recent previous school attended
- Classification
- Enrollment status

Students wishing to withhold directory information should complete the appropriate form, available at the Enrollment Services, within 10 days after the first class day. This form is also available on the College website. Forms received by mail, must be accompanied by a copy of a photo ID.

NOTICE TO STUDENTS

Cisco College complies with the Family Educational and Privacy Act Rights of 1974 as amended (FERPA) which provides that all students and former students of Cisco College have the right to inspect their educational records (including records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution). Responsibility for protection of the privacy of student education records rests primarily with the Dean of Enrollment Management. Under the law, at the post-secondary level, parents have no inherent rights to inspect a student's educational records. This right is solely limited to the student. Outlined below are limitations which exist on students' rights to inspect and review their education records as published in the Guidelines for Educational Rights and Privacy Act of 1974 as Amended, Revised Edition 1995, a publication of the American Association Collegiate Registrars and Admissions Officers.

STUDENT ACCESS TO EDUCATION RECORDS

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents,
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected,
3. Confidential letters and statement of recommendation placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admissions, application for employment or job placement, or receipt of honors.
4. Education records containing information about more than one student. However, in such cases, the institution must permit access to that part of the record which pertains only to the inquiring student.

To review records, students and former students may go to the appropriate office of record (Examples: Admissions Office; Financial Aid Office), present a valid photo identification card and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Education Records" form. Because of various circumstances, the College may delay to a maximum of 45 days the release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

NOTICE TO STUDENTS REGARDING SOCIAL SECURITY NUMBERS

Section 7(b) of the Privacy Act of 1974 (5 U.S.C.522a) requires that when any Federal, State, or local government agency requests an individual to disclose his/her social security account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.
Accordingly, students, or applicants for admission as students, are advised that disclosure of a student's social security account number (SSAN) is required as a condition for admission as a student at Cisco College, in view of the practical administrative difficulties which would be encountered in maintaining adequate student records without the continued use of the SSAN.

The SSAN is used to verify the identity of the student, and as a student account number (identifier) in order to record necessary data accurately. As an identifier, the SSAN is required for such activities as determining and recording eligibility for admission as a student, determining and recording eligibility for student financial assistance to include loans, scholarships and grants, recording entitlement to and payment of scholarships, grants, allowances, issuing student identification cards, and such other related requirements which may arise.

Authority for requiring the disclosure of a student's SSAN is grounded on section 7(a)(2) of the Privacy Act, which provides that an agency may continue to require disclosure of an individual's SSAN as a condition for the granting of a right, benefit, or privilege provided by law where the agency required this disclosure under statute or regulation prior to January 1, 1975, in order to verify the identity of an individual.

Cisco College has, for several years, consistently required the disclosure of the SSAN on student application forms, and other necessary student forms and documents used pursuant to statutes passed by the State of Texas and United States, and regulations adopted by the agencies of the State of Texas and United States, and the Board of Regents of Cisco College.

USE OF COLLEGE FACILITIES

Any student, organization, or a group of individuals, officially recognized or otherwise, who want to use college facilities must obtain written permission from the Executive Assistant to the President in Cisco or the Director of AEC Operations in Abilene at least one week in advance. Request for permission is to be initiated through the appropriate sponsor or office responsible for the student group.

SOLICITING

Abilene Campus - Permission from the Vice President of Instruction must be obtained to solicit or distribute advertising, other printed material, or handbills at the Abilene Educational Center. Free speech and public assembly on campus grounds is permitted and a copy of the provisions can be obtained from the Provost's office.

Cisco Campus – Permission from the Dean of Students must be obtained to solicit or distribute advertising, other printed material, or handbills on the Cisco campus. Free speech and public assembly on campus grounds is permitted and a copy of the provisions can be obtained from the Dean's office.

MOTOR VEHICLE REGULATIONS

All state laws and Cisco College regulations governing the use of motor vehicles are to be complied with on all parts of the campus at all hours of the day and night. **THE MAXIMUM SPEED LIMIT ON ALL PARTS OF THE CAMPUS IS 20 M.P.H.**

Cisco College assumes no responsibility for the care and/or protection of any vehicle or its contents while the vehicle is operated or parked on the campus. An effort, however, will be made by the college to protect all vehicles and property. Should any damage or theft occur, it should be reported as soon as possible to the Dean of Students.

The College reserves the right to impound, or have impounded, any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic or is otherwise in violation of college traffic regulations. The vehicle owner will be responsible for the cost involved in removing, impounding, and storing such vehicles.

ALWAYS KEEP YOUR CAR LOCKED AND MARK VALUABLES AND AUTO ACCESSORIES SO THEY MAY BE IDENTIFIED.

PARKING PERMITS

Students, Faculty and Staff

All students (full or part-time) attending Cisco College, including continuing education and distance education students who test on campus, who operate a motor vehicle on the Cisco College main campus, regularly or occasionally, and all faculty and staff members are required to obtain a parking permit for each vehicle they may drive and park on campus, including motorcycles. Parking permits are available anytime during normal business hours. Please complete the Parking Permit Application on our website at www.cisco.edu, pay the permit fee ($10) in the Business office or by phone (254-442-5051), and pick up parking sticker in the Student Life Building, directly south of Harrell Fine Arts Building.

Students and staff may park in any parking lot across the main campus, however some individual spaces may be restricted. Special reserved spaces for an individual or activity are restricted from use by students during normal business hours. These spaces will be designated by orange cones or other similar items. Parking in red zones or handicapped spaces may result in a fine.

All students, faculty and staff members, including Adjunct Faculty, are required to obtain a parking permit for any vehicle they drive and park on campus. The permit will be a transferable type for associated faculty/staff vehicles.

State vehicle registration documents, current Cisco College ID card, and a valid driver's license are required to register a vehicle to park on campus.

Student Parking permits are issued at a cost of $10 for students. Failing to display a Cisco College parking permit, as required, may result in a fine. Should it become necessary, replacement student parking permits will be issued at a cost of $20.

Cisco College Students, Faculty and Staff should:

1. Register all their vehicle(s) with the Office of Student Life.

2. Properly display and/or affix the parking permit to the vehicle as designed (placed on the rear window of the driver side).

3. Familiarize with and abide by parking and traffic rules and regulations on campus.

4. Report any temporarily disabled vehicle to the campus safety office at: **(254) 442-5034**.

5. Obtain a temporary parking permit when using a temporary means of transportation such as a rental car or when driving a new vehicle with temporary buyer license plates.

Display of Parking Permit

Parking permits shall be placed on the outside lower-left corner of the vehicle's rear window, clearly visible to the officer and not obstructed. Motorcycles shall display the parking permit either on the front fork, next to the license plate or on the windshield of the vehicle. Parking permits are not transferable for student vehicles.

Permits are available anytime during normal business hours at the Student Life Building.

TRAFFIC, PARKING, GENERAL VIOLATIONS AND FINES

CITATIONS (POLICY VIOLATIONS)

Persons found to be in violation of any parking regulation on campus will be cited for those violations and issued a campus parking citation. Those fines will be assessed by the Campus Police Department and one citation may contain multiple violations. A listing of issued citations will be forwarded to the Business Office for proper accounting.

Upon receipt of a parking citation, individuals must contact the Cisco College Police Department, Memorial Hall by the due date on the front of the citation to make arrangements to pay the fine or submit a written appeal. Failure to pay parking fines may prevent a student from registering for class, receiving copies of transcripts, financial aid or possibly from obtaining a degree from Cisco College until their financial obligation is met. Staff members, visitors or guests receiving a campus parking citation upon failing to pay parking fines will be noted as a campus safety hold on their business office records and if left unpaid may be referred to a collection agency as an unpaid debt.

The following parking/traffic violations will be assessed a fine of $10.00 for each violation cited on a campus parking citation, except a campus citation for parked in a handicapped space which is a $25.00 fine (this is not an all-inclusive list):

Parked within 15 feet of a fire hydrant
Parked in red/fire zone
Parked blocking driveway or thoroughfare
Improper/unsafe parking
Parked left wheel to curb
Parked in a reserved parking space
Parked in a handicapped space (without proper authorization displayed)
Parked in a crosswalk or on a sidewalk
Parked outside lines provided
Parked on the grass or landscaping
Fail to display parking permit
Improper permit display
Over speed limit per 5 MPH Increment

Speed limits on campus vary and are posted accordingly. Speed limits in all parking lots shall not exceed 10 miles per hour or 20 miles per hour on any campus roadway. Campus Police vehicles are equipped with operational speed detection devices (radar) and speeding citations may be issued as warranted.

Students accumulating as many as three campus citations while enrolled at Cisco College may be placed on disciplinary probation. Continued parking offenses can lead to suspension of campus driving privileges and may result in dismissal from college. Referrals for repeated campus citations are forwarded to the Dean of Student Life for disciplinary review.

When a person is charged with a violation of any provision of the campus parking/driving regulations, proof that the vehicle was, on the date of the offense, bearing a valid campus parking permit is direct evidence that the holder of the permit, vehicle operator or vehicle owner received the citation and committed the violation.

If the student has the same family name or home address as the registered owner of a vehicle for which a campus citation has been issued, the citation and accompanying violation charges will be recorded in the student's name. In the case of multiple students residing at the same address using a vehicle registered under that name or address, all names associated with that address will be cross-referenced to the same citation and all associated names will be held financially accountable until payment for the fine is settled.

Unpaid charges for violations are recorded in either:

The name of the person to whom the parking permit was issued
The name of the previous parking permit owner/registrant
The name of the person who has previously paid parking citation charges on the vehicle
The registered owner or driver; or
Any combination of the above.
Unpaid parking charges places the student's business records on "hold" and prevents the issuance of transcripts, processing of financial aid disbursements and other associated business venues.

Appeal Process (Campus Citation Only): If a person receives a citation and believes it is unwarranted, he/she may enter a plea of Not Guilty at the Cisco College Police Department, Memorial Hall, and submit a written appeal by filling out an appeal form. Appeals must be requested in person prior to the "appear by" date written on the front of the citation. All appeals will be reviewed by the Dean of Students or his/her designee for disposition. The Dean of Student Life makes the final appeal decision for campus citations issued to students.

If an appeal for a campus parking citation is not submitted within the above prescribed time or by the Appeal by Date, the citation recipient loses all rights to appeal the citation and a guilty verdict is adjudged and fine assessed.

JUSTICE OF THE PEACE CITATIONS (STATE LAW VIOLATIONS)

Persons found to be in violation of Texas traffic laws or Class C Misdemeanors on campus may be cited for those violations and issued a Justice of the Peace court citation. Those fines will be assessed by the applicable judge in the Justice of the Peace court.

Appeal Process (JP Citation Only): Appeals or pleas of not guilty to a Justice of the Peace citation must be presented to the appropriate Justice of the Peace office in the precinct designated on the front of the J.P. citation, not to the campus police department. Failure to respond to a Justice of the Peace citation may result in an arrest warrant issued to the violator for "Failure to Appear".

STUDENT COMPUTER USE POLICY

I. PURPOSE

A. To remain competitive, better serve and provide our students with the best tools to do their academic work, Cisco College makes available to our students, access to one or more forms of electronic media and services, which may include computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.

B. Cisco College encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information. However, all students and everyone connected with the college should remember that electronic media and services provided by the college are college property and their purpose is to facilitate and support school business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. To help all students make responsible decisions, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Cisco College philosophy and set forth general principles when using electronic media and services.

II. PROHIBITED COMMUNICATIONS

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to Cisco College's policy or business interests.

III. PERSONAL USE

The computers, electronic media and services provided by Cisco College are primarily for academic use to assist students in the performance of their studies. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, nonacademic purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect the systems' use for their intended purposes. However, students are expected to demonstrate a sense of responsibility and not abuse this privilege. See section four for additional information.

IV. ACCESS TO STUDENT COMMUNICATIONS

A. Generally, electronic information created and/or communicated by a student using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and similar electronic media is not reviewed by the college. However, the following conditions should be noted: Cisco College does routinely gather logs for most electronic activities or monitor student communications directly, e.g., sites accessed, upload/download content, and time at which transfers are made, for the following purposes:
   1. Cost analysis;
   2. Resource allocation;
   3. Optimum technical management of information resources; and
   4. Detecting patterns of use that indicate students are violating company policies or engaging in illegal activity.

B. Cisco College reserves the right, at its discretion, to review any student's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other college policies.

C. Students should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

V. SOFTWARE

To prevent computer viruses from being transmitted through the school's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through Cisco College may be downloaded. Students should contact the system administrator if they have any questions.

VI. SECURITY/APPROPRIATE USE

A. Students must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by school administration, students are prohibited from engaging in, or attempting to engage in:
   1. Monitoring or intercepting the files or electronic communications of other students or third parties;
   2. Hacking or obtaining access to systems or accounts they are not authorized to use;
   3. Using other people's log-ins or passwords; and
   4. Breaching, testing, or monitoring computer or network security measures.

B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner. Respect for the intellectual work of others has traditionally been essential to the mission of colleges and universities. We do not tolerate plagiarism, and we do not condone unauthorized copying of software, including programs, applications, databases and code.

VII. PARTICIPATION IN ONLINE FORUMS

A. Students should remember that any messages or information sent on school-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to Cisco College.

B. Cisco College recognizes that participation in some forums might be important to the performance of a student's research.

VIII. VIOLATIONS

Any student who abuses the privilege of his/her access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of enrollment, legal action, and criminal liability.

IX. STUDENT AGREEMENT ON USE OF E-MAIL AND THE INTERNET

Students will sign an agreement stating that they have read, understand, and agree to comply with the foregoing policies, rules, and conditions governing the use of the schools computer and telecommunications equipment and services; that they understand that they have no expectation of privacy when using any of the telecommunication equipment or services; that they are aware that violations of this guideline on appropriate use of the e-mail and Internet systems may subject them to disciplinary action, including termination from enrollment, legal action and criminal liability; that they understand that their use of the e-mail and Internet may reflect on the image of Cisco College; and that they understand that this policy can be amended at any time.

IMMUNIZATIONS

Cisco College in compliance with Texas Education Code, Section 51.9192, Subchapter Z, which regulates the requirement for bacterial meningitis vaccination, will require ***first-time or transfer students*** enrolling in a public, private, or independent institution of higher education who will reside in, or has applied for and been approved to reside in, an on-campus student housing facility or the student's parent or guardian to provide to the Cisco College Office of Student Life a certificate signed by a health practitioner indicating the student has been vaccinated against bacterial meningitis.

Cisco College and the Texas Education Code makes these provisions applicable to first-time students only enrolling or transferring to Cisco College or any other public, private, or independent institution of higher education in Texas on or after January 1, 2010.

IMPORTANT INFORMATION ABOUT BACTERIAL MENINGITIS

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

WHAT ARE THE SYMPTOMS?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. **Early diagnosis and treatment can greatly improve the likelihood of recovery.**

HOW IS THE DISEASE TRANSMITTED?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

- Death (*in 8 to 24 hours from perfectly well to dead*)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

CAN THE DISEASE BE TREATED?

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.

Vaccinations are available and should be considered for:

- Those living in close quarters
- College students 25 years old or younger

Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis). Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years. The cost of vaccine varies, so check with your health care provider. Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days.

HOW CAN I FIND OUT MORE INFORMATION?

- Contact your own health care provider.
- Contact your local or regional Texas Department of Health office.

POLICY AND GUIDELINES ON ACQUIRED IMMUNE DEFICIENCY SYNDROME AND HUMAN IMMUNODEFICIENCY VIRUS INFECTION (AIDS)

In accordance with the Omnibus AIDS bill, SB 959, passed by the Texas Legislature in regular session 1989, Cisco College has adopted the Policy and Guidelines on Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus Infection (AIDS). This policy is available in the offices of the college's Director of Human Resources.

BACKGROUND

Cisco College recognizes Human Immunodeficiency Virus (HIV) as a serious public health threat and is committed to encouraging an informed and educated response to questions raised by faculty, staff, and students. Guidelines in this policy address the medical, educational, legal, administrative, and ethical issues involved.

HIV causes a breakdown of the body's immune system, resulting in increased susceptibility to a variety of infections. In the early stages, a person infected with HIV may appear healthy but may transmit the virus to others through blood, semen or vaginal secretions. Sometimes the individual's immune system deteriorates and the unusual infections characteristic of Acquired Immune Deficiency Syndrome (AIDS) develop.

To date, three actions or activities are considered to result in contracting HIV infection:

- Sexual Contact – Those having unprotected sexual contact with an infected individual.
- Blood Transfer – Those exposed to contaminated blood, blood components or products through needle sharing, injection, needle stick, or transfusions.
- Perinatal – Infants infected by their mothers before, during, or after the time of birth.

Since its recognition as a distinct disease-causing virus in 1984, HIV has been intensively studied. The mode of transmission of HIV has been firmly established. Live HIV, in a dose sufficient to cause infection, must gain entry to the blood stream or mucous membranes to cause infection. Studies of family members of persons with AIDS/HIV show **NO** evidence of transmission of the virus even after long term casual contact. There are no known documented cases of the spread of HIV through tears, insect bites, handshaking, hugging, sleeping in the same bed, being coughed or sneezed on, touching inanimate objects, participating in sports competitions, or sharing rest rooms, food or drink, gyms, swimming pools, living quarters or common eating areas. The probable explanation for this is that HIV can survive only inside living human cells. The virus is extremely fragile and dies very quickly outside of the body.

PURPOSE OF GUIDELINES

The purpose of this policy is to provide guidelines for Cisco College and to ensure compliance with The Human Immunodeficiency Virus Services Act, Senate Bill No. 959, 71st Legislature, Regular Session, and for responding to specific situations involving persons with AIDS or HIV infections.

This policy is applicable to students and employees of Cisco College.

Through this document, "HIV infection" denotes the total spectrum of the disease, from HIV seropositive but asymptomatic infection to fully developed AIDS.

GENERAL POLICIES

Admissions – The existence of HIV infection should not be considered in admissions decisions unless current scientific information indicated required academic activities may expose others to risk of transmission.
Employment – The existence of HIV infection should not be used to determine suitability of applicants for employment by Cisco College. An HIV-infected employee will remain employed as long as he or she meets job performance standards and does not engage in job-related activities which current scientific information indicated may expose others to risk of transmission.

Class Attendance – A student with HIV infection should be allowed to attend all classes without restrictions, as long as the student is physically and mentally able to participate, performs assigned work, and poses no health risk to others.

Access to Facilities – A person with HIV infection should not be denied access to any facility on the basis of HIV-positive status unless current scientific or medical technology indicates that exposure to others may risk transmission.

Residential Housing – Cisco College residential housing staff will not exclude HIV-positive students from College housing unless current scientific or medical technology indicates that exposure to others may risk transmission.

Testing for HIV infection –

1. Mandatory Testing – No programs for mandatory HIV testing of employees, students, or patients should be undertaken without that person's consent.
2. Voluntary Testing and Counseling – Cisco College will refer students, faculty, and staff members for confidential or anonymous HIV counseling and testing services. All testing conducted should include counseling before and after the test. Unless required by law, test results should be revealed to the person tested only when the opportunity is provided for immediate, individual, face-to-face counseling about:

    a. The meaning of the test result,
    b. The possible need for additional testing,
    c. Measures to prevent the transmission of HIV,
    d. The availability of appropriate health care services, including mental health care, and appropriate social and support services in the geographic area of the person's residence,
    e. The benefits of partner notification, and
    f. The availability of partner notification programs.

3. Reporting of Test Results – HIV test results will be reported in compliance with all applicable statutory requirements, including the Communicable Disease Prevention and Control Act, Texas Health and Safety Code, 81.001.

4. Qualifying for Workers Compensation Benefits – State law requires that an employee must provide a written statement of the date and circumstances of the exposure to HIV infection and document that within ten (10) days after the exposure, the employee had a test result that indicated absence of HIV infection. An employee who may have been exposed to HIV while performing duties of employment may not be required to be tested, but refusal to be tested may jeopardize workers' compensation benefits.

Confidentiality of Records – Except where released or authorized by law, information concerning the HIV status of students, employees or patients and any portion of a medical record will be kept confidential and will not be released without written consent. HIV status in personnel files and workers' compensation files are to remain confidential and have the confidentiality status of medical

Safety Precautions – Cisco College should develop guidelines for health care workers and students in the health professions concerning prevention of transmission of HIV and concerning health care workers who have HIV infection. Each Cisco College health care worker who is involved in hands-on patient care should complete an educational course about HIV infection based on the model education program and workplace guidelines developed by the TDH and the guidelines of this policy.

Education

1. Employee Educational Pamphlet – Cisco College should provide each employee an educational pamphlet about methods of transmission and prevention of HIV infection. The pamphlet will be the TDH educational pamphlet or a pamphlet based on the model developed by TDH. The pamphlet should be provided to new employees on the first day of employment and to all employees annually.
2. Information on Prevention Provided to Students – Cisco College should routinely offer students education based on the model HIV education and prevention program developed by the TDH and tailored to the students' cultural, educational, language, and developmental needs.
3. Guidelines for Laboratory Courses – Cisco College components which offer laboratory courses requiring exposure to material that has potential for transmitting HIV should adopt safety guidelines for handling such material and distribute these guidelines to students and staff prior to such exposure.
4. Distribution of Policy – Cisco College should make available this Policy on HIV infection to students, faculty, and staff members by including the Policy in the student, faculty and personnel guides if practicable, or by any other method.
5. Entering the Health Professions – Cisco College should offer students entering the nursing profession, allied health, counseling and social work programs, and programs curricula information about:
    a. Methods of transmission and methods of prevention of HIV infection
    b. Federal and state laws, rules and regulations concerning HIV infection and AIDS, and
    c. The physical, emotional, and psychological stress associated with the care of patients with terminal illnesses.

Unemployment Compensation Benefits – Cisco College will inform employees via employee or faculty guides that state law provides that an individual will be disqualified for Unemployment Compensation benefits:

1. If the Texas Workforce Commission (TWC) finds that the employee left work voluntarily rather than provide services included within the course and scope of employment to an individual infected with a communicable disease, including HIV. This disqualification applies if Cisco College provided facilities, equipment, training, and supplies necessary to take reasonable precautions against infection.
2. If the TWC finds that the employee has been discharged from employment based on a refusal to provide services included within the course and scope of employment to an individual infected with a communicable disease, including HIV. This disqualification applies if Cisco College provided facilities, equipment, training and supplies necessary to take reasonable precautions against infection.

Health Benefits – Cisco College students or employees will not be subjected to impermissible discrimination under a health benefits plan endorsed by the College on the basis of a positive HIV test result.

POLICY AND GUIDELINES ON DRUG-FREE WORKPLACE, SCHOOL, AND CAMPUS

In accordance with the Drug-Free Workplace Act of 1988, (P.L. 100-690, Sec. 5153 and 34 CFR 85.630) and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226, Sec. 1213 and 34 CFR 86), it is the policy of Cisco College to maintain a drug-free educational institution and workplace. Therefore,

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

Compliance with the policy of prohibition is a requirement for employment and enrollment at Cisco College.

Employment at Cisco College also requires that if an employee is convicted of a criminal drug violation occurring in the workplace, the employee must report the conviction to his/her immediate supervisor at Cisco College within five (5) days of the conviction, and the College will report the said conviction to the U.S. Department of Education within ten (10) days.

STATE AND FEDERAL DRUG PENALTIES

State penalties are subject to change at any time by the Legislature and Governor. Federal penalties are subject to change by Congress or the Executive Branch of the federal government. This information is only to be used as a guideline. Many things factor into drug penalties, including but not limited to prior convictions. When a controlled substance is distributed within 1000 feet of a school or public college or university, federal statutory penalties can double and sometimes triple.

OFFENSE AND PENALTIES UNDER THE TEXAS STATE LAW

Possession of controlled substances (drugs)

Minimum: Fine not to exceed $10,000 and confinement in jail for a term of not more than two years or less than 180 days

Maximum: A fine not to exceed $250,000 and imprisonment for life or for a term of not more than 99 years nor less than fifteen years

Manufacture or delivery of controlled substances (drugs)

Minimum: Fine not to exceed $10,000 and confinement in jail for a term of not more than two years or less than 180 days

Maximum: A fine not to exceed $250,000 and imprisonment for life or for a term of not more than 99 years nor less than fifteen years

Possession of marijuana

Minimum: A fine not to exceed $2,000 and/or confinement in jail for a term of not more than 180 days

Maximum: A fine not to exceed $250,000 and imprisonment for life or for a term of not more than 99 years nor less than five years

Delivery of marijuana

Minimum: A fine not to exceed $2,000 and/or confinement in jail for a term of not more than 180 days

Maximum: A fine not to exceed $100,000 and imprisonment for life or for a term of not more than 99 nor less than ten years

OFFENSE AND PENALTIES UNDER FEDERAL LAW

Possession of drugs (including marijuana)

Minimum: A fine of not less than $1,000 and/or imprisonment for up to one year

Maximum: A fine of not less than $5,000 plus costs of investigation and prosecution, and imprisonment for not more than 20 years nor less than five years

Manufacture, distribution, or dispensing of drugs (including marijuana)

Minimum: A fine of $250,000 and/or imprisonment for up to three years

Maximum: A fine not to exceed $8,000,000 for an individual (or $20,000,000 if other than an individual) and imprisonment for life without release (no eligibility for parole)

Distribution of drugs to a person under 21 years of age

Minimum: Double the federal penalty for distribution of drugs

Maximum: Triple the federal penalty for distribution of drugs

DRUGS, DRUG ABUSE, AND THE RISK INVOLVED

WHAT ARE DRUGS?

Drugs are natural and synthetic chemical substances which can be used to affect your body, mind, and behavior.

WHAT IS DRUG ABUSE?

Drug abuse is the use of natural and/or synthetic chemical substances for non-medical reasons to affect your body, mind, and behavior. When drugs are abused, their use can cause health problems, social difficulties, and legal problems. When a person engages in drug abuse, they risk:

OVERDOSE (perhaps death),
DEPENDENCE (addiction with painful psychological and/or physical results)
ILL HEALTH (organ damage, mental illness, hepatitis, AIDS),
SOCIAL DIFFICULTIES (financial difficulties, inability to relate normally with others, and legal problems leading to imprisonment.)

IS THERE ANY GOOD ASSOCIATED WITH DRUG ABUSE?

Except for a very short period of physical and/or psychological "feeling good" which becomes difficult to impossible to achieve, there is NO GOOD associated with drug abuse. Depending upon the person, circumstance, and drug involved, disaster (including death) can result from a first time abuse of a drug; continued abuse of drugs ALWAYS leads to personal and social problems. Drug abuse is especially disruptive in the workplace and in educational institutions.

IS THE USE AND ABUSE OF DRUGS A MATTER OF PERSONAL CHOICE?

No! Because the abuse of drugs places such a disruptive, dangerous, and financial burden on everyone, society has through "law" placed strict controls on certain drugs and classifications of drugs. Therefore, the manufacture, distribution, dispensation, possession, and/or use of a "controlled substance" is prohibited, and violations of this prohibition result in a penalty upon conviction.

WHICH ARE THE MOST COMMONLY ABUSED DRUGS THAT ARE CONSIDERED TO BE A "CONTROLLED SUBSTANCE"?

There are six classifications of types of drugs that are commonly abused and are by law controlled substances: stimulants, depressants, hallucinogens, narcotics, cannabis, and deliriants. There are two additional dugs which are controlled by law in a different way from the above; they are alcohol and nicotine. The abuse of these two drugs have a massive ill effect on individuals and society.

WHAT ARE THE POSSIBLE EFFECTS RESULTING FROM ABUSE OF THE DIFFERENT TYPES OF CONTROLLED SUBSTANCES?

♦ STIMULANTS ("uppers")

Amphetamines (Dexedrine, Desoxyn, Biphetamine)

How taken?

- By mouth or injection

What Physical effects?

- Increased heart rate and blood pressure, loss of appetite, increased activity
- Feeling of alertness, self-confidence, sometimes followed bydepression
- Hallucinations, paranoia, temporary mental derangement as a result of heavy doses

What risks from abuse?

- User can go beyond physical limits and suffer harmful exhaustion
- Tolerance, and physical and psychological dependence can develop; withdrawal from the drug can result in suicidal depression
- Continued high doses can cause heart problems, infections, malnutrition, and death

• Nicotine (in tobacco)

How taken?

- By smoking or dipping

What Physical effects?

- Increased heart rate, blood pressure and shortness of breath

What risks from abuse?

- Physical and psychological dependence can develop
- Long term dipping or smoking can cause cancer, emphysema, heart disease, death

- Cocaine ("coke," 'snow," "flake," "rock," "crack")
  How taken?
  - By sniffing, smoking, or injection

  What physical effects?
  - Quickened pulse and circulation, sharpened reactions, restlessness
  - Feelings of well-beings, alertness, overconfidence, confusion, anxiety, depression
  - Paranoia, nervous exhaustion, hallucinations as a result of heavy doses

  What risks from abuse?
  - Chronic use can destroy nasal tissues
  - Smoking can cause lesions in lungs
  - Tolerance, and physical and psychological dependence can develop
  - Effects are unpredictable – convulsions, respiratory paralysis and death are always possible

♦ DEPRESSANTS

Barbiturates (Phenobarbital, Seconal, Amytal)
Tranquilizers (Valium, Equanil, Librium)
Methaqualone (Qualude, Somnafac, Parest, Mequin)

How taken?
- By mouth or injection

What physical effects?
- Slowed heart rate and breathing, lowered blood pressure
- Slowed reactions, confusion, weakened emotional control, distortion of reality, reduced awareness
- Relaxation, drowsiness, loss of coordination, intoxication, changes in personality
- Sleepiness, feeling of well-being, dizziness, impaired perception

What risks from abuse?
- Tolerance, and physical and psychological dependence can develop with long-term use
- Depressants can cause car accidents and other serious accidents due to slowed reactions, confusion, and impaired perception
- Overdoses can cause coma, respiratory arrest, convulsions, even death
- Withdrawal can be dangerous and may require medical attention

Alcohol (beer, wine, other distilled alcoholic beverages)

How taken?

- By mouth

What physical effects?

- Slowed reactions, confusion, loss of coordination, impaired perception, reduced awareness, dizziness, intoxication, and hangover

What risks from abuse?

- Tolerance, physical and psychological dependence can develop
- Long-term heavy drinking is a factor in liver and heart damage, malnutrition, cancer and other illnesses
- Driving under the influence can cause accidents of slowed reflexes, disorientation, impaired perception, and loss of coordination

Driving under the influence of alcohol is the leading cause of death for persons under the age of twenty-five.

Depressants taken in combination (such as alcohol and barbiturates) are very dangerous – they can cause coma and death.

♦ HALLUCINOGENS

Lysergic Acid Diethylamin (LSD, acid)
Phencyclidine (PCP, angel dust)
Mescaline, MDA, DMT, STP and Psilocybin

How taken?

- By mouth, injection, or smoking

What physical effects?

- Increased heart rate, blood pressure, and blood sugar, and irregularbreathing
- Euphoria, loss of ability to separate fact and fantasy, distortion of senses, hallucination
- Effects unpredictable; may include distorted perception, depression, confusion, drowsiness, loss of coordination, irrational behavior, paranoia, panic, violence

What risks from abuse?

- Tolerance develops quickly and overdose can cause psychosis, convulsions, coma, and death
- Abuse can result in suicide, murder, accidents
- Effects may recur ("flashbacks") days or weeks later without further use of the hallucinogen

♦ NARCOTICS

Heroin, Morphine, Opium Codeine, Meperidine, Methadone

How taken?

- By mouth, sniffing, injection, orsmoking

What physical effects?

- Shallow breathing, drowsiness, and reduced hunger, thirst, and sexdrive
- Euphoria, lethargy, heaviness of limbs, apathy, loss of ability to concentrate, loss of judgement and self-control

What risks from abuse?

- Tolerance with physical and psychological dependence can develop
- Withdrawal is very painful
- Overdose can cause coma, convulsions, respiratory arrest, and death
- Risks from long-term use include malnutrition, infection, and hepatitis

♦ CANNABIS

Marijuana, Hashish, Hashish Oil

How taken?

- By smoking or mouth

What physical effects?

Increased heart rate, lower body temperature, stimulated appetite, loss of coordination

- Feeling of well-being, intoxication; possible confusion, distortion ofreality
- Sometimes depression, panic, sometimes mood changes
- Large doses may sometimes cause hallucinations

What risks from abuse?

- Long-term use may cause moderate tolerance, with physical and psychological dependence
- Overdose may cause paranoia, psychosis-like state
- Effects of long-term use are still being studied but is associated with chronic lung disease, lung cancer, and chromosome damage

♦ SYNTHETIC CANNABIS

K2, Spice Products

How taken?

- By smoking or mouth

What physical effects?

Increased heart rate, lower body temperature, - stimulated appetite, loss of coordination

- Feeling of well-being, intoxication; possible confusion, distortion of reality
- Sometimes depression, panic, sometimes mood changes
- Large doses may sometimes cause hallucinations

What risks from abuse?

- Long-term use may cause moderate tolerance, with physical and psychological dependence
- Overdose may cause paranoia, psychosis-like state
- Effects of long-term use are still being studied but is associated with chronic lung disease, lung cancer, and chromosome damage

♦ DELIRIANTS

Aerosol products, lighter fluid, paint thinner, Amyl nitrite, other inhalants

How taken?

- By sniffing

What physical effects?

- Increased heart rate, blood pressure, and irregular breathing
- Effects unpredictable; may include hallucination, distortion of senses, confusion, irrational behavior, loss of coordination

What risks from abuse?

- Psychological dependence can develop
- An overdose can cause convulsions, coma, and death
- Permanent damage to lungs, brain, liver, and bone marrow can result

DRUG ABUSE NEVER SOLVES PROBLEMS. Continued drug abuse ALWAYS leads to personal and social problems!

Drug abuse can:

-Be very expensive

-Make you sick

-Cause dependence

-Put you in prison

-Even kill you

MAKE SURE THAT THE CHOICE YOU MAKE IS WORTH THE PRICE THAT YOU MAY HAVE TO PAY!

WHAT ARE THE RANGE OF PENALTIES THAT CAN RESULT FROM A CRIMINAL DRUG/ALCOHOL CONVICTION?

Penalties under Federal law and the Texas Penal Code range from a Class B misdemeanor (maximum of 15 to 99 years and/or $250,000 fine). The penalty assessed upon conviction is determined by several considerations including the controlled substance involved, the amount, and the circumstances of unlawful manufacture, delivery, distribution, possession, and/or use.

WHAT DRUG AND ALCOHOL COUNSELING, TREATMENT, OR REHABILITATION PROGRAMS ARE AVAILABLE?

Throughout the Cisco and Abilene "Big Country" area, various hospitals, counseling centers, psychiatric centers, churches, and other public/private organizations offer drug abuse and alcohol counseling, treatment, and rehabilitation programs**. Information on the services available may be obtained from the Counseling Department of the College.** It should be noted, however, that Cisco College does not assume the responsibility for the cost of such counseling, treatment, and/or rehabilitation services.

STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

GENERAL POLICIES

Cisco College considers the cultivation of self-discipline by its students to be of the utmost importance in the educational process and essential to the development of responsible citizens. The College, therefore, has the responsibility and lawful authority, through its Board of Regents, to establish and maintain standards of personal conduct for all students enrolled in the College and personnel employed by the College. This responsibility and authority extends to the enforcement of security standards and authority of persons and property at all campus locations.

Cisco College expects its students and all persons on or in college grounds and/or facilities to maintain standards of personal discipline that are in harmony with the educational goals of the institution, to observe national, state, and local laws, to respect the rights and privileges of other people, and to conduct themselves in a manner that reflects credit upon themselves and the college.

A student who completes registration at Cisco College or person who accepts employment signifies by this action that he/she accepts the regulations of the College and that he/she agrees to abide by them. Any recognized misconduct, violation of regulations or unacceptable behavior will be grounds for disciplinary action by the College. All cases will be handled on an individual basis taking into consideration the welfare of the student, the College, and/or other members of the College community. Through the violation of any college regulation, a student or any person subject themselves to the possibility of immediate disciplinary action.

STUDENT RIGHTS AND RESPONSIBILITIES

Students' rights are a source of concern at Cisco College as are the rights of all individuals.

Student Rights

Each student at Cisco College has the right to quality education and the commensurate freedoms to pursue his/her educational goals, objectives, and program. These include the right

- to be informed at the outset of the course of the instructor's policies and performance expectations of the student.
- to be held to reasonable standards given the academic latitude which instructors have to make decisions.
- to be graded on performance standards as established by the instructor and not to be graded on the basis of age, race, sex, color, religion, national origin, or disability.
- to be treated with respect.
- to confidentiality regarding performance in the class.
- to reasonable access to instructors for academic assistance.

Each student at Cisco College has the right to enjoy the amenities of the college and to be treated with courtesy and respect by all members of the college community. These include the right

- to a safe environment in which to study.
- to due process if they believe that their rights have been violated. (The process for appeal may be found in the Student Handbook.)

Student Responsibilities

- Each student at Cisco College has the obligation to be fully acquainted with the published regulations of the college and to comply with them.
- Each student at Cisco College has the obligation to become fully acquainted with the policies and procedures of the classes in which they enroll at the outset of the class.
- Each student at Cisco College has the obligation to follow tenets of common decency and behavior acceptable in education and in polite society, especially respect for the rights and property of others.
- Each student at Cisco College has the obligation to respect others' rights to learn in a classroom without distraction.

SPECIFIC PROHIBITIONS

The College regards the following as examples of specific prohibitions, which if violated, subjects a student or any other person to security or disciplinary action which may include immediate suspension or expulsion:

1. Academic integrity violations.

2. Furnishing false information to the College with intent to deceive.

3. Forgery, alteration, unauthorized possession, or misuse of college documents, records, or ID cards.

4. Malicious destruction, damage, unauthorized possession, or misuse of college property including library and laboratory materials, or of private property on campus. (*This includes tampering with fire detectors, fire extinguishers, fire alarms, security cameras or door security alarms*).

5. Participation in hazing acts that are degrading or injurious to another, or acts in which another is held against his/her will.

6. Physical/verbal abuse or threat of another in the College community, this includes fighting, sexual harassment, and sexual assault to name a few.

7. Possessing, selling, or being under the influence of alcoholic beverages.

8. Illegally possessing, using, selling, or being under the influence of drugs or narcotics, or possessing drug/narcotics paraphernalia.

9. Possessing or using firearms illegally, weapons or facsimile of weapons, or explosives (including fireworks). Also prohibited, is the use of Tasers or mace for any purpose other than personal protection.

10. Congregating or loitering on streets or other public areas of the campus outside of residence halls after 11:00 p.m.

11. Playing of musical instruments, radios, or other electronic devices on the grounds or streets of the campus without specific permission from the Dean of Students for a recognized college activity.

12. Using loud or obscene language.

13. Participation in illegal gambling activities on college property.

14. Incorrigible or persistent irresponsible behavior.

15. Disorderly conduct which inhibits or interferes with the educational responsibility of the collegeor which disrupts the administrative or service functions of the college, including social education activities.

16. Refusing or failing to comply with a lawful order of any college or public official acting inthe enforcement of college policies.

17. Such other prohibitions as the appropriate college agency may establish.

18. All students are required to wear shirts at all time. Clothing must not be vulgar or obscene, and must not contain profanity.

NOTE: REFUSAL OR FAILING TO COOPERATE WITH A COLLEGE OR PUBLIC OFFICIAL AND/OR VIOLENT ABUSE OF ANY NATURE SUBJECTS THE PERSON RESPONSIBLE TO IMMEDIATE EVICTION FROM THE RESIDENCE HALL OR CAMPUS

ALCOHOL POLICY

Cisco College observes a no alcohol policy on campus for all students. Students found drinking or in possession of alcoholic beverages on campus are subject to disciplinary action from the College, as well as any penalties issued in accordance with Texas State Law.

Texas Alcoholic Beverage Codes 106.4 and 106.5 prohibits consumption or possession of alcohol by a minor. Penalties for violation of either of the above codes on the Cisco College Campus could result in arrest and an appearance in Municipal Court with a fine of $120 - $220.

DRUG POLICY

Use of controlled substances without a valid prescription is prohibited. Students are expected to abide by the rules and regulations of Cisco College and Federal and State Laws regarding the use, sale and distribution of alcohol and controlled substances.

Controlled Substances (Drugs)

Sanctions upon conviction for possession, distribution, or manufacture of controlled substances range from fines to probation to imprisonment. Fines, terms of probation, or years of imprisonment are generally contingent upon the circumstances and the amount of drugs possessed, sold, distributed, or manufactured.

Additional information on Legal Sanctions pertinent to Alcohol and Controlled Substances may be obtained from the Office of Student
Life.

CISCO COLLEGE SANCTIONS

When the Standards of Conduct regarding alcohol and drugs are violated
Cisco College will impose, at a minimum, the following sanctions:

Alcohol 1st Offense

a. Attendance and completion of program with a Drug/Alcohol educator.
b. Assignment to Cisco College community service.
c. Parents may be notified of the offense.
d. Possible removal from residence hall.
e. Completion of sanctions is required for the student to remain in residence hall.
f. Depending on extenuating circumstances, additional sanctions may be imposed.
g. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Alcohol 2nd Offense

a. Removal from residence hall.
b. Parents may be notified of the removal.
c. Attendance and completion of program with aDrug/Alcohol educator.
d. Assignment to Cisco College community service.
e. Completion of sanctions is required for the student to remain enrolled at Cisco College.
f. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Alcohol 3rd Offense

a. Dismissal from school.
b. Parents may be notified of removal from the institution.

Drugs/Drug Paraphernalia/Positive Drug Test 1st Offense

a. May be removed from residence hall (if student is not a resident, they will begin with step b).
b. Attendance and completion of program with aDrug/Alcohol educator.
c. Assignment of Cisco College community service.
d. Completion of sanctions is required for the student to remain enrolled at Cisco College.
e. Submit to random drug testing (at the student's expense).
f. College imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

Drug/Drug Paraphernalia/Positive Drug Test 2nd Offense

Referral to Dean of Students/A.D. for sanctions (removal from on-campus housing/school, etc.).

LEGAL SANCTIONS

Minors convicted for possession or consumption of alcoholic beverages may be subject to fines ranging from $25 to $500 depending on the number of previous convictions.

Convictions for selling to Minors may subject individuals to fines ranging from $100 to $1000 and to a maximum of one year in jail.

Convictions for Driving While Intoxicated may subject individuals to fines ranging from $100 to $2000 and to a jail term ranging from three days to two years. Fines and jail terms escalate with subsequent offenses.

ATHLETIC DEPARTMENT DRUG EDUCATION / TESTING POLICY

Cisco College does not condone the use of illegal drugs by student-athletes. Substance abuse poses a danger to the health and safety of all student-athletes. Furthermore, substance abuse damages the integrity and reputation of all students, faculty, staff, and administrators of Cisco College. Therefore, it is the intent of this policy to prevent the illegal use of alcohol, tobacco, or any substances prohibited by Cisco College or the NJCAA. All personnel within the Athletics Department are required to cooperate with the administration of the drug testing program. This program will operate in a consistent and nondiscriminatory manner.

DRUG EDUCATION

All student-athletes at Cisco College will be required to attend and participate in drug education programs. These programs may include workshops, speakers, videos, and completions of personal inventories and surveys. It has been shown that drug education is the powerful means of preventing drug abuse.

INDIVIDUALS SUBJECT TO DRUG TESTING

All student-athletes who participate in intercollegiate athletics at Cisco College are subject to drug testing. Any individual may refuse drug testing, however, refusal to consent for testing will be considered a positive test and carry the applicable sanctions. Failure to report for drug testing will also be considered a positive test and all sanctions will apply. Each athlete must read and sign the drug testing consent form prior to participation in athletics.

PROHIBITED DRUG CLASSIFICATIONS

The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited at Cisco College. In the event an athlete is prescribed medication by a physician, the athlete must notify and submit information to the Head Athletic trainer immediately. The Athletics Department recognizes the following banned drug classifications of the NJCAA.

Stimulants
Street Drugs
Opiates
Anabolic Agents
Diuretics
Peptide Hormones

ANABOLIC STEROIDS

Anabolic steroids are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid in any manner not allowed by state law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormone is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Corrections.

DRUG TESTING PROCEDURE

All student-athletes participating in intercollegiate athletics at Cisco College will be required to submit to drug testing by urinalysis to detect the presence of prohibited drugs. Student-athletes to undergo testing will be chosen on a random basis or with reasonable suspicion by Athletics Department personnel. The student athlete will select a sealed container and submit to authorized personnel designated by the Athletic Department. Chain of custody procedures will be followed to insure the integrity of the samples.

SANCTIONS FOR A POSITIVE TEST

First Violation

- Sanctions can include loss of athletic scholarship, suspension from practice and competition and other sanctions at the discretion of the Athletic Director and Head Coach.
- May be removed from the athletic housing.
- Submit to further drug testing.
- Referral to the Dean of Student for counseling and sanctions.
- Failure to comply with all sanctions will result in a second violation.

Second Violation

- Permanent suspension from intercollegiate athletics at Cisco College.
- Loss of athletic scholarship.
- Referral to Dean of Students/A.D. for sanctions (removal from on-campus housing/school, etc.).
- A student-athlete who forfeits athletic participation due to a positive drug test will not be released from the athletics program to participate at another school.

NOTIFICATION OF RESULTS/APPEAL PROCESS

A positive result will be disclosed to the athlete in a closed session with the Athletic Director, Head Athletic Trainer and the Head Coach. The student athlete will be given the opportunity to discuss the results. Every effort will be made to insure the confidentiality of the drug testing results and limited to those included in the closed session. The student-athlete may appeal the results of a positive drug test. In the case of an appeal, the student-athlete must notify the Athletic Director in writing within ten working days. All specimen test expanses will be responsibility of Cisco College however, any re-test as the result of an appeal will be at the expense of the student-athlete. An appeals committee will be made up of an Administrative Representative, the Athletic Director and the Head Coach involved. The student-athlete may address the appeals committee prior to the committee announcing the final decision.

WEAPONS

License to Carry and Constitutional Carry handgun holders over 21 are allowed to Conceal Carry their pistols only (open carry is prohibited) and may store handguns on campus property in accordance with state law and college policy with the exception of those locations posted as prohibited areas.
Students or visitors may NOT bring onto Cisco College property any illegal, prohibited or location restricted weapon or any other weapon which may be hazardous to the health or safety of residents. This includes, but is not limited to:

Air guns whether pellet or BB, sling shots, arrows, bows, axes, machetes, nunchuks, clubs, knuckles, throwing stars, swords and knives with blades over 5 ½ inches, shotguns & rifles (including black powder versions) and fireworks of any type.

Hazardous chemicals, flammable liquids or explosive items are also prohibited.
Pepper spray and conducted energy weapons such as stun guns and TASERS are not prohibited, but can be cause for disciplinary action or criminal charges if used in a manner not consistent with self-defense. These items will be confiscated by the College. Unauthorized possession or use of these weapons, chemicals and/or explosives may lead to disciplinary action, including suspension and the Cisco College Police Department may pursue criminal charges.

SMOKING AND TOBACCO PRODUCTS ON CAMPUS

Smoking/tobacco products, including vaping/ i.e. vape pens and e-cigs are prohibited inside all College 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. This policy applies equally to all college faculty, staff, students, administration and visitors. Everyone is expected to dispose of their cigarettes, cigars, or other tobacco products properly. Violation of this policy may result in disciplinary action.

FIRE/SECURITY ALARMS

All persons are required to evacuate a building when an emergency fire alarm is activated. Failure to do so may result in disciplinary action. If a fire alarm goes off, you should:

1) Put on a coat and hard-soled shoes quickly.
2) Take a towel with you to put over your face to prevent smoke inhalation.
3) Close windows.
4) Shut and lock your door.
5) Walk quickly, but in an orderly manner, through the exit for your area and continue 100 feet from the building and go to your assigned area.
6) Do not re-enter the building until you are told to do so by a college staff member.

Transmission of a false alarm is a violation of state law, and violators will be prosecuted. Violation of this law is a Class A Misdemeanor and could result in a fine of $200 to $1,000 and/or up to one year in jail. *A student who tampers with a smoke detector, fire alarm, fire extinguisher, or door prop alarm or who fails to evacuate the building during a fire alarm, in short, any student who endangers the life and safety of others will be subject to disciplinary sanctions in addition to any institutional, municipal, or state fines/tickets which may be issued.*

SECURITY MEASURES

It is the intention and desire of Cisco College that all members of the college community be able to enjoy the amenities of the College and pursue their educational and employment objectives in a secure, safe, and pleasant environment.

Whenever an activity of any kind that is contrary to a secure and safe environment becomes evident, it should be reported to security or other college personnel. The nature of the incident, activity, or situation will determine the proper reporting and response.

The College Catalog, Student Handbook, and Residence Hall Handbook all set forth prohibited conduct and procedures for investigation and resolution. However, as a general rule, security or disciplinary matters may be reported as follows:

Employees may report to their immediate supervisor or any other college personnel they think appropriate.

Students and other persons may report a matter to the appropriate college personnel, which include The Director of Campus Safety/Police Chief, security personnel, Dean of Students, residence hall supervisors, or an appropriate administrator, faculty, or staff person.

CAMPUS SAFETY DEPARTMENT

The Campus Safety Department was organized in the summer of 2007 to help provide a safe working and learning environment for students, faculty, and staff. The department was created to assist both the Cisco Campus and Abilene Educational Center (AEC) in meeting this goal. The Campus Safety Department also provides nighttime security staffing at the Cisco Campus and assists the contract security staff at the AEC. In 2014, the decision was made to enhance services at the Cisco College Campus by creating a law enforcement component to the department. Currently the Director of Campus Safety/Police Chief is a licensed and sworn Texas Peace Officer that oversees the main campus security staff and assists the contract security at the AEC. This department does not replace other emergency response organizations; instead we work with them to enhance their ability to provide service to our campus communities.

Cisco College Police Officers have the complete authority to apprehend and arrest anyone involved in illegal acts as granted to them by the State of Texas. The Cisco College Campus Safety/Police Department provides services to the Cisco Main and AEC campuses as well as any property controlled by the College or any person acting on the College's behalf. If minor offenses involving Cisco College rules and regulations are committed by a Cisco College student, the Department may also refer the individual to the Dean of Students Office for appropriate disciplinary action.

Any situation of an emergency nature threatening health, safety, or property damage may be reported directly to the fire or police departments.

Cisco College is a public institution and the campuses and facilities are open to the general public with some limitations.

- Exterior doors to each residence hall remain locked 24 hours a day and are accessible only to residents and their guests whom they permit to enter. Regulations of guests and hours are set forth in the Residence Hall Handbook.

- Certain college activities such as dances are open only to members of the college community and the guest of Cisco College students.

- Congregating or loitering on the streets or other public areas of the Cisco campus is prohibited after 11:00 p.m.

Although Cisco College is generally open to the public, the College reserves the right to remove any person from its grounds or facilities who is causing a nuisance and/or danger.

It is the policy of Cisco College that general administrative responsibility for security measures is under the supervision of the Director of Campus Safety/Police Chief. Aside from emergency situations requiring immediate attention, security problems are brought to the attention of the Director of Campus Safety/Police Chief for resolution. Emergency situations are handled as appropriate.

All security matters are handled by college personnel as appropriate to the situation. However, during the evening and night hours on both the Cisco and the Abilene Educational Center, security personnel are on duty.

It is the desire of Cisco College that all security and disciplinary matters be resolved as expeditiously and equitably as possible. Therefore, all matters in violation of federal/state laws and college regulations are to be reported promptly. When possible, the appropriate college personnel or security are to take care of the matter, and, when necessary, the police or fire departments are called as the situation dictates. Cisco College has an excellent relationship with the police departments of Cisco and Abilene.

CAMPUS SECURITY DISCLOSURES

To view the college's security disclosures, see the Cisco College Annual Security Report, located on the College website.

TITLE IX AND NON-DISCRIMINATION

The College is committed to maintaining and strengthening an environment founded on civility and respect. The College also is committed to providing programs, activities, and an educational environment free from sex discrimination. Under certain circumstances, Sexual Misconduct may constitute sexual discrimination prohibited by Title IX. The College is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of reports of Sexual Misconduct.

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.

The College prohibits Sexual Misconduct and is committed to the timely and fair resolution of Sexual Misconduct cases. The College encourages prompt reporting of all types of Sexual Misconduct. The College has defined Sexual Misconduct as any unwelcome conduct of a sexual nature.

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.

Where to Report Sexual Assault or Misconduct

Students, employees, campus visitors and contractors may directly report incidents of sex discrimination, sexual harassment (including sexual assault/violence) and sexual misconduct to the Title IX Coordinator, Director of Human Resources, Provost, Dean of Students, or Director of Campus Safety at the contact information listed below or any other employee of the College whom the person trusts to initiate an investigation.

Director of Academic Support Services/

Title IX Coordinator

Christina Mendenhall
Cisco Campus
Student Life Building
254-442-5022 or
Abilene Educational Center
Rm 6
325.794.4406
christina.mendenhall@cisco.edu

Director of Human Resources

Wendy Kellar
Harrell Fine Arts, Cisco Campus
254-442-5121
wendy.kellar@cisco.edu

Vice President of Instruction

Heather McClure
Abilene Educational Center
Rm 11
325-794-4401
heather.mcclure@cisco.edu

Dean of Students

Jennifer Brown
Student Life Office,
Cisco Campus
254-442-5173
Jennifer.brown@cisco.edu

Director of Campus Safety/Chief of Police

Zachary Mazey
Campus Security Office (CiscoCampus)
254-442-5034
zachary.mazey@cisco.edu

If you believe you have been sexually assaulted or harassed by any member of the College community or while participating in a College sponsored activity, you are encouraged to bring it to the attention of the Title IX Coordinator and/or other College official. Whether a criminal report is filed or not, when the College becomes aware of any assaultive conduct, it has a duty to investigate the incident and make determinations consistent with the student handbook. If you would like to initiate a criminal investigation of a sexual assault, please call the appropriate Police Department at:

Emergency: 911
Cisco College Police: 254-442-5034 (Cisco Campus)
City of Cisco Police: 254-629-1728
Abilene Police Department: 325-673-8331

CONCEAL HANDGUN CAMPUS CARRY POLICY (Effective September 1, 2021)

Policy Statement

Cisco College is committed to maintaining a safe environment for students, faculty, staff, and guests, while at the same time respecting the rights of individuals who legally choose to carry a concealed handgun where permitted by law. The purpose of this policy is to provide guidance for compliance with state campus carry law. Individuals who are legally allowed to carry may do so on Cisco College campus premises except in locations and at activities prohibited by law or by this policy.

Policy Application

This policy applies to all faculty, staff, students, vendors, guests, visitors, individuals, and organizations doing business on behalf of the College at all campus locations. This policy does not apply to commissioned peace officers as defined in article 2.12 of the Texas Code of Criminal Procedures.

Campus Carry Procedures and Responsibilities.

I. **Open Carry is Prohibited**. All persons, including license holders, are prohibited from openly carrying a handgun in Cisco College campus buildings or on campus premises, including on any public driveway, street, walkway (sidewalk), parking lot, or other parking area on the campus premises.

II. Carrying of Concealed Handgun by a License Holder.

A. **Right to Carry.** A student who is 21 and either possesses a license or chooses to Constitutional Carry, may carry a concealed handgun while on the campus premises (including public driveways, streets, walkways or sidewalks, parking lots, and other parking areas) and in College passenger transportation vehicles, unless prohibited by state or federal law, or by this policy. Students who carry are responsible for knowing areas where carrying a concealed handgun is prohibited where notice is not required to be posted.

B. **Intoxication.** Students may not carry a concealed handgun while intoxicated.

C. **Display of Concealed Handgun.** Students may not carry a partially or wholly visible handgun, or intentionally or knowingly display a handgun in plain view of another person, even if holstered, in Cisco College buildings or campus premises, including public driveways, streets, walkways, sidewalks or parking areas, on the premises of the College.

D. **Requirement to Display License.** A license holder must display his or her License to Carry (LTC) when directed by a law enforcement officer in accordance with section 411.205 of the Texas Government Code. Otherwise, an individual is not required to disclose whether he or she is a license holder in order to participate in any program or service offered by Cisco College, except as required by law.

III. **Carrying of Concealed Handgun by Employees.** An employee may carry a concealed handgun into his or her work area unless prohibited by law or this policy. An employee whose possession, storage, or use of a handgun results in personal injury or property damage is personally liable for the injury or damage, and is not entitled to immunity under section 411.208 of the Government Code or any other immunity the individual may otherwise be entitled to as a College employee.

IV. **Locations and Activities where Concealed Handguns are prohibited.** Students are prohibited from carrying a concealed handgun on to the campus premises where prohibited by law and where prohibited by this policy based on the nature of the student population, specific safety concerns, and uniqueness of the campus environment.

V. Concealed handguns are prohibited on Cisco College Premises:

1. at a location where a high school sporting event or interscholastic event (function or program involving elementary, middle, or secondary school students) is taking place as prohibited under section 46.035(b)(2) of the Texas Penal Code, or

2. at a location where intercollegiate, club, and intramural athletic events occur on the campus premises, specifically, on the Cisco Campus, the Gym, outdoor practice facilities, baseball field, softball field, those fields used for intramurals activities and the B.B Owen Rodeo Arena;

3. at a location used as an established place of religious worship as prohibited under section 46.035(b)(6) of the Texas Penal Code;

4. at a location designated as a polling place on the day of a federal, state, or local election, including while early voting is in progress as set out in section 46.03(a)(2) of the Texas Penal Code;

5. at a location where the campus premises are used by a court unless the handgun is carried pursuant to written regulation or written authorization of the court in accordance with section 46.03(a)(3) of the Texas Penal Code;

6. in a location where substances designated as “potentially dangerous to life and health” are present, such as chemistry laboratories or other areas containing toxic substances and/or explosive gasses. Specifically, the following locations:

Cisco College Main Campus

- Chemistry lab #18 Stamey Hall (presence and use of toxic chemicals)
- Chemistry lab #16 Stamey Hall (presence and use of toxic chemicals)
- Chemistry store room Stamey Hall (presence and storage of toxic chemicals)
- Welding classroom/lab Vo-Tech II building room #54 (presence, use and storage of industrial gasses in pressurized cylinders)
- Automotive Technology classroom and shop (presence, use and storage of industrial gases in pressurized cylinders)
- Athletic Training Building (sharps containers, biohazard potential)

Cisco College Abilene Educational Center

- Industrial technologies wing room #'s 132, 134, 135, 136, 138, 140, 142, 143 (presence, use, and storage of industrial gasses in pressurized cylinders)
- Exterior HVAC buildings (presence, use, and storage of industrial gasses in pressurized cylinders)
- Anatomy and Physiology lab #144 (sharps containers, biohazard potential)
- Chemical prep room #145 (presence and use of toxic chemicals)
- Chemistry storeroom #145B (presence and storage of toxic chemicals)
- Chemistry lab #147 (presence and use of toxic chemicals)
- Respiratory care class room/lab #201 (presence, use, and storage of medical oxygen and medical air in pressurized cylinders)
- Nursing lab #220 (Sharps containers, biohazard potential)
- Phlebotomy class room/lab #222 (Sharps containers, bio-hazard potential)
- Nursing lab #237 (Sharps containers, biohazard potential)

7. at a location where large-scale events/activities ("large-scale event/activity" means a function or event, other than a classroom or academic program, where attendance is reasonably anticipated to exceed 200 individuals) occur on the campus premises.

VI. Concealed handguns are prohibited at the following activities:

1. Intercollegiate, club, and intramural athletic events occurring on the campus premises.
2. Cisco College graduation ceremonies occurring on campus premises.
3. Interscholastic events (functions or programs involving elementary, middle, or secondary school students). Responsible Party: Chief of Police

VII. **Obligation to Provide Notice Where Concealed Handguns Are Prohibited.** The College shall provide notice at all locations and activities where concealed handguns are prohibited under this policy and may post notice where handguns are expressly prohibited but where notice is not

required to be posted by law. The language of the notice, which is set out in section 30.06 of the Texas Penal Code, shall not be altered in any way unless revised by state law. Any individual who without authorization, tampers with, defaces, modifies or removes a notice provided pursuant to this policy is subject to disciplinary action, including trespass from campus, suspension, termination of employment or a business relationship, and is subject to criminal prosecution.

A. Notice required under this policy must read:

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.

B. Notice must be provided in writing and on a card or other document in both English and Spanish. When notice is posted at a location, the sign must appear in contrasting colors with block letters at least one (1) inch in height, displayed in a conspicuous manner that is clearly visible to the public, and at a sufficient distance from the location or Activity to inform a license holder that entry on the property or presence at the Activity with a concealed handgun isprohibited.

C. The College shall publish this policy annually in the policy manual and student handbook, and on a webpage dedicated to the carrying of concealed handguns on campus premises.

D. Cisco College facility use agreements shall include pertinent provisions of this policy. Responsible Party: Chief of Police

VIII. Campus Housing. A concealed handgun may be carried or stored in campus housing as set out in this policy.

A. Residents.

1. A student who is 21 and resides in campus housing may carry a concealed handgun into campus housing and may store the weapon in his or her private residential room, with the exception of periods between the spring and fall semesters if the facility hosts summer camps attended by minors.

2. A campus housing resident who brings a concealed handgun into their residence hall must carry the weapon on his or her person at all times or store it in his or her private residential room.

3. A campus housing resident, who is 21 and wants to store a handgun in his/her private residential room must provide and properly secure their own locking steel container designed and manufactured for the storage of a handgun. The locking container must be approved by the College. Authorized locking containersmust:

a) Be purposefully designed to secure firearms, and

b) Be equipped with a cable tether to facilitate securing and may be secured by either key, combination or biometric lock.

An approved list of firearm storage containers can be located on the college campus safety webpage or in the Student Life Office.

4. A campus housing resident may not intentionally or knowingly display a handgun in plain view of another person in campus housing except as necessary to properly store the weapon in his or her private residential room.

5. A negligent discharge of a firearm on campus or in housing may be considered as grounds for removal from campus. Criminal charges may also be considered.

B. Non-Residents.

1. A student who is 21 and does not reside in campus housing may carry a concealed handgun into campus housing except during periods between the spring and fall semesters if the facility is hosting a summer camp attended by minors.
2. The handgun must be concealed on the non-resident's person at all times and may not be stored in a campus housing room.

C. Responsible for Personal Injury or Damage. A resident or non-resident whose possession, use, or storage of a handgun results in personal injury or property damage is personally liable for the injury or damage. Responsible Party: Vice President for Student Services

IX. Temporarily Prohibiting Concealed Handguns on Campus Premises.

A. The President or President's designee may temporarily prohibit the carrying of concealed handguns for up to seven (7) days in order to promote safety on the campus premises:

1. when an Activity has a history for violence; or

2. where a large-scale event/activity ("large-scale event/activity" means a function or event, other than a classroom or academic program, where attendance is reasonably anticipated to exceed 200 individuals, due to the uniqueness of the campus environment, specific threat of violence, or other safety considerations present a reasonable threat to health or safety.

B. The College Chief of Police may temporarily prohibit the carrying of concealed handguns on the campus premises:

1. when it reasonably appears there is threat of injury to human life, destruction to College property, or a threat of willful disruption of orderly operation of the College as defined in section 51.231 of the Education Code, or

2. upon receipt of credible information of imminent injury to human life or destruction to College property.

X. **Sanctions for Violating this Policy.** Any individual who violates this policy is subject to disciplinary action to include removal from residence hall, trespass from campus, suspension, or termination of employment or a business relationship, and is subject to criminal prosecution. Responsible Party: Executive Council Administrators

XI. **Report to Legislature**. The College shall prepare a report for the Texas Legislature describing the campus rules adopted to regulate the carrying of concealed handguns on campus and the reasons for the rules not later than September 1 of every even-numbered year. Responsible Party: President

XII. **Amending Policy**. The President may amend this policy as necessary for campus safety, to include permanently designating new or additional locations where the carrying of concealed handguns on campus premises is prohibited. Any prohibition must be based on specific safety considerations, the nature of the student population, and the uniqueness of the campus environment and may not generally prohibit or have the effect of generally prohibiting license holders from carrying concealed handguns on campus premises.

A. Any amendment to this policy that has the effect of restricting the lawful carrying of a concealed handgun by a license holder must be submitted to the Board of Regents within 90 days of the President's approval, and will not take effect until reviewed by the Board. Responsible Party: President

References and Cross-references.

Tex. Gov't Code, Chapter 411

Tex. Educ. Code, section 51.231

Tex. Penal Code, Chapter 30

Tex. Code. Crim. Proc., article 2.12

Tex. Penal Code, Chapter 46

PROHIBITED GROUP DISTURBANCES

It is expressly forbidden for any group to gather in such a manner as to disturb the public peace, do violence to any person or property, disrupt the functions of the school, to interfere with its staff or faculty in the performance of their duties, or otherwise such gathering bring discredit to the College. Any student who participates in, or loiters in the vicinity of such a gathering may be immediately suspended.

ACADEMIC INTEGRITY

It is the intent of Cisco College to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own any work they have not honestly performed is regarded by the faculty and administration as a serious offense and subjects the offender to disciplinary action. Violations are reported to the Office of the Vice President of Instruction; multiple violations are tracked and may be referred to the Dean of Students Office.

Definitions

Academic integrity violations include, but are not limited to, the major categories of academic dishonesty, as defined below:

- **Cheating.** Cheating is intentionally using or attempting to use unauthorized materials in any academic exercise. You commit cheating if you:
    1. Complete any examination using any aid or material not specifically allowed by the instructor including books, notes, calculators, conversation, aids, electronic devices, or observing another student's work.
    2. Submit a paper to be graded or reviewed that you have not written on your own, including but not limited to the use of commercial term paper companies.
    3. Have others conduct research or prepare work for you without permission of the instructor.
    4. Propose another author's idea as if it were your own.
    5. Use generative AI tools to complete any part of an assignment unless specifically given permission by the instructor in the course syllabus and assignment instructions. This includes generating, summarizing, translating, or paraphrasing content, as well as uploading course materials to AI platforms to get help with assignments or improve your answers without approval. Examples of generative AI tools include, but are not limited to:
        *Text generators (such as ChatGPT, Claude, Copilot).
        *Writing assistants (such as GrammarlyGO, QuillBot, Wordtune).
        *Code generators (such as GitHub Copilot, Replit AI, Cursor).
        *Image and video generators (such as DALL E, Canva Magic Media, Adobe Firefly).

- **Plagiarism.** Plagiarism is using the work or ideas of another person without giving due credit. The submission of an assignment or parts of an assignment written by someone other than the student, including but not limited to, other students, commercial organizations, and electronic sources constitutes plagiarism. You commit plagiarism if you:
    1. Submit a paper to be graded or reviewed that you have not written on your own including but not limited to the use of commercial term paper companies.
    2. Copy answers or text from another classmate and submit it as your own.
    3. Quote, paraphrase, or present data without crediting the original author/source.
    4. Propose another author's idea as if it were your own.
    5. Fabricate references or use incorrect references.

6. Submit someone else's presentation, program, spreadsheet, or other file with only minor alterations.
7. Use content generated by AI tools (see examples under Cheating) and submit it as your own work without proper citation as defined within the course and without specific permission from your instructor in the course syllabus and assignment instructions.

This is not a definitive list; any action that misleadingly implies that someone else's work is your own can constitute plagiarism.

- **Misrepresentation or Complicity.** Misrepresentation is having another person take a quiz or examination or complete a course. Complicity is knowingly helping or attempting to help another to commit an academic integrity violation.
- **Unauthorized Collaboration.** Unauthorized collaboration is sharing quiz or examination questions or answers with another student without the instructor's permission. Unauthorized collaboration includes copying another student's homework without the instructor's permission or allowing another student to copy one's work. It also includes group collaboration on individual assignments without the instructor's permission. Reproducing, publishing, posting, or otherwise sharing in print or via the web instructor, course, or college materials is also prohibited. This includes uploading course content, prompts, or assignments to generative AI tools or platforms, which may be considered a form of unauthorized sharing or distribution.
- **Alteration or Fabrication of Data.** Alteration or fabrication of data refers to the submission of data not obtained by the student during the course of research or the deceitful alteration of data obtained by the student during the course of research. This includes making up or changing data or using AI tools to create fake sources or citations, especially in research projects or assignments that involve data.
- **Recycling Work.** Recycling, or self-plagiarism, is the reuse of significant, identical, or nearly identical portions of one's own work (including oral reports) from another course or institution without the instructor's permission. Students must seek instructor permission in advance to repurpose previous work. Under no circumstances will the college consider a complaint if repurposed work earns a different grade from the original submission.
- **Other Academic Misconduct.** Other academic misconduct includes, but is not limited to, stealing quizzes or examinations; altering academic records, including grades; sabotaging the work of another student; distributing materials for the purpose of cheating; altering, forging, or misusing college-related documents; intentionally reporting a false violation of academic integrity; and offering a bribe to any college member in exchange for special consideration or favors.

DISCIPLINARY ACTIONS

Violation of the rules, regulations, or policies of the college subjects the student to disciplinary action by an appropriate college official. Classifications of possible actions are as follows:

WARNING: A notice to the student that continuation or repetition of specified conduct may be cause for further disciplinary action.

DISCIPLINARY PROBATION: As a result of minor infraction or more serious major infraction, a student may be placed on disciplinary probation. A probationary period is established in which the student is required to show appropriate changes in attitude and behavior. During the period of probation, a student is not normally permitted to represent the college in intercollegiate activities or hold major

offices or committee assignments. Other privileges and college financial aid may be withdrawn or reduced during the probationary period.

DISCIPLINARY WITHDRAWAL: Under extenuating circumstances the student may be given the privilege of withdrawing from the college. Conditions may be established for readmission. Notation of the disciplinary withdrawal will be kept in the student's permanent records.

DISCIPLINARY SUSPENSION: Suspension is normally for a stated period of time, at the end of which a student may apply for readmission. Notation of the disciplinary suspension will be kept in the student's permanent records.

DISCIPLINARY DISMISSAL: Dismissal means suspension for an indefinite period usually with the implication that a student must fulfill certain requirements before readmission will be considered. Disciplinary dismissal is entered in the student's permanent records.

EXPULSION: Expulsion means permanent removal from the college with no opportunity to return. Expulsion is entered on the student's permanent record. Expulsion shall be used only in cases of extreme misconduct involving severe infraction of societal codes or college regulations or policies.

IN ALL CASES INVOLVING THE DAMAGE OR DESTRUCTION OF COLLEGE PROPERTY THE STUDENT IS SUBJECT TO MAKING FULL RESTITUTION OF THE DOLLAR AMOUNT INVOLVED.

STUDENT GRIEVANCE, COMPLAINT, AND APPEALS PROCEDURES

Each student at Cisco College has the right to quality education and the corresponding freedoms to pursue his/her educational goals, objectives, and program. This includes the right to be treated with courtesy and respect by all members of the college community. Students are afforded due process in resolving grievances under the Student Grievance, Complaint and Appeals processes and procedures. Students at Cisco College have the obligation to follow the principles of common decency and civil behavior when working with the faculty and staff through these processes.

Academic Grievances/Appeals
Any student who believes he/she has not received fair treatment with regard to his/her course should first take the following steps:

1. **Seek resolution with the instructor.** If the student believes he/she has not received a reasonable and fair response, the student should
2. **Appeal to the Dean of Instruction of Instruction or the Dean of Workforce in writing or follow the procedure identified in the program-specific handbook if applicable.** The Dean/program will respond to the grievance in writing within five college working days. If the student believes he/she has not received a reasonable and fair response from the Dean/program, the student should
3. **Appeal to the Chief Academic Officer in writing.** The Chief Academic Officer will respond to the appeal in writing within five college working days.

4. If the student believes, after taking his/her appeal through the appropriate channels of academic consideration, that the grievance is not resolved, the student should follow the procedures outlined for presenting his/her case to the **Hearing Committee**.

Disciplinary Action Grievances/Appeals
Any student who believes he/she has not received fair treatment with regard to disciplinary action should first take the following steps:

1. **Appeal to the Dean of Students in writing.** The Dean of Students will respond in writing within five college working days of the appeal. If the student believes he/she has not received a reasonable and fair response from the Dean, the student should
2. **Appeal to the Vice President of Student Services in writing.** The Vice President of Student Services will respond in writing within five college working days of the appeal.
3. If the student believes he/she has not received a reasonable and fair response from the Vice President, the student should follow the procedures outlined for presenting his/her case to the **Hearing Committee**.

Discrimination Grievances/Appeals
It is the policy of Cisco College not to discriminate on the basis of race, color, religion, national origin, sex, age, or disability in its educational programs, activities, or employment in conformance with federal and state law.

If any student at Cisco College believes that he/she has been discriminated against on the basis of race, color, religion, national origin, sex, age, or disability, the following grievance procedure may be used to address the issue.

A written grievance is to be filed with the college's Affirmative Action Officer (Director of Human Resources). A meeting to consider the grievance will be called within five college working days and include the student, the person(s) involved in the alleged discriminatory action, and others that may need to be involved in correcting policy, practices or programs if found to be discriminatory. While the nature of the alleged discrimination will determine the particular person(s) or offices to be included, the hearing will include the Vice President of Instruction/Provost, the Dean of Students, and/or the Vice President of Student Services. Minutes and/or a recording of the meeting will be maintained as a reference.

If there is an agreement that the student was discriminated against, the college will take corrective action. If there is no agreement, the student may appeal to the Hearing Committee in writing within 24 hours of the decision his or her desire to appeal.
In preparing the written grievance, the student should include the following information and submit to it to the Dean of Students:

1. The exact nature of the grievance - how you believe you may have been discriminated against, and any policy, practice, program, or person you believe is responsible.
2. The date, time, and place of the grievance.
3. The names of witnesses or persons who have knowledge about the grievance.

4. Any available written documentation or evidence that is relevant to the grievance.
5. The actions that you believe should and/or could be taken to correct the grievance.

Students desiring to discuss their rights under federal and/or state laws may do so by contacting the college Director of Human Resources/Affirmative Action Officer.

Fundamental Alterations Grievance/Appeals

This appeals process is only to be used by a student following a decision from the Fundamental Alterations Committee regarding their accommodations request. Prior to a decision from the committee, or for issues relating to disability services but not directly stemming from a decision from the committee, students should follow the Discrimination Grievance process. Issues relating to instruction, but not related to disability services, should follow the Academic Grievance.

If a student wishes to appeal a denial of an accommodation request from the fundamental alteration committee, the appeal will first be sent to the Director of Academic Support. The Director of Academic Support will determine the nature of the appeal. If the nature of the appeal is related to academic concerns, the Director of Academic Support will escalate the appeal to the Dean of Instruction. If the nature of the appeal is related to building/maintenance/facility needs, the Director of Academic Support will escalate the appeal to the facilities director. If the nature of the appeal relates to student support or other student-related services, the appeal will be escalated to the Vice President of Student Services.

The director and the designee will review all related documentation and communication, along with the appeals letter provided by the student.

Student Process

- The Disability Services Coordinator email the student detailing the initial decision of the Fundamental Alteration Committee. This email will include steps to initiate the appeals process if the student so desires.
- Upon receipt of email decision from the Fundamental Alteration Committee, a student has three (3) days to initiate the appeals process by contacting the Disability Services Office.
- The student will submit an appeal letter to the Disability Services Coordinator, which will be forwarded to the Director of Academic Support. The letter should include:
- A statement describing the requested accommodation;
    - How the requested accommodation(s) will support their academic performance;
    - Indicate how the submitted disability-related documentation supports the need for the requested accommodation(s).
- The Director of Academic Support will designate the appropriate dean/director/VP, based on the nature of the appeal.
- The Director of Academic Support will notify the student within seven (7) business days of the appeals decision by email.
- If the student wishes to make further appeals, they will utilize the Hearing Committee process.

General Complaint Procedures

Any student that has a general complaint against an individual at Cisco College not covered by the grievances listed above may submit the complaint in writing to the appropriate program or office supervisor. The program or office supervisor will respond in writing within five college working days. If the student believes he/she has not received a reasonable and fair response the student should submit the complaint in writing to the appropriate vice president. The vice president will investigate the alleged complaint and if warranted, will involve individuals to help resolve the issue. The Vice President's response is final.

Hearing Committee Procedures

The college Hearing Committee functions primarily to insure that members of the college community are treated fairly. The committee is composed of a chairperson and nine faculty/staff members. At the end of each academic year, the chairperson to serve for the following academic year is elected from the current members of the Hearing Committee. A draft appoints the nine faculty/staff members.

Any student wishing to appeal his/her case to the Hearing Committee must make a written request for such a hearing to the Dean of Students within 24 hours of the decision he/she wishes to appeal. The Dean of Students will then notify the chairperson of the Hearing Committee within 24 hours. Upon notification that a hearing is requested, the chairperson shall convene a meeting within ten college working days by randomly selecting five faculty/staff from the committee membership.

For postsecondary institutions, the recipient's grievance process must provide for a live hearing. At the live hearing, the decision-maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, notwithstanding the discretion of the recipient under paragraph (b)(5)(iv) of this section to otherwise restrict the extent to which advisors may participate in the proceedings.

Prior to the hearing, the chairperson shall, through personal contact, insure that each person selected for the hearing can participate objectively. Should it be determined that a committee member cannot participate objectively, another person shall be randomly selected from the panel until the chairperson is assured that all persons selected represents an objective group.

The hearing shall be conducted in accordance with the following general format:

1. The student and the college official assigned to the grievance shall both be present and all hearings shall be closed. The chairperson shall inform the committee members of the specific charges involved, any action taken prior to the hearing and the stated reason for requesting the hearing. A written or recorded record of the hearing shall be kept and retained by the college.

2. The student and the college official assigned to the grievance shall both be afforded the opportunity to explain their position to the committee members and have witnesses, if they wish, on their behalf. The committee members may question any person appearing before the committee.

3. Both the student and the official assigned to the grievance leave the room, and the committee

by secret ballot with a majority ruling shall promptly render a decision which shall be announced verbally to the student immediately after the decision is reached and prior to the adjournment of the hearing. **The Hearing Committee response/decision is final.**

Title IX (Sexual Misconduct) Grievances/Appeals

It is the policy of Cisco College that sexual misconduct (including sexual harassment, sexual assault/violence) of any nature is forbidden at any college activity/event or in the workplace, classroom,

or facilities under the auspices of the college. Cisco College will impose sanctions up to and including termination of college personnel and/or students found responsible of sexual misconduct.

If you believe you have been sexually harassed or assaulted by any member of the College community or while participating in a College sponsored activity, you are encouraged to bring it to the attention of the Title IX Coordinator and/or other College official. Whether a formal complaint is filed or not, when the College becomes aware of any assaultive conduct, it has a duty to investigate the incident and make determinations consistent with the College policy. If you would like to initiate a criminal investigation of a sexual assault, please call the appropriate Police Department at:

Emergency: 911
Cisco College Police: 254-442-5034 (Cisco Campus)
City of Cisco Police: 254-629-1728
Abilene Police Department: 325-673-8331

If a formal complaint is filed, an investigation will be initiated and all parties will be notified. The report and evidence will be shared with all parties and they will be given the opportunity to provide feedback before the report is filed and a hearing is scheduled. A live hearing will be conducted and the decision makers will issue a written determination of findings and or (recommended) sanctions.

If either party wishes to appeal the decision, an Appeals officer will review the appeal and determine if there are sufficient grounds. If the Appeals officer determines that there are sufficient grounds and the appeal is granted, the case will be sent back for hearing or re-investigation.

RESIDENCE HALL HANDBOOK

(Cisco Campus Only)

RESIDENCE HALLS

Cisco College is an educational institution, and residence halls are provided for the primary purpose of allowing students to live on campus to pursue their educational programs. In addition, the residence hall program is considered by The College to be a part of the resident student's educational experience. It provides an opportunity for the young adult to experience group living and contributes to the student's awareness of consideration for the rights of others.

The College has the responsibility to insure that residence life is supportive of the educational purpose of the institution. In carrying out this responsibility, the following policies are set forth to promote and protect the interests of the individual resident and the residents as a group as well as to protect college property.

OPENING OF RESIDENCE HALL

FALL SEMESTER – Residence Halls will be open August 21, 2026. *All students living on campus are to move in or have contacted the college housing office before 4:30 p.m., August 25, 2026.* It will be assumed that students who fail to report by the first class day no longer desire to be a residential student. (*Please note that the dining hall opens August 21, 2026 at 7:00 am.*)

SPRING SEMESTER – Residence Halls will open January 8, 2027. *All students living on campus are to move in or have contacted the college housing office before 4:30 p.m., January 12, 2027*. It will be assumed that students who fail to report by the first class day no longer desire to be a residential student. (*Please note that the dining hall will be open all day, January 8, 2027.*)

NECESSARY STEPS PRIOR TO MOVING INTO THE RESIDENCE HALL

1. Complete Residence Hall online application.
2. Call Business Office (254-442-5051) to pay $100.00 application fee.
3. Receive proof of Bacterial Meningitis vaccination (10 days prior to move in date).
4. Make necessary financial arrangements with the Business Office, Room 105, Harrell Fine Arts Building.

MOVING INTO THE RESIDENCE HALL

The Residence Hall Supervisor or other college personnel will check residents into residence hall. The student is responsible for verifying the assigned room for condition and reporting any unidentified problem to the supervisor or Student Life office.

NOTE: A student must be 17 years old by the first day of class to be eligible to live in the college residence halls. Only full-time (12 hours or more) students may live in campus housing. Deviation from the noted regulations requires special permission from the Dean of Students.

Students who do not check in on the report date assigned by their coach or director may lose their room reservation.

ROOM ASSIGNMENT AND CHANGES

Roommate assignments will be made on a random basis unless requests are made. The college will attempt to honor, whenever possible, roommate and room change requests. Room changes will be made during the second week of the semester. It is possible that three people may be put in a two-person room to begin the semester, but the college is usually able to shift residents within a few weeks to the satisfaction of all concerned. Permission from the Residence hall supervisor or Student Life office must be granted before a student can change rooms.

ROOM & BOARD COSTS*

Per Semester: Presidents Hall, Bivins Hall, Nance Hall

Room	$ 900
Board	$1500
	$2400

Memorial Hall, Wrangler Hall, Cluck Hall

Room	$ 800
Board	$1500
	$2300

*Subject to change by action of Board of Regents.

Pay total at registration or Installments of twenty-five percent (25%) down payment at registration. Remainder will be paid in three monthly installments of twenty-five percent (25%) each, payable beginning September 15 for fall semester, or payable beginning February 15 for spring semester.

NOTE: *Should a student choose to move from the residence hall for whatever reason, room and board will be refunded on a prorated basis from the date the keys are turned in. Students who are delinquent in room and board payments are subject to eviction from the residence hall. No refund will be issued for Disciplinary Removal from Cisco College Residence Halls*.

RESIDENCE HALL CLOSING

All residence halls will close at the end of each semester. Residence halls will close for the following holidays: Thanksgiving, Christmas, and Spring Break. At the end of each semester and before holidays, students must be out of the residence halls by the time set by the Dean of Students and announced by the Housing Office.

NECESSARY STEPS FOR CHECKING OUT OF THE RESIDENCE HALL

On the day of moving out of the residence hall:

1. Move all personal belongings out of room and closet.
2. Clean room and closet.
3. Complete the Residence Hall Check-Out form and schedule room check-out with Residence Hall Supervisor.
4. After room condition is checked by the Residence Hall Supervisor, turn in room key to him or her.

Any personal items not removed from the room at time of check out will be disposed of or donated to charity. Cisco College or personnel will not be held responsible for abandoned belongings.

NOTE: FAILURE TO COMPLY WITH THE CLEARANCE PROCEDURE AUTOMATICALLY RESULTS IN YOUR CONSENT FOR THE COLLEGE TO CHECK YOUR ROOM FOR DAMAGES. DAMAGE COSTS OR UNCLEANLINESS IN EXCESS OF NORMAL WEAR AND TEAR WILL BE CHARGED TO THE STUDENT ACCOUNT. THE COLLEGE RESERVES THE RIGHT TO WITHHOLD A STUDENT'S SCHOLASTIC RECORDS UNTIL THE DAMAGES ARE PAID.

RESIDENCE HALL SUPERVISOR

Each residence hall is under the supervision of a Residence Hall Supervisor. The Residence Hall Supervisor lives in the residence hall and has the responsibility of ensuring that residence life is supportive of the educational purpose of the institution through enforcement of the residence hall policies. The Residence Hall Supervisor has two primary functions:

1. Assist the student residents in their adjustment to residence hall life, and to aid them in finding help for college related problems.
2. Monitor the residence hall to ensure that all conduct within the residence hall is acceptable, in keeping with college policies, and that college property is not destroyed.

EMERGENCY PROCEDURES

If possible, the Residence Hall Supervisor is to be notified immediately in the event of any emergency.

FIRE – When a fire is discovered, alert all occupants of the building and then **call 911**.

TORNADO – If a tornado is sighted, go to the first floor hallway; second floor residents of Nance Hall and Bivins Hall go to a closet on the first floor; second floor residents of Presidents' Hall go to the first floor hallway.

INJURIES – In case of extreme illness or injury requiring ambulance service**, call 911**.

ALL OTHER EMERGENCIES – Notify either the Residence Hall Supervisor, Campus Security or Dean of Students.

ROOM CARE AND MAINTENANCE

1. Each resident will cooperate with the college in the care and maintenance of college property. Each resident is responsible for the cleanliness of his/her room. Each resident is responsible for checking the assigned room at the beginning of the semester; the resident is then liable for all subsequent damage to the room.
2. Nails, tacks, duct tape, putty, double-sided tape, wallpaper, dart boards, marking pens, or paint are not to be used on walls, ceilings, furniture or doors. Obscene pictures are not to be on display in the room.
3. The Residence Hall Supervisor will periodically check each room for obvious damage and to ensure that minimum health and hygiene standards are met. Students must furnish their own cleaning equipment and supplies.
4. Each resident may submit an online maintenance request, ask the Residence Hall Supervisor to submit the request, or notify the Student Life Office of damage or need for repair of college property connected with the residence hall.
5. The college reserves the right for an authorized member of the maintenance department to enter a room without advance notice, during reasonable hours, in order to provide efficient service (repairs, work orders, improvements, etc.).

Normally, repairs will be made during regular office hours. However, emergencies will be handled at any time necessary.

RESIDENCE HALL HOURS & VISITATION

- The college has no requirement that a student must be in his/her room by a specific time. However, **quiet hours** are as follows: (all noise is to be kept at room level including lobby noise) 11:00 p.m. – 8:00 a.m., 7 days a week

- Reasonable quietness is expected at all times. Radios, televisions, stereos, record players and musical instruments are not to be played at a level that is disturbing to the other residents.

- The residence hall lounge is primarily a meeting place for residents. The lounge and television are for the convenience of the residents. Each resident is expected to be orderly, to help keep the lounge clean, and to protect the college property in the area. No furniture or items belonging in the lounge or rooms are to be removed.
- Visitors of same sex are allowed in the rooms or hallways between the hours of:

9:00 a.m. to 11:00 p.m.	Sunday through Thursday
9:00 a.m. to 1:00 a.m.	Friday and Saturday.

- **Opposite sex visitation hours are as follows:**

6:00 p.m. to 11:00 p.m.	Monday through Thursday
6:00 p.m. to 1:00 a.m.	Friday
1:00 p.m. to 1:00 a.m.	Saturday
1:00 p.m. to 11:00 p.m.	Sunday

- Visitors must present a photo ID when asked by college officials and must observe posted visitation hours.
- Minors are not allowed to visit the residence halls unless accompanied by a parent or legal guardian.
- Overnight and weekend visitors of the same sex are only allowed to stay in the residence hall with permission from the Dean of Student Services. All guests must be approved by the residents of room and/or suite. The resident is responsible for the conduct of his/her guests, and there is a $10 per night charge with a two (2) night limit, per guest, per week. Failure to obtain permission and pay the guest fee will result in disciplinary action.

- **Opposite sex visitation policy violations:**

Consequences for students who violate the visitation policy within the **academic year** are as follows:

1st violation:	**$30.00 fine**
2nd violation:	**$60.00 fine and a written warning**
3rd violation:	**$120.00 fine and disciplinary probation**
4th violation:	**Removal from residence hall**

RESIDENT CONDUCT

Student conduct will be in accordance with accepted standards of good manners and in accordance with federal, state and local laws as well as standards of conduct set forth by The College (see Specific Prohibitions, pp. 46-47). Students exemplifying an inability to adapt to residence hall life will be referred to the appropriate college personnel for disciplinary action. Accordingly, the following are strictly prohibited in the residence halls:

1. Refusing or failing to comply with a lawful order of any college or public official acting in the performance of their duties in the administration and enforcement of college policies.

2. Physically or verbally abusing any person of the college community, which includes, but is not limited to; fighting, sexual harassment and sexual assault.

NOTE: Refusal or failure to cooperate with a college or public official and/or violent abuse of any nature subjects the person responsible to immediate eviction from the residence hall and/or campus,

3. Smoking in residence halls (including vape pens and e-cigs).

4. Tampering with smoke detectors, fire alarms, security cameras, or security (door prop) alarms is strictly prohibited.

5. Possessing, selling or being under the influence of alcoholic beverages, and/or storing empty cans or bottles in room.

6. Illegally possessing, using, selling or being under the influence of drugs or narcotics, and/or possessing drug/narcotic paraphernalia (Could result in immediate removal from the residence hall and/or school).

7. Illegally possessing or using firearms, weapons or explosives (including fireworks, crossbows, pellet paint guns, air guns, spring-powered guns, slingshots, brass knuckles, or knives with over a 5 ½" blade). Also prohibited, is the use of Tasers or mace for any purpose other than personal protection.

8. Theft or possession of stolen items.

9. Congregating or loitering in the lobbies, on the streets or other areas of the campus after 11:00 p.m.

10. Playing of musical instruments, radios or other electronic devices on the grounds or streets of the campus without specific permission from the Dean of Students for a recognized college activity.

11. Playing of musical instruments, radios, or other electronic devices in an excessively loud manner in rooms.

12. Using loud or obscene language.

13. Loud talking, running or roughhousing in the rooms, hallways or the lounge.

14. Entering the hallways, lounge area, or being outside without proper attire.

15. All students are required to wear shirts when outdoors at all times. Clothing must not be vulgar or obscene, and must not contain profanity.

16. Keeping a pet of any kind in the residence hall. 1st violation - $250 fine. 2nd violation - $400 fine. 3rd violation – removal from the residence halls.

17. Burning of incense and candles, including candle warmers.

18. Removing furniture from the lobby or from any room of a residence hall.

19. Entering or leaving the rooms through the windows except in an emergency situation.

20. Entering or leaving Presidents' Hall through emergency exit doors.

21. Allowing minor children in residence halls without permission from parent or legal guardian.

22. Participating in illegal gambling activities on college property.

23. Displaying vulgar, obscene and/or offensive material on the windows or doors.

24. Covering windows with anything visible from the outside, such as aluminum foil, etc.

25. Using any electrical cooking appliance, including hot plates, toasters, air fryers, waffle irons, griddles, sandwich/panini makers, rice cookers, and instant pots/crock pots (mini fridge, microwave, and Keurig style coffee makers are permitted).

PETS AND COMFORT/THERAPY ANIMALS

Pets are strictly prohibited in Cisco College housing even temporarily. "Pets" include mammals, reptiles, amphibians, birds, fish, or insects. Having an unauthorized animal in a residence hall room or indoor public area will result in a removal of the animal and a fine of $250.

COMFORT AND THERAPY ANIMAL POLICY

Cisco College recognizes the rights of Cisco College Housing residents to have Comfort Animals or Therapy Animals. Comfort and Therapy Animals may also be called Emotional Support Animals.

This is different from Service Animals which are registered with the Cisco College Disability Services Coordinator. Service Animals registered with Cisco College are allowed access to all areas of Cisco College.

Comfort or Therapy Animals are only permitted in Cisco College housing. They are not permitted in classrooms, administrative buildings, the dining hall, housing common areas, or gyms and athletic fields. No animal will be permitted in Cisco College Housing that:

- Does not have prior approval by the Cisco College Disability Services Coordinator, the Dean of Student Services and Cisco College Housing Office
- Poses a direct threat to the health and safety of other students or staff
- Would cause substantial physical damage to Cisco College facilities or other residents
- Would fundamentally alter the nature of Cisco College Housing operations
- Is defined as “dangerous wild animals” in the Texas Health and Safety Code 822.101 (big cats, apes, bears, hybrids of these animals), primates, high rabies risk animals (bats, fox, raccoon, coyote), venomous animals, or domestic animals with an unknown health history are not allowed

The Dean of Student Services and the Disability Services Coordinator, will make the final determination for on-campus residents requesting a waiver of the “no pets” policy so that they may have a Comfort or Therapy Animal. A decision about if a particular accommodation is reasonable is a fact intensive, case-specific determination. To request to have a Comfort or Therapy Animal in Cisco College Housing the student must submit the following to the Disability Services Coordinator:

- Complete a Disability Services intake form
- Provide a letter completed by a licensed health professional (therapist, psychologist, psychiatrist or family doctor) on his/her letterhead that states the student is under his/her care for emotional and mental health concerns and prescribes a "Comfort" or "Therapy" Animal for the specific student.
- Provide documentation from a licensed veterinarian that the animal is inoculated and free from diseases. The paperwork must also show that all shots are updated and in compliance with Eastland County and the City of Cisco requirements.

Once a Comfort or Therapy Animal is approved the student will be required to complete animal registration paperwork with the Cisco College Housing Office and sign an acknowledgement of Comfort and Therapy Animal Housing Policies.

Residents with approved Comfort or Therapy Animals will not automatically be assigned a private room. Efforts will be made to match students with Comfort or Therapy Animals to potential roommates to whom contact has been made to prevent possible incompatibilities such as allergies or other concerns. If a private room is requested, and available, approved standard private room rates will apply. A specific exercise location for the Comfort or Therapy Animal is the responsibility of the student. Comfort or Therapy Animals may not be fed food or scraps from on campus dining.

In addition to complying with ADA guidelines, Cisco College Housing policies, and community standards residents with Comfort or Service Animals must meet the following expectations:

- Animals must be on a leash, in a carrier, in a cage or otherwise restrained when not in the resident's room
- Animals must receive daily care (food, water and attention) from the resident
- Animals must be kept clean, their waste disposed of properly, and any problems with fleas or ticks promptly eliminated
- Animals must not bite or make excessive noise –barking, growling, screeching howling, crying, etc.
- Residents will be responsible for any damages caused by the animal
- Repeated complaints by students or staff about an animal's hygiene or behavior without prompt resolution may result in removal of the animal
- If the animal poses an immediate threat to other Cisco College students or Cisco College staff Eastland County Animal Services may be contacted to remove the animal immediately
- All liability for the actions of the animal is the sole responsibility of the owner
- The owner of the animal must notify Cisco College Housing staff immediately if the animal escapes or is lost
- Students are not allowed to leave the Comfort or Therapy Animal unattended overnight at any time if a student will be gone from Cisco College Housing overnight the Comfort or Therapy Animal must be removed from Cisco College Housing to either be with the student or be in proper boarding

Any violations of the above policy can result in immediate removal of the animal and permanent revocation of the Comfort or Therapy Animal privileges for the student.

Checkout expectations of students with Comfort or Therapy Animals are:

- Checkout must be scheduled by appointment with the Dean of Student Services Office
- The room must be completely clear of animal hair
- The room must be cleaned sufficiently to eliminate any animal odor or waste odor
- Residents will be charged upon checkout if any additional cleaning, deodorizing, or disinfecting is required to remove animal hair, dander, waste or odor.

RESIDENCE HALL FINE LIST

- Burning of Incense, candles, and/or candle warmers inside residence hall rooms and/or halls

  Each violation: $10.00 fine

- Violating the visitation policy (within the academic year):

  1st violation: $30.00 fine
  2nd violation: $60.00 fine and a written warning
  3rd violation: $120.00 fine and disciplinary probation
  4th violation: Removal from residence hall

- Keeping a pet of any kind in the resident hall rooms or halls

  1st violation: $250.00 fine
  2nd violation: $400.00 fine
  3rd violation: Removal from residence hall

- Tampering with a smoke detector, fire alarm, security camera, or security (door prop) alarm

  Door prop alarm: $15.00 fine
  Smoke detector: $25.00 fine
  Fire alarm: $200.00 fine
  Security camera: $400.00 fine

Repeated violations will be viewed as a total disregard and lack of respect for the policies and

regulations of Cisco College, and can subject a student to further disciplinary action. Although not listed above, any infraction of the policies of Cisco College as stated in the student handbook is subject to a fine at the recommendation and discretion of the Dean of Students Services.

Note: *All fines will be charged to the student's account and a hold will be placed on the student's records. All charges must be paid before end-of-semester grades and/or transcripts will be issued. Students may not be allowed to register for the next semester until the account balance is paid in full*

DISCIPLINARY ACTION

Whenever the need arises for disciplinary action, the student will be referred to the appropriate college personnel. Each case is handled on an individual basis, and any infraction of residence hall rules and regulations, the college policies and regulations, or the Specific Prohibitions listed on pp. 56-57 may be cause for immediate eviction from campus housing without refund.

GROUP DISTURBANCES

It is expressly forbidden for any group to gather in such a manner as to disturb the public peace, do violence to any person or property, and disrupt the functions of The College or to interfere with its staff or faculty in the performance of their duties, or otherwise by such gathering bring discredit to The College. A student who participates in, or loiters in the vicinity of such a gathering may be immediately suspended.

ROOM ENTRY AND SEARCH

Residence Halls and rooms are the property of Cisco College. Authorized staff members may enter a student's room after knocking. Rooms may be entered in the absence of the occupant(s) for an emergency, for inspections and inventories, for maintenance, or for a reasonable cause. Cause is defined as a reason to believe that a violation of College policy has occurred.

COMMON AREA DAMAGES

The College's residence halls are operated on a self-sustaining basis to keep the student cost of attending The College as low as possible. Charges must be made for all damages including damages to common areas.

In instances of damages to or defacement of any area of common use, such as lounges, stairwells, hallways or bathrooms, in which the individual(s) responsible have not been identified, charges will be assessed equally against all occupants of the residence hall with a $10.00 minimum charge for each resident.

OUTDOOR COOKING AREA

Individual residence halls may have a gas grill available near the building for residents to use. Outdoor cooking is strictly prohibited during a Burn Ban as designated by Eastland County.

KEYS

Security of your room key is a serious matter. It is the residence hall student's responsibility to safeguard his/her room key. A LOST KEY MUST BE REPORTED TO THE RESIDENCE HALL SUPERVISOR IMMEDIATELY. There is a $25 fee for key replacement that must be paid promptly. If you are locked out of your room, contact your Residence hall supervisor. A room opening fee may be assessed for students with a chronic problem.

LAUNDRY FACILITIES

Washers and dryers are located in each residence hall for use by the residence hall residents only. In using these facilities, please respect your fellow residents by removing your clothes promptly when they are finished.

MAIL FACILITIES

The Mail Room is located in the Student Union Building. Each resident student is to check at the post office periodically for his/her mail. The college will use the post office for written communication with resident students. Your mailing address is:

Student Name
Student Residence Hall and Room #
Cisco College
101 College Heights
Cisco, TX 76437

Residence Hall Physical Addresses

Bivins Hall
116 Bivins Street
Cisco, TX 76437

Cluck Hall
110 West Wrangler Drive
Cisco, TX 76437

Memorial Hall
100 West Wrangler Drive
Cisco, TX 76437

Nance Hall
606 Joe Green Circle
Cisco, TX 76437

Presidents Hall
501 North Hwy. 6
Cisco, TX 76437

Wrangler Hall
607 Joe Green Circle
Cisco, TX 76437

Do not have mail sent to these addresses. Refer to the Mail Facilities section for mailing address.

CABLE TV

Cable TV and connections are provided in each room of the residence halls.

INTERNET

The Residence Halls broadcast free wireless internet. The library offers several computer stations with free internet access. Free wireless internet is also available in the Student Union Building.

Students experiencing problems with wireless internet in the residence halls may call the Help Desk at: 254-442-5010

DINING HALL HOURS

The dining hall is located in the north end of Wrangler Hall. The dining hall serves three meals per day, except on Saturday and Sunday, when only two meals are served. Both room and board are required of all resident students.
Students requiring a special diet should visit with the cafeteria manager for special needs.

NOTE: Persons eating in the dining hall are to wear shoes, shirts and clothing that is acceptable in polite and mixed company. No muscle shirts or extremely bare tops are allowed. All persons are asked to observe this requirement and may be refused service if not in compliance.

The dining hall follows the official college calendar closing for all holidays including Thanksgiving, Easter, spring break and between semesters; the dining hall closes after the lunch meal on the last class day before the holiday. There are no dining hall services during the summer sessions. Adjustments or refunds are not made because of meals missed as a result of special diets, student activities, employment, class conflict, or other such reasons. If advance notification is made, the dining hall will prepare sack lunches for students having class conflict with meal hours. The board provides for the student to have unlimited seconds, but students cannot take food from the dining hall.
Dining hours are as follows:

Breakfast:	Monday – Friday	7:00 am – 8:30 am
Lunch:	Monday – Friday	11:30 am – 1:00 pm
	Saturday & Sunday Brunch	11:30 am – 12:30 pm
Dinner:	Monday – Friday	5:30 pm – 7:00 pm
	Saturday & Sunday	5:30 pm – 6:30 pm

ESSENTIAL THINGS TO BRING

- ☐ Extra-long twin-size bedding, blanket, two or three sets of sheets, pillow and pillow cases.
- ☐ Towels and Wash Cloths
- ☐ Laundry Bag, Detergent, Dryer Sheets
- ☐ Alarm Clock
- ☐ Broom, Dust Pan, and Cleaning Supplies
- ☐ Waste Basket
- ☐ Medication and First Aid Supplies
- ☐ Bath Bucket with Personal Necessities such as Soap, Shampoo, Razor, toothbrush and Paste, etc.
- ☐ Study Supplies, such as Paper, Pen, Pencils, Paper Clips, Scissors, Stapler,etc.
- ☐ Large Suitcase or Trunk with Lock for Protection of Valuables.

OPTIONAL THINGS TO BRING

- ☐ Small Personal Fan
- ☐ Mattress Pad
- ☐ Radio and/or DVD Player
- ☐ Television
- ☐ Small Refrigerator
- ☐ Microwave
- ☐ Power Strip or Surge Protector
- ☐ Snacks
- ☐ Mirror for Use in the Room

THINGS *NOT* TO BRING

- ~~☐ Weight lifting equipment~~
- ~~☐ Waterbed~~
- ~~☐ Hot plate including drip style coffee makers~~
- ~~☐ Electrical cooking appliance(s)~~
- ~~☐ Incense and oil diffusers~~
- ~~☐ Candles and candle warmers~~
- ~~☐ Pets~~
- ~~☐ Alcohol or Drugs~~
- ~~☐ Firearms, Weapons or facsimile of weapons, or Explosives (including fireworks, crossbows, pellet guns, paint guns, airsoft guns, spring-powered guns, BB guns, pellet guns, slingshots, brass knuckles, or knives with over a 5 ½" blade).~~
- ~~☐ Darts and/or dartboard~~
- ~~☐ Flushable wipes~~
- ~~☐ Space Heaters~~

LOSS AND THEFT

The college does not assume any liability and it does not have insurance to cover any personal property lost or damaged due to theft, fire or any common disaster. Keep your room and your valuables locked at all times, and report any missing items to the Residence Hall Supervisor. On all major items, please record serial and model numbers as well as the company name. Please document (take pictures or write down) serial numbers for all electronics and valuables such as TV, CD/DVD player, camera, etc.