Coastal Bend College

Student Handbook
2007/2008

Beeville - Toll free 1-866-722-2838
3800 Charco Rd., Beeville, TX 78102

Alice Center - Toll free 1-866-891-2981
704 Coyote Trail, Alice, TX 78332

Kingsville Center - Toll free 1-866-262-1615
1814 South Brahma Blvd., Kingsville, TX 78363

Pleasanton Center - Toll free 1-866-361-4222
1411 Bensdale Rd., Pleasanton, TX 78074

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age, or disability.

Property of: ___________________________________________________
Address: _____________________________________________________
Phone #: _____________________________________________________

In case of emergency, please notify:
Name: _____________________   Phone #: ______________________

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http://www.schooldatebooks.com • sdi@schooldatebooks.com
WELCOME

The learning community that is Coastal Bend College is pleased with the choice that each new student makes to begin the college experience with this institution. Students are welcomed, valued, and expected to assume responsibility for their own learning.

Every student should become thoroughly familiar with the contents of this Student Handbook which is intended to provide an overview of rules, regulations, procedures, and general policy information. The Student Handbook should serve as a quick reference. However, the Coastal Bend College Policy Manual is the official governing document.
CALENDAR OF EVENTS
FALL SEMESTER 2007

Faculty Resumes Work & In Service ................................................................. August 15
Institutional Effectiveness Planning Day ............................................................ August 17
Registration (check class schedule for time & locations) ............................ August 20 - 23
Late Registration with Late Fees Begins ........................................................ August 27
Classes Begin .................................................................................................. August 27
Last Day for Late Registration ........................................................................ August 30
Last Day to Add Courses ................................................................................ August 30
Labor Day Holiday ........................................................................................... September 3
Last Day to Apply for December Graduation ................................................... October 1
Institutional Effectiveness Planning Day .......................................................... November 2
Last Day to Drop Classes with a “W”-12 noon .............................................. November 9
Thanksgiving Holidays (Begins at 5 p.m. Nov. 21) ....................................... November 21 - 23
Last Day for Day & Evening Classes ............................................................... December 5
Final Exams for Day & Evening Classes ........................................................ December 6 - 11
All Grades Due in Registrar’s Office-12 noon ................................................. December 12
Administration and Staff Christmas Leave (Begins 5 p.m.) .......................... December 14

SPRING SEMESTER 2008

Administrative Offices Open ............................................................................. January 2
Faculty Resumes Work & In Service ................................................................. January 7
Registration (check class schedule for time & locations) ............................ January 8 - 11
Late Registration with Late Fees Begins ........................................................ January 14
Classes Begin .................................................................................................. January 14
Last Day for Late Registration ........................................................................ January 18
Last Day to Add Courses ................................................................................ January 18
Martin Luther King Holiday ............................................................................. January 21
Last Day to Apply for May Graduation ............................................................ February 1
Institutional Effectiveness Planning Day ........................................................ February 15
Spring Break .................................................................................................... March 17 - 21
Spring Holiday ................................................................................................ March 24
Last Day to Drop Classes with a “W”-12 noon .............................................. April 10
Last Day for Day & Evening Classes ............................................................... May 1
Final Exams for Day & Evening Classes ........................................................ May 5 - 8
All Grades Due in Registrar’s Office-12 noon ................................................. May 9
Annual Commencement (10:00 a.m. & 2:00 p.m.) .......................................... Saturday, May 10
Institutional Effectiveness Planning Days ......................................................... May 12 - 13

SUMMER SESSIONS 2008

Summer Session I
Memorial Day Holiday ..................................................................................... May 26
Registration (check class schedule for time & locations) ............................ May 28 - 29
Late Registration with Late Fees Begins ........................................................ June 2
Classes Begin .................................................................................................. June 2
Last Day for Late Registration ........................................................................ June 4
Last Day to Add Courses ................................................................................ June 4
Last Day to Apply for Summer Graduation ................................................................. June 11
Last Day to Drop Classes with a “W”-12 noon ......................................................... June 23
Last Day of Classes ................................................................................................. July 2
Final Exams for Day & Evening Classes ............................................................... July 3 & 7
Independence Day Holiday .................................................................................. July 4
Grades Due in Registrar’s Office-12 noon ............................................................... July 8

Summer Session II
Registration (check class schedule for time & locations) .................................... July 8 - 9
Late Registration with Late Fees Begins ............................................................... July 10
Classes Begin ......................................................................................................... July 10
Last Day for Late Registration ............................................................................ July 14
Last Day to Add Classes ..................................................................................... July 14
Last Day to Drop Classes with a “W”-12 noon ..................................................... July 28
Last Day of Courses ............................................................................................. August 12
Final Exams for Day & Evening Classes ............................................................. August 13 - 14
Grades Due in Registrar’s Office-12 noon ........................................................... August 15

9 Week and 12 Week Summer Semester
Memorial Day Holiday ......................................................................................... May 26
Registration (check class schedule for time & locations) .................................. May 28 - 29
Late Registration with Late Fees Begins ............................................................. June 2
Classes Begin ....................................................................................................... June 2
Last Day for Late Registration ........................................................................... June 4
Last Day to Add Courses ................................................................................... June 4
Last Day to Apply for Summer Graduation ....................................................... June 11
Last Day to Drop 9 Wk Classes with a “W”-12 noon .......................................... July 3
Independence Day Holiday ................................................................................ July 4
Last Day of Classes for 9 Week Session ............................................................. July 29
Final Exams for 9 Week Classes ........................................................................ July 30
Grades Due in Registrar’s Office-12 noon (9 Wk) .............................................. July 31
Last Day to Drop 12 Wk. Classes with a “W”-12 noon ....................................... July 31
Last Day of Classes for 12 Week Session .......................................................... August 13
Final Exams for 12 Week Classes ...................................................................... August 14
Grades Due in Registrar’s Office-12 noon (12 Wk) ............................................ August 15

Subject to Changes
Coastal Bend College hereby reserves and retains the right to amend, alter change, delete, or modify any of the provisions of this publication at any time and from time to time, without notice, in any manner that the Administration or the Board of Trustees of Coastal Bend College deems to be in the best interest of Coastal Bend College.
WHO TO CONTACT FOR GENERAL INFORMATION

Admissions Materials
Registrar’s Office, (361) 354-2245

Class Schedules/Catalogs
Registrar’s Office, (361) 354-2245

Counseling Services
Counseling Office, (361) 354-2304

Financial Aid
Financial Aid Office, (361) 354-2238
Financial Aid Transcripts (361) 354-2239

Instruction
Vice President Instructional Services, (361) 354-2275

Library
Librarian, (361) 354-2740

New Student Orientation
Counseling Office, (361) 354-2304

Parking & Fines
Business Office, (361) 354-2220

Scholarships
Financial Aid Office, (361) 354-2238

Special Needs Services
Special Needs Office, (361) 354-2731

Student Activities
Student Life Coordinator, (361) 354-2721

Student Housing
Student Life Coordinator, (361) 354-2721

Student Services
Vice President Student Services, (361) 354-2767

THEA/ACCUPLACER Tests
Learning Assistance Center, (361) 354-2266

Textbooks
Bookstore, (361) 354-2290

Transcripts of Academic Work
Registrar’s Office, (361) 354-2245

TRIO Programs
Director, (361) 354-2715

Tuition and Fees
Business Office, (361) 354-2220

Veteran’s Affairs
Registrar’s Office, (361) 354-2203
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Please note that some CBC programs have separate and detailed student policy and procedure manuals.

ADMISSION DOCUMENTATION
The Coastal Bend College staff tries to ease the pain of registration as much as possible. But there are certain documents that must be filed at CBC according to state requirements:
- Official transcripts-high school, GED, or college
- Admissions application
- THEA-test results (if required)

SCHEDULE CHANGES
Registration is confirmed once fees have been paid. Any schedule changes, additions or deletions, require a visit to the on-site admissions office on the respective campus. Charges are incurred for each schedule change. Admissions offices at each location post their hours of operation.

BOOKSTORES
Bookstore staff is friendly and helpful in providing details on textbooks and supplies. Stores at all sites have cards, caps, monogrammed T-shirts, and other goodies. Books may be returned for full refunds if they are returned before the end of the 12th day in the fall and spring semesters or the 4th day of the summer session. Receipts are required to return books and the shrink-wrap must NOT be broken. Operational hours are posted in the on-site bookstore.

PARKING
Parking must be watched closely with so many cars on campus. It is best to observe all parking regulations to avoid tickets and fines. Parking by a painted curb is prohibited unless a disability permit is displayed. Special disabled parking zones are clearly marked. Parking stickers are required and must be placed on the left rear window or left rear bumper, or hung from the rear-view mirror. Dormitory and CBC apartment residents should not drive to class and should obtain the special parking stickers that identify their cars as belonging to legitimate residents. CBC encourages commuting students to car pool to conserve energy and relieve parking congestion.

LOCKERS
Lockers are available in the student center in Beeville. Locks are the individual’s responsibility. Lockers in other buildings are assigned for specialized courses.

ELECTRONIC DEVICES
Cellular phones, pagers, and other electronic equipment which may be considered disruptive to instruction must be switched off while in CBC classes, labs, and clinical settings.

INTRAMURAL SPORTS
Kinesiology instructors offer a variety of recreational activities for CBC students taking at least one semester hour. Activities are in three categories, according to demand and participation: men’s, women’s, and/or co-ed. Activities include flag football, volleyball, badminton, fencing, basketball, softball, bowling, cross country, and tennis. Also included are individual skills related to the above listed sports and a “Super Star” competition. T-shirts, water bottles, and hand towels with the CBC intramural logo are awarded to first, second, and third place, respectively.

The intramural program also offers students opportunities to officiate in sports at which they are qualified. An hourly wage is paid to students officiating. This is paid at the end of the intramural tournament. Kinesiology instructors at the gym in Beeville will provide details.

CHILD CARE SERVICES
Child care services are available in the CBC Child Care Center in Beeville, and some students are eligible for financial assistance. Child care details are available by calling the day care center, (361) 358-0421. The financial aid staff provides information on financial assistance for childcare in Beeville, Alice, Kingsville, and Pleasanton. Their contact number is (361) 354-2237 or 1-866-722-2838 ext. 2237.
Coastal bend College is committed to student academic success. This commitment includes providing equal opportunities for students with learning and/or physical disabilities. Special Needs Counselors at each campus will explain the process for requesting services and reasonable accommodations. However, it is the student’s responsibility to self identify and to provide the required disability documentation to:

Beeville Counselor, Eddie Rojas  
edrojas@coastalbend.edu  
(361) 354-2731

Alice Counselor, Dee Berthold  
deedee@coastalbend.edu  
(361) 664-2981 Ext. 3025

Kingsville Counselor, Pete Trevino  
ptrevino@coastalbend.edu  
(361) 592-1615 Ext. 4077

Pleasanton Counselor, Angelica Melendez  
angelica@coastalbend.edu  
(830) 569-4222 Ext. 1203

CLOSED CAMPUS INFORMATION

Good weather in South Texas keeps CBC’s classes in session, but if a hurricane or (wow!) a snowstorm threatens safety, or a campus emergency is reported, the President may close classes. This does not happen often, but during terrible weather or emergencies, it is best to tune to local radio stations for details: 106 FM or 97.9 FM, 105.9 FM and to regional television stations for instructions.

CLASS ATTENDANCE

CBC takes attendance seriously. Students who need to be absent should contact their instructors ahead of time, if possible, to arrange for making up missed work. Excessive absences could result in the loss of financial aid, in being dropped from classes, or in being evicted from college housing. Course, program, and division attendance requirements will be clearly stated in all course syllabi. It is the responsibility of the students to attend class regularly and become knowledgeable of program policies.

STEPS TO CHANGE MAJOR

Step 1:  Students report to the Vice President of Instructional Services and fill out the “change of major” form.

Step 2:  Students are assigned to the appropriate faculty adviser.

RELIGIOUS HOLIDAYS

Written notification about a proposed absence should be submitted to instructors when observance of a religious holy day conflicts with any class. Notification should be delivered in person (or by certified mail), before the 15th class day of each semester. Recognized religions are those exempt from taxes under Section 11.20, U.S. Tax Code.
DISABLED STUDENT SERVICES
Disabled student parking, specialized counseling, college housing, rest rooms and buildings are designed for those who may have special needs. Special needs counselors are available to help. Two college apartments and four dormitory rooms are especially equipped for wheelchair access.

COUNSELING SERVICES
Career details and personal support with individual goals are available at the counseling center. Professional advisers assist in planning college and career goals, offer varied forms of testing which help decision making, and provide personal counseling and referrals.

LEARNING RESOURCE CENTER
More commonly known as the library, the Grady C. Hogue Learning Resource Center provides computers with Internet access and a photocopy machine in addition to more than 43,000 books, reference materials, and current issues of magazines and newspapers. A CBC ID card is required for library use.

FINANCIAL AID
Monetary assistance through the financial aid office offers qualifying students government grants, scholarships, and college work-study. Student who qualify for a scholarship, and graduate from high school 50 or more miles away, could be eligible for a free dorm room. This is subject to conditions authorized by the financial aid office and the vice president of student services. Anyone interested in additional financial aid (i.e. SEOG, Texas Grant, or college work-study including community services work-study) should observe the April 1 priority deadline.

| Students interested in Federal Student Loans should contact the Financial Aid Office at (361) 354-2238 or 1-866-722-2838 ext. 2238. |

VETERAN'S SERVICES
The registrar’s office provides information on qualifying for financial help under the G.I. Bill.

HEALTH SERVICES
Because CBC is a community college, resident physicians or nurses are not employed. This means that anyone needing medical attention should contact their physician or seek treatment at the nearest medical facility or in case of a medical emergency should call 911. The dormitory supervisor calls on physicians and the hospital in case of illness of a dormitory student.

STUDENT INSURANCE
Students not covered by their parent’s medical insurance may purchase a student health plan. Applications or insurance coverage may be obtained from the campus counseling office. Residents are encouraged to purchase their own insurance coverage. CBC does not provide insurance coverage.

CBC, it governing board, administration and employees, do not assume any legal liability for personal injury or loss or damage to personal property of housing residents, their family, friends, or guest which occur on CBC property.

LEARNING ASSISTANCE CENTER
The LAC in Beeville offers the GED test for anyone interested in obtaining a high school equivalency diploma. Other testing services in Beeville include: correspondence testing, make-up exams, ACCUPLACER. The LAC is open from 8 a.m. to 9 p.m., Monday through Thursday, and until 5 p.m. on Fridays.

TRIO PROGRAM
Eligible students find cultural enrichment activities and help in filing for financial aid. The U.S. Department of Education determines eligibility based on income guidelines, or in cases of handicap. Interested students should check with the TRIO office in the student center in Beeville to review criteria.

SHARE-A-RIDE PROGRAM
Students wishing to car-pool with others should stop by the counseling center to sign up for the Share-A-Ride Program. A counselor will help match commuters. Program participants are responsible for making all scheduling and financial arrangements with other car-pool members each semester.
STUDENT ORGANIZATIONS

CBC encourages the formation of any worthwhile student organization. Each organization should have a faculty adviser, student officers, and purposes in harmony with the total college program. With the exception of certain honorary societies, clubs and organizations are open for membership to any CBC student. Organizations include the following:

BEE COUNTY CAMPUS:

Alpha Omega - This club was formed in order to provide an opportunity for Spiritual growth, Christian service and fellowship to establish this constitution. This organization will not recognize gender, race or denomination. It is a completely faith-based entity.

Astronomy Club - is open to all students interested in astronomy.

BSM Club - Formed in order to provide an opportunity for Christian service, fellowship, and spiritual growth.

Chess Club - is open to all students interested in learning to play chess and participating in college chess tournaments.

Child Development Club - is open to all Child Development students. It is organized to promote community involvement and participation at child care conferences and other professional conferences.

Coastal Bend College Art Club - is open to students interested in the visual arts. It is organized to promote interest in visual arts. Guest lecturers, field trips to area galleries and museums, and other activities associated with the arts promote awareness and interest.

CBC Drama Club - This club was established in order to enrich the student body and community with knowledge of the beauty and culture of the theater.

CBC Rodeo Club - Established to promote intercollegiate rodeo as an organized, standard, and collegiate sport.

Coding Club - is open to any CBC student who is in a healthcare related program.

Collegiate FFA - Membership is open to students enrolled in agricultural courses or those pursuing career objectives in the agriculture industry.

Cosmic Cuts Cosmetology Club - is open to students enrolled in the cosmetology program. The club sponsors field trips to major hair shows in Corpus Christi and San Antonio. Monthly activities are also planned.

Cougar Baseball Club - This club is open to any student interested in playing baseball for CBC.

Creative Writing Club - is open to all regular and continuing education students interested in developing their writing and critical evaluation of literature skills. The group meets twice a month to read and evaluate writings from individual members.

Dorm Club - Established in order to enhance the housing department and the dorm student body.

Drafting Club - An organization established to promote the adoption and higher standards in scholarships, sportsmanship, and social/industrial contacts.

Forensics Association - is an organization open to students interested in public speaking, oral interpretation, and debates. The organization publishes the “Coastal Blend” newsletter each month.

Information Technology Club - is open to all interested CBC students and is organized to promote interest in the computer field.

Latter Day Saints Student’s Association (LDSSA) - An organization established in recognition of the challenges faced by college students. It seeks to assist students with balancing academic, social, cultural, and religious beliefs.

Law Enforcement Association - is open to students interested in the field of criminal justice. The purpose of the organization is to promote interest in the criminal justice field and provide an opportunity for students to become community oriented.

Music Club - The purpose of this club is to provide opportunities for professional development for college students interested in music.

Omega Tech - Established for all CBC students interested in promoting and supporting the club.

Phi Theta Kappa - is the national scholastic honor society for American Junior Colleges. Rho Lambda Chapter at CBC was chartered during the college’s first year. Membership is by election based on scholastic performance in academic and technical curricula.
Recreational Club - is open to any student interested in playing basketball for CBC.
Spanish Club - is open to all interested students on the Beeville campus. The purpose of the organization is to foster an interest in the study of the Spanish language and culture.
Special K Fitness Club - is open to all students interested in sports, health, fitness, and recreational activities for all ages.
Student American Dental Hygienist’s Association (SADHA) - is an association of dental hygiene students interested in promoting the advancement of the dental hygiene profession. It is affiliated with the American Dental Hygiene Association, Texas Dental Hygiene Association, and the Corpus Christi District Dental Hygiene Society.
Student Government Association - students are voting members of the CBC Student Government Association (SGA). Elected delegates are responsible for representing the interests of students to the administration.
Student Vocational Nurse Association - is open to students enrolled in the vocational nursing program. The purpose of the organization is to promote awareness of preventative health care through participation in health fairs and health screening activities.
The Regulators (Welding) - This club promotes student interest and professional development in the field of welding.
Triple S Club - To promote success and enhance academic standing in the classroom. Open to any CBC student.

ALICE CENTER:
Alice Computer Club - This organization will promote student and staff interest and education in computer science.
Child Development Club - is open to all Child Development students. It is organized to promote community involvement and participation at child care conferences and other professional conferences.
Criminal Justice Association - is open to students interested in the field of criminal justice. The purpose of the organization is to promote interest in the criminal justice field and provide an opportunity for students to become community oriented.
Math Club - The purpose of this club is to strengthen the mathematical skills and serve as an outlet for all members interested in increasing their awareness in careers and fields in math.
Phi Theta Kappa - is the national scholastic honor society for American Junior Colleges. Rho Lambda Chapter at CBC was chartered during the college’s first year. Membership is by election based on scholastic performance in academic and technical curricula.
Student Government Association - students are voting members of the CBC Student Government Association (SGA). Elected delegates are responsible for representing the interests of students to the administration.

KINGSVILLE CENTER:
Beauty Squad, The - is a unique and artistic organization designed for students interested in expanding their professional, creative, and artistic cosmetology skills. The program enables students to broaden their creative skills through teamwork and cooperative learning.
Child Development Club - is open to all Child Development students. It is organized to promote community involvement and participation at child care conferences and other professional conferences.
Coastal Bend College Law Enforcement Association - is open to Law Enforcement majors currently enrolled at CBC-Kingsville. The purpose of this organization is to unify Law Enforcement students and to serve the community.
Computer Club - Established to promote student and staff interest and education in computer related fields.
Phi Theta Kappa - is the national scholastic honor society for American Junior Colleges. Rho Lambda Chapter at CBC was chartered during the college’s first year. Membership is by election based on scholastic performance in academic and technical curricula.
Student Government Association - students are voting members of the CBC Student Government Association (SGA). Elected delegates are responsible for representing the interests of students to the administration.
Student Vocational Nurse Association - is open to students enrolled in the vocational nursing program. The purpose of the organization is to promote awareness of preventive health care through participation in health fairs and health screening activities.

Troubleshooters Club - is open to students enrolled in the electronic servicing program in Kingsville. Community service, field trips, and activities associated with the field of electronics are the primary focus of this organization.

PLEASANTON CENTER:
Absolute Beauty Beholders - is open to students enrolled in the cosmetology program. The club serves as a support group for students to contribute to the college and the community.
Biology Club - a non-profit organization that helps support and educate students who have an interest in biology.
Child Development Club - “Our future....make it count” - is open to all child development students. It is organized to promote community involvement and participation at child care conferences and other professional conferences.
Law Enforcement Club - To promote participation in an organization designed to unify all law enforcement students, coordinate campus activities, and endeavor to bring about a more complex understanding of student needs and problems.
Phi Theta Kappa - Is the national scholastic honor society for American Junior Colleges. Rho Lambda Chapter at CBC was charted during the college’s first year. Membership is by election based on scholastic performance in academic and technical curricula.
Stat Brats Club - To serve as a support group for vocational nursing students and to contribute positively to the school and the community. Motto is: “Learning today, caring for the future”!
Student Government Association - Students are voting members of the CBC Student Government Association (SGA). Elected delegates are responsible for representing the interests of students to the administration.

POLICY FOR FUND RAISING ACTIVITIES BY STUDENT ORGANIZATIONS
Fund raising activities include the solicitation of external funding by anyone for the benefit of Coastal Bend College or any agency thereof. The policy exists to coordinate approaches to prospective donors; evaluate donor interests and ability to give; determine the most appropriate time for solicitation of funds; and ensure that all solicitation is aligned with the mission and philosophy of the College.
All solicitation of gifts from all sources by Coastal Bend College faculty and staff members, or individual or organizations soliciting gifts on behalf of the College, will be coordinated with the Institutional Advancement Office. The Institutional Advancement Office is responsible for planning, organizing, and conducting programs to obtain private support for academic endeavors.
All gifts received by departments, employees and students must be reported to the Institutional Advancement Office which will ensure that both the donor and the College are operating within the framework of the Internal Revenue Code as well as Federal and State laws and College policy.

PROCEDURES FOR POSTING ANNOUNCEMENTS
Students wishing to post announcements or flyers on campus bulletin boards should obtain permission from the Student Life Coordinator in V131, (361) 354-2721 in Beeville or the center directors in Alice, Kingsville, and Pleasanton.

MINOR CHILDREN ON CAMPUS
Minor children are not allowed on campus while student parents are attending classes. Minor children who are visiting the campus with parents conducting college business must be under the direct supervision and control of their parents or guardians at all times.
CONCEALED HANDGUN POLICY
Pursuant to Section 46:03 of the Texas Penal Code, COASTAL BEND COLLEGE DOES NOT GRANT AUTHORIZATION TO ANY INDIVIDUAL TO CARRY A FIREARM ON ANY PROPERTY OWNED OR LEASED BY THE INSTITUTION. THIS INCLUDES ALL OFF CAMPUS SITES, COLLEGE HOUSING, AND THE DAY CARE CENTER.

The Concealed Handgun Bill law allows eligible individuals who have acquired a permit to carry a concealed weapon. However, according to the Texas Penal Code, Section 46.03 entitled “Places Weapons Prohibited,” (a) A person commits an offense if the person intentionally, knowingly, or recklessly possesses or goes with a firearm, illegal knife, club, or prohibited weapon listed in Section 46.05 (a): (1) on the physical premises of a school or educational institution, any grounds or building on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution, whether the school or educational institution is public or private, unless pursuant to written regulations or written authorization of the institution;

Students, faculty, and staff should be aware of and understand the law. Extreme caution should be exercised so as not to “forget” and bring a weapon on campus in a vehicle or in an individual’s possession while attending classes, programs, or other events. Law Enforcement officials will enforce violations of the “Places Weapons Prohibited” law to insure the safety of students, faculty, and staff.

POLICY ON USE OF TOBACCO
In order to protect and promote the health, safety, and welfare of employees, students, and the public, Coastal Bend College provides an environment free from exposure to tobacco smoke. The use of tobacco products is not permitted in college facilities or in college owned vehicles.

“PREVENTING SEXUAL HARASSMENT”

Students should be able to recognize sexual harassment and more importantly should be able to tell whether they are being subjected to conduct that is inappropriate, unlawful, and not tolerated by the Coastal Bend College District. CBC provides web-based training to help students recognize this inappropriate conduct. The “Preventing Sexual Harassment” training is accessible via the following link: http://training.newmedialearning.com/psh/coastalbendc/index.htm

The system is user friendly. Students should click on the “continue” button on the first screen and on the “student” button on the second screen to begin the session. Students may choose to follow additional links within the session for more information. The CBC community strongly advises students to avail themselves of this training.

The complaint procedure is outlined in the following section. Any questions should be directed to the vice president of student services.

SEXUAL HARASSMENT COMPLAINT PROCEDURES
DEFINITION
Sexual harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an employee, students, or group of employees or students because of his or her gender and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of unreasonably interfering with an individual’s performance of duties or studies; or;
3. Otherwise adversely affects an individual’s employment or academic opportunities. Harassing conduct includes:
   • epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to gender and
   • written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of gender and that is placed on walls, bulletin boards, or elsewhere on District premises, or is circulated in the workplace.
PROHIBITED CONDUCT
Students shall not engage in conduct constituting sexual harassment. District officials or their agents shall investigate all allegations of sexual harassment and officials shall take prompt and appropriate action against students found to engage in conduct constituting sexual harassment.

COMPLAINT PROCEDURE
A student who believes he or she has been or is being subjected to any form of sexual harassment shall bring the matter to the attention of the Vice President of Student Services in accordance with the procedures in the District’s complaints policy as outlined below. However, no procedure or step in that policy shall have the effect of requiring the student alleging harassment to present the matter to a person who is the subject of the complaint.

Students who feel they have been sexually harassed under the above definition and wish further information or assistance in filing a complaint should contact the Vice President of Student Services, Coastal Bend College.

The President of Coastal Bend College will be informed of all written complaints and may take any actions necessary at any time. Complaints of sexual harassment at Coastal Bend College will be taken seriously.

The following procedure will be followed as soon as a complaint is filed:

1. An investigation will be initiated immediately upon filing of a report by student(s). The administrator will evaluate the complaint.

2. The administrator will request that the complainant complete a harassment incident form listing the accused, relevant dates, alleged acts, frequency of conduct, and their response to the conduct. The administrator will then file a written report on the alleged conduct. The administrator will also advise the complainant that any allegations found to be false will be dealt with severely. Complainant should be apprised of the counseling opportunities available.

3. Witnesses named by the complainant will then be interviewed confidentially and will be reminded that all details should remain confidential.

4. The accused will be interviewed and informed that failure to cooperate in the investigation is grounds for termination. Specific questions based on the complainant’s allegations will be asked.

5. Witnesses named by the accused will be questioned.

6. Any documentary evidence will be examined and an investigation report will be written and reviewed by the parties deemed necessary. The report will be made available to the accused, the complainant, and the President.

LEVELS OF DISCIPLINE
Investigations will result in one of three findings: sustained, not sustained, or inconclusive. A sustained complaint means the preponderance of evidence indicates that the sexual harassment policy has been violated. A penalty will be assigned by the President and if there is a finding of harassment, the accused will be able to appeal the finding or penalty assigned to the Board of Trustees.

If the complaint is not sustained, the complainant will have the opportunity to contest the finding. If a finding of not sustained is issued, evidence did not substantiate another finding and perhaps there was a misunderstanding or miscommunication. In an inconclusive case, both parties may be counseled. Written factual directives may be issued to the accused in any case.

Follow-up interviews will be conducted with the respective parties if deemed necessary.

GRADING POLICIES AND PROCEDURES
A detailed presentation on grading policies and procedures, as well as computation of grade point averages, is found in the catalog. Students should familiarize themselves with the grading system.

DROPPING CLASSES
Any student who stops attending a class, MAY be dropped with a grade of “Q”. BUT the “Q” grade is not automatic. Any student who stops attending a class late in the semester will probably receive a grade of “F.” The “F” grade applies to any class that the student stops attending EVEN IF PASSING at the time he/she stopped attending! The only sure way to drop a class safely is to complete a drop/add form and return it to the registrar’s office prior to the drop deadline. Students may submit a written request to the registrar’s office to be dropped from a course. The request must be postmarked prior to the deadline.
Students should know that dropping a class can impact:

1. Financial Aid
2. Scholarships
3. Veteran’s Benefits
4. IMMEDIATE impact on residency in dormitory or college apartments.

**SCHOLASTIC PROBATION**

A student is scholastically deficient and on scholastic probation for the following semester if the cumulative grade point average does not equal or exceed the minimum grade point average below:

<table>
<thead>
<tr>
<th>Semester Hour Attempted</th>
<th>Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>N/A</td>
</tr>
<tr>
<td>12-20</td>
<td>1.50</td>
</tr>
<tr>
<td>21-40</td>
<td>1.75</td>
</tr>
<tr>
<td>41-graduation</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**REMOVAL OF SCHOLASTIC PROBATION**

A student on scholastic probation will be removed from probationary status at the end of the regular semester or summer session in which he/she achieves a cumulative grade point average to achieve satisfactory progress.

**SCHOLASTIC SUSPENSION**

A student on scholastic probation at the end of the next regular semester or summer session in residence who fails to meet the minimum grade point average of his/her classification (on both the cumulative grade point average and the current semester grade point average), is placed on scholastic suspension from the program in which he/she is enrolled.

Being on scholastic suspension makes a student ineligible to enroll in the program from which he/she is suspended for one regular semester. A student on scholastic suspension from a program for the second time is not automatically eligible for readmission to the same program.

**REMOVAL OF SCHOLASTIC SUSPENSION**

A student who has been placed on scholastic suspension will be removed from suspension, placed on scholastic probation, and readmitted to the same program at the end of one regular semester period of suspension.

If a student is placed on scholastic suspension in the spring semester, he/she is eligible to attend the succeeding summer session.

A student who has been suspended, and wants to change his/her program of study may be readmitted under scholastic probation by the Vice President of Instructional Services.

**PROCEDURES FOR STUDENTS WITH COMPLAINTS CONCERNING GRADES**

All grade appeals must be concluded no later than the semester following the award of the grade. Appeals of grades awarded for the summer sessions must be concluded in the fall semester following the award. Grades awarded in the spring semester must be appealed and resolved in the fall semester following the award.

Step 1 - Student appeals grade in writing to instructor. The instructor responds to the appeal in writing within seven calendar days. If there is no resolution the student may proceed to Step 2.

Step 2 - Student appeals in writing to the division chair of the instructor within seven calendar days of receiving a decision from the instructor awarding the disputed grade. The date on the written response from the instructor shall be the benchmark. The written appeal should outline why the student thinks the awarded grade is in error and what grade they think they should have received. The division chair must research the appeal to discern whether there was an error in computation, and whether there was any bias in the awarding of grades. If the division chair finds justification for changing a grade, the instructor and division chair will follow procedure. If the division chair finds there is no justification for changing the awarded grade, the student may proceed to Step 3. The decision made by the division chair must be in writing and given within 14 calendar days of receiving the student’s written appeal.
Step 3 - Student appeals in writing to the Vice President of Instructional Services within seven calendar days of receiving the divisions chair’s written decision. The date on the division chair’s written response shall be the benchmark date for determining whether a written appeal meets the seven calendar day requirement. The Vice President of Instructional Services investigates whether the awarded grade was given in accordance with the written syllabus, whether there were errors in calculation, or if it was bias. If the Vice President of Instructional Services finds justification for changing the grade, the instructor and division chair are consulted and the grade is changed as required. If no justification is found, the appeal process is exhausted. The Vice President of Instructional Services will provide a written response within 14 calendar days of receipt of the student’s written appeal.

TRANSFER CREDITS
Transcripts of students with transfer credit are evaluated by the Vice President of Instructional Services. Transcripts offered for evaluation must be official. Once evaluated, copies of the Evaluation of Transfer Credit form are sent to the registrar, the adviser, and the student. The registrar will input the transfer data to the database.

A student may appeal to the Vice President of Instructional Services, if credit is denied. CBC may award transfer credit only for courses equivalent to courses offered at the college.

OFFICIAL SUMMONS
Administrative officers of the college may request that a student come by the office to discuss matters concerning records, financial affairs, or conduct. These requests are official summons. Failure to respond to an official summons may result in formal disciplinary action.

GRIEVANCE PROCEDURES
Grievances of students concerning the abridgement of their rights and freedoms, including those of harassment and discrimination on the basis of race, color, creed, national origin, gender, age, or disability, shall be brought by the student to the attention of the faculty member or the Director of Student Development. Students may be represented at any level of the grievance procedure. Appeal of administrative decisions should follow the customary appeals procedures:

1. To the immediate superior of the person against whom the grievance is filed.
2. Then through the organizational structure as chartered in the Policy Manual for Coastal Bend College ultimately reaching the Vice President of Student Services.
3. Appeals stemming from the decision of the Vice President of Student Services may be made to the Board of Trustees of Coastal Bend College by notifying the President of the college, in writing within seven days following his decision, that an appeal is desired.

Grievances of students against faculty members may be appealed to the college student affairs committee under the following procedure:

1. Complaints concerning student rights and responsibilities may be originated by students, faculty, and staff members, and citizens outside the college community.
2. Such complaints should be directed to the Director of Student Development.
3. The Director of Student Development will investigate the complaint and will take appropriate action.
4. In case of a hearing with the student affairs committee, or in case of an appeal from action by the administrator, the students involved have the opportunity to present their views formally with the benefit of such counsel as they may secure including other students or student groups.
5. The student affairs committee shall make a recommendation in writing to the administrator who may accept, modify, or reject the recommendation, and the student or students concerned in the matter may accept or appeal the ensuing action of the administrator. In case of an appeal, the matter shall be forwarded to the Vice President of Student Services along with all findings and recommendations.
6. The Vice President of Student Services shall make such investigations and hold such hearings as he/she may think appropriate, and shall advise both the student or students and the administrator of his/her decision. The administrator will then take appropriate action to implement the decision.
7. Appeals from the decision of the Vice President of Student Services may be made to the Board of Trustees of Coastal Bend College. Such notice of appeal must be made in writing to the President within seven days following the decision of the President. The President will advise the Board of Trustees of the request for a hearing.
STUDENT DISCIPLINE PROCEDURES

1. When the Director of Student Development (hereafter referred to as the “administrator”) receives information that a student has allegedly violated a District policy or administrative rule, the administrator shall investigate the alleged violation. After completing a preliminary investigation, the administrator may:
   a. Dismiss the allegation.
   b. Summon the student for a conference. At this point the administrator shall notify the student of the right to be represented by a person of his/her own choice or an individual designated by the District. If the student wishes to be assisted by a representative, whether student designated or district designated the conference shall be postponed to allow 48 hours until the representative can be present; otherwise, the conference shall continue. After conferring with the student, and/or the representative if necessary, the administrator shall:
      • Dismiss the allegation
      • Proceed with the disposition of the violation described herein.
      • Prepare a complaint and proceed to the student affairs committee.

2. The administrator or the Vice President of Student Services may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

3. In any case where the accused student does not dispute the facts upon which the charges are based and executes a written waiver of the hearing procedure and the discipline is not expulsion, the administrator shall assess a penalty appropriate to the charges and shall inform the student of such action in writing. The decision of the administrator may be appealed to the student affairs committee.

4. In cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by the student affairs committee.

5. The administrator shall notify the student concerned by letter of the date, time, and place of the hearing, which shall take place not fewer than ten class days after the date of the letter. If, however, the student has been suspended, the hearing shall take place as soon as possible, after which time the student has the right to return to class if no hearing has taken place. The ten day notice requirement may be altered by the administrator or by mutual agreement of the hearing officer and the student.

6. The administrator may suspend or impose other appropriate penalties upon a student who fails without good cause to comply with a letter of notice; or, at the discretion of the administrator, he or she may proceed with the hearing in the student's absence.

7. The hearing committee shall render a written decision as to the accused student's guilt or innocence of the charges and shall set forth findings of facts in support of the charges. The penalty shall also be stated in the decision. The administrator shall administer the penalty, if any.

8. The Vice-President of Student Services, President, and the Board of Trustees, upon application of the disciplined student within thirty days of the committee decision, may review the decision of the hearing officer and, upon review, affirm, modify, or reverse the lower decision.

9. The Board of Trustees, after consideration of all the records, investigations, findings, and recommendations previously made, may, at their discretion, hold a hearing and invite persons involved in the matter to come before the Board of Trustees. Any decision of recommendation of the Board of Trustees shall be entered in the minutes of the board meeting.

STUDENT CONDUCT

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited on college property and facilities and during college sponsored activities.

1. Gambling, dishonesty or the use of intoxicating liquors.

2. The illegal use, possession, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substance Act.
3. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable according to board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. “Cheating on a test” shall include:

a. Copying from another student’s test paper.

b. Using test materials not authorized by the person administering the test.

c. Collaborating with or seeking aid from another student during a test without permission from the test administrator.

b. Using test materials not authorized by the person administering the test.

d. Knowingly using, buying, selling, stealing, soliciting, in whole or in part the contents of a test which has not been administered.

e. The unauthorized transporting or removal, in whole or in part a test which has not been administered.

f. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.

g. Bribing another person to obtain a test which has not been administered or information about a test which has not been administered.

h. “Plagiarism” shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written or computerized work.

i. “Collusion” shall be defined as the unauthorized collaboration with another person in preparing written or computerized work for fulfillment of course requirements.

4. Interference with teaching, research, administration, or the District’s subsidiary responsibilities through “disorderly conduct” or “disruptive behavior.”

5. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.

6. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.

7. A student who owes a debt to the District or who writes an “insufficient funds” check to the District may be denied admission or readmission to the District until the debt is paid or the check redeemed.

8. Violations of the Penal Statues of Texas or of the United States occurring on District property or in connection with District sponsored activities may also constitute violations affecting the education process and goals of the District.

9. Possession or use of weapons or facsimile of weapons on District controlled property except for educational purposes that have the prior approval of the president.

10. Initiations by organizations may include no feature that is dangerous, harmful, or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.

11. Endangering the health or safety of members of the District community or visitors to the campus.

12. Damaging or destroying District property.

13. Engaging in any obscene, profane, reckless, tumultuous, destructive, or unlawful course of conduct.

14. Malfeasance in an elective or appointive office of any college endeavor.

15. Refusal to present an appropriate appearance in dress and grooming while participating in or attending a college activity.

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

17. Unauthorized use/access of college computer(s) is in evidence when a person is found to be using the college computer without the consent of an instructor or other college employee authorized to provide use/access. Using college computers to access lewd or obscene information is prohibited. A person commits an offense if:

- he/she intentionally or knowingly gives a password, identity code, personal identification number or other confidential information about the college computer security system to another person without the consent of college officials in charge of the computer center or

- if he/she used the computer for purposes other than those approved by the instructor or employee authorized to provide use/access. Students, and other persons using the college computer, should be aware that a breach of conduct involving unauthorized use of the college computer...
not only can bring disciplinary action by the college, but could subject one to a criminal charge of a Class A or B Misdemeanor, under Chapter 33, Section I, Texas Penal Code of the State of Texas. Non-students who are found to be in violation of this policy are subject to being reported to local police authorities.

CBC INTERNET USE POLICY

Acceptable uses of the Internet and college e-mail:
The college encourages the use of the Internet and e-mail because they make communication more efficient and effective. However, Internet service and e-mail are college property, and their purpose is to facilitate college business. Every person has a responsibility to maintain and enhance the college's public image and to use college e-mail and access to the Internet in a productive manner.

To ensure that all persons are responsible, the following guidelines have been established for using e-mail and Internet. Any improper use of the Internet or e-mail is not acceptable and will not be permitted.

Unacceptable use of the Internet and college e-mail:
The college e-mail and Internet access may not be used for transmitting or retrieving, or storing of any communications of a discriminatory or harassing nature or materials that are obscene or x-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the college's e-mail or Internet system. Electronic media may also not be used for any other purpose which is illegal or against college policy or contrary to the college's best interest. Solicitation of non-college business or any use of the college e-mail or Internet for personal gain is prohibited.

COMMUNICATIONS:
Each person is responsible for the content of all text, audio or images that they send over the college's e-mail/Internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else. All messages communicated on the college's e-mail/Internet system should contain the person's name. Any messages or information sent by a person to an individual outside of the college via an electronic network (e.g. bulletin board, on-line service or Internet) are statements that reflect on the college. While some users include personal "disclaimers" in electronic messages, there is still a connection to the college, and the statements may be tied to the college. All communications sent by persons via the college's e-mail/Internet system must comply with this and other college policies and may not disclose any confidential or proprietary college information.

SOFTWARE:
To prevent computer viruses from being transmitted through the college's e-mail/Internet system, there will be no unauthorized downloading of any unauthorized software. All software downloaded must be registered to the college. Persons should contact the CBC Computer Center if they have any questions.

COPYRIGHT ISSUES:
Copyrighted materials belonging to entities other than this college may not be transmitted by persons on the college's e-mail/Internet system. All persons obtaining access to other companies' or individuals' materials must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission, or as a single copy to reference only. Failure to observe copyright or license agreements may result in disciplinary action up to and including termination.

SECURITY:
The college routinely monitors usage patterns for its e-mail/Internet communications. The reasons for monitoring are many, including cost analysis/allocation and the management of the college's gateway to the Internet. All messages created, sent, or retrieved over the college's e-mail/Internet are the property of the college and should be considered public information. The college reserves the right to access and monitor all messages and files on the college's e-mail/Internet system. Persons should not assume electronic communications are private and should transmit highly confidential data in other ways.

VIOLATIONS:
Any person who abuses the privilege of college facilitated access to e-mail or the Internet will be subject to corrective action up to and including termination. If necessary, the college also reserves the right to advise appropriate legal officials of any illegal violations.

Any student violating this policy shall be subject to discipline, including suspension.
PROHIBITION OF HAZING

1. “Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are students or include students at an educational institution. The term includes but is not limited to:
   a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
   b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
   c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
   d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
   e. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

2. An offense is committed if the person:
   a. engages in hazing;
   b. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
   c. intentionally, knowingly, or recklessly permits hazing to occur; or
   d. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Vice President of Student Services or other appropriate official of the institution.

STUDENTS’ RIGHT TO RECORDS

In compliance with the provision of section 438 of the General Education Provisions Act (Title IV of Public Law 90-247, as amended), Coastal Bend College publishes the following statement concerning the rights of students with respect to their student records.

I. Types of Records

The following records are usually maintained for students at Coastal Bend College, but not all records are kept for every student:

A. Admissions File. This includes copies of the Application for Admission and other admissions forms, American College Testing Program Student Assessment, transcripts from previous schools or colleges, and copies of correspondence sent or received.

B. Record of Grades and Credits. This is the official permanent record from which “transcripts” are produced. It includes dates of attendance, courses in which student registered, final grade for each course, credit earned, grade points earned, and degrees or certificates awarded.

C. Student Schedule Form. This form lists schedule of classes and details of the charges made for the current semester and date and amounts paid against these charges.

D. Student Data File. This is a computer storage record of personal information originally given on the Student Basic Information form that is filled out the first time a student enrolls at Coastal Bend College. The Student Data File also includes class schedules, grades and credits for a current semester.

E. Counseling and Testing Record. This may contain copies of degree plan, courses and programs completed, current schedule, and score reports on any special tests that may have been taken such as ACT, GED, and various aptitude or interest tests.
II. Responsibility and Access to Records
   A. Admissions File, Record of Grades and Credits, Student Data File, and Schedule Card. Director of Admissions and Registrar; room A124, Administration Building. Records are also accessible to administrative officials and their secretaries, and to faculty members who have need to examine the file.
   B. Business Office Record. Room A104, Administration Building. Also accessible to the Cashier and Director of Fiscal Affairs.
   C. Counseling and Testing Record. Counselors, Director of Learning Assistance Center.
   D. Student records for specialized services and programs are under the jurisdiction of the directors of each service or program, and are also accessible to administrative officials, clerical employees of each program, and faculty members having a legitimate interest in the record.

III. Record Review
   Records that concern admission to the college courses completed, and grades and credits awarded are permanent. These records are eventually placed on microfilm and the original paper copies of transcripts placed in storage.
   Original copies of admission records are destroyed after they have been microfilmed.
   Magnetic disc and tape records are permanent but are modified and updated each semester of attendance at CBC.
   A. Coastal Bend College students have the right to inspect their personal student records, to request a copy of any record, to request explanation and interpretation of personal record, and to request that an item of information on their personal record be changed if believed to be inaccurate, misleading, or inappropriate.
   B. The procedure for requesting a review of a personal record is as follows.
      (1) A formal request to the official responsible for the record should be made.
      (2) If a reply is not received within 10 calendar days, a request may be made to the vice president of student services to investigate the matter and to report on the status of the request.
      (3) Student may request a formal hearing before the college student affairs committee if no agreement concerning the initial request is reached. (The detailed procedure for a hearing is set forth in the Policy Manual of Coastal Bend College.)

IV. Copies of Records
   Copies of personal records may be obtained from the college official responsible for the particular record by making a request in writing and paying a fee for the cost of reproducing the record.
   A record request form is available at the admissions office. (The college is permitted by law to take 45 days to provide copies of requested records.)

V. Student Records Policy
   The registrar is responsible for maintaining directory and student record information. Directory information may be released to the public and includes:
   - Student’s Name
   - Current and Permanent Address
   - Telephone Listing
   - Date of Birth
   - Major Field of Study
   - Classification
   - Dates of Attendance
   - Degrees and Awards Received
   - Most Recent Previous Educational Agency or Institution Attended

   A student’s consent to release directory information is presumed, unless a request to restrict the information is made by the student during registration before the beginning of each semester. This restriction of consent remains in effect for the duration of that semester. Every effort will be made to treat restricted information as confidential. In response to public inquiries, the college will only verify whether a student is currently enrolled.
All educational records at CBC are maintained in accordance with state and federal laws. College officials who act in the student’s educational interest have access to student records without prior written consent of the student.

VI. Right of Complaint

Students suspecting that their rights regarding the disclosure of their records to themselves or others have been violated may contact the Family Policy and Regulations Office, U.S. Department of Education, Washington, D.C.

COASTAL BEND COLLEGE CAMPUS SECURITY

Coastal Bend College is an open campus. Students, faculty, staff, and citizens at large have access to the campus grounds, and when open, college facilities. Faculty, staff and occasionally student assistants have keys to various buildings and rooms on campus. No special campus security is provided during the daylight hours; however, the dormitory does have a security guard on duty during the evening hours.

Student residents, selected college administrators, and maintenance personnel have access to the college dormitories and apartments. Care is taken to limit the number of people with keys to student residences, and door locks are switched periodically.

CAMPUS LAW ENFORCEMENT

The college does not have its own security department and relies on the local police and sheriff’s departments for law enforcement services.

REPORTING CAMPUS CRIME AND INSTITUTIONAL RESPONSE

All faculty, staff, and students are to report any campus crimes to the Vice President of Student Services either prior to or immediately after notifying the Beeville Police Department. The administrator will contact the appropriate law enforcement authority, if he/she is the initial contact, and initiate a campus investigation of the crime. If and when a person is or persons are identified and charged with the crime, the CBC administrator will initiate appropriate suspension where warranted. All persons subjected to disciplinary proceedings shall be allowed the benefits of the due process procedure outlined in the Coastal Bend College Policy Manual. Victims of any crime of violence will have access to the institutional disciplinary proceedings against the alleged perpetrator of the crime.

Security and Safety - Coastal Bend College is a community of concerned and caring people who want to provide a study or work experience that is enjoyable and rewarding. Every student and employee must take responsibility for security and safety. CBC will continually recommend, develop, and implement security measures. However, for security measures to be effective everyone’s support and awareness are needed.

Crime Statistics - The Student-Right-To-Know and Campus Security Act of 1990 as amended requires colleges to share information concerning crime policies and statistics with students and employees. The complete set of crime statistics for Coastal Bend College can be viewed at the following web address: http://ope.ed.gov/security

Sex Offender Registry Data - The Campus Sex Crimes Prevention Act provides for the collection and disclosure of information about convicted, registered sex offenders either enrolled in or employed at institutions of higher education. Members of the Coastal Bend College campus community may access information on sex offenders residing in Texas from the Texas Department of Public Safety web site at: https://records.txdps.state.tx.us/dps_web/Portal/index.aspx

This link is provided to fulfill the requirement of the Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386).

It is the policy of Coastal Bend College to publish the completion, graduation, and transfer rates for student review. For a copy of this report contact the Office of Institutional Research.

IMMUNIZATION REQUIREMENTS

TO ALL STUDENTS: State law requires that students be inform regarding the consequences of not being adequately immunized. CBC is concerned for the health of its students.

1. Measles - (aka. rubeola, Red Measles, Hard Measles, 10-Day Measles). Measles is a highly contagious viral disease. Antibiotics are not available to treat persons infected with this organism. It is strongly recommended that students of Institutions of High Education have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose.

The measles vaccine is most often given in combination with vaccines for mumps and rubella which are also caused by viruses.
2. Tetanus - (aka. Lockjaw). The illness caused by tetanus results from the poison produced by bacteria. Again this is a very difficult illness to treat once it occurs and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. It is now common for older adults to develop Tetanus in the United States as many adults do not receive the recommended 10 year boosters. The Tetanus vaccine should be given in combination with the diphtheria vaccine.

3. Poliomyelitis - In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.

IMMUNIZATION IS AN INTEGRAL PART OF HEALTH CARE. THIS PART IS CALLED PREVENTION... IT MEANS THAT INDIVIDUALS MUST TAKE PERSONAL ACTION TO STAY HEALTHY!

EACH STUDENT SHOULD BE PART OF THE SOLUTION AND NOT PART OF THE PROBLEM...BY MAKING SURE ALL IMMUNIZATIONS ARE CURRENT.

IMMUNIZATIONS NEEDED
I. Students enrolled in health related courses who have or will have any direct patient contact should have the following immunizations:
   A. Tetanus/Diphtheria (Td) - Must have had one dose within past ten years.
   B. Measles - Those born since January 1, 1957, must have two doses since 12 months of age. The two doses must be at least 30 days apart.
   C. Mumps - Those born since January 1, 1957, must have at least one dose since 12 months of age.
   D. Rubella - At least one dose since 12 months of age is required.

II. All students enrolled in health related courses which have or will have direct patient contact, especially contact with patient’s blood.
   Hepatitis B — A complete series or proof of immunity is encouraged prior to beginning direct patient care.

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 extreme caution is required. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause 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 individuals should 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 DOES ONE INCREASE THE RISK OF GETTING BACTERIAL MENINGITIS?
Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.

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 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. Information may be obtained from a health care provider.
• Vaccination is safe - most common side effects are redness and minor pain at injection site for up to two days.

HOW TO FIND OUT MORE INFORMATION?
• Contact a health care provider.
• Contact a college counselor.
• Contact the local or regional Texas Department of State Health Services office.
• Contact web sites:  www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm
  www.acha.org

STUDENT CONDUCT: ALCOHOL AND DRUG USE
Alcohol - The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas; provided, however, that with the prior consent of the Board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

Controlled Substances - No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required), any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:
1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.
The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

Exception - A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Violation - Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Notice - The District’s policy prohibiting the unlawful possession, use, or distribution of illicit drugs and alcohol shall be published in the catalog and student handbook.

Drug and Alcohol Testing Requirements - College students are required to be alcohol and drug free while on campus, acting on behalf of the college, at clinical sites, student activities, and traveling to and from laboratory sites. Students entering a field that requires drug screening by respective employers and/or at clinical sites will follow the standards established by the college. Drug or alcohol testing may be administered if one or more of the following conditions exist:

1. There is reasonable suspicion of impairment based upon evidence or erratic behavior including but not limited to violent behavior, emotional unsteadiness, sensory or motor skill malfunctions, or possession of a controlled or dangerous substance.
2. A student is criminally charged with selling drugs or charged with illegal or alcohol consumption or illegal possession of drugs.
3. A student has violated policy FLBE that prohibits the use, possession, sale or transfer of drugs.
4. A student is enrolling or enrolled in a program involving public health and/or safety.

Any student who is asked to submit to drug or alcohol testing under this policy is entitled to refuse to undergo such testing. However, failure to comply will be treated as insubordination and may lead to expulsion from Coastal Bend College.

Students shall be afforded an opportunity to provide notification of any information which he or she considers relevant to the drug test, including identification of currently or recently used prescription or nonprescription drugs or other relevant medical information.

Sources for Information on Illegal Drugs
- Commonly Abused Drugs
- Federal Trafficking Penalties
  http://www.usdoj.gov/dea/agency/penalties.htm
- Comparative Pharmacological Profiles of Abused Drugs
  http://www.tcada.state.tx.us/research/slang/compare98.pdf

CBC joins the nation in its concern for the tremendous losses of human potential, success, and happiness destroyed by drug and alcohol abuse.

CBC - DRUG SCREENING AND BACKGROUND CHECKS

Each individual student is considered to be a responsible adult and is expected to act accordingly. Competency extends beyond technical skills to an individual’s criminal and substance abuse history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management.

Any student entering a field that requires background criminal checks and/or drug screening by respective employers and/or clinical sites will follow standards established by Coastal Bend College.

A student is considered to be “on the job” for the purposes of this policy wherever he or she is acting on behalf of the college i.e., going to and from clinical sites and traveling to child care centers.
TIMING OF PRESCREENING REQUIREMENTS

All drug screen test and criminal background checks will be conducted upon notification of acceptance into the program. Verification of satisfactory results must be received by the participating facilities i.e., hospitals, clinics, child care centers, etc., if there is a break in the enrollment, students must re-submit for drug screening, and/or criminal background checks. Any criminal and/or drug substance abuse history will disqualify an individual from consideration in the following programs:

a. Vocational Nursing
b. Child Development
c. Dental Hygiene
d. Law Enforcement
e. Emergency Medical Technician

I. Criminal Background Checks:

Criminal background checks will be conducted before admission to a program or during orientation. Criminal histories will include the following:

a. Felony convictions
b. Misdemeanor convictions or felony deferred adjudications involving crimes against a person (physical or sexual abuse)
c. Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
d. Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances.
e. Registered sex offenders
f. Any acts of omission or commission by a person, as stated in the Minimum Standards and Guidelines for Day Care Center

Notes:

1) Director of Licensing for the Coastal Bend Region will provide the required documentation to allow the student to participate in the lab experience in the center.
2) If Licensing/registry body approves the individual to take the Licensing/credentialing exam, the individual may participate in the clinical rotation.

II. All drug screening test checks will be conducted upon notification of acceptance into the program and/or at orientation.

Pre-assignment Drug Screening

Method of Testing

A hair shaft analysis or any other drug screening procedures will be conducted by a registered testing laboratory at a facility that is approved by the Coastal Bend College administration and directors/coordinators of programs. At clinical sites, the clinical affiliate reserves the right to expel any student regardless of testing or test results.

A student may have drug testing “for cause” at the discretion of the college or clinical/lab affiliate. Failure to comply will result in immediate expulsion from the above named programs.

III. Allocation of Cost

Each student must bear the cost of these requirements.

IV. The vendor will notify the College on all individuals who fail a criminal background check or drug testing. College representatives will provide results of criminal background and/or drug testing on college letterhead. The student’s name and social security number will be the only information provided to the college administration. Confidentially will be ensured. In the event that the student feels that an error has been made in the results of the criminal background and/or drug testing, it is the responsibility of the student to contact the external vendor for verification at the student’s expense.
COUNSELING SERVICES
Students or employees who have problems with chemical abuse are asked to schedule counseling appointments. The counseling office offers this service. The telephone numbers of the counseling offices are (361) 354-2304 in Beeville, (361) 664-2981, Ext. 3025 in Alice, (361) 592-1615, Ext. 4077 in Kingsville, and (830) 569-4222, Ext. 1203 in Pleasanton. Counseling sessions are confidential and referral services are available to area treatment centers. CBC counseling is free. No punitive actions will be taken against first-offenders participating in rehabilitative drug or alcohol abuse counseling.

LOCAL POLICIES
CBC has avenues for confidential support. Anyone with drug or alcohol abuse problems is first referred to counseling. A second offense requires individuals to seek help at a treatment center, and be placed on probation. A third offense requires suspension from school or job termination (as per the due process outlined in the CBC Policy Manual.)

ALCOHOL
It is unlawful for a person under the age of 21 to buy, possess, or consume alcohol. It is also unlawful to sell or furnish alcohol to a minor. In addition to these offenses, a person who abuses alcohol might also be guilty of such offenses as driving while intoxicated or public intoxication. Specific offenses and their penalties are listed below:
- Sale to minor - up to 1 year in jail and/or up to $1,000 fine
- Purchase by minor - fine up to $500
- Consumption by minor - fine up to $500
- Furnishing to minor - fine up to $500
- Misrepresenting age by minor - fine up to $500
- Public intoxication - fine up to $200
- Driving while intoxicated - up to 2 years in the penitentiary and up to $2,000 fine (If as a result of the condition someone is killed in an accident, the intoxicated driver may be subject to murder or manslaughter charges).

COMMUNICABLE DISEASE PROCEDURE
I. These administrative guidelines apply to all communicable diseases, including, but not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), Hansen’s Disease (leprosy), and tuberculosis. For the purpose of these administrative guidelines, the term “HIV infection” shall include AIDS, AIDS-Related Complex (ARC), and a positive test for the antibody to human immunodeficiency virus.

II. It is recognized that certain communicable diseases are serious. These serious communicable diseases include, but are not limited to, hepatitis-A, hepatitis-B, tuberculosis, HIV infection, and Hansen’s disease (leprosy). These administrative guidelines are mandatory for serious infectious diseases.

III. Any time any employee or student of the college receives information that a student has or is suspected of having a communicable disease, the employee or student shall immediately report this information to the Vice President of Student Services. The administrator shall convene a meeting of appropriate individuals to determine the accuracy of the information and the response by the college.
   a. Each case will be handled on an individual basis with approval of the administrator, the student, the student’s private physician, and/or the State Health Department.
   b. This group shall consider whether the student diagnosed with a communicable disease might pose a risk of transmission to others in the classroom and college program. This group shall consider the student’s knowledge about the transmission of communicable diseases and his or her understanding of the need to attend to the disease through medical care, personal hygiene, educational counseling, and the avoidance of high risk behavior. Based on the reasonable medical judgments of the medical experts in this group, given the current state of medical knowledge, the groups will consider a) the nature of the risk (how the disease is transmitted); b) the duration of the risk (how long is the student infectious); c) the severity of the risk (what is the potential harm to third parties); and d) the probability that the disease will be transmitted and will cause varying degrees of harm.
   c. Each case shall be re-evaluated when deemed necessary, or at least on a semi-annual basis, so long as the student has a communicable disease.
d. If the student wishes to contest decisions made by this medical group, the procedures relative to any such appeal shall be those provided by applicable college policies and procedures, except that for reasons of privacy the student may bypass the student affairs committee and appeal directly to the Vice President of Student Services.

IV. The administrator may act as the college’s designee for purposes of reporting communicable diseases to the State Health Department, if the disease is required to be reported by state law.

a. The administrator shall function as the liaison with the student’s physician, and the coordinator of services provided by other staff.

b. The right to privacy of the individual shall be respected. Therefore, knowledge that a student has a communicable disease should be confined to those persons with a direct need to know, if any, as determined by the group specified in Section III A of these procedures.

c. Such individuals with a direct need to know may be campus personnel, such as the President, counselor, instructors, etc. Those persons should be provided an appropriate educational program which should include information concerning such precautions as may be necessary with regard to the specific communicable disease.

d. With regard to a student who has HIV infection, the group of persons with a direct need to know may be informed of the student’s HIV infection only if the student authorizes such disclosure. The administrator will seek permission to disclose the information to the groups of persons who have a need to know. In all cases, the administrator shall be informed of the student’s HIV infection.

V. The Texas legislature has enacted legislation that pertains to maintaining strict confidentiality regarding persons who have the HIV infection. All employees of the college are advised that Section 9.01 of the Communicable Disease Prevention and Control Act (Article 4419b-1), Vernon’s Texas Civil Statutes (“Act”) defines “test result” to mean any statement or assertion that any identifiable individual is positive, negative, at risk, has or does not have a certain level of antigen or antibody, or any other statement that indicates that an identifiable individual has or has not been tested for AIDS or HIV infection, antibodies to HIV, or infection with any other probable causative agent of AIDS. Section 9.03 of the Act provides that a test result is confidential. Any person, firm, corporation, physician, hospital, blood center, blood bank, laboratory, or other entity that possesses or has knowledge of the test result may not release or disclose a test result or allow a test result to become known.

a. A test result may be released to a state health authority if reporting is required under the Act. With regard to the college, the administrator shall report to the state health authority those students attending college who are tentatively identified as having HIV infection.

b. A test result may be released to a physician, nurse or other health care professional that has a legitimate need to know the test result in order to provide for his or her protection and to provide for the student’s health and welfare.

c. A test result may be released if the student or a person legally authorized to consent for the student, voluntarily releases or discloses the test result or authorizes the release or disclosure of the test result. The authorization must be in writing and signed by the student, or the person legally authorized to consent for the student, and must state the persons or entities for who test results may be released or disclosed.

VI. The administrator shall routinely monitor the medical status of all students identified as having a communicable disease. Changes in the student’s medical status may warrant removal from the college program. Before a student is removed from program attendance, the administrator shall convene the group described in Section III A, to consider any new circumstances which may warrant removal. A student may be removed temporarily from program attendance, for example because of open lesions, illness, or illness in the college population. Circumstances necessitating removal should be monitored as often as appropriate to determine whether the condition precipitating removal has changed.

VII. The student who has a communicable disease may need to be removed from the college campus or program for his/her own protection when causes of acute or short-term communicable diseases, such as measles or chicken pox, are occurring in the campus program population. The administrator will notify the student’s physician and the student whenever the administrator becomes aware of such a situation. The group in Section III A will be responsible for determining whether the student should be removed from the college campus or program.
VIII. Routine and standard procedures shall be used to cleanup after a student has an accident or injury on campus or in any college program. Blood or other bodily fluids emanating from ANY person should be treated cautiously. Gloves should be worn when cleaning up blood spills or other bodily fluid spills. These spills should be disinfected with a 10% bleach solution or an approved cleaning solution.

IX. The college shall be prepared to refer students to sources of competent and confidential testing for HIV infection upon request for such screening. All testing shall be at the individual student’s expense. In addition, the college shall be prepared to refer those desiring to be tested to qualified counselors outside the college. Such counseling shall be at the student’s expense.

X. The college recognizes that certain communicable diseases which students may contract, such as, but not limited to, measles, influenza, are not serious. For above mentioned communicable diseases, the foregoing administrative guidelines are permissive rather than mandatory, except for item IV, relating to reporting requirements and item VIII relating to the procedures for cleaning up bodily fluid spills.

**ANYONE NEEDING HELP SHOULD CONTACT A CBC COUNSELOR**

Bee County Campus
Toll free 1-866-722-2838, Ext. 2304

Alice Campus
Toll free 1-866-891-2981, Ext. 3025

Kingsville Campus
Toll free 1-866-262-1615, Ext. 4077

Pleasanton Campus
Toll free 1-866-361-4222, Ext. 1203

**WELCOME TO COASTAL BEND COLLEGE HOUSING**

The administration, faculty, and staff welcome all residents to campus housing. CBC operates 20 one bedroom apartments and a dormitory, Benton Hall, housing 134 male and female students. The CBC community seeks to promote a safe and comfortable living environment. To this end all residents are strongly encouraged to become thoroughly acquainted with and to abide by all CBC housing regulations and policies.

**HOUSING SUPERVISION**

The Student Life Coordinator supervises all campus housing and reports directly to the Vice President of Student Services. The housing office is in Room V-139 in the LAC. The telephone number is (361) 354-2721.

Residents are considered adults and are expected to act accordingly. Residents agree to abide by all housing rules and regulations as outlined in this handbook, the residency contract, and the CBC policy manual. **Residents must read this handbook carefully.** All questions regarding housing issues should be directed to the Student Life Coordinator.

The college retains the right to determine or change any of its policies, programs, requirements, course offerings, class schedules, teacher assignments, and other aspects of its programs without prior notice.

**HOUSING RULES AND REGULATIONS**

The following policies govern campus-housing areas:

- Residents and their guests must abide by all housing rules and regulations.
- Residents and their guests must maintain proper conduct.
- Residents and their guests must respect the rights of the roommate and suitemates.
- Visitors must end their visit immediately upon request by the resident’s roommate.
- Guests are required to leave the dormitory when visitation hours end.
- Overnight guests (including family and friends) are not permitted in the dormitory or apartments.
1. Advertising (Soliciting and Posting)
The Student Life Coordinator must approve advertising/soliciting in campus housing areas. The solicitor must abide by housing rules and regulations concerning visitations and solicitations must be confined to the student's room.

2. Air Conditioning-Heating Closets and Vents
Personal items may not be stored in the air conditioning/heating closets in the college apartments. Air conditioning vents should be kept clean at all times. This means no items in the vents or covers on the vents are allowed, this is a violation of safety regulations.

3. Alcohol/Alcoholic Beverage Containers
No consumable alcohol is permitted in campus housing areas, rooms, or apartments, even if the resident is of legal drinking age. Residents are not permitted to keep alcoholic containers in their rooms or apartments. Possession of alcoholic containers constitutes possession of alcohol. Residents are held liable for their visitors who violate this and other CBC policies and regulations. Students violating this policy will be suspended and expelled from campus residence halls or apartments as outlined under the “Suspension” section in this handbook. CBC is a drug and alcohol free campus. There is no probation for this offense.

4. Apartment Playground
The playground is for the apartment resident’s children only. An adult MUST supervise children.

5. Bathrooms (Dormitory)
Dormitory bathrooms are shared between two rooms. Roommates and suitemates are responsible for cleaning the bathroom and purchasing cleaning supplies. Food, grease, paper towels, and feminine hygiene products should NOT be disposed of down the toilets, sinks or shower drains.

6. Cleanliness - Dorm rooms and apartments must be kept clean. Residents will forfeit deposits if they check out without cleaning their rooms or apartments. See the “Checkout Procedures,” section in this handbook.

7. Code of Student Conduct - Residents are responsible for the conduct of family, friends and guests. Residents agree to abide by all housing rules and regulations as outlined in this handbook and in the CBC Policy Manual. Housing residents are prohibited from:
   • Gambling and hazing
   • Fighting and screaming
   • Using profanity
   • Selling, distributing, and consuming alcoholic beverages and illegal narcotics on college property.

8. No one, dorm resident or not, will be allowed to reside overnight in someone else’s dorm room. The roommate is the ONLY person allowed to stay overnight in the dorm room. Students will be expelled for this offense.

9. Cooking - Dorm residents are ONLY permitted a microwave oven in their rooms for cooking. The Student Life Coordinator will confiscate all unauthorized cooking equipment. Food should not be left uncovered.

10. Decorations - Residents are permitted to decorate rooms or apartments with plants, posters and pictures. Lewd pictures and posters are prohibited. Residents will be held liable for any damages to the walls caused by large nails, tape, and thumb tacks.

11. Deposits - Rent deposits for a dorm room or an apartment does not guarantee the applicant a dorm room or apartment. However, a rent deposit places the student on a priority waiting list. The deposit will be held during the student's occupancy and will be returned when:
   • The housing office receives a written cancellation notice as per the “Cancellation of Housing Reservation” section of this handbook.
   • The room or apartment is damage free.
• All fees have been paid.
• The resident has not been suspended.

NOTE: Resident students may request the return of the $100 deposit once the dorm or apartment has been vacated, the room has been inspected by the Student Life Coordinator, and the Student Life Coordinator has determined that the room has been left in good condition. All requests for return of deposits will be requested by the Student Life Coordinator and submitted to the Business Office. Requests will be processed within 2-4 weeks.

12. Doors, Windows, Walls and Ceilings:
• Doors and windows must remain locked at all times for security reasons.
• Residents and guests are not permitted to mark, write or draw on the doors, windows, walls, and ceilings.
• Tampering with ceiling panels is prohibited and constitutes a serious breach of security regulations.

13. Dormitory Lobby - Residents and guests may use the lobby for watching TV, visitations, and leisure activities as follows:
   - Sunday-Thursday ...................... 8 a.m. - 12 a.m. (midnight)
   - Friday-Saturday ...................... 8 a.m. - 1 a.m.

Residents and guests are not allowed to use the dormitory lobby furniture for sleeping, as a footrest, use the cushions as pillows, and may not move the furniture to another location.

14. Dress Code - When in public areas, residents are expected to dress in appropriate attire:
• Shirts, shorts, pants/slacks, dresses and skirts. Shorts and pants/slacks are not to be worn below the hip/waist.
• Robes over sleepwear.

15. Drugs - Over the counter medications and prescriptions issued by a medical Physician are permitted. Possession, use, or sale of an illegal drug (as defined by the CBC Policy Manual and according to all State and Federal Laws) is prohibited. Students who violate this policy and those who test positive for drug use are subject to immediate suspension and expulsion from campus housing. Law enforcement officials will be summoned to handle such violations. CBC is a drug free campus. There is no probation for this offense.

16. Entry, Search and Seizure - Staff members may enter a student’s room or apartment after knocking. Rooms and apartments will be entered in the absence of the occupant only in an emergency, for inspections, inventories, maintenance, postal deliveries, or for a reasonable cause. Cause is defined as a reason to believe that a rule has been violated, and that the violation is sufficient enough to jeopardize the well being of the dormitory or apartment living group.

17. Fire Extinguishers - Each apartment and dorm room has a fire extinguisher. It is to be used for emergencies only. If the extinguisher is discharged in a non-emergency, the resident will be charged for refills. CBC maintenance personnel inspect extinguishers monthly.

18. Fire Safety - In the event of a fire, residents will exit the upstairs dorm rooms and go to the nearest stairwell leading down to the first floor and move to open areas away from the building. Residents on the first floor will go directly from the room to the open areas.

19. Furniture - Residents are responsible for the furniture in their dorm rooms or apartments. Residents are not permitted to remove the furniture from the assigned facility or to exchange the furniture with another dorm room or apartment. Beds are not to be transformed into bunk-bed styles. Waterbeds are not allowed. CBC personnel reserve the right to remove or replace dorm and apartment furniture, fixtures and appliances.

20. Guest and Visitation Hours - Dormitory residents of the opposite gender and visitors may visit as per the following schedule:
   - Sunday - Thursday ............... 8 a.m. - 11 p.m.
   - Friday & Saturday ............... 8 a.m. - 1 a.m.
21. Healthcare Facilities - CBC does not have a health care facility on campus. Accidents or emergencies should be reported to the Student Life Coordinator. Students needing emergency care will be taken to:

Christus Spohn Hospital Beeville
1500 E. Houston St.
Beeville, TX 78102
(361) 354-2000

22. Helpful Roommate Hints
• Honesty, understanding and mutual respect are important elements in learning to live with a roommate.
• Communication between roommates and suitemates is vital.
• Pet peeves, musical taste, feelings, and preferences should be discussed.
• Problems between roommates should be discussed and kept in confidence.
• Schedules for showering, cleaning, studying, sleeping, and entertaining guests should be developed.
• Living area should be kept clean and comfortable.
• Record of shared expenses should be developed and maintained.

23. Housing assignments are determined by the Student Life Coordinator. Any requests for a different living arrangement must be submitted to and approved by the Student Life Coordinator.

24. The College President may cancel classes and cafeteria services during inclement weather or for emergency evacuation. In the event of an emergency, an immediate evacuation may be ordered and residents may be required to vacate the campus and/or housing facilities. If an emergency situation such as a tornado does not permit the evacuation, residents should seek shelter in the restroom of dorm or apartment.

25. Insects - Rooms and apartments must be kept clean to reduce insect infestation. The Student Life Coordinator should be informed of any insect problems. Dorms and apartments are sprayed quarterly by a professional pest control company.

26. Inspections - Random room checks will supplement inspections scheduled at the discretion of the Student Life Coordinator. Residents are required to: Clean the mirrors, sinks, shower/bathtub and toilet; dust the furniture; sweep and mop the floors; wash the dishes daily; keep dirty clothes in laundry containers; and take trash to the trash cans and receptacle daily. The receptacle is located in the dormitory parking lot.

27. Student Insurance - Students not covered by their parent’s medical insurance may purchase a student health plan. Applications for insurance coverage may be obtained from the campus counseling office. Residents are encouraged to purchase their own insurance coverage. CBC does not provide insurance coverage.

CBC, its governing board, administration and employees, do not assume any legal liability for personal injury or loss or damage to personal property of housing residents, their family, friends, or guests which occur on CBC property.

28. Keys - Residents are responsible for dorm or apartment keys issued during check-in. Keys must be kept on the person at all times. Locks will be changed in the event of key loss and the student will be charged for this service.
• The Student Life Coordinator must be notified when a key has been lost.
• Residents are not permitted to duplicate dorm or apartment keys.
• Broken keys will be replaced at no charge to the resident.
• Lost keys will be replaced at a charge of $25, which will be required before receiving another key and re-entering the dorm or apartment.

29. Laundry Facilities - The laundry facilities are located at the college dormitory. Cost is 50 cents per load. Laundry facilities close at 10 p.m. CBC is not responsible for any items left or stolen from the machines. Problems with laundry facilities/equipment should be reported to the Student Life Coordinator. Residents should:
• Never leave their laundry unattended.
• Unload the machines immediately when the cycle is complete.
- Clean the lint from the dryer filters
- Keep the laundry facilities clean.

30. Lease Agreements - Residents are required to sign a residency contract. The contract is for one academic semester and may be extended for a complete academic year. No refunds are made which are inconsistent with the contract. The contract is binding and the student is responsible for paying the rental fees in full as stipulated in the contract. The contract should be read carefully before signing. Students may reside in CBC housing for a maximum of three years.

31. Light Bulb Replacement - Apartment residents must replace their own light bulbs. Dormitory residents should notify the Student Life Coordinator when a light bulb needs replacing.

32. Maintenance - Maintenance requests should be submitted to the Student Life Coordinator as soon as possible.

33. Miscellaneous Policies - Items listed below apply to both dormitory and apartment residents unless otherwise specified:
- Obscene materials, posters and pictures are not allowed in the dormitory and apartments
- Fighting and the use of profanity are prohibited
- Incense, candles, and fireworks are prohibited
- Water guns and balloons are prohibited
- Throwing objects and playing in the dormitory courtyard is prohibited
- Large flags, fishnets, parachutes or other combustible items are prohibited
- Dartboards are prohibited
- Motorcycles must be parked in the dormitory or apartment parking lots
- Recreational vehicles, boats and trailers are prohibited on CBC property and parking lots
- The use of electrical heaters, electrical grills and skillets, hot plates, toasters, barbeque grills, toaster ovens, popcorn makers, tea and coffee makers by dormitory residents are prohibited
- Dormitory residents may use a microwave
- Apartment residents may use a toaster, microwave, tea and coffee makers.

34. Parking - Residents are required to obtain a housing parking sticker for their vehicles. Citations will be issued and fines will be assessed to residents not having a parking sticker on their vehicles and for parking in unauthorized parking zones and parking lots. Apartment residents are assigned one parking space per apartment. If an apartment resident has more than one vehicle, the resident may park in the visitor parking area.

35. Pets - Dormitory and apartment residents are not allowed to have a pet of any kind.

36. Phones - Dormitory and apartment residents must contract for telephone service from AT & T Telephone Company. To participate in 911 emergency telephone services, residents with telephones should contact the police department to fill out a form with details, which will be given to emergency response personnel. Completion of that form and participation is voluntary. If dormitory residents decide to move to another room, CBC will not pay for reconnection fees. CBC reserves the right to consolidate vacancies.

37. Quiet Hours - Housing areas should be a place where students can study and sleep. Quiet hours begin nightly at 11 p.m. till 8 a.m. the next morning. During quiet hours, the following policies will be enforced:
- Loud noises (stereo, TV, etc) are prohibited
- Residents are not allowed to loiter outside housing areas, parking lots or campus buildings
- The use of cordless or cell phones by residents outside their rooms is prohibited
- Tobacco smokers are permitted to smoke outside, in front of their rooms, for 5 minutes.
- Residents are not allowed to socialize during smoking breaks.

38. Recreational and Social Activities - To protect the rights of other residents and for promotion of an environment conducive to learning, “parties” are not allowed in the dormitory or the apartments without the consent of the Student Life Coordinator. Recreational and social activities are scheduled throughout the semester by the Student Life Coordinator. Residents wanting to assist the Student Life Coordinator with recreational and social activities are invited to join the Dorm Committee.
39. Renovations - Students are not allowed to renovate, construct any structure, paint, or carpet their rooms or apartments.

40. Requests - Moving furniture or other is not allowed without checking with the Student Life Coordinator.

41. Inspections - Room inspections are conducted throughout the scholastic year. Citations will be issued if deemed necessary. Expulsion from room assignment may be considered after the third citation is issued to a resident.

HOUSING MAILING ADDRESSES

Housing mailboxes are located in the dorm lobby. The Student Life Coordinator will pick up mail from the campus mailroom and distribute it on a daily basis, Monday-Friday. Students are not allowed to pick up their own mail from the campus mailroom. Residents should NOT include mailbox number as a part of the mailing address. Dormitory residents should have their mail addressed as follows:

Resident’s Name
Coastal Bend College
Benton Hall
3600 Charco Rd.
Beeville, TX 78102

Apartment residents will receive mail delivery from the U.S. Postal Service. Mailboxes are located outside the apartments next to the A-section of the apartment complex. Apartment residents should have their mail addressed as followed:

Resident’s Name
3701 Charco Rd.
Apt. #______
Beeville, TX 78102

CANCELLATION OF HOUSING RESERVATION

To receive a deposit refund, the housing office must receive a written cancellation notice by:

Fall Semester............................................August 15
Spring Semester ........................................December 15
Summer Session...........................................May 15

CHECK-IN PROCEDURES

1. Proper check-in procedures include signing the residency contract and receiving a key to the student’s assigned facility.

2. Completion of any portion of the check-in procedures constitutes occupancy and obligates the student to all policies outlined in the residency contract. This contract is binding and the student is responsible for paying the rental fees in full as stipulated in the contract. The rent and deposit will not be prorated or refunded if a student vacates or is evicted from the dormitory or the college apartments during the semester.

3. A withdrawing student attending CBC for the first time, and who is receiving Title IV financial assistance, will receive a refund credit based on PL 102.325.

4. Students will be notified of check-in dates prior to the beginning of the semester.

5. Students who fail to occupy rooms or apartments by 5 p.m. on the first class day of each semester will forfeit their deposits and reservations.

CHECK-OUT PROCEDURES

Check-out dates will be posted at the end of the semester. Residents must follow these procedures.

1. Personal belongings left in the rooms or apartments will become CBC property and as such CBC reserves the right to dispose of this property.

2. Rooms/apartments should be cleaned and sanitized. This includes sweeping, mopping, dusting the furniture, cleaning all appliances, kitchen (apartments only) and the bathroom.

3. All trash should be placed in the trash bins.

4. Decals, posters, writings or markings should be removed from walls, windows, and mirrors and these should be thoroughly cleaned.
5. Power to the refrigerator breaker should not be shut off. (All food must be removed and refrigerator cleaned or student will be charged for cleaning.)

6. Keys must be returned to the Student Life Coordinator the day the student checks out to prevent a charge for changing the lock. Dormitory residents must turn in their keys at the end of each semester and the keys will be reissued when the student checks-in for the next semester.

7. Students who fail to check-out with the Student Life Coordinator forfeit their deposit.

8. Fees must be paid in full before checking out of the apartments or dormitory.

9. Apartment residents must provide the Student Life Coordinator a minimum of 30 days notice in order to be eligible for refunds of deposit or rental fees. Refer to the “Suspension,” section of this handbook. Suspended residents will be charged for any damages to the room/apartment and its furnishings and for any necessary cleaning.

10. Residents suspended from campus housing will not receive a refund of the deposit or rental fees. Refer to the “Suspension,” section of this handbook.

CLASS LOAD REQUIREMENTS
All residents must be full-time students and must maintain full-time status to meet eligibility requirements for campus housing. Full-time status is defined as a minimum of 12 hour scholastic load. The Student Life Coordinator may allow exceptions for student enrolled in 9 hours but full-time students will have priority.

RENTAL FEES - The following rental plans and payment options are available to the dormitory resident:

DORM ROOM ONLY PLAN
(Fall and Spring semesters)
Amount: $780.00 per semester
Payment Options
A. One Payment Plan: Amount Due: ...... $780.00
   Due Date: Before occupying the dorms
B. Installment Plan:
   First Payment Amount Due: ............. $312.00
   Due Date: Before occupying the dorms
   Second Payment Amount Due: ............. $258.00
   Due Date: 30 days after the first payment.
   Final Payment Amount Due ............. $210.00
   Due Date: 60 days after first payment.

DORM SUMMER SESSIONS
Students will be charged $100 per week to reside at the dormitory during the summer if they are taking special short courses. There will be a $20.00 per day charge for additional days including Saturdays & Sundays.
Due Date: Before occupying the dorm.
Summer Dorm Fees:
   Mini Session:................................. $180.00
   Six-Week Session:........................... $360.00
   Nine-Week Session:......................... $528.00
   Twelve-Week Session:....................... $720.00

All rental fees are subject to change.

SAFETY TIPS
1. Doors must not be left open even for a short period of time and must be locked at all times.
2. Valuables should be locked in the closet.
3. Serial numbers for all valuables should be recorded for identification purposes.
4. Residents should use the buddy system when walking after dark.
5. Residents should keep roommates and suitemates informed of their whereabouts at all times and of approximate time of return.

6. Strangers should not be allowed in living quarters.

SECURITY OFFICERS
Security officers are on duty during the evening hours. They are present for the student’s safety and to enforce CBC policies and regulations. Problems should be reported to the officers if the Student Life Coordinator is unavailable. Residents are obligated to abide by the security officer’s request. Security officers are ONLY to observe and report violation of rules or problems that may occur. Residents are not required to share confidential or personal information with the security staff. Residents are free to come and go as they please as long as all housing rules are followed.

SKATES, ROLLER BLADES AND SKATEBOARDS
Dorm residents are not allowed to use skating equipment around the dormitory, the apartments, the dorm basketball court, or around the campus buildings. Skating equipment may be used during posted hours on the walking track.

SMOKING
The smoking of tobacco products inside dormitory rooms, the dorm lobby, college apartments, or any college facility is prohibited. All dorm and apartment residents and their guests are required to smoke outdoors.

SMOKE ALARMS
Smoke alarms are installed in each dormitory room and apartment. These are not to be disarmed or removed. Violations of this policy could result in disciplinary action. CBC maintenance personnel inspect alarms once a month. Dorm or apartment residents are responsible for the condition of the alarms in their living quarters and are subject to payment of fee for broken alarms.

STORAGE
Residents should remove all personal property from the premises prior to checking out of their assigned facility. Items left behind will not be stored but will be considered CBC property and will be discarded. Residents should consider the use of commercial storage facilities available in the Beeville area.

SUSPENSION
Residents suspended or evicted from campus housing will not receive a refund on deposit or rental fees. Suspended students are liable for all rental fees in accordance with the signed lease agreements, are not allowed to visit in any dormitory or apartment areas, and are subject to trespassing charges. CBC retains the right to prosecute violators once law enforcement officials have been notified.

VACATIONS
Dormitory residents are not allowed to occupy their assigned facility during school holidays. The Student Life Coordinator will inform the residents of checkout dates and procedures. Students must vacate the dormitories on the following holidays and when the Student Life Coordinator feels it necessary for the dorms to be vacated.

• Thanksgiving
• Christmas
• Spring Break

Air conditioning, heat, and hot water may not be available during school holidays. Valuable possessions should be taken home during the holidays to reduce the threat of theft. CBC will not be held liable if property is vandalized or stolen from the dormitory or apartments.

Apartment residents may continue to reside in their assigned facility during school vacations provided that the resident has renewed the lease agreement for the next semester and that the rent has been paid in full.

WEAPONS
Weapons or facsimile of weapons are prohibited on CBC property. Residents cannot store weapons or facsimiles in their rooms, apartments, vehicles, or CBC property in general.