Welcome to CCBC

We're glad you're here! As you begin your college journey, take time to read the information contained in this Student Handbook. It guides you through our services and help you navigate College policies and procedures.

Each student is responsible for having a basic knowledge of the handbook's contents. Be sure to visit the appropriate campus offices with any other questions you may have. Additional academic information is located in the College Catalog and on the College's website at www.ccbc.edu.

Remember to keep your handbook close by throughout your time at CCBC. It helps you stay on track and find success.

Your road to your future starts at Community College of Beaver County.
Good luck!
<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Calendar</td>
<td>4 - 6</td>
</tr>
<tr>
<td>Rights and Responsibilities</td>
<td>7</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>7 - 14</td>
</tr>
<tr>
<td>Student Grievance</td>
<td>15 - 17</td>
</tr>
<tr>
<td>Student Grade Appeals</td>
<td>18 - 19</td>
</tr>
<tr>
<td>Academic Dishonesty</td>
<td>19 - 20</td>
</tr>
<tr>
<td>In-Class Disruptions</td>
<td>20 - 21</td>
</tr>
<tr>
<td>Student/Faculty Disputes</td>
<td>21</td>
</tr>
<tr>
<td>Buckley Amendment</td>
<td>21 - 22</td>
</tr>
<tr>
<td>Computer and Electronic Mail Usage</td>
<td>22 - 24</td>
</tr>
<tr>
<td>Tobacco Use on Campus</td>
<td>24</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>25 - 26</td>
</tr>
<tr>
<td>Civility</td>
<td>26 - 27</td>
</tr>
<tr>
<td>Ethnic Intimidiation</td>
<td>28 - 29</td>
</tr>
<tr>
<td>Class Registration</td>
<td>29</td>
</tr>
<tr>
<td>Adding and Dropping Classes</td>
<td>30 - 34</td>
</tr>
<tr>
<td>Academic Technologies</td>
<td>34 - 36</td>
</tr>
<tr>
<td>Graduation</td>
<td>36 - 37</td>
</tr>
<tr>
<td>Campus Safety</td>
<td>37 - 41</td>
</tr>
<tr>
<td>Academic Support Services</td>
<td>41 - 41</td>
</tr>
<tr>
<td>Barnes &amp; Noble College Bookstore</td>
<td>42 - 43</td>
</tr>
<tr>
<td>Career Services Center</td>
<td>43</td>
</tr>
<tr>
<td>Cashier’s Office</td>
<td>43 - 44</td>
</tr>
<tr>
<td>Counseling</td>
<td>44</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>45 - 46</td>
</tr>
<tr>
<td>IT Department/IT Helpdesk</td>
<td>46 - 47</td>
</tr>
<tr>
<td>Library</td>
<td>47 - 48</td>
</tr>
<tr>
<td>Security</td>
<td>48</td>
</tr>
<tr>
<td>Supportive Services</td>
<td>49</td>
</tr>
<tr>
<td>Student Life</td>
<td>49 - 55</td>
</tr>
<tr>
<td>Equal Opportunity Statement</td>
<td>55</td>
</tr>
<tr>
<td>Department/Faculty Directory</td>
<td>55</td>
</tr>
<tr>
<td>Maps &amp; Directions</td>
<td>55</td>
</tr>
<tr>
<td>Calendar of Activities</td>
<td>56 - 64</td>
</tr>
</tbody>
</table>
## FALL SEMESTER (15 WEEKS)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 17, 2014</td>
<td>Fall schedules available</td>
</tr>
<tr>
<td>Monday April 7 – Friday Aug. 22, 2014</td>
<td>Registration for returning students</td>
</tr>
<tr>
<td>Thursday, May 1, 2014</td>
<td>Deadline for returning students to apply for PHEAA state grant</td>
</tr>
<tr>
<td>Monday June 2 – Friday August 22, 2014</td>
<td>Registration for new students</td>
</tr>
<tr>
<td>Wednesday, July 30, 2014</td>
<td>Deadline for new students to apply for PHEAA state grant</td>
</tr>
<tr>
<td>Friday, August 1, 2014</td>
<td>Last date for payment of tuition</td>
</tr>
<tr>
<td>Thursday–Friday, August 21 &amp; 22, 2014</td>
<td>Faculty Convocation</td>
</tr>
<tr>
<td>Friday, August 22, 2014</td>
<td>Last day to add a class</td>
</tr>
<tr>
<td>Friday, August 22, 2014</td>
<td>Freshman Orientation</td>
</tr>
<tr>
<td>Monday, August 25, 2014</td>
<td>Day and evening classes begin</td>
</tr>
<tr>
<td>Monday, September 1, 2014</td>
<td>Labor Day Holiday – No Classes</td>
</tr>
<tr>
<td>Thursday, September 11, 2014</td>
<td>Certification of enrollment opens 8 a.m.</td>
</tr>
<tr>
<td>Monday, September 15, 2014</td>
<td>Last day to drop with a 100% refund</td>
</tr>
<tr>
<td>Monday, September 15, 2014</td>
<td>Certification of enrollment ends 4:30 p.m.</td>
</tr>
<tr>
<td>Tuesday, October 7, 2014</td>
<td>Professional Development Day–no classes</td>
</tr>
<tr>
<td>Monday, October 20, 2014</td>
<td>Spring schedules available</td>
</tr>
<tr>
<td>Monday, October 27, 2014</td>
<td>Last day to drop a course without faculty permission</td>
</tr>
<tr>
<td>Monday, November 3, 2014</td>
<td>Spring registration begins–returning students</td>
</tr>
<tr>
<td>Monday, November 10, 2014</td>
<td>Spring registration begins – new students</td>
</tr>
<tr>
<td>Monday, November 17, 2014</td>
<td>Last day to withdraw from classes with faculty permission</td>
</tr>
<tr>
<td>Monday, November 17, 2014</td>
<td>Last day for faculty initiated withdrawal</td>
</tr>
<tr>
<td>Tuesday, November 18, 2014</td>
<td>Deadline for new students to apply for Financial Aid for Spring</td>
</tr>
<tr>
<td>Wednesday, November 26, 2014</td>
<td>No Classes</td>
</tr>
<tr>
<td>Thursday–Friday, November 27–28, 2014</td>
<td>(ATC &amp; Piloting students to report)</td>
</tr>
<tr>
<td>Monday, December 1, 2014</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>Monday, December 1, 2014</td>
<td>Classes resume</td>
</tr>
<tr>
<td>Friday, December 5, 2014</td>
<td>Last day to apply for December graduation</td>
</tr>
<tr>
<td>Monday, December 8, 2014</td>
<td>Last day for payment of tuition for Spring</td>
</tr>
<tr>
<td>Friday, December 12, 2014</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>Monday, December 15, 2014</td>
<td>Last day of semester</td>
</tr>
<tr>
<td></td>
<td>Final grades due 9:00 a.m.</td>
</tr>
</tbody>
</table>
# COMMUNITY COLLEGE OF BEAVER COUNTY
## Academic Calendar 2014-2015

### SPRING SEMESTER (15 WEEKS)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, October 10, 2014</td>
<td>Spring schedules available</td>
</tr>
<tr>
<td>Monday, November 3, 2014-</td>
<td>Registration for returning students</td>
</tr>
<tr>
<td>Friday, January 9, 2015</td>
<td>Registration for new students</td>
</tr>
<tr>
<td>Monday, November 10, 2014-</td>
<td>Last date for payment of tuition</td>
</tr>
<tr>
<td>Friday, January 12, 2014</td>
<td>Last day to add a class</td>
</tr>
<tr>
<td>Friday, January 9, 2015</td>
<td>Faculty convocation</td>
</tr>
<tr>
<td>Monday, January 12, 2015</td>
<td>Day and evening classes begin</td>
</tr>
<tr>
<td>Monday, January 19, 2015</td>
<td>Dr. Martin Luther King Day – No classes</td>
</tr>
<tr>
<td>Tuesday, January 27, 2015</td>
<td>Certification of enrollment opens 8 a.m.</td>
</tr>
<tr>
<td>Thursday, January 29, 2015</td>
<td>Last day to drop with a 100% refund</td>
</tr>
<tr>
<td>Thursday, January 29, 2015</td>
<td>Certification of enrollment ends 4:30 p.m.</td>
</tr>
<tr>
<td>Monday, March 2, 2015</td>
<td>Last day to apply for May graduation</td>
</tr>
<tr>
<td>Monday, March 16, 2015</td>
<td>Summer and Fall schedules available</td>
</tr>
<tr>
<td>Tuesday, March 17, 2015</td>
<td>Last day to drop a course without faculty permission</td>
</tr>
<tr>
<td>Monday-Friday, March 9-13, 2015</td>
<td>Spring Break – No classes</td>
</tr>
<tr>
<td>Monday, April 6, 2015</td>
<td>Last day to withdraw with faculty permission</td>
</tr>
<tr>
<td>Monday, April 6, 2015</td>
<td>Last day for faculty initiated withdrawal</td>
</tr>
<tr>
<td>Monday, April 6, 2015</td>
<td>Summer and Fall registration begins</td>
</tr>
<tr>
<td>Friday-Saturday, April 3-4, 2015</td>
<td>Easter Break – No classes</td>
</tr>
<tr>
<td>Tuesday, April 28, 2015</td>
<td>Final exams begin</td>
</tr>
<tr>
<td>Monday, May 4, 2015</td>
<td>Last day of semester</td>
</tr>
<tr>
<td>Thursday, May 7, 2015</td>
<td>Final grades due 9:00 a.m.</td>
</tr>
<tr>
<td>Thursday, May 7, 2015</td>
<td>Commencement</td>
</tr>
</tbody>
</table>
## SUMMER SEMESTER 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, March 16, 2015</td>
<td>Summer &amp; Fall Schedules on campus</td>
</tr>
<tr>
<td>Monday, April 6, 2015</td>
<td>Summer &amp; Fall Registration begins for returning students</td>
</tr>
<tr>
<td>Monday, April 13, 2015</td>
<td>Summer Registration begins for new students</td>
</tr>
<tr>
<td>Monday, April 20, 2015</td>
<td>Last day for payment of tuition</td>
</tr>
<tr>
<td>Friday, May 8, 2015</td>
<td>Last day to register for summer classes</td>
</tr>
<tr>
<td>Friday, May 8, 2015</td>
<td>Last day to add a course</td>
</tr>
<tr>
<td>Monday, May 11, 2015</td>
<td>Day and Evening Classes begin</td>
</tr>
<tr>
<td>Monday, May 25, 2015</td>
<td>Memorial Day – No classes</td>
</tr>
<tr>
<td>Tuesday, May 26, 2015</td>
<td>Certification of enrollment opens – 8 a.m.</td>
</tr>
<tr>
<td>Thursday, May 28, 2015</td>
<td>Certification of enrollment ends – 4:30 p.m.</td>
</tr>
<tr>
<td>Thursday, May 28, 2015</td>
<td>Last day to drop with 100% refund</td>
</tr>
<tr>
<td>Monday, June 1, 2015</td>
<td>Fall registration begins for new students</td>
</tr>
<tr>
<td>Thursday, July 2, 2015</td>
<td>Last day to drop without faculty permission</td>
</tr>
<tr>
<td>Friday, July 3, 2015</td>
<td>Independence Day – No classes</td>
</tr>
<tr>
<td>Tuesday, July 21, 2015</td>
<td>Last day to withdraw with faculty permission</td>
</tr>
<tr>
<td>Tuesday, July 21, 2015</td>
<td>Last day for faculty initiated withdrawal</td>
</tr>
<tr>
<td>Monday, August 3, 2015</td>
<td>Last day to apply for August graduation</td>
</tr>
<tr>
<td>Monday, August 10, 2015</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Thursday, August 13, 2015</td>
<td>Final grades due 9 a.m.</td>
</tr>
</tbody>
</table>
STUDENT RIGHTS AND RESPONSIBILITIES

The Board of Trustees has approved a Student Conduct Policy and these guidelines are intended to provide students, faculty, and administrative personnel with a comprehensive set of procedures associated with student rights and responsibilities at Community College of Beaver County.

Please understand that the information that follows is intended to be used as a source of information. Please refer to the College’s website for current policies and procedures.

Students, whether in day or evening classes, part-time or full-time, credit or non-credit, are responsible to be familiar with the rules and regulations of the College pertaining to academic affairs, social conduct, and student activities which are stated in the handbook or in the College Catalog. Each student is responsible for conforming to these rules and regulations.

The primary right of students is to pursue their education as long as they maintain their eligibility to remain a member of the College by meeting its academic standards, and as long as they observe the regulations and policies of the College.

As a member of the student body, each student has all the privileges of College services and facilities.

Student Conduct

Admission to Community College of Beaver County carries with it obligations in regard to personal conduct both on and off campus. Students are requested to conduct themselves as responsible adults at all times. Student members of the College are those who are registered or enrolled in any credit or non-credit course or program offered by the College.

Any individual student or group of students who fail to observe either the general standards of conduct or any specific ruling adopted by the College or who act in a manner not in the best interest of other students of the College shall be subject to disciplinary action.
The following conduct may result in disciplinary action; however, the listing of causes for disciplinary action is not intended to be, or should not be, considered restrictive or a waiver of any other act not listed or specifically mentioned herein:

- Possession, use, sale, or distribution of narcotics or other controlled substances
- Public intoxication; use, possession, sale, or distribution of alcoholic beverages
- Gambling on College premises
- Smoking on College property
- Possession of any knife, cutting instrument, cutting tool, nun chuck stick, firearm, shotgun, rifle, explosives, incendiary devices, and any other tool, instrument, or implement capable of inflicting serious bodily harm
- Attempted or actual theft of or damage to property of the College or of a member of College community
- Conduct which endangers the health or safety of any person
- Academic dishonesty including, but not limited to, cheating and plagiarism
- Furnishing false information to the College or other similar form of dishonesty including knowingly making a false oral or written statement to the College Rights and Responsibilities Committee
- Forgery, alteration, destruction or misuse of College documents, records, identification cards, papers, or systems
- Unauthorized entry into or use of College facilities
- Violation of federal, state, or local law on College premises or at College-sponsored activities
- Failure to comply with the directions of College officials or law enforcement officers acting in the performance of their duties
- Disruption or obstruction of classes or other activities on College premises or at College-sponsored activities
- Discriminating on the basis of race, color, sex (including sexual harassment), religion, ancestry, national origin, age, or disability
Procedures for the Resolution of Violations of the Code of Student Conduct

Charges and Hearings

Any member of the College community may file a complaint against a student or students for alleged violations of College policy. The report must be directed to the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost, who is responsible for the administration and investigation for the campus judicial system.

1. The Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost or designee will conduct a thorough investigation to determine whether the complaint has merit. If the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost determines there is not sufficient indication of a violation, the situation will be considered closed and the student charged and the individuals(s) who brought the charge will be notified. The Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost may also attempt to dispose of the charges by mutual consent of the parties involved. Such disposal is final and there shall not be subsequent proceedings. If the charges cannot be disposed by mutual consent, the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost may later serve in the same matter as the Hearing Officer.

2. If there appears to be substantial indication of a violation, the student will be required to meet with the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost. At this meeting, the complaint against the student will be presented and discussed. The “Notice of Charges” shall state the alleged violation and, to the extent known, alleged time, date, and place of occurrence. The Vice President of
Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost will provide a copy of the disciplinary procedure for the student and answer any questions raised by the student concerning the procedure or charges.

3. The student will be referred to the Hearing Board for a hearing, or, if the student pleads guilty, may elect to have the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost serve as Hearing Board or, if waived, by the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost.

   a. If the student prefers to have his/her case heard by the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost rather than the committee, the student may so indicate by signing a Waiver of Hearing.

   b. A hearing with the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost may be held immediately upon a student's choice of that option if it is agreeable to the students.

   c. If the student opts for a Board hearing, the Board will be convened no less than five and no more than 20 calendar days following the initial meeting.

   d. Students are notified of the time and date of the hearing sufficiently in advance so they have a reasonable opportunity to prepare a defense and convene witnesses.
4. The Hearing Board shall consist of two members of the faculty and three members of the student body. From within the total membership of five, a chairperson will be selected to serve on the Hearing Board.

   a. Student members may be selected by the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost from a pool of six students nominated by the Student Government Association.

   b. Faculty members may be selected by the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost from a pool of all full-time tenured faculty.

   c. The Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost shall act as convener and advisor to the Board in order to ensure correct procedures are followed and due process is observed but may not be a voting member of the Board or the Appeals Committee.

5. Hearings shall be conducted according to the following guidelines:

   a. The hearing shall be private unless the accused student requests it be public.

   b. Admission of any person to the hearing shall be at the discretion of the Board or Hearing Officer.

   c. The accused student may challenge any member of the Board on the grounds of prejudice. The Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the
Vice President of Learning and Student Success/Provost will notify
the student of the identity of Board members in advance so this
situation can be resolved prior to the hearing.

d. Students are entitled to be present at the hearing and to have an
advisor of their choice, selected from among the members of the
College community. However, the complainant and/or the accused
are responsible for presenting his/her own case. Consequently,
advisors are not permitted to speak or to participate directly in any
hearing before the Board or the Vice President of Human Resources
(the Affirmative Action Officer and Title IX Coordinator for the
College) Administrative Services Center, room 5106, ext. 3366 or the
Vice President for Learning and Student Success/Provost.

e. The complainant and the accused shall have the privilege of
presenting witnesses subject to the right of cross examination by the
Board or Hearing Officer.

f. Pertinent records, exhibits, and written statements may be
accepted as evidence for consideration at the discretion of the Board
or Hearing Officer.

g. All procedural questions are subject to final decision by the voting
members of the Board or by the Hearing Officer. The hearing may be
suspended while such questions are considered.

h. There shall be a single verbatim record, such as a tape recording,
of all formal hearings before the Board or Hearing Officer. The record
shall be the property of the College and may be expunged in the
event no appeal is requested within five days following the hearing.

i. The accused student and the complainant will be notified of the
course of action in writing within three scheduled school days.

6. College judicial proceedings are not criminal proceeding and shall
not be construed as such. CCBC provides the following for students:
adequate notice of charges and of the hearing, impartial proceedings, an
opportunity to provide evidence and witnesses in defense, the availability
of an appeal, and the confidentiality of judicial records.
A. Sanctions

1. The following sanctions may be imposed by a Hearing Officer or the Hearing Board upon any student found in violation of College policy:

   a. Warning – a notice in writing to a student that he/she has violated College regulations

   b. Loss of Privileges – denial of certain privileges or restrictions of certain activities for a designated period of time

   c. Restitution – compensation for loss, damage or injury. This may include appropriate service and/or monetary or material replacement.

   d. Discretionary Sanctions – work assignments, Community service requirements, or other relevant assignments. Discretionary sanctions given by the Board must have the prior approval of the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost.

   e. Disciplinary Probation – a conditional retention of a student for an appropriate period of time. Probation includes the probability of more severe disciplinary sanctions if the student is found in violation of any College policy during the probationary period.

2. The following sanctions may be imposed by the College President or his/her designee upon recommendation from a Hearing Officer or Hearing Board:

   a. Suspension – termination of a student's enrollment in a program and/or the College for a specified period of time. A student readmitted to a program and/or the College following suspension is readmitted on disciplinary probation for a specified period of time. Other conditions for readmission may also be specified.
b. Dismissal – permanent separation from a program and/or the College without opportunity to reenroll in the future

c. Other actions which are appropriate to the circumstances of the case, including those in section C above

B. Appeals
1. Any respondent found guilty of a College policy violation as a result of a formal hearing shall have the right to appeal the decision. Appeals must be made, in writing, to the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost within five calendar days after notification of decision for the hearing.

2. The Appeals Board will be appointed by the College President and consist of two students, two members of the faculty, and one administrator.

3. An appeal shall be limited to a review of the verbatim record of the initial hearing and supporting documents for one or more of the following criteria, except as required to explain the basis of new evidence:

   a. New evidence comes to light which was not addressed at the hearing;

   b. Due process was not provided in accordance with College guidelines;

   c. Proof of false testimony at the hearing exists;

   d. An unreasonable or arbitrary sanction was given; or

   e. Other substantial irregularities occurred which played a role in the outcome of the hearing.
4. Of primary importance to the Appeals Board is the written statement of appeal. The written statement should be as complete as possible in setting forth the basis for appeal as listed above. Clear and convincing reasons are necessary for a successful appeal.

5. The Appeals Committee shall make its recommendation to the College President within 10 calendar days after an appeal has been referred to it.

Student Grievance
A. Purpose of the Grievance Committee
1. Community College of Beaver County recognizes the right of students to be free from arbitrary, capricious, or discriminatory action by College employees. Students should have protection and proper recourse through orderly procedures against such action.

2. Any student who believes he/she has a legitimate complaint against a College employee may seek resolution of that complaint through the student group. The complaint should be made directly to the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost as defined under violation of student conduct.

B. Membership
1. The grievance committee, consisting of five members, will hear all student grievances.

2. The Hearing Board will serve as the grievance committee and shall consist of two members of the faculty and three members of the student body. From within the total membership of five, a chairperson will be selected.

3. Student members may be selected by the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost from a pool of six students nominated by the Student Government Association.
4. Faculty members may be selected by the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost from a pool of all full-time tenured faculty.

5. A staff or administrative position may be selected at large if the complaint involves a staff or administrative member.

6. The term of office for the committee shall be one year.

7. The Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost shall act as governor and advisor to the Board in order to ensure correct procedures and due process is observed but may not be a voting member.

C. Grievance Procedure

1. Students must direct complaints to the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost within five working days of the alleged incident.

2. The Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning Student Success/Provost can advise students about the appropriate procedures to follow in resolving a general complaint or concern.

3. Two levels to the grievance procedure exist. Students not satisfied with results at one level should go to the next level.

D. Levels of the Grievance Procedure

- Informal Level
  a. If a student wishes to file a complaint, he/she must attempt a resolution of the complaint through an informal discussion with the respective College employee. The student may take an advocate in his/her behalf throughout this process.
b. If the dispute cannot be resolved between the College employee and the student, the student must then meet with the employee and immediate supervisor to review the complaint.

c. The supervisor and College employee will meet to review the student’s complaint and a decision will be returned to the student in three working days.

d. If the dispute cannot be resolved with the supervisor, then the student must meet with the employee, supervisor, and the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost to review the complaint. A decision will be rendered in three working days.

e. If the student is in disagreement with the decision recommended by the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost, he/she can pursue that decision through the formal grievance procedure.

• Formal Level
a. Grievance must be presented to the committee in writing and the committee will maintain a file of each grievance.

b. No more than 14 calendar days shall pass between the time of the alleged grievance and written notification to the committee.

c. The grievance committee will review the student grievance and refer all matters with written recommendations to the College President. All recommendations will be arrived at by the procedure of voting, with simple majority being the deciding factor.

d. The College President’s decision will be final.

E. Timelines
The timelines specified in this procedure may be extended by written consent of the complainant, the respondent, and the College president.
Student Grade Appeals
A. Community College of Beaver County recognizes the right of students to appeal grades, provided the student feels he/she can demonstrate tangible evidence he/she has been graded unfairly.

B. Levels of the grade appeal procedure
   1. Informal
      a. If a student wishes to appeal a grade, he/she must attempt a resolution of the grade in question through an informal discussion with the respective faculty member involved.

      b. The grade appeal process must be initiated by the student within 30 days of the start of the semester following the one in which the grade in question was earned.

      c. Disputed grades from the spring semester may be appealed for 30 days into the following fall semester.

      d. If the dispute cannot be resolved between the faculty member and the student, the student must then meet with the appropriate division director to present his/her reason as to why the grade was wrongfully given.

      e. Prior to the meeting, the student must present a written copy of the reason for the appeal and request what action to be taken to resolve the dispute.

      f. The division director and faculty member involved will meet to review the student’s grade in dispute, and a decision will be rendered to the student within three working days.

      g. If the student is in disagreement with the decision rendered by the division director, he/she can pursue that decision through the Student Grade Appeals formal procedure.

   2. Formal
      a. The student must initiate the formal Student Grade Appeals Procedure through written communication of the Vice President for Learning and Student Success/Provost who will then evaluate the situation and render a decision to the student within one working week.
b. If the student is dissatisfied with the decision rendered by the Vice President for Learning and Student Success/Provost, he/she can appeal that decision in writing directly to the College President. The College President’s decision will be final.

C. Repeating a Course
1. A student is permitted to repeat a course; however, the last grade issued will be the only grade included in the student’s cumulative quality point average.

2. For purposes of this policy, “the last grade” means grades A, B, C, D, or F.

Procedure for Dealing with Student Academic Dishonesty
Academic dishonesty occurs when a student represents words or ideas as their own, shares exam questions or answers with other without the instructor’s permission, or presents an artifact produced by another (whether hand-made or computer generated) as their own. Academic dishonesty also occurs when a student assists another student in pursuing the above activities.

A. When a faculty member determines a case of academic dishonesty has occurred, the procedure explained below will be followed.

1. The faculty member will meet in private with the student.

2. The faculty member will complete the Academic Dishonesty Form.

   a. If the student pleads guilty, then the faculty member imposes the appropriate sanction and sends the Academic Dishonesty Form to the Vice President for Learning and Student Success/Provost. Multiple fractions of academic dishonesty will result in further action as outlined under “Sanctions for Academic Dishonesty.”

   b. If the student contests the charge, then the form will be sent to the division director. The student will follow the procedure for grade appeal as published in the CCBC Student Handbook beginning at the division director level.

   c. If the dishonesty charge is upheld at any level of the appeal procedure, the form will be sent to the Vice President for Learning and Student Success/Provost at that point.

   d. If the dishonesty charge is overturned at any level of the appeal procedure, the form will be destroyed.
B. Sanctions for Academic Dishonesty:
1. A student who cheats on written work will receive a zero for that test or assignment. The instructor may use his or her discretion if the student appears ignorant of plagiarism issues.

2. If a student is caught cheating twice in the same course, the student will receive an F for the course regardless of the student's attempt to drop the course.

3. If a student is found to be cheating in more than one course, the student will be placed on probation for one semester.

4. If, after a student is placed on probation for cheating, he/she repeats the behavior, the Vice President for Learning and Student Success/Provost will receive a recommendation that the student be suspended or dismissed for the following semester. If the student is suspended, he/she will be automatically placed on probation for one semester upon return to the College.

5. Any academic dishonesty infraction which also involves violation of the campus disciplinary policy will be handled through the regular College discipline system. Examples include stealing tests, selling stolen term papers, or intimidating others into revealing answers during the tests. When an instructor or proctor deals with a case of academic dishonesty, he/she will document this on a form which will be sent to the Vice President of Learning and Student Success/Provost. Copies of this form will be disseminated to the instructor, the student, and the Student Records Office. In this way, the number of dishonesty infractions can be tracked.

Procedure for Handling In-Class Disruptions
When a faculty member determines a class is disrupted to the point instruction cannot occur, the procedure explained below will be followed:

1. If the problem is ongoing or can be foreseen, the student will be provided with a student handbook or a copy of the pages from the handbook that addresses discipline.

2. If the student or students continues to be disruptive, the student or students will be asked to leave the class.

3. If the student or students refuse to leave the class, security will be contacted to escort the student or students from the class.
4. If the student or students is requested to leave or is escorted by security out of class, the student must make an appointment and meet with the Vice President for Learning and Student Success/Provost before attending the class again.

**Procedure for Handling Faculty/Student Disputes**

The accepted procedure for settling any disagreements at the College always begins at the immediate or lowest level. This pertains to disputes between faculty and students as well. Students must address their concerns directly to the faculty member involved. College administrators will not enter into any discussion with students on such disputes until they can ascertain neither faculty nor student believe they can settle the matter between themselves.

If faculty and student do not arrive at an agreement, then the student should describe the dispute in writing and forward (preferably by email) to the appropriate division director. The division director functions to ensure no College policy has been violated and grades were accurately computed. Division directors can recommend a grade be changed, but they do not change grades.

**Buckley Amendment—Family Educational Rights & Privacy Act of 1974**

The College informs students annually of the Family Educational Rights and Privacy Act of 1974. This act protects the privacy of education records. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the College to comply with the act.

Local policy explains in detail the procedures to be used by the College for compliance with the provisions of the Act. Copies of the policy can be obtained in the Student Records Office (Student Services Center) during regular business hours.

Questions concerning FERPA may be redirected to the Student Records Office.

The College designates the following student information as public information. Such information may be disclosed by the College for any purpose.
Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure of information listed above, a written request must be received by the Student Records Office. This request must be made each term the student is enrolled. Forms requesting the withholding of information are available in the Student Records Office. The College assumes that failure on the part of any student to specifically request the withholding of categories of information indicates approval for disclosure.

Photo/Video Release Agreement
Community College of Beaver County uses photographic, video and/or digital images of students on College property and at College events, as well as quotes provided by students, in publications, advertisements, promotional materials and audiovisual productions associated with marketing and/or student recruiting.

Currently enrolled students may request not to be photographed or videotaped by sending written notification to the Marketing and Public Relations Department each semester.

Community College of Beaver County assumes that failure to request in writing not to be photographed or videotaped demonstrates approval for the College to use images in its marketing and/or student recruitment materials.

Computer and Electronic Mail Usage
All computers, computer files and disks, and electronic mail provided by the College in its offices or elsewhere and material contained within them are College property. Students will be permitted to use College computers, and electronic mail only for class purposes or other College-approved uses. Students will be required to use their CCBC email in all email correspondence with the College or their instructor.
Computer and electronic messages may be viewed by third parties and/or other people within the College. Students should consider before sending computer and electronic messages that such messages can be printed, saved, and forwarded to others. External mail messages and external computer bulletin board postings contain a College address and thus should be used solely for communications which are sent by a student on behalf of the College.

**Network Passwords**

Login passwords and encryption systems are designed to give students access to all or part of the College’s computer and electronic systems; they are not designed to guarantee the confidentiality of any message or document nor should a student have an expectation of privacy except as may be appropriate for legitimate privileged communication relating to College business. Login passwords are personal to students and are not transferable to any other person or entity. Students shall not obtain passwords without College authorization nor improperly gain access to material or files which would otherwise be inaccessible by means of passwords or other means. By use of passwords, encryption or other means, students shall not deter or prevent appropriate College officials from accessing any information contained on College property.

CCBC information technologies, network and email login passwords expire every 365 days on the anniversary of issuance. The result of an expired password is no access to CCBC network services and email. Resetting the password prior to expiration is a user responsibility. Users are encouraged to enroll in the Password Reset Portal found at password.ccbc.edu. With the password reset portal users can reset their passwords and locked out accounts, but users must first enroll in the portal before they can use the service. If a user is having trouble with their account they should contact the IT helpdesk via email at helpdesk@ccbc.edu or voicemail at 724-480-3399 and request assistance.

**Student Accounts**

Although electronic mail may be individually deleted or erased by a student from a particular computer, such messages may remain stored in the College’s computer system. The College retains the right to access, copy, print, delete and disclose such electronic messages for as long as the information may be obtained from any source, even after a student has deleted or erased it. The College reserves the rights to establish, implement, and modify as it deems appropriate electronic mail retention and destruction policies. The IT Department does not support or offer assistance for lost messages or
assignments sent from off campus email accounts.

The College at all times retains the right to monitor, access, search, view, copy, print, delete and disclose with no prior notice and in its sole discretion all directories, indices, diskettes, files, databases, bulletin boards, electronic mail messages, and any other electronic transmissions contained in or used in conjunction with the College’s computer, electronic mail systems and equipment. Such procedures will be performed only by authorized College officials designated by the College President.

Computer Usage
Using College computer to harass others or to create or send otherwise offensive messages or material is a violation of College policy. The use of the Internet and commercial online services while in class and/or in the lab or library must be limited to class purposes and other College-approved communications. Unauthorized use including, but not limited to, access to and/or use of pornographic websites, gaming on the Internet, and posting inappropriate remarks online is a violation and is prohibited. Violators shall be subject to disciplinary action up to and including expulsion. User, should be aware the College monitors use of its data communications network and the load of applications on the network. Therefore, the College can detect violations and cancel services at any time.

If a student’s employment by the College is terminated for any reason, he/she must deliver to the College all passwords to access all documents, floppy discs, computer, electronic systems, and all College computer equipment and software.

Prohibiting Tobacco Use on Campus
At CCBC, we want our campus and facilities to provide a healthy, comfortable and productive environment for students, employees and the general public.

Since the use of tobacco and tobacco products poses a significant health risk, College policy states smoking or other use of tobacco products is prohibited on the grounds or within buildings under control of the College. This includes: campus facilities, centers and/or sites owned and/or operated by the College and also applies to college-owned or college-operated vehicles.
Grievances Concerning Alleged Sex Discrimination
A. Federal law requires colleges adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints alleging sex discrimination.

B. The Student Grievance Procedure may be applied to those cases for those students who feel they have been discriminated against on the basis of their sex. The procedure is broad enough to include informal as well as written formal complaints to the Student Grievance Committee.

C. The Hearing Board has the responsibility to make recommendations of this type of grievance through the Vice President for Learning and Student Success/Provost to the College president.

Sexual Harassment
Community College of Beaver County is committed to the maintenance of a working and academic environment free from sexual harassment. Sexual harassment is a form of sex discrimination that violates federal, state and local laws. CCBC will not tolerate any behavior by an employee or student which constitutes sexual harassment.

A. Sexual harassment is defined as any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission of such conduct is an explicit or implicit condition of employment or academic success;

2. Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or

3. Such conduct has the purpose or effect of
   a. Unreasonably interfering with an individual's work or academic performance; or
   b. Creating an intimidating, hostile or offensive work or academic environment.

B. Examples of what constitutes sexual harassment include, but are not limited, to the following:

1. General sexist remarks/jokes or behavior;
2. Continued or repeated verbal abuse of a sexual nature;

3. Repeated and offensive uninvited sexual flirtations, advances, propositions, or requests for dates;
4. Graphic verbal commentaries about an individual's body;

5. Sexually degrading words used to describe an individual;

6. Solicitation of sexual activity or other sex-linked behavior by promise of reward;

7. Coercion of sexual activity by threat or punishment;

8. Sexual assault or physical touching of a sexual nature; and

9. Display in the workplace or academic environment of sexually suggestive objects or pictures.

C. Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them.

D. Sexual harassment is a serious matter. A charge of sexual harassment is not to be taken lightly by a complainant, respondent, or any other member of the College community. Violators of this policy will be subjected to disciplinary action, including, but not limited to, reprimand, suspension, termination of employment, or expulsion from the College.

E. Students who have an inquiry or complaint of sexual harassment should contact the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost. All inquiries will be kept strictly confidential.

**Civility**

As stated in its policy on intellectual discourse and freedom of speech, the Board of Trustees affirms its commitment to the principles of free speech guaranteed by the Constitution of the United States. At the same time, the Board believes intellectual discourse and free speech must occur in a civil environment free from harassment, intimidation, and violence. The Board expects all individuals associated with the College shall treat all other
individuals associated with the College with respect and dignity.

A violation of this policy occurs when any individual or group of individuals, regardless of status as a member of the community, student, administrator, support staff, or faculty, engages in any of the following behaviors:

1. Harassment of an individual or a group of individuals on the basis of race, ethnicity, gender, age, sexual orientation, national origin, citizenship, disability or religion;

2. Physical harassment or assault with the effect of causing apprehension or fear in another or of creating a hostile environment;

3. Verbal harassment with the effect of causing apprehension or fear in another or of creating a hostile environment. Verbal harassment shall include, but not be limited to:
   - Use of foul, abusive or demeaning language, either written or verbal;
   - Use of obscene gestures directed toward another, either as a group or individual;
   - Initiating and/or participating in false or malicious rumors about any member of the community;
   - Deliberately filing a false and/or malicious complaint under this or other College policies.

4. Knowingly or recklessly interfering with any member of the community in the normal performance of her/his assigned duties;

5. Engaging in any activity intended to interfere with or retaliate against an individual who has filed a complaint under this or another College policy;

6. Other behaviors that have the purpose or effect of interfering with an individual's educational or work performance or creating an intimidating, hostile, or offensive environment.

To ensure compliance with the intent of this policy, the Board directs the College President to develop and publish appropriate procedures for reporting and addressing alleged violations of this policy.
Ethnic Intimidation

Community College of Beaver County is committed to the maintenance of a working and academic environment free from racial intimidation and harassment. CCBC will not tolerate any activity or behavior by a member of the College community which is racially motivated, and condemns all acts of racial intimidation and/or harassment. In essence, racial intolerance is not welcomed at CCBC.

Pennsylvania’s Ethnic Intimidation Law makes certain crimes subject to more severe penalties when motivated by “malicious intention toward the actual or perceived race, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity of another individual or group of individuals.” In summary, these crimes include, but are not limited to, crimes against persons, such as harassment, terroristic threats, and assault; and crimes against property such as criminal trespass, criminal mischief and arson.

CCBC condemns all racially motivated incidents and will promptly investigate all race-related incidents. Violators will be subjected to disciplinary action including, but not limited to, reprimand, suspension, termination of employment, or expulsion from the College. Additionally, any racially motivated activities which may be in violation of federal, state, or local laws will be forwarded to appropriate authorities, and CCBC will cooperate with law enforcement investigations.

Students who have an inquiry or complaint of racial harassment or intimidation should contact the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366 or the Vice President for Learning and Student Success/Provost. Employees who have an inquiry or complaint of racial harassment or intimidation should contact the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3366.

Currently enrolled students may withhold disclosure of any category of information under FERPA. To withhold disclosure of information listed above, a written request must be received by the Student Records Office. This request must be made each term the student is enrolled. Forms requesting the withholding of information are available in the Student Records Office. The College assumes failure on the part of any student to
specifically request the withholding of categories of information indicates approval for disclosure.

ACADEMIC INFORMATION

Class Registration
Proper registration is very important to reserve a place in class. Registration is not official until the following steps are completed:

1. New students must register on campus. Returning students can register on campus or via MyCCBC. The Counseling Office is available for students who need assistance with course selection. All new full-time students are required to meet with a counselor.

2. On-campus registration forms must be processed at the Information and Registration Center. New students must verify their permanent address at this time.

3. Every full-time or part-time student who enrolls in a credit program and who places into two or more developmental courses must enroll in a three-credit College Success Strategies course in his/her first semester. All other students are required to enroll tuition free in the one-credit First Year Seminar course in his/her first semester. Transfer and non-degree seeking students should see a counselor for possible exemptions from First Year Seminar.

4. All tuition and fees must be made at the Cashier’s Office according to the published due date for each session. Students are not officially registered until all necessary payments are made. The Cashier’s Office is located in the Student Services Center and is open Monday through Friday from 8 a.m. to 4:30 p.m.

Refund Policy
Students withdrawing are eligible for tuition refunds as follows:

- 100% refund prior to completion of 20% of the total number of weeks designated for the semester session.
- No refund after completion of 20% of the weeks designated for the semester session.
- 100% refund if class is canceled by the College.

Please refer to the Academic Calendar on the college website for specific completion dates for tuition refund, http://www.ccbc.edu/tuitionrefund.
Adding or Dropping Courses
Time limitations on adding or dropping courses may be found in the academic calendar at the front of the Handbook. To add or drop a course, students must complete the change of schedule (add/drop) form and secure approval from a counselor. No grade is reported for any course dropped during the time periods indicated in the Handbook. Changes in registration during the drop/add period take up to two business days.

Withdrawals from Courses
After the drop/add period concludes, students asking for removal from a course must submit a withdrawal request to their instructor. Students who withdraw from a course or courses receive a "W" on their transcript. The "W" indicates an administrative action, not a grade. Since it is not a grade, students who request and receive a "W" cannot afterward request it be changed to a grade. Likewise, if a student fails to submit the withdrawal request and a grade is officially recorded for the course, the grade cannot be changed to a "W." Grades are officially recorded approximately 48 hours after the last day of the semester.

Voluntary Withdrawal
A student who wishes to withdraw in good standing must complete and submit a change of schedule (add/drop) form to the Information and Registration Center. Students may withdraw from one or more courses or from the College at any point through the first eight weeks of class during a regular 15 week semester. For sessions of less than 14 weeks, the deadline is prorated and published separately as part of the calendar for the session.

Beginning with the ninth week of class and extending through the twelfth week of class, a student may withdraw only with written permission of each instructor. The student must obtain a change of schedule (add/drop) form from the Information and Registration Center, complete the required information, obtain the instructor's signature, and return the form to the Information and Registration Center.

<table>
<thead>
<tr>
<th>Withdrawal (weeks)</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>No academic penalty</td>
</tr>
<tr>
<td>4-8</td>
<td>W</td>
</tr>
<tr>
<td>9-12</td>
<td>W – with permission of instructor</td>
</tr>
</tbody>
</table>

Students who stop attending a class without completing the proper withdrawal process receive a final grade of F for the semester.
Involuntary Withdrawal

The College reserves the right to cancel the registration of any student at any time for just cause, whether academic, disciplinary, or financial. The withdrawal action is initiated by the appropriate department through preparing a withdrawal request, attaching supporting documentation and forwarding the request to the Vice President for Learning and Student Success/Provost for review and action as appropriate. The Vice President for Learning and Student Success/Provost forwards approved requests to the Director of Enrollment Services for processing, and the Director of Enrollment Services notifies the student, in writing, of the withdrawal action. The Director of Enrollment Services also advises appropriate faculty of the action withdrawing the student. Students involuntarily withdrawn are not eligible for a refund of tuition and fees unless it is within the first three weeks of class.

Faculty of the College may withdraw students enrolled in their class under two sets of circumstances during the course of the semester. The first case occurs in conjunction with the process of roster certification. If a faculty member finds a student listed on her/his roster of officially enrolled students and the student has not attended at least one class session during the certification period, the faculty member must indicate the student’s failure to attend to the Director of Enrollment Services.

Upon receipt of this notification, the Director of Enrollment Services withdraws the student from the indicated class. The student’s registration record is reduced by the credit hour value of the course from which he/she is being dropped, and financial assistance awards will be adjusted accordingly. The record of enrollment in the course does not appear on the student’s transcript, and the credit hour value of the course is not used in calculating satisfactory academic performance.

Following the roster certification period, faculty may initiate a withdrawal for any student identified by a faculty member as not pursuing the objectives of the course. To utilize this withdrawal option, the faculty member must have defined in the course syllabus distributed to students at the beginning of classes the criteria that is used in measuring progress toward achievement of the course objectives. These requirements may include statements defining the expectations for attendance, tests to be taken, reports to be submitted, projects to be completed, presentation to be made, and other activities required for the student to complete the course.
When, on the basis of a combination of these benchmarks, the faculty member determines a student has ceased to pursue the objectives of the course, he/she may initiate a withdrawal of the student by notification to the Director of Enrollment Services. The decision to withdraw the student must be based on a combination of the benchmarks taken collectively rather than failure to achieve any one benchmark. Students who continue to pursue the objective of the course and who are not successfully achieving the requirements established through the benchmarks may not be withdrawn using this procedure. Withdrawals under this procedure must occur prior to the end of the twelfth week of the regular semester.

Upon receipt of notification of a withdrawal from a faculty member, the Director of Enrollment Services processes the withdrawal and notifies the student of the action taken. For administrative tracking purposes, the grade of "WF", noting withdrawn by faculty, is entered into the student records system. A final grade of "W" appears on the student's transcript and is used as defined in the College's grading procedures in determining satisfactory academic progress by the student.

Following notification to the student, the student may request a reinstatement by the faculty member. The appeal must be initiated within 10 days from the date the withdrawal was processed by the Director of Enrollment Services. The student must make a direct appeal to the faculty member initiating the withdrawal action, and the faculty member makes the determination as to whether the student can complete the required work and can therefore be reinstated. Where the appeal is accepted, the faculty member must issue a reinstatement notification to the Director of Enrollment Services. If the appeal is denied by the faculty member, the student may appeal further following the guidelines established in the College's grade appeal process.

**Repeating a Course**

Students are permitted to repeat a course; however, the last grade issued is the only grade included in the student's cumulative quality point average.

**Closed Courses**

Students are allowed into closed courses only when denial of entrance postpones graduation. Any other petition for entrance into a closed class must be emailed to the division director. The division director reserves the right to deny any petition for entry other than the delay of graduation. Documentation may be required from the student if work or other
extenuation conditions are presented as reasons for entrance into the closed class.

**Change of Program or Major**
A student desiring to change his/her major should:

1. Discuss the matter with a counselor.

2. File a Change of Major form, has been approved by a counselor, with the Information and Registration Center. Failure to submit the Change of Major form may result in delay of graduation.

**Academic Policies**
The Community College of Beaver County Academic Policies can be found in the College Catalog on our website.

**Attendance**
The College operates under the general principle that class attendance is necessary and that students are expected to attend all classes. Students should be aware unexcused and/or excessive absences may affect final evaluation. Students are responsible to make up any missed work as allowed by faculty.

Individual professors have different absentee policies. Students should read each course syllabus carefully to discern specific absentee policies.

If students are unable to attend class, they should notify the instructor at the number or email address provided. Students must notify faculty directly and not contact division secretaries except for an emergency.

**College-Sanctioned Absences**
Students at the Community College of Beaver County may be involved in a variety of activities (awards ceremonies, scholastic, and athletic competitions, etc.) which are College sanctioned and may require their absence from class.

These students must inform their instructors of these absences prior to their occurrences and will furnish documentation when requested.

At the same time, faculty must accept the absences as College sanctioned and allow students to make up missed work.
Channels of Academic Communication

Full-time and part-time faculty have mailboxes in the Student Services Center. All faculty also have phone extensions and email provided through the College. Email is the preferred method for communication with instructors. Faculty telephone extensions and email addresses should be found on their syllabi. If that is not the case, students should ask the faculty member for direct contact information. If students are unable to contact the faculty member by any other means, the College operator should be contacted to request the phone extension or email address of the faculty member. If the faculty member does respond within three working days, students should then email the appropriate division secretary.

Academic Technologies

Blackboard
blackboard.ccbc.edu

All courses are available on the CCBC Course Management System, Blackboard. For distance education, online and hybrid courses, Blackboard is the virtual learning environment used for the exchange of information and course material.

Students who register for online courses are required to have access to a personal computer with Internet access, Microsoft Office Word, and Microsoft Internet Explorer 6 or above. CCBC has computers available for student use in the library during hours of operation and computer labs during tutoring hours.

Course content or communication issues should be addressed with the course instructor. Technical support for online course issues can be accessed by email at bbsupport@ccbc.edu or by phone at 724-480-3399. All students are encouraged to access Blackboard regularly for academic and campus life information. Check Blackboard Announcements for updates and changes in class information including campus wide and individual cancellations.

MyCCBC
my.ccbc.edu

As a way to provide self-service options to our students, CCBC offers access to “MyCCBC,” an Internet- based student information system.

Enrolled students can access online class scheduling and bill payment, financial aid, grading, and other important College activities and announcements, through MyCCBC.
The username and password for MyCCBC is the same username and password used to access Blackboard and CCBC email. Students who forget their username or password should contact the IT helpdesk at 724-480-3399.

*Here are some other helpful hints:*

**View Account History**
Students can view current tuition and fees statement as well as account history by selecting “Your Finances.” Questions regarding tuition and fees statements should be directed to the Cashier’s Office.

**Look up Course Information**
Courses offered in the current term as well as terms available in the next registration period are viewable through the course search feature. The course search can also be used to view courses available on selected days and times as well as within a selected department.

**Add or Drop Courses**
1. Click on “Your Schedule.”
   - Look for the add/drop courses link
   - Enter any/all of the information: department, division, time and days.

2. Review list of courses and select the “add” link under the action column.
   - Click once. “Class successfully added” appears to confirm the addition.

3. To drop a class, click on “Your Schedule” and under the action column, select the “drop” link.

**View Class Schedule**
Students can view their current class schedule by selecting “Your Schedule.” Returning students can also view their previous schedules here.

**View Academic History**
Click on “Your Grades” to see all classes attempted at CCBC as well as any transfer courses. QPA is also displayed here.

**Look at Personal Information**
Students can view their personal information by selecting “Personal Info” (near login information). If any of this information is inaccurate, contact the Information and Registration Center.
Web Access Outlook Email
webmail.ccbc.edu

Student email accounts are created for all full-time and part-time students registered for credit classes. Student accounts provide network access, access to the College's wireless network, use of a College email account with 100MB of storage, and the use of printing services. Student accounts and their associated email mailboxes are automatically created when a student first applies to CCBC. Immediately after census date, accounts for students who are not currently registered at CCBC are disabled and the mailboxes are deleted. Should a student reenroll at CCBC, the account will be enabled and a new email mailbox will be created.

Community College Survey of Student Engagement
In the spring of 2009, as part of our Achieving the Dream Initiative, Community College of Beaver County had an opportunity to participate in a national survey focusing on teaching, learning, and retention in technical and community colleges. The instrument used is the Community College Survey of Student Engagement (CCSSE), developed through the Community College Leadership Program at The University of Texas at Austin.

Research shows students who read and write more, and who interact in positive ways with their teachers and peers, gain more in terms of essential skills and competencies. Identifying what our students do in and out of the classroom, knowing their goals, and understanding their external responsibilities can help us create an environment that can enhance student learning, development, and retention.

The survey is administered in classes randomly selected by CCSSE to ensure a representative sample and to preserve the integrity of the survey results. Instructors whose classes are selected for survey administration receive specific information from the appropriate administrator.

Community College of Beaver County is intent on being a leader in education, and this survey can assist us in identifying where we are and what further action may be helpful in our continuing work to support and strengthen teaching and learning. Students' cooperation and participation in this national survey enhances our educational programs and services.

Graduation
Each student has the responsibility to satisfy all graduation requirements. Students should review program requirements with academic advisors/counselors.
The following requirements must be met by students planning to graduate:

1. Compete all basic academic requirements, curriculum requirements, and any other requirement specified for the major, degree, diploma, or certificate program for which the student is applying. These requirements must be completed no later than 30 calendar days from the end of the term in which the application for graduation is submitted.

2. Complete the Graduation Portfolio, if applicable.

3. Successfully complete College Success Strategies or First Year Seminar, as applicable.

4. Attain a final, cumulative quality point average of 2.00 or better for all work applied toward graduation.

5. Satisfy all conditions for a complete and accurate student file with the Student Records Office.

6. File an application for graduation with the Student Records Office by the following deadline dates:

   - August 1 for August graduation
   - December 1 for December graduation
   - March 1 for May graduation

   **Note:** Applicants who do not satisfy requirements/obligations are notified by the Director of Enrollment Services.

7. Meet all financial obligations owed to the College, including library or parking fines.

**CAMPUS SAFETY**

**Campus Closings – Extreme Conditions**

The safety of all employees and students as well as the ability to operate the College is taken into consideration during extreme weather conditions. The following applies to all College students and employees.

**Normal Hours of Operation**

Unless otherwise noted, the College's normal hours of operation are as follows:

7 a.m. to 10 p.m.
Information and Registration Center
8:00 a.m. to 7 p.m. – Monday through Thursday
8:00 a.m. to 4:30 p.m. – Friday

Counseling Office
8:00 a.m. to 7:30 p.m. – Monday through Thursday
8:00 a.m. to 4:30 p.m. – Friday

Library
7:30 a.m. to 8 p.m. – Monday through Thursday
7:30 a.m. to 4 p.m. – Friday
Closed – Saturday & Sunday

Definitions – Closings and Cancellations
Campus Closed
The College is officially closed only by authorization of the College President (or designated representative).

Classes Cancelled
Class cancellations are be based upon logical divisions between morning, afternoon, and evening classes. Used only for extreme weather purposes, morning classes begin before noon; afternoon classes begin after noon; and evening classes begin after 5 p.m. Classes in session during these divisions continue as scheduled.

Communication
Since weather conditions are unpredictable, the College President (or designated representative) is the only individual authorized to cancel classes and will strive to reach a decision on the College’s status by the following times:

5 a.m. for morning classes and all day cancellations
10 a.m. for afternoon classes
3 p.m. for evening classes

Emergency Alerts
Connect5
This is our opt-in Emergency Notification system. Your network login does NOT work here so you will have to create your own login account, including username, in order to receive text messages, voicemails and/or emails in the case of cancellations or delays due to weather or other emergency
Register at alerts.ccbc.edu:
1. Create your account by providing your name, email address and choosing a password.
2. You will receive an email with a link to activate your account.
3. Follow the link to set-up the email accounts and phone numbers* where you want alerts sent.
4. You may register up to ten email addresses and ten SMS (text messaging) devices.
*Text messaging charges may apply, depending upon subscriber’s carrier.

Web, Radio, and Television
Emergency and weather-related announcements are also recorded on the College's answering machine and posted on the College's website (www.ccbc.edu), web portal (MyCCBC), and social media sites. The College also notifies appropriate media outlets as identified below. However, employees and students of the College should call the College's main phone number or check the College website for specific information on the College's status.

Radio
WBVP 1230 AM/WMBA 1460 AM
KQV 1410 AM
WJPA (Washington County Center only)

Campus Communication
Social Media @ CCBC
Facebook
Join us on Facebook and get answers to those questions you have but don't know who to ask!
Our students, faculty and staff are here to help you.
facebook.com/CCBCedu

Twitter
We're here to help you get on your road to your future so follow us.
twitter.com/CCBCedu

Blog
Subscribe to our new blog to find out what’s happening on campus and hear stories for students and staff about life at CCBC.
http://ccbc.edu.wordpress.com
Fire Regulations
Fire regulations and fire extinguishers are accessible at several areas in all buildings on campus. Students should become familiar with the regulations for each of the buildings they occupy during the course of the year.

Nuclear Alert
In case of nuclear alert originating from the Shippingport Nuclear Power Plant, the standard alert signal is sounded over the siren system that has been installed within a ten-mile radius of the plant. The emergency alert siren is a steady three-minute signal. In the event of such an emergency, the following procedure must be adhered to, in accordance with the county-wide policy:

1. All students exit their respective buildings through the closest exit and proceed to their means of transportation. Please cooperate in providing transportation to those students in need.

2. Follow the traffic flow as directed by the traffic police in leaving the College campus and proceed to Brodhead Road. Everyone must turn left on Brodhead Road (no right turn will be permitted because of traffic flow) and follow all traffic to Route 376.

3. Follow Route 376 toward Pittsburgh.

4. Take I-79 South to Washington County and meet at Arden Downs Race Track at the Washington County Fairgrounds.

The purpose of the above procedure is to evacuate the immediate danger area as soon as possible. The route discussed is the shortest and fastest possible way to achieve the evacuation. Everyone’s cooperation in following the traffic flow from the College toward Pittsburgh is of utmost importance.

Medical Services
Community College of Beaver County assumes no responsibility for medical treatment of its students. However, the College has made arrangements for local ambulance service in the case of serious accident or illness. In case of an emergency, contact security at 724-480-3453.

First Aid Kits are available in the following locations:
Student Services Center
Information Registration Center, Upper Level
Conference Room, Lower Level

Community Education Center
Wing 200

Visual & Fine Arts Center
Adjunct Faculty Offices, Lower Level

Science & Technology Center
Room 102, Upper Level
Room G10, Lower Level

Health Sciences Center
Nursing Office, Upper Level
Athletics & Events Center
Athletics Office

Learning Resources Center
Circulation Desk, Upper Level
Custodian's Room, Lower Level

AED Machine
The automated external defibrillator (AED) is used to treat sudden cardiac arrest. An AED is currently located in all buildings.

COLLEGE DEPARTMENTS
Academic Support Services
Tutor Center
The Tutor Center provides one-to-one and group tutorial assistance for students in a variety of subject areas. Students can also learn strategies for academic success, such as note taking, test taking, time organization, and study techniques. Additional assistance is available for students with limited English proficiency. The Tutor Center is located in the upper level of the Learning Resources Center. Tutoring schedules vary by semester and are available in the library, Titan Talk student newsletter, and the College's website.

ACT 101
The Act 101 Program provides eligible students with free academic and personal support to assist and encourage them to achieve their goals. All
Act 101 students receive a year-long package of services from the Act 101 staff, including personalized tutorial assistance and mentoring. The Act 101 student academic monitoring system provides continuous contact with each Act 101 student so problems causing withdrawal from the College can be discovered and resolved at an early stage.

To be eligible for Act 101 program services, students must be full-time residents of Pennsylvania and must meet certain economic and academic criteria. Student eligibility is determined after completing the College placement test. Students scoring below the College cut-off levels in any of the four subjects (reading, English, basic math, and elementary algebra), and meeting certain economic eligibility qualify to participate in the program. For further information, call 724-480-3414.

Barnes & Noble College Bookstore

Barnes & Noble College Bookstore sells textbooks, school supplies, laptops, backpacks and other items related to student studies. In addition, the bookstore also carries reference materials, study aids, gift cards, candy, and CCBC attire and giftware. Textbooks are available in many formats including new, used, digital and rentable. Visit the website to get more information about which formats are available for specific books. CCBC textbooks and merchandise are also available online at www.ccbc.bncollege.com.

The bookstore buys back books from students all year round; however, the best time to sell back is during finals. A student photo ID card is required to sell books. Students are paid up to 50% of the selling price if the professor has told the bookstore they are using the same textbook for the following term, the book is in re-saleable condition, and still required more to meet demand. If this is not the case, the latest national pricing is given. Students receive a full refund on textbooks if books are returned within the first week of class in the original form or payment with a receipt. With a proof of schedule change, a full refund is given in the original form of payment with a receipt during the first 30 days of classes. No refunds are given on textbooks without a receipt. All textbooks must be in their original condition to obtain a refund. For general merchandise, students receive a full refund in the original form of payment with a receipt for items returned within 30 days of original purchase. Without a receipt, a merchandise credit is issued at the current selling price. Cash back on merchandise credits does not exceed $5. All merchandise must be in original condition.

The bookstore’s regular store hours are Monday through Thursday from
9 a.m. to 6 p.m. and Friday from 9 a.m. to 1 p.m. The summer hours are Monday through Thursday from 9 a.m. to 4:30 p.m. and Friday from 9 a.m. to 1 p.m. Hours are also extended during the first week of classes. Please contact the bookstore at 724-480-3455 or view the special back to school hours online.

Accepted forms of payment are Visa, MasterCard, American Express, Discover, Barnes & Noble gift cards, checks (with a valid driver's license) and cash. Student financial aid is accepted for four weeks at the beginning of the fall and spring terms and for a limited time in the summer. Please check with the bookstore for dates of availability.

Career Services Center
The Career Services Center, located on the upper level of the Student Services Center, assists all registered students and alumni with career planning and all aspects of conducting a successful job search. The staff assists students by helping them to develop strategies in order to obtain employment. Services offered by the center include assistance with job search skills, resume writing, business etiquette, and interview techniques. Resources include computer software, books, periodicals, and specialty websites. These materials are available to conduct research, explore career options, obtain occupational descriptions, find job openings, and prepare for interviews.

Office hours are Monday through Friday from 8 a.m. to 4:30 p.m. Contact the office by phone at 724-480-3413 or via email at career.services@ccbc.edu.

Cashier's Office
General
1. Payments can be made by cash, check, money order, or credit/debit cards.

2. Payments can be made:
   • In person at the Cashier's Office, Monday through Friday from 8 a.m. to 4:30 p.m.
   • By mail to the following address: CCBC, Attn: Cashier’s Office, One Campus Drive Monaca, PA 15061
   • Online at my.ccbc.edu under the “Your Finances” tab

3. A tuition statement is available at the time of registration either at the
Information and Registration Center or the Cashier’s Office. After registering, students should obtain a copy of their tuition and fees statement at the Cashier’s Office. As a courtesy to our students, statements are also mailed two weeks prior to the tuition due date. Student account information is also available online through MyCCBC.

4. Questions regarding tuition and fee charges should be directed to the Cashier’s Office.

Refund of Charges for Dropped Classes
1. Fall/Spring Sessions: Classes dropped during the first three weeks – 100% refund; Classes dropped after the third week – No refund.

2. Summer sessions: Due to the shorter summer sessions, the refund period is different for each session. Please check the online academic calendar (www.ccbc.edu/academiccalendar) for specific dates.

3. Not attending classes or not receiving expected financial aid does not drop a student from his/her classes. A change of schedule (drop/add) form must be completed at the Counseling Office. The College holds students responsible for paying the tuition of any registered course.

4. Once a semester has started, refunds are mailed to students usually two weeks after the course was dropped.

Counseling
The Counseling Office provides academic, career, transfer, and short-term personal (relative to academic progress) counseling services for both day and evening students. Counselors share the academic advising function of course registration. Counselors meet with incoming first semester students to interpret placement test scores and identify appropriate course selections for their academic and vocational goals. Full-time faculty also provide academic advising for course selection and areas related to their expertise. Students may find faculty advisor contact information by logging in to MyCCBC and selecting “Your Grades.”

Counseling services are provided Monday through Friday from 8 a.m. to 4:30 p.m. An evening counselor is available Monday through Thursday from 4:30 to 7 p.m.
Financial Aid

The purpose of financial aid is to assist students when the economic circumstances of the family limit their ability to contribute toward educational costs.

Students attending the College have several types of financial aid available to them. Generally speaking, the student must be degree seeking, enrolled (attending classes), show evidence of financial need, show ability to benefit from the education or training offered, and make academic progress. Grant and loan funds are available to all students who meet the guidelines established by state and federal agencies. Application information and filing requirements are available in the Financial Aid Office, which is located in the Student Services Center, and online at www.ccbc.edu/financialaid.

Disbursement of Aid

Grant and loan money is disbursed on a semester basis and is applied directly to tuition and fees. If aid is less than the amount due, students must pay the amount not covered by financial aid. If aid for the semester exceeds the total cost of tuition and fees, students may use the remaining balance to purchase their books in the College's bookstore one week prior to the beginning of the fall or spring semester. If aid exceeds the total cost of tuition, fees and books, students receive a disbursement for the remaining balance. Disbursement checks are mailed no earlier than the fifth week of each semester.

Academic Progress Related to Student Aid

CCBC is required by federal regulations to establish and maintain a standard for academic progress for a student who receives Title IV funds. Programs include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Direct loan, and Direct PLUS. In addition, CCBC does not certify alternative loans for students who are not making academic progress.

A student's permanent academic record is reviewed after each semester of enrollment to determine academic progress. A student must successfully complete a minimum of 75% of all credits attempted. Withdrawal (W), Incomplete (I), and Failure (F) are considered attempted credits for financial aid purposes.

If withdrawal from a class (or classes) does not bring the student below full-time status, the withdrawal(s) is not calculated into credits attempted or the Quality Point Average (QPA).

Students who withdraw from a class (or classes) or change their status after
receiving aid during any two semesters are considered as lacking satisfactory academic progress.

Federal Work Study
Through the Federal Work Study Program, a student may qualify for part-time employment at the College and be paid up to $7.25 per hour. To be eligible, the individual must be enrolled as a degree-seeking student, show financial need, and be willing to assume the responsibility of employment. Applications for work study can be found online at www.ccbc.edu/financialaid.

Human Resource Development Department
The Human Resource Development Department is responsible for directing and coordinating the equal opportunity and affirmative action programs for CCBC. The Human Resource Development Department serves as a liaison between CCBC and the various federal and state agencies that make, interpret, and enforce laws pertaining to equal education and employment opportunities for all qualified individuals regardless of race, color, sex, religion, ancestry, national origin, age, disability or other legally protected classification.

The duties of the Human Resource Development Department include, but are not limited to: (1) resolving complaints involving alleged discrimination, including sexual harassment; (2) monitoring CCBC's procedures to ensure CCBC is in compliance with federal, state and local discrimination laws and regulations; (3) ensuring CCBC administrators and supervisors are informed of recent developments in areas of equal opportunity and affirmative action; and (4) preparing annual reports for various government agencies.

The Human Resource Development Department should be contacted for any questions regarding discriminatory practices. Contact the Vice President for Human Resource Development in the Administrative Services Center at 724-480-3366.

Information Technologies Department and the IT Helpdesk
Computing Services Offered
- Web Access Outlook Email – https://webmail.ccbc.edu
- Blackboard, Web-Based Learning Management System – http://blackboard.ccbc.edu
- CCBC On-Campus Network Access – Personal Login Required
- Helpdesk support during normal business hours – contact via email at
helpdesk@ccbc.edu or by calling 724-480-3399

Computing Services NOT Offered

- Helpdesk support for personally owned or off-campus computing equipment is not available. For example: hardware or software support, cleanup of viruses, spyware, ad-ware and/or Malware of any kind

- CCBC does not supply computing equipment for home use, personal use or to complete coursework.

What to do if login fails and CCBC computing services are not available:

- Close browser and try again.

- Check “Caps Lock” or “Num Lock.”

- Be sure to use a capital letter, lower case letters, and numbers in passwords for network login.

- After multiple failed login attempts, wait 30 minutes and try again.

- Check CCBC’s website for announcement of possible service interruptions.

- Contact the IT helpdesk to request assistance. Email helpdesk@ccbc.edu or call 724-480-3399.

Library

Located on the upper level of the Learning Resources Center, the library houses more than 40,000 titles including fiction, nonfiction, children’s literature, reference books, and audiovisual materials. B–VR–PAC, the library system online catalog, allows users to search the entire collection on site or remotely. In addition, a number of online databases are available on and off site for course related or personal research. A direct link to Access PA allows patrons to search libraries throughout the state for material not available locally. Patrons may also make use of interlibrary loan services to obtain such material.

The library has computers with Internet access and Microsoft 2010 software. Students may print up to 50 pages per day for free. Non CCBC students are charged 10 cents per page. A photocopy machine, TV/VCR/DVD units with headphones, and a microfilm reader/printer are also available.

Classrooms where librarians provide course-related group instruction on the
use of print and electronic resources are housed in the library. Individual assistance is also provided to help patrons and students navigate the library website and make good use of library resources. Reading rooms and large tables are available for study groups while study carrels are provided for individual use. Library hours are: Monday – Thursday, 7:30 a.m. – 8:00 p.m. and Friday 7:30 a.m. – 4:00 p.m.

Conduct
Although everyone is welcome at the CCBC library, the environment is for study. Patrons who display behavior that is inappropriate and disturbing to other patrons are asked to leave the library. The procedure for dealing with in-class disruptions is followed if the disruption continues. Spaces for group socializing and recreation are available at the Titan Café and lower level lounge in the Student Services Center.

Other Library Resources
- Reference services
- Research handouts
- Video and DVD players
- Headphones
- Audiocassette players
- Photocopy machines ($0.10 per page)
- Scanner
- Exterior book drop

Security
Security is located in the Student Services Center. Any emergency on campus should be reported immediately to the Security Office at 724-480-3453.

Campus Crime Bill Information
Compliance information for the Pennsylvania Act 73 Campus Crime Bill may be obtained in the Security Office in the Student Services Center. Questions regarding the Bill or compliance information should be directed to security.

The intent of the Act is to require all institutions of higher education in the Commonwealth of Pennsylvania to provide prospective students with information relating to crime statistics on the College campus.

Lost and Found
Community College of Beaver County is not responsible for lost or stolen articles. The College maintains an informal lost and found located at the Security office in the Student Services Center.
Supportive Services for Students with Disabilities

The Supportive Services Office, located in the upper level of the Learning Resources Center, arranges and provides services for students with disabilities, learning challenges, and limited English proficiency.

In order to receive accommodations, students with disabilities must make their disability known to the supportive services staff and then request the service or services needed at least three weeks (six weeks for interpreting services) prior to the beginning of each semester. Eligibility is determined by the Dean of Academic Support Services. Eligibility is based on presentation of appropriate documentation of the disability from a licensed professional. Once identification and eligibility has been determined and approved, the supportive services staff may then arrange and provide appropriate, reasonable accommodations.

Services include, but are not limited to, escorting, special testing accommodations, note taking assistance, adaptive equipment use, and other reasonable academic accommodations. Students with limited English proficiency may also request services in order to achieve academic success. English Language Learners (ELL) may work under the direction of specialists who will plan an individual program to meet students’ needs.

For further information, or to make an appointment, contact the Supportive Services Office at 724-480-3502, 7-1-1 PA Relay, or email supportive.services@ccbc.edu.

STUDENT LIFE

Athletic Programs

The College sponsors both intercollegiate and intramural athletic programs. Intramurals provide students with an opportunity to practice and develop their abilities while enjoying various sports. Facilities and programs are broad to enable all students to participate in at least one activity.

Community College of Beaver County provides opportunities for every student to participate in intercollegiate athletic activities. At present, teams maintained are men’s basketball, women's softball, and women’s volleyball.

Intramural Sports

3 on 3 Basketball  5 on 5 Basketball  Bowling
Flag Football  Foul Shooting  Golf
Miniature Golf  Ping Pong  Racquetball
Softball  Tennis  3 Point Shoot Out
Intramural activities are open to both male and female students who are enrolled in at least a one-credit course at CCBC. Tournaments have been conducted in over 50 activities; new activities are organized according to student interests. Signups are done in the Athletics & Events Center (AEC) from 8 a.m. to 3p.m.

Campus Communication
Titan Talk
Throughout the fall and spring semester, the College publishes Titan Talk, a free monthly newsletter, which contains a range of information important to students, addressing financial aid, changes in office hours, library and bookstore announcements, club information, government regulations affecting students, and special events. Students are encouraged to review Titan Talk. It is available in all buildings and online at www.ccbc.edu/studentpubs.

Emerge
Students who are enthusiastic about sharing their creative efforts are encouraged to submit works to Emerge, the campus literary magazine that bi-annually features original works by currently enrolled CCBC students. Students may submit their short stories, poems, essays, artwork, and black & white photographs for possible publication. Up to three submissions per edition are allowed. Submission forms are available in the library and in the liberal arts division office (Visual & Fine Arts Center). Additional information can be obtained from English faculty members.

Dining and Vending Services
During the fall and spring semesters, AVI Foodsystems, Inc. provides dining services in the Titan Café, located in the Student Services Center. A wide variety of menu items are offered each day. Breakfast items, Grab N Go, light lunches, various desserts, and refreshments are available. Vending machines are also available on campus. Fundraising is available for all clubs and organizations through AVI Foodsystems, Inc.

Student Activities
The Board of Trustees authorized a student activities program at Community College of Beaver County to complement the academic program. The official College policy governing student organizations is available from ccbc.edu

College organizations are encouraged to seek College sponsorship and to invite speakers to the campus. Activities include Student Government
SGA Student Government Association

The Student Government Association (SGA) represents the student body through a system of responsible government. SGA assists with the planning, promotion, and implementation of the student activity program, recommends the issuance of charters to new organizations, and provides learning experiences for the development of leadership abilities.

SGA consists of student elected executive officers, senators, and club representatives, who represent the student body and all active clubs on campus. Membership is open to all students.

Student Identification Card

All students are required to obtain a student photo identification card. Student photo ID cards are valid for one year. Each student is assigned a student ID number upon registration. This number can be used when scheduling and paying for classes. It is also a means for security to locate students on campus in case of an emergency.

Aviation students are required to wear their student photo ID cards at all times when at the Fixed Base Operator to conduct flight training. Nursing students are required to wear their student photo ID cards during clinical. Early Childhood Education students are required to wear their student photo ID cards during observations. Pharmacy Technology students are required to wear their student photo ID cards during their experiential experiences. Students may use either an ID badge holder or an ID badge lanyard to display their student photo ID card above the waist so as to be easily visible.

Student Organizations

A.N.T.S. (Adult Non Traditional Students) – This service organization is geared to the nontraditional student. Its purpose and function is to provide encouragement, mutual support and assistance to students returning to the academic world.

Alpha Eta Rho – This national aviation fraternity was established to further the cause of aviation, instill a confidence in aviation, and promote contact between aviation students and those engaged in the profession.

Business Club – The purpose of this club is to foster a wide student interest and participation in activities by providing programs and services to assist students in developing skills and leadership. This club is open to any enrolled
student.

**Cheerleaders** – The purpose of the cheerleader organization is to build team spirit, increase crowd involvement, develop a sense of good sportsmanship among the students, and strive to build and maintain positive relationships with other colleges.

**Computer Club** – The Computer Club provides students with opportunities to expand computer awareness, to acquire knowledge of the ever-changing computer field, and to enhance leadership skills. The Computer Club is open to all students who are interested in computers.

**Creative Writers Club** – The purpose of the Creative Writers Club is to encourage writing creativity; to provide an outlet/community for student writers; to provide encouragement and constructive criticism with the intention of helping members improve their creative writing; and to establish a forum for discussion of members’ written work.

**Criminal Justice Club** – This service organization was formed to promote interest in the field of criminal justice. Activities include field trips, lectures and fundraising. Proceeds from fundraising activities have been donated to victims programs, the Women's Center, and the county jail. Membership is open to all students.

**Drama Club** – This club offers students an opportunity to experience acting, writing, lighting, sound, musical scoring, publicity, property and stage management. Students have an opportunity to act as good will ambassadors in the community by promoting the magic of the theater and form liaisons with other local college drama clubs.

**Fine Arts Club** – The Fine Arts club is to promote the arts of all forms in Beaver County; to expose the students of CCBC and the residents of Beaver County to the arts available in metropolitan areas; and to assist CCBC students and the residents of Beaver County in preparing for application to Fine Art programs and careers in the arts. Any student of CCBC shall be eligible for membership.

**Fitness Club** – Open to all CCBC students, the purpose of the fitness club is to promote a general healthy life style. The attendees will be given knowledge that a steady fitness program will not only challenge you physically but also mentally. It can increase your life span, boost your immune system, and
give you an all-around good sense of accomplishment each time you have achieved a personal goal.

H.O.P.E. (Helping Others Prosper Everywhere) – The purpose of H.O.P.E. is to provide the opportunity for social work students and CCBC community at large to engage in community service projects and activities; to encourage graduates of the social work program to mentor and share experiences with current social work students; to incorporate opportunities to hear guest speakers and attend related events and field trips for social work/community service learning experiences; to heighten awareness and educate the general population regarding the needs of the local community; and to provide opportunities for students interested in careers in social work or other human services fields to expand their experience and knowledge base.

History Club – The purpose of the History Club is to provide an effective means of communication between the student body, the faculty, and the administration on matters pertaining to the history department; to assist with the planning, promotion, and implementation of all historical activities on campus as requested; and to provide a learning experience for the development of historical understanding.

Humanities Forum – The purpose of the Humanities Forum is to provide faculty and students with an organization in which, within a club atmosphere, the group can discuss, converse, analyze, argue, enjoy, contemplate, and learn about the humanities. The function of this club is to serve the student community by providing a cultural outlet in which club members can write creatively, perform, see films, visit museums, listen to artists, poets, and musicians, read and critique books, and in general, establish a forum to discuss humanities.

Multi-Cultural Club – Multi Cultural Club provides opportunities for its members to learn and experience aspects of various cultures of the United States of America and other countries; educate nonmembers at CCBC and the community about various cultures; foster appreciation at CCBC and in the community of the different cultures, nationalities, ethnic groups, and languages of the United States and other countries; maintain practical links with other student organizations throughout the area so that we may relate with other experiences and gain a true understanding of others heritage.

Music Club – The Music Club provides students with a musical outlet. Students can study music, learn to play various types of music, perform in front of an audience, and learn to critique musical pieces. Students also
have the opportunity to learn about all aspects of the music industry and interact with students who have the same interests. The Music Club is open to all students regardless of musical talent or preference.

**P.A.W.S. (Pets Are Worth Saving)** – The P.A.W.S club is open to all students and College employees. The organization’s intent is to engage the student body, faculty, and staff to create awareness of the plight of animals and to gain support for the Beaver County Humane Society. This organization will serve as an outreach group, assisting the Human Society with volunteer work and conducting fundraising events.

**Phi Theta Kappa** – The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Students who have completed 12 college level credits with a cumulative QPA of 3.5 are invited to join each fall and spring semester.

**Student Veterans of America** – The purpose of the CCBC Chapter of Student Veterans of America is to provide an outlet/community for student veterans at CCBC, to provide encouragement and guidance in helping members to improve opportunities for continuing their educational goals, and to establish a forum for discussion of member’s educational goals. Membership is open to all currently enrolled student veterans at CCBC.

**Tau Pi Rho (TPR)** – Tau Pi Rho is a service and social organization open to all enrolled nursing students. The purpose of the club is to promote the interaction of nursing students, while enhancing their personal and social development. Functions include social activities, charitable projects, and community service projects.

**Titan Book Club** – The purpose of the Titan Book Club is to provide a forum in which students have the opportunity to discuss various literary works; to facilitate critical thought and philosophical discussion while analyzing a variety of literature in a group setting that fosters individual as well as group enlightenment; and to provide students with a community with whom they can have intellectual conversations both on club time and independently. The membership is open to all currently enrolled students.

**Venez Comme Vous Etes** – The purpose of the Venez Comme Vous Etes is to foster a safe and supportive atmosphere for students of all sexualities at CCBC.
The membership is open to anyone, including current and past students as well as current and past faculty and staff who are in good-standing with the College.

**Vineyard** – Membership is open to all interested students regardless of denominational background. The organization provides opportunities for Bible study, fellowship, and discussion.

**Visual Arts Club** – The purpose of the Visual Arts Club is to provide an effective means of communication between the student body, the faculty, and the administration on matters pertaining to the Visual Communications department; to assist with the planning, promotion, and implementation of all activities on campus as requested; and to provide learning experiences that involve creative, visual, and aesthetic projects and events.

**Warcraft Gamers Organization** – The purpose of the Warcraft Gamers Organization is to discuss the many aspects of the World of Warcraft online game. Activities include: interacting with others to make playing more enjoyable; discussing strategies for various classes; helping others achieve in-game goals; learning about new game developments and updates; and in-game events.

**Student Parking**
Students may park in lots one, two, and three or the lower level lot located at the Health Sciences Center. The upper lot located at the Health Sciences Center is reserved for faculty, staff, and visitor parking only. Violators will be ticketed. **Visitors parking on campus must register their vehicle with security.**

**Equal Educational Opportunity**
Community College of Beaver County does not discriminate on the basis of sex, age, race ethnicity, sexual preference or disability in admissions or program access. If a student believes s/he has been the victim of discrimination, the student must file a written complaint with the Vice President for Learning and Student Success for investigation. These requirements also apply to requests for accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990.

**Department/Faculty Directory**
http://www.ccbc.edu/Directory  
http://www.ccbc.edu/employee-directory

**Maps & Directions**
http://www.ccbc.edu/Locations
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 15, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
</tr>
<tr>
<td>July 16, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
</tr>
<tr>
<td>July 17-18, 2014</td>
<td>2014–15 SGA training, SSC Conference Room</td>
</tr>
<tr>
<td>July 23, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
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<tr>
<td>July 24, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
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<tr>
<td>July 25, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
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<tr>
<td>July 28, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
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<td>July 29, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
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<tr>
<td>July 30, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
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<td>July 31, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
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<tr>
<td>August 5, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
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<td>August 6, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
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<tr>
<td>August 7, 2014</td>
<td>IDs, 9:00 am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1–102</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>August 18, 2014</td>
<td>IDs, 9:00am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1-102</td>
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<tr>
<td>August 19, 2014</td>
<td>IDs, 9:00am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1-102</td>
</tr>
<tr>
<td>August 22, 2014</td>
<td>Freshman Orientation, 8:00 a.m. – 3:00 tent., AEC</td>
</tr>
<tr>
<td>August 25, 2014</td>
<td>Day and evening classes begin</td>
</tr>
<tr>
<td>August 25, 2014</td>
<td>1st SGA meeting of fall 2013, 12:30–12:50, SSC Conference Room</td>
</tr>
<tr>
<td>Aug 25–28, 2014</td>
<td>Welcome Back to School, Free Snacks, 5:00 6:30 p.m., Courtyard (rain location Titan Café)</td>
</tr>
<tr>
<td>August 26, 2014</td>
<td>ASC Welcome Back to School Picnic, 11:30 a.m. – 1:00 p.m., lounge</td>
</tr>
<tr>
<td>August 27, 2014</td>
<td>Welcome Back to School Picnic, main campus, 11:30 a.m. – 1:00 p.m., Courtyard (rain local Titan Café)</td>
</tr>
<tr>
<td>September 1, 2014</td>
<td>Labor Day Holiday – No Classes</td>
</tr>
<tr>
<td>September 3, 2014</td>
<td>ASC Warm Up Wednesday, lounge, 8:30–10:00 a.m.</td>
</tr>
<tr>
<td>September 8, 2014</td>
<td>SGA meeting 12:30–12:50, SSC Conference Room</td>
</tr>
<tr>
<td>September 8, 2014</td>
<td>IDs, 9:00am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1-102</td>
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<tr>
<td>September 9, 2014</td>
<td>IDs, 9:00am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1-102</td>
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<tr>
<td>September 10, 2014</td>
<td>Warm Up Wednesday, main campus, Titan Café, 8:30–10:00 a.m.</td>
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</tbody>
</table>
September 11, 2014  9:00am – 11:00 am & 2:00 pm – 4:00 pm, SSC 1-102

September 15, 2014  SGA meeting 12:30-12:50, SSC Conference Room

September 17, 2014  SGA fb, bb promotion of Constitution Day 2014. Tentative Behind-the-scenes look at how laws are made in the U.S. Log on at constitutioncenter.org/constitutionday

September 20, 2014  Beaver County Heart Walk, downtown Beaver Gazebo, 10:00 am. – noon; TPR v SGA v CCBC employees, tentative

September 22, 2014  SGA meeting 12:30-12:50, SSC Conference Room

September 29, 2014  SGA meeting 12:30-12:50, SSC Conference Room

October 1, 2014  ASC Warm Up Wednesday, lounge, 8:30-10:00 a.m.

October 6, 2014  1st SGA meeting of fall 2013, 12:30-12:50, SSC Conference Room

October 7, 2014  Professional Development Day-no classes

October 13, 2014  SGA meeting 12:30-12:50, SSC Conference Room

October 20, 2014  SGA meeting 12:30-12:50, SSC Conference Room

October 27, 2014  SGA meeting 12:30-12:50, SSC Conference Room
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October, 2014</td>
<td>Club Organization Fair; time, date &amp; location TBD</td>
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<tr>
<td>November 3, 2014</td>
<td>SGA meeting 12:30-12:50, SSC Conference Room</td>
</tr>
<tr>
<td>November 3, 2014</td>
<td>IDs, 9:00am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1-102</td>
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<tr>
<td>November 4, 2014</td>
<td>IDs, 9:00am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1-102</td>
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<tr>
<td>November 5, 2014</td>
<td>ASC Warm Up Wednesday, lounge, 8:30-10:00 a.m.</td>
</tr>
<tr>
<td>November 6, 2014</td>
<td>IDs, 9:00am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1-102</td>
</tr>
<tr>
<td>November 10, 2014</td>
<td>SGA meeting 12:30-12:50,</td>
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<tr>
<td>November 12, 2014</td>
<td>SSC Conference Room</td>
</tr>
<tr>
<td>November 17, 2014</td>
<td>SGA meeting 12:30-12:50,</td>
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<tr>
<td>November 24, 2014</td>
<td>SSC Conference Room</td>
</tr>
<tr>
<td>Nov 27-28, 2014</td>
<td>Thanksgiving Break</td>
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<tr>
<td></td>
<td>(ATC &amp; Piloting students to report)</td>
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<tr>
<td>December 1, 2014</td>
<td>Last day to apply for December graduation</td>
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<tr>
<td>December 2, 2014</td>
<td>ASC Finals Coffee House, 8:30 – 10:00 a.m., lounge</td>
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<tr>
<td>December 2, 2014</td>
<td>IDs, 2:00- 4:30 pm, SSC 1-102</td>
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<tr>
<td>December 3, 2014</td>
<td>IDs, 2:00- 4:30 pm, SSC 1-102</td>
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</tbody>
</table>
December 4, 2014  IDs, 2:00-4:00 pm, SSC 1-102

Dec 1-4, 2014 Finals Coffee House, main campus, 5:00 – 6:30 p.m., LRC lower level lobby

December 1, 2014 SGA meeting 12:30-12:50, SSC Conference Room

December 3, 2014 ASC Warm Up Wednesday, lounge, 8:30-10:00 a.m.

December 5, 2014 Last day of classes

December 8,2014 IDs, 9:00am – 11:00 am & 2:00 pm – 4:00 pm, SSC 1-102

December 8, 2014 SGA meeting, 12:30-12:50, SSC Conference Room

December 8-12, 2014 Final exam period

December 2014 SGA Christmas party; date, time and location TBD

January 12, 2015 Day and evening classes begin

January 12, 2015 SGA meeting 12:30-12:50, SSC Conference Room

January 12-15, 2015 Welcome Back to School, Free Snacks, 5:00 – 6:30 p.m., Titan Café

January 13, 2015 Welcome Back to School Picnic, main campus, 11:30 a.m. – 1:00 p.m., Titan Café

January 14, 2015 Warm Up Wednesday, main campus, Titan Café, 8:30-10:00 a.m.

January 15, 2015 ASC Welcome Back to School Picnic, 11:30 a.m. – 1:00 p.m., lounge
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>January 19, 2015</td>
<td>Martin Luther King Day – No classes (tentative online FB event)</td>
</tr>
<tr>
<td>January 20, 2015</td>
<td>IDs, 11:00 am – 1:00 pm &amp; 2:00 pm – 5:00 pm, SSC 1-102</td>
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<tr>
<td>January 21, 2015</td>
<td>IDs, 3:00 – 5:00 pm, SSC 1-102</td>
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<tr>
<td>January 22, 2015</td>
<td>IDs, 11:00 am – 1:00 pm &amp; 2:00 pm – 5:00 pm, SSC 1-102</td>
</tr>
<tr>
<td>January 26, 2015</td>
<td>1st SGA meeting of fall 2013, 12:30-12:50, SSC Conference Room</td>
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<tr>
<td>February 2, 2015</td>
<td>SGA meeting 12:30-12:50, SSC Conference Room</td>
</tr>
<tr>
<td>February 2, 2015</td>
<td>IDs, 9:00 am– 11:00 am &amp; 2:00- 4:00 pm, SSC 1-102</td>
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<tr>
<td>February 3, 2015</td>
<td>IDs, 9:00 am– 11:00 am &amp; 2:00- 4:00 pm, SSC 1-102</td>
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<tr>
<td>February 4, 2015</td>
<td>ASC Warm Up Wednesday, lounge, 8:30-10:00 a.m.</td>
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<tr>
<td>February 5, 2015</td>
<td>IDs, 9:00 am– 11:00 am &amp; 2:00- 4:00 pm, SSC 1-102</td>
</tr>
<tr>
<td>February 9, 2015</td>
<td>SGA meeting 12:30-12:50, SSC Conference Room</td>
</tr>
<tr>
<td>February 11, 2015</td>
<td>Warm Up Wednesday, main campus, Titan Café, 8:30-10:00 a.m.</td>
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<tr>
<td>February 16, 2015</td>
<td>SGA meeting 12:30-12:50, SSC Conference Room</td>
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<tr>
<td>February 23, 2015</td>
<td>SGA meeting 12:30-12:50, SSC Conference Room</td>
</tr>
</tbody>
</table>
March 2, 2015  Last day to apply for May graduation
March 2, 2015  SGA meeting 12:30-12:50,
               SSC Conference Room
March 4, 2015  ASC Warm Up Wednesday, lounge,
               8:30-10:00 a.m.
March 9-13, 2015  Spring Break – No classes
March 16, 2015  SGA meeting 12:30-12:50,
               SSC Conference Room
March 17, 2015  IDs, 9:00 am – 11:00 am & 2:00- 4:00 pm,
                SSC 1-102
March 18, 2015  IDs, 9:00 am – 11:00 am & 2:00- 4:00 pm,
                SSC 1-102
March 19, 2015  IDs, 9:00 am – 11:00 am & 2:00- 4:00 pm,
                SSC 1-102
March 23, 2015  SGA meeting 12:30-12:50,
               SSC Conference Room
March 30, 2015  SGA meeting 12:30-12:50,
               SSC Conference Room
Mar 30 – Apr 2, 2015  SGA officer nominations/Aspiring SGA officer
                       Q&A, SCC1102
April 1, 2015  ASC Warm Up Wednesday, lounge,
               8:30-10:00 a.m.
April 3 – 4, 2015  Easter Break – No classes
April 6, 2015  SGA meeting 12:30-12:50,
               SSC Conference Room
April 6 – 9, 2015  SGA officer elections, SSC1102
April 8, 2015  Warm Up Wednesday, main campus,
               Titan Café, 8:30-10:00 a.m.
April 13, 2015  SGA meeting, 12:30-12:50, SSC Conference Room

April, 2015  SGA Awards Banquet; date, time & location TBD

April 20, 2015  SGA meeting, 12:30-12:50, SSC Conference Room

April 21, 2015  IDs, 9:00 am – 11:00 am &t 2:30- 5:00 pm, SSC 1-102

April 22, 2015  End of the Year Bash; time & locations TBD

April 23, 2015  IDs, 9:00 am - 11:00 am &t 2:30- 5:00 pm, SSC 1-102

April 27, 2015  SGA meeting, 12:30-12:50, SSC Conference Room

April 27, 2015  IDs, 9:00 am– 11:00 am &t 2:00– 4:30 pm, SSC 1-102

April 28, 2015  IDs, 9:00 am– 11:00 am &t 2:30– 6:00 pm, SSC 1-102

April 28, 2015  Final exams begin

April 29, 2015  IDs, 9:00 am– 11:00 am &t 2:30– 6:00 pm, SSC 1-102

April 30, 2015  IDs, 9:00 am– 11:00 am &t 2:30– 6:00 pm, SSC 1-102

May 1, 2015  IDs, 9:00 am– 11:00 am &t 2:30– 4:00 pm, SSC 1-102

May 2, 2015  IDs, 9:00 am– 11:00 am &t 2:30– 4:00 pm, SSC 1-102
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 4, 2015</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>May 4, 2015</td>
<td>SGA meeting, 12:30-12:50, SSC Conference Room</td>
</tr>
<tr>
<td>May 7, 2015</td>
<td>Commencement</td>
</tr>
<tr>
<td>June 9, 2015</td>
<td>IDs, 9:00am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1-102</td>
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<tr>
<td>June 10, 2015</td>
<td>IDs, 9:00am – 11:00 am &amp; 2:00 pm – 4:00 pm, SSC 1-102</td>
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<tr>
<td>June 11, 2015</td>
<td>IDs, 9:00am – 11:00 am &amp; 2:00 pm – 3:30 pm, SSC 1-102</td>
</tr>
<tr>
<td>June 15, 2015</td>
<td>IDs, 9:00am – 11:00 am &amp; 2:00 pm – 3:30 pm, SSC 1-102</td>
</tr>
<tr>
<td>June 30, 2015</td>
<td>ASC Summer Picnic</td>
</tr>
</tbody>
</table>