

WELCOME TO EASTFIELD COLLEGE IT ALL BEGINS HERE!

This student handbook and academic planner has been designed with you, the student, in mind by the Office of Student Life. Please use it as a guide to help you identify the resources and student services that Eastfield College has to offer. Campus events are listed within the calendar pages. We have worked diligently to provide accurate information. However, all information in this book is subject to change. We hope this book is useful to you, and we hope that you'll take advantage of the many learning opportunities Eastfield College can provide both in and out of the classroom. Here's to a very successful year!

Eastfield College: Our Proud Heritage

Eastfield College opened its doors in the Fall of 1970, the second college of the Dallas County Community College District. The college serves the eastern portion of Dallas County, including East Dallas, Garland and Mesquite. Built on farmland once owned by the Motley family, Eastfield adopted the Harvester as its mascot, and the official school colors are orange and brown. The golden orange color symbolizes the morning sun as it might appear on the Eastern horizon. Brown symbolizes the rich land and fields. The official seal of the college is a square, representing the shape of Dallas County, with a central symbol incorporating the architectural flavor of Eastfield's distinctive village-type design into the letters "E" and "C."

ACADEMIC POLICIES AND PROCEDURES

Academic Recognition and Honor Societies

Full-time students who complete at least 12 hours of college-level credit and earn a grade point average of 3.5-3.79 are listed on the Vice President's Honor Roll. Full-time students who complete at least 12 hours of college-level credit and average 3.8-4.0 are placed on the President's Honor Roll. Part-time students who take 6-11 college-level credit hours and maintain a 3.5 or higher grade point average are placed on the Academic Recognition List. GPA (2) is utilized to determine academic recognition (See GPA section).

In addition, students have the opportunity to become members of two national honor societies. Phi Theta Kappa is the International Honor Society for the two-year college student. Sigma Kappa Delta is an English Honor Society. For membership information, please contact the Office of Student Life, room C-141 or call 972-860-7185.

Attendance

Students are expected to attend classes regularly. If you are unable to attend class, you should inform your instructor(s) prior to being absent.

You are responsible for keeping up with the work missed during your absence. There is no college-wide attendance policy; however, each course will have a policy determined by the instructor.

Classifications

Freshman: A student who has completed fewer than 30 credit hours.

Sophomore: A student who has completed more than 30 credit hours.

Part-time: A student carrying fewer than 12 credit hours in a Fall or Spring Semester.

Full-time: A student carrying 12 or more credit hours in a Fall or Spring Semester.

Degree Plans

The college confers the Associate in Arts, Associate in Science, Associate in Science in Business, the Associate of Applied Science Degree, the Associate of College/ University Transfer Degree, and certificates upon students who have completed all requirements for graduation. Additionally, students have more than 50 technical/ occupational programs to choose from. It is recommended that a degree plan be requested following your first semester. The Admissions Office can assist you with filing a degree plan. Each degree candidate must earn at least 25% of the credit hours required for graduation through instruction (not credit by examination) by the college granting the degree. Students seeking certificates or associates degree must submit official transcripts of all previous work attempted before a certificate or degree will be awarded. Students entering the DCCCD system Fall 1989, or thereafter, and who are not exempt from the TSI test, must successfully complete all sections of the Texas Success Initiative (TSI) test before a degree can be awarded. The Associate of College/University Transfer Degree is an individually negotiated degree designed to permit students to take only those courses, which will apply toward a specific major or a specific university. For more information, contact an Academic Advisor at 972-860-7106.

Every Texas public college and university is required by Texas to have a core curriculum of no less than 42 credit hours. The DCCCD has a core of 48 credit hours. Students who wish to transfer from the DCCCD to another Texas public college or university are highly encouraged to begin and complete the core within the DCCCD because the receiving institution must accept the DCCCD core in its entirety and substitute the DCCCD core for its own core requirements. No course substitutions are allowed for the core curriculum. It is to the advantage of students that they remain and complete the DCCCD core prior to transferring because of this guarantee that the core will transfer as a whole.

Students who take some of the DCCCD core but do not complete it are assured that core courses will transfer and apply to the receiving institution's core if that institution also requires the same course(s) within its own core requirements. Students should work closely with a DCCCD advisor to ensure they are completing the courses needed for the core requirements. Students have various options to demonstrate core curriculum competencies through credit-by-exam, CLEP, etc.

Grading/Grade Point Average

Grade points earned for each course are determined by multiplying the number of points earned for each grade by the number of credit hours the course carries. A student's grade point average is determined by adding up the total grade point values for all courses and dividing by the number of credit hours attempted during the same period. For example, a student who takes a three-(3) hour course and earns an "A" accumulates 12 grade points for that course. A student who takes the following courses and earns the following grades has a grade point average of 2.93.

Credit Hours	Grade	Grade Points
2-hour course	A	8
3-hour course	B	9
4-hour course	B	12
3-hour course	C	6
Hours: 12	Points: 35	$35/12 = 2.93$

The student's transcript and grade report will indicate two different GPA's.

- GPA (1) is based upon all DCCCD courses in which you received a performance grade of "A" - "F". GPA (1) is utilized to determine suspension/probation status, athletic participation eligibility, and financial aid eligibility.
- GPA (2) is based upon grade points earned in all college-level courses (including transfer courses) in which a student received a performance grade of "A" - "F". Courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM 1170 are not used in the calculation of GPA (2). GPA (2) is utilized to determine eligibility for graduation, honor rolls, and eligibility in Who's Who in American Junior Colleges. It is also the GPA which is considered by four-year institutions when a student transfers.

The grade of (I), Incomplete

This grade is given when a student cannot complete the course requirements due to some unforeseen problem. It is the student's responsibility to request this arrangement from the instructor. The Incomplete Contract will state the conditions of the contract and the deadline for completion. The incomplete grade will be converted to an agreed upon performance grade if the contract is not completed by the set deadline.

Grades and Grade Point Average (GPA): Scholastic Standards

Final grades are reported for each student for every course according to the following grade system.

Grade	Interpretation	Grade Point Value
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
E	Effort	Not computed
F	Failing	0 points
I	Incomplete	Not computed

WX	Progress	Not computed - re-enrollment required
W	Withdrawal	Not computed
CR	Credit	Not computed
E Grade*	(effective 3/5/96)	Not computed

*Used only with developmental studies courses.

Grade Changes

Request for grade changes must be submitted to the instructor who assigned the grade. If a grade is to be changed, the instructor forwards this request to the Division Dean. Once approved by the Dean, it is forwarded to the Registrar's Office for processing. Request for grade changes will not be considered later than two years following the last day of the semester for which the grade was assigned, unless also approved by the Vice President of Teaching and Learning.

Grade Reports/Notification of Grades

Students may access their grades through the District online student system at eConnect.dcccd.edu. No grade reports will be mailed. Please call the Admissions/Registrar's Office for more information, 972-860-7167.

Graduation

A graduation ceremony is held in May at the end of the Spring Semester. Students who have completed degree requirements the preceding Fall Semester may participate in the ceremony along with prospective Spring and Summer graduates. You should notify the Registrar's Office if you wish to participate in the graduation ceremony.

Residency

Tuition is charged according to the number of credit hours for which a student is enrolled and the student's legal residence. Currently, there are three tuition categories:

- Dallas County resident
- Out of County
- Out of State/Country

Contact the Admissions/Registrar's Office in C119 or call 972-860-7100 for information regarding residence classification.

Scholastic Probation, Scholastic Suspension, and Academic Dismissal

Scholastic Probation: A student who has completed a total of nine (9) credit hours with a performance grade of A, B, C, D, or F and who has a grade point average based on GPA (1) of less than 2.0 will be placed on scholastic probation. A student on Scholastic Probation may have course work and total hours limited but may re-enroll at the college if a minimum 2.0 grade point average based on GPA (1) is earned in each semester or summer session. If a student fails to meet the above requirements in a semester or summer session, the student will be placed on scholastic suspension and will not be allowed to register.

Scholastic Suspension: A student on scholastic probation who is ineligible to re-enroll shall be suspended from the college for not less than one semester. After a student has served a first suspension, the student may petition for readmission. If readmission is approved, then a student may continue to re-enroll with completion of a semester or summer session with a GPA of 2.0 or greater.

Academic Dismissal: If a student does not meet the required standards and is placed on continued scholastic suspension for a second time, the student will be academically dismissed for a period of 12 months.

Indefinite Academic Dismissal: A student who is readmitted after having been on scholastic suspension and academic dismissal and who subsequently fails to achieve a GPA (1) of 2.0 or greater shall be placed on indefinite academic dismissal. After a period of more than 12 months, only the Vice President of Student Services and Enrollment Management or designee may recommend a student for readmission.

Transfer Guarantee

The Dallas County Community College District (DCCCD) guarantees to its Associate of Arts & Sciences graduates who have met the requirements of a 60 credit hour transfer plan the transferability of course credits to those Texas colleges and universities which have chosen to participate in the DCCCD Transfer Guarantee Program. If such courses are rejected by the college/university, the student may take tuition-free, alternate courses at a district college which are acceptable to the college/university. For more information, contact the Advisement Center, C-120, or call 972-860-7106.

Withdrawing (W) And/Or Dropping From College

To drop a class or withdraw from the college, students must follow the prescribed procedure and contact the Advisement Center. It is the student's responsibility to drop or withdraw. Failure to do so will result in receiving a performance grade, usually a grade of "F." Should circumstances prevent a student from appearing in person to withdraw from the college, he/she may withdraw by mail or fax:

Mail to: Admissions/Registrar's Office
Eastfield College
3737 Motley Drive
Mesquite, Texas 75150

Fax to: Admissions/Registrar's Office
972-860-8306

A drop/withdraw by mail or fax must be received by the semester deadline. See catalog or class schedule for dates. No drop or withdrawal request is accepted by phone or E-mail.

STOP BEFORE YOU DROP: For students who enrolled in college level courses for the first time after fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire

undergraduate career unless the drop qualifies as an exception. Your campus Advisement Center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: <https://www1.dcccd.edu/coursedrops>.

REPEATING THE COURSE: The Dallas County Community College District will charge a higher tuition to students registering the third or subsequent time for a course. This course may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the DCCC campuses since the Fall 2002 semester. More information is available at: https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm .

CAMPUS/DISTRICT POLICIES AND PROCEDURES

Full catalog available on the web at www.dcccd.edu and www.eastfieldcollege.edu

Eastfield College Expanded Mission & Goals

The mission of Eastfield College is to provide educational opportunities through high-quality instruction, services, and programs in an environment conducive to student success in academic, technical, occupational, and continuing education. Eastfield’s purpose is to develop responsible citizenship, to value diversity and cultural enrichment, and to be accountable and adaptable.

Eastfield College will

1. Provide access for all students and help them achieve their educational goals by offering a broad range of instructional and student support services including counseling and guidance.
2. Assist students in obtaining freshman and sophomore level knowledge and skills leading to employment and/or an associate degree and/or prepare them for transfer to baccalaureate degree granting institutions.
3. Assist students in obtaining knowledge, skills, and services necessary to earn a certificate and/or applied associates degree and to succeed in technical occupational careers.
4. Provide literacy, developmental education, and English for Speakers of Other Languages programs designed to prepare students to participate successfully in further academic and career opportunities.
5. Assist students seeking training for advancement in their current field, training for entry-level job skills, retraining for employment or personal enrichment through comprehensive continuing education, and workforce training.
6. Develop educational partnerships with business, industry, governmental entities, and civic organizations to enhance economic development.
7. Provide all students with personal, social, and cultural enrichment opportunities and encourage them to exercise their rights and responsibilities as citizens.

8. Employ a qualified, diverse staff and provide opportunities for professional development for staff members to enhance their skills and abilities.
9. Continuously study, analyze, and appraise the college's purposes, procedures, programs, activities, and organization to enhance institutional effectiveness.

Computer Use Policy

It is the policy of the college to respect the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication or copying of computer software or documentation is contrary to college policy and is a violation of the law. Violators are subject to both civil and criminal penalties and/or disciplinary action. Students may use individually owned software on college computers only if the user can provide proof of a license from the copyright owner or will sign a statement to that effect. Additionally, installation of any individually owned software may need to first be approved by the appropriate college official. Students may have access to computer networks only to further the institutional goals of the college. The complete DCCCD Electronic Communication policy can be found on the district web site, <http://www1.dcccd.edu/cat0608/ss/computer.cfm>.

Equal Educational and Employment Opportunity Policy

The Dallas County Community College District is committed to providing equal educational and employment opportunities regardless of race, color, age, national origin, religion, sex, disability or sexual orientation. The district provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission recruitment, extracurricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services and athletics. Existing administrative procedures of the college are used to handle student grievances. When a student believes a condition of the college is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Appeals to a higher administrative authority are considered on the merits of the case.

Family Educational Rights And Privacy Act Of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first 12 class days of a fall or spring semester or the first 4 class days of a summer session. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

STUDENT CODE OF CONDUCT

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

Purpose

The purpose of policies about student conduct and discipline are to provide guidelines for the educational environment of the district. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn, to grow and to develop. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise these freedoms with responsibility.

Policies, Rules, and Regulations

Interpretation of Regulations: Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

Inherent Authority: The college reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

Student Participation: Students are asked to assume positions of responsibility in the college judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the college administration and in the Board of Trustees.

Standards of Due Process: Students who allegedly violate District policy are entitled to fair and equitable proceedings. The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the college may result.

Accountability: Students may be accountable to both civil authorities and to the college for acts which constitute violations of law and this code. Disciplinary action at the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Responsibility

Each student shall be charged with notice and knowledge of the contents and provisions of the District's policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.
2. Unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.
4. Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.
5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with District policies, regulations, and procedures.
6. Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.
7. Intentionally or maliciously furnishing false information to the college.
8. Sexual harassment.
9. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
10. Unauthorized use of computer hardware or software.
11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

“Cheating on a test” shall include:

- a. Copying from another student’s test paper.
- b. Using test materials not authorized by the person administering the test.
- c. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
- f. The unauthorized transporting or removal, in whole or in part, of the contents of an unadministered test.
- g. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
- h. Bribing another person to obtain an unadministered test or information about an unadministered test.

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

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

12. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
13. Theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.
14. Intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
15. Failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
16. Violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.
17. Use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
18. Unauthorized presence on or use of college premises.
19. Nonpayment or failure to pay any debt owed to the college with intent to defraud. (Appropriate personnel at a college may be designated by college officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily block admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the VPSSEM for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by college personnel.)
20. Use or possession of an alcoholic beverage on college premises with the exception of:
 - a. specific beverage-related courses with the El Centro food service program, or
 - b. a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

Discipline

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with The Student Code of Conduct. A "violation" means an act or omission which is contrary to a published college regulation or policy. Sanctions for violations of prohibited conduct for (1) through (6) may result in expulsion; for (7) through (20) may result in sanctions other than expulsion or suspension. Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate. "Aggravated violation" means a violation which resulted or foreseeable could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

Disciplinary Proceedings

When the Vice President of Student Success & Enrollment Management (VPSSEM) or officer directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the VPSSEM or a

designee shall investigate the alleged violation. After completing the preliminary investigation, the VPSSEM may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student;
or
2. Proceed administratively and impose disciplinary action; or
3. Prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.
4. The VPSSEM will notify the complainant of the disposition of the complaint. If the VPSSEM dismisses the allegation, the complainant may appeal to the President for review in writing within five (5) working days after disposition.

The President or a designee may suspend a student immediately and without prior notice for an interim period pending disciplinary proceedings, when there is evidence that the continued presence of the student on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions. A student who is suspended on an interim basis shall be given an opportunity to appear before the President or a designee within five (5) working days from the effective date of the interim suspensions. A hearing with the President shall be limited to the following issues only:

1. The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance or normal college functions.

After the hearing, the President or designee may modify the interim suspension as reasonable to protect the student, public, and college. No person shall search a student's personal possessions for the purpose of enforcing this code unless the student's prior permission has been obtained or unless a law enforcement officer conducts the search as authorized by law. Complete information on the Student Code of Conduct can be viewed on the "official college catalog" website at www.eastfieldcollege.com/catalog.

Student Grievance Procedure

Informal Student Complaint Process

Student Concern Form (Students may obtain copies of the Student Concern Form from any Division Office, from members of the Student Government and on-line at <http://www.eastfieldcollege.edu/SSI/StudentComplaintForm.pdf>)

It is recommended that students discuss their concerns with the College employee most directly responsible for the condition which brought about the concern first (instructor, supervisor, staff, etc), however, this is not required. If the student's concern is not resolved to their satisfaction, the student may appeal to the next level of authority.

If an appeal does not resolve the concern, the student may proceed to the Vice President of Business Services, the Vice President of Student Success and Enrollment Management

or the Associate Vice President of Institutional Effectiveness and Economic Development to present their concern in writing (students will be asked to complete the Student Concern Form). If the vice presidential level of appeal does not prove satisfactory to the student, the student may seek review under the formal grievance process.

Formal Grievance Process

To request a formal grievance hearing, a student must submit a request in writing (not a form, just a written request) to the Vice President of Student Success and Enrollment Management (VPSSEM). Within 10 days of receiving the written request, the VPSSEM will convene and chair the Appeals Committee.

The Appeals Committee will make its finding, and send a decision to the College President. The student will be notified of the finding. A student may seek review of the Appeals Committee decision through the College President. The decision of the College President is final.

Procedures for Filing a Student Complaint

(Form may be found at <http://www.efc.dcccd.edu/SSI/StudentComplaintForm.pdf>)

Complaints regarding an Academic Concern (grades, faculty/student issues):

1. Students should first try to resolve the complaint by speaking with their instructor. Students may complete the Student Complaint Form if they choose.
2. If the student is not comfortable speaking with their instructor or, if after speaking with the instructor they feel their concern has not been resolved, the student should contact the Division Dean. Students may complete the Student Complaint Form if they choose.
3. If after speaking with the Division Dean the student does not agree with the decision made, they may appeal the decision, in writing, to the Vice President of Teaching and Learning. Students must complete the Student Complaint Form.
4. The Vice President of Learning will meet with the student and depending upon the nature of the complaint may designate other faculty or administrators to investigate, mediate and/or suggest resolutions.
5. The Vice President of Teaching and Learning will provide the student with a written response within ten (10) working days after a written appeal.
6. If the student is not satisfied with the decision of the Vice President of Teaching and Learning, he/she may seek review under the formal grievance procedures.
7. Student wishing to seek review under the formal grievance process must submit a request in writing to the Vice President of Student Success and Enrollment Management (VPSSEM).
8. The VPSSEM or responsible employee will convene and chair the appeal committee.
9. The appeal will be heard by the committee within ten (10) days of the request unless extended with the agreement of both the student and the VPSSEM or responsible employee.
10. The appeal committee will make a determination and send its decision to the College President.

11. A student grieving the decision of the appeal committee may seek review through the College President. The decision of the President shall be final.

Complaints Regarding Student Services or Administrative Concerns:

1. Students should first try to resolve the complaint by speaking with the Supervisor or person responsible for the specific area. Students may complete the Student complaint Form if they choose.
2. If after speaking with the supervisor or person responsible for the specific area the student feels their concern has not been resolved they should contact the Department Director. Students may complete the Student Complaint Form if they choose.
3. If after speaking with the Department Director the student feels their concern has not been resolved they should contact the next level administrator (dean, manager). Students may complete the Student Complaint Form if they choose.
4. If after speaking with the Division Dean the students still feels his/her concern has not been resolved they may appeal the decision, in writing to the Vice President responsible for that area. Students must complete the Student Complaint Form.
5. The Vice President of Learning will meet with the student and depending upon the nature of the complaint may designate other faculty or administrators to investigate, mediate and/or suggest resolutions.
6. If the student is not satisfied with the decision of the Vice president, he/she may seek review under the formal grievance procedures.
7. Students wishing to seek review under the formal grievance process must submit a request in writing to the Vice President of Student Success and Enrollment Management (VPSSEM).
8. The VPSSEM or responsible employee will convene and chair the appeal committee.
9. The appeal will be heard by the committee within ten (10) days of the request unless extended with the agreement of both the student and the VPSSEM or responsible employee.
10. The appeal committee will make a determination and send its decision to the College President.
11. A student grieving the decision of the appeal committee may seek review through the College President. The decision of the President shall be final.

Sexual Harassment

Sexual Harassment is not tolerated at Eastfield College and is a violation of the Student Code of Conduct. Any student that believes that he or she is being sexually harassed is strongly encouraged to file a sexual harassment complaint. The Student Grievance Procedure is not applicable to complaints of sexual harassment. The following options are provided specifically for filing sexual harassment complaints at Eastfield College.

- An “informal” complaint to be handled on campus may be filed with: Vice President of Student Success and Enrollment Management, 972-860-7610, Room A321 or Human Resources, 972-860-7630, C Building, first floor
- A “formal” complaint may be filed with: The DCCCD Vice Chancellor of Educational Affairs, 214-860-2129 or the DCCCD Office of Human Resources, 214-860-2466

Tobacco Policy

Eastfield proper is designated as a tobacco-free zone. People may only use tobacco products in their cars and in the parking lots. As they enter the campus grounds proper, use of tobacco products will need to stop. Cigarette extinguishing receptacles are located at several locations on the perimeter of the campus by the edge of parking lots.

COLLEGE TERMS

Academic Fresh Start - Students may elect not to have the college utilize college credit on courses which are ten (10) years or older. Should the student elect this option, no college courses or credits ten (10) years or older will be evaluated for credit. Students may not selectively choose courses ten (10) years or older to be utilized. Students electing this option must notify the Admissions/Registrar's Office upon submission of application for admission.

Add - During any single semester, to enroll in additional course(s) after registration.

Class Schedule - A booklet which is published prior to each semester listing classes, sections, dates, times, instructors' names and meeting places. Students in preparing personal class schedules each semester use this booklet. The class schedule is also available on the web prior to each semester.

Concurrent/Audit - Enrollment in a credit course without receiving academic credit. When enrolling in a Continuing Education class, which runs concurrent with a credit course, Continuing Education credit may be given.

Course Load - The number of semester hours for which a student is registered.

Course No. - A four-digit number identifying the course.

Credit Hour - The standard unit for computing college credit.

Curriculum - A stated list of courses required to complete a major, certificate, diploma or degree.

Developmental Course - A skill-building course in reading, writing or math that prepares students for freshman courses.

Drop - The act of officially withdrawing from a particular course without penalty before a specified date. See the calendar in the catalog or schedule for "Last Day To Withdraw". It is the student's responsibility to drop a course by the date published.

Elective - A chosen course not specified that is part of a curriculum.

Flexible-Entry Course - A course beginning and ending on dates which are different from the regular semester. This is also referred to as a "flex-entry" or "short semester" registration. Consult the class schedule for further information.

Freshman - A student with less than 30 semester hours of credit.

Full-Time Student - One who is enrolled for 12 semester hours during the regular term and six or more semester hours during the summer.

Grade Point - The number of points given in a course, depending on the quality of work done.

Grade Point Average (G.P.A.) - Total grade points earned (an "A" in a three hour course equals 12 grade points) divided by a total semester hours attempted, regardless of whether passed or failed.

Lab Hours - The number of hours a student spends each week in a laboratory or other learning environment.

Lecture Hours - The number of hours a student spends each week in a classroom other than a laboratory.

Liberal Arts - Refers to academic subjects such as arts, languages, psychology, or philosophy, as distinguished from the sciences and technical studies.

Part-Time Student - One enrolled in less than twelve semester hours during a regular term and less than six semester hours during a summer term.

Performance Grade - A grade of A, B, C, D, or F. This does not include the grades of E, W, WX, or I.

Prerequisite - A requirement that must be met before a specific course is taken.

Scholastic Probation - Incurred when the average of all grades drops below a "C" (a student may remain on probation as long as his/her G.P.A. is between 2.0 or below in each semester or summer session).

Scholastic Suspension - Incurred when, after having been on probation, a student's cumulative G.P.A. drops below 2.0 in a semester or summer session.

Section - A 6-digit number that describes a specific course taught perhaps by a different instructor at another time but in the same subject.

Semester Hours - The total number of credit hours taken in any one semester.

Sophomore - A student with 30 to 60 semester hours of credit.

Synonym - A 5-digit number that describes the course title to the computer.

TSI - Texas Success Initiative (formerly TASP) is a state program designed to improve student success in college. Part of the program is an assessment to determine your basic skills in reading, writing and math.

Transfer Courses - College level courses (developmental courses do not transfer) which four-year colleges will accept as meeting part of their requirements.

Tuition - The charges for enrolling in a college based on the number of credit hours a student is taking and the student's place of legal residence.

Withdraw - Indicates complete withdrawal from college. Not to be confused with withdrawing from a single class referred to as dropping. A student withdrawing must go through a formal procedure. It is the student's responsibility to withdraw officially by the appropriate date. See the calendar in the catalog or the class schedule for the "Last Day to Withdraw."

DIVISIONS AND DEPARTMENTS

Accounting/Business Office, C-126, 972-860-7093 (for payment by credit card)

The Accounting/Business Office assists students with all financial payments including tuition payments, deferred payment plans (not available in summer sessions) library and parking fines, returned checks and reimbursements for money lost in vending machines.

The following forms of payment are accepted: cash, check, money orders, MasterCard, VISA, Discover, and American Express.

Admissions/Registrar's Office, C-119, 972-860-7167
(automated line)

From admission to graduation, the Admissions/Registrar's office is one of the most essential contacts to ensure students' success. Students' records and permanent files are maintained in this office. Their services include college enrollment, degree plan and transcript requests, enrollment verification, name and address changes and graduation processing. It is important to alert this office when any changes occur in your student information.

eConnect opportunities are available for all students. Check out our web site at <https://econnect.dcccd.edu/>.

Students can:

- complete an application on-line
- register on-line (certain criteria applies)
- pay on-line (any student can pay on-line with a credit card)
- view your degree plan
- view your advising report

Student Orientation

New Student Orientation and Family Orientation will be run concurrently as a 3-hour overview program designed to help new students make a smooth transition to college. All new students are expected to participate in orientation before classes begin. During orientation, students will have the chance to:

- meet other incoming students
- meet faculty from various programs on campus
- learn about the campus and the services that are offered

To register and for more information please go to www.eastfieldcollege.edu./ari/orientation/index.html

Advisement Center, C-120, 972-860-7106/7109
www.eastfieldcollege.edu/Advisement/index.html

The mission of the Advisement Center is to help students develop meaningful educational plans that are compatible with their life goals, and utilize academic and community resources so that they may enjoy successful living and responsible citizenship in a rapidly changing local, national and world community.

Academic advisement sessions provide a framework for informed decision-making on the part of students and advisors. Information on students' skills, abilities, career plans, educational background, life experiences, and motivation is important in helping the student to make selections from the many educational options available. However, the College reserves the right to insist that students enroll in the appropriate remediation courses should assessment results indicate a need for improvement in reading, writing, and/or math. To establish a strong educational plan that will promote student success, students are encouraged to meet with an academic advisor early in each semester and regularly in every academic year.

International Student Advising, C-120A, 972-860-8367

The International Student Advising Office provides academic and immigration advice for international students. Students are assisted through the admissions process to attain the F-1 student visa, which is required by United States Citizenship & Immigration Services and the United States State Department for all international students to attend college or university in the United States.

Art, Language and Literature Division, LC-138, 972-860-7124,

www.eastfieldcollege.edu/al

Division Dean: Rachel Wolf

Art, English, Foreign Language, Speech Communications, Humanities, Music, Dance, Theater, Drama, Journalism, ESL, and ESOL.

ESOL Advising, Yolanda Roncal, 972-860-7026, Room C-236A,

www.eastfieldcollege.edu/al/ESOL/index.html

English For Speakers Of Other Languages (ESOL) provides language instruction to students, professionals, and others whose first language is not English. This course of study will not only enhance your English skills, but will also academically prepare you to pursue a degree in an American college or university. ESOL Advising will help you with the registration process and assist you in selecting classes based on placement testing and individualized assessment.

Assessment/Testing Center, C-114, 972-860-7011

www.eastfieldcollege.edu/ari/testing.html

The Assessment/Testing Center offers a variety of testing services, which meet the expressed needs of students, staff, and community. Some of the services provided by the Assessment/Testing center include:

- Academic Testing - supports instructional programs Accuplacer Compass ESOL, Lindholm and ASSET
- Placement Testing - used to determine course placement
- Standardized Exams
- Psychometric Testing - students must be referred by a counselor/faculty or appropriate staff member for psychometric testing

Individuals desiring to take tests in the Testing Center must provide picture identification before receiving test materials. There is a charge for some test services. For additional information, please contact the Testing Center. The Student Code of Conduct provisions regarding disruptive behavior and/or academic dishonesty applies equally to the Testing Centers and classrooms. Irregularities will be referred to the proper authorities for disciplinary action.

Bookstore, Follett #608, N-100, 972-279-3660 or 972-279-3669,

www.efollett.com

The college bookstore is more than just a place to get your textbooks. They carry study guides, Cliff's Notes, New York Times bestsellers, clothing, snacks and gifts. They also "buy back" your textbooks.

Career Services, C-215, 972-860-8310

www.eastfieldcollege.com/careers

Need a job? Need a major? Career Services is ready to assist current and former DCCCD students. Career Services offers the following:

- Job listings
- Assistance in choosing a major, a career, and/or finding a job:
- Tips and assistance with writing résumés, interviewing, and other job search skills.
- Career assessments and personality inventories.
- Employers recruiting on campus on a weekly basis and at job fairs during the fall and spring semesters.
- The Career Resource Center: information about career trends and salaries, colleges, scholarships, and more.

Please call in advance to confirm office hours and to schedule appointments for individualized assistance.

Career Technologies Division, T-142, 972-860-7143

www.eastfieldcollege.edu/caat/index.html

Division Dean: Gerald Kozlowski

Auto Body, Automotive Technology, Blueprint Reading, Computer Aided Design/Drafting, Computer Aided Manufacturing, Computer Information Systems, Computer Science, Digital Imaging, Electronics Technology, Electronic Telecommunications, Heating, Ventilation & Air Conditioning/Refrigeration; High Definition Electronics, Office Technology.

Children's Laboratory School, Bldg. K; 972-860-7323

www.eastfieldcollege.edu/sshs/cd

The Eastfield College Center for Child and Family Studies' Children's Laboratory School is a National Association for the Education of Young Children accredited facility.

This facility serves as a lab school for the Teacher Preparation Program and a model for Eastfield students working toward a degree or certification in Early Childhood Education.

The day shift operates a full-time, year-round program for children ages 3 months through Pre-Kindergarten, Monday through Friday. Enrollment is open to students, staff, faculty and the community based on availability.

The evening shift operates a part-time program for children ages 1 through 12 years of age. The program is open only during semester sessions, Monday through Thursday. Enrollment is open only to students who are taking evening classes at Eastfield College. Preference is given to families who qualify for CCMS. For information about the evening program, call 972-860-7195.

College Communications and Community Outreach, A-200-203, 972-860-7002
College Communications & Community Outreach Office (formerly The Marketing and Communications Office) is responsible for coordinating the internal and external communications of the college, serves as the clearinghouse of information for internal and external inquiries, coordinates programs and activities, coordinates special events of the college hosted by the President's cabinet and maintains a close working relationship with District Marketing and Communications Office. The creation and maintenance of the college's web pages is also housed in the College Communications Office.

College Police, C-140; Non-Emergency Calls 972-860-4290
www.eastfieldcollege.edu/ssi/Police/index.html
(For emergencies, call 911 and refer to the Emergency Procedures.)

The College Police Department Office is staffed with full and part-time TCLEOSE (Texas Commission on Law Enforcement Officer Standards and Education) State Licensed Peace Officers. The Officers are on duty patrolling by foot, bike, and/or vehicle 24 hours a day 365 days a year. Criminal offenses and incidents are investigated by trained police staff and appropriate charges, if applicable, are filed with the Dallas County District Attorney's Office, Justice of the Peace Court, and/or Eastfield College's Vice President of Student Services. Other available services include, but are not limited to, vehicle battery jump starts, parking lot escorts, fingerprinting (by appointment), crime prevention tips/lectures, and maintaining lost and found articles. Lost/found articles may be retrieved during normal working hours. Items are kept for a period of 90 days.

College Readiness Division, C-202, 972-860-7108/7297
Division Dean: Rick Garcia
Developmental Communications, Developmental Learning, Developmental Mathematics, Developmental Reading, Developmental Writing, Human Development, Mathematics and the Dual Credit Office.

Computer Lab, L-108, 972-860-7012
The Computer Lab provides an open productive work environment and direct support to currently registered students. Each student must enter his/ her ID card for scanning upon entering the lab. Students must enter their seven digit ID number as a login name and their last name as a password to gain access to the educational network. We also make student ID cards.

Computers are available for:

- General use
- Spreadsheets
- Word processing
- Power Point
- Scanning documents and images
- Databases
- Internet

- eConnect (check your grades)
- eCampus
- Student E-mail (DCCCD supported)

Classroom Software is available on the computers for:

- Biology/Chemistry
- Computer Information Systems
- Computer Science
- Mediated Learning (Math)
- Nutrition
- Office Technology
- Psychology
- Sociology
- Spanish
- Speech

Printing:

Black and white laser prints and photocopies are .05 per copy

Color laser prints and photocopies are .50 per copy

Students must create an account at “value stations” in order to “pay for print.” The system accepts paper money only and is college specific. To access pay-per-print services at multiple colleges, student must establish an account at each college they attend.

Student ID Cards

Students enrolled in credit or continuing education courses are encouraged to get a Student ID card. This photo ID card will allow students easy access to services at the college, such as Library services, testing center, and access to recreational facilities. To get a card, present a copy of your paid registration fee receipt (download a copy from computers in the lab) and a photo ID such as a driver’s license to the Computer Lab staff. Your first card is free. There is a \$10 fee to replace lost or stolen cards. (Parents of minor children must be present and vouch for their under aged children.)

Student Netmail Account

Students are encouraged to sign up for a netmail E-mail address. A netmail e-mail address allows you to communicate more effectively with your instructors and fellow students. In addition, you will receive updated information about registration dates and campus activities. Consult Computer Lab staff members if you need assistance.

Computer Use Policy

The District respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication or copying of computer software or documentation is contrary to District policy and is a violation of the law. Violators are subject to both civil and criminal penalties and/or disciplinary action. Students may use individually owned software on college computers only if the user can provide proof of a license from the copyright owner or will sign a statement to that effect. Additionally, installation of any

individually owned software may need to first be approved by the appropriate college official. Students may have access to computer networks only to further the institutional goals of the college. The complete DCCCD Electronic Communication policy can be found on the district web site, <http://www1.dcccd.edu/cat0506/ss/computer.cfm>.

Counseling Services Office (ECS), A-214A, 972-860-7371

www.eastfieldcollege.edu/ssi/ecs/index.html

Eastfield Counseling Services assists students with their personal concerns so that they can meet the daily challenges of student life. Staffed by licensed mental health professionals, ECS provides free counseling to currently enrolled Eastfield College students who are experiencing mental health or behavioral health difficulties. ECS helps students acquire the knowledge, life skills, and emotional management to maximize their personal, academic, and occupational potential. Your contact with ECS is confidential and is not part of your academic record.

Our Licensed Professional Counselors provide brief, solution-focused therapy, and referrals when needed for matters such as: adjustment issues, anger management, anxiety, conflicted life choices, death, grief, and loss, depression, diversity issues, domestic violence, drug and alcohol use, eating disturbances, family concerns, GLBTQ issues, job and career concerns, relationship concerns, self-esteem, test anxiety, time management, and trauma recovery. Faculty and staff can refer students who may benefit from counseling services to ECS. To make the process easier, you can download our referral form from our website www.eastfieldcollege.edu/SSI/ECS.

Disability Services Office (DSO), C-237, 972-860-8348,

E-mail: efcdso@dcccd.edu, www.eastfieldcollege.edu/SSI/DSO.htm

DSO offers a variety of individualized classroom accommodations for students with disabilities based on documentation of need. Services may include:

- American Sign Language Interpreting
- Computer-aided real-time translation (CART) services
- Classroom Testing Accommodations
- Assistive Technology
- Academic Advising
- Referral Information
- Liaison with Campus Instructors and Staff

Providing appropriate documentation of a disability and/or the need for access services to the Disability Services Office (DSO) is the responsibility of the student. Documentation must be submitted in a timely manner in order to receive services. Classroom accommodations are determined each semester based on course content and the need for services. Additional information is available on the DSO website at www.efc.dcccd.edu/SSI/DSO.htm

Educational Talent Search (Pleasant Grove Campus), 972-860-7895

426 S. Buckner Blvd., Dallas, TX. 75217,

www.eastfieldcollege.edu/Pleasant Grove/index.html

Educational Talent Search is a federally funded program through the U.S. Department of Education TRIO programs. It is designed to help qualified youth and adults to complete secondary school and to enter and complete college. Services include: Tutoring and study skills training, career and academic advising, college admission and financial aid information workshops, group tours to area colleges and cultural activities.

Equity & Access (Office of), Room F-211, 972-860-7107

www.eastfieldcollege.edu/AccessEquity/index.html

The Office of Access and Equity at Eastfield College is committed to supporting the goals of the Dallas Community College District to embrace diversity and promote an inclusive work environment. The office provides consultation, training, and resources regarding equitable treatment and cultural understanding. In addition, the office functions to sustain district policy to recognize, confirm, and acknowledge all district rules and regulations as well as related federal and state laws. The office is committed to promoting access, opportunity, and an equitable set of practices at Eastfield College. The Office of Access and Equity is available to all Eastfield College students and employees.

Financial Aid and Veterans Affairs, C-237, 972-860-8385,

E-mail: efcfava@dcccd.edu, www.eastfieldcollege.edu/ssi/finance/index.html

Financial Aid

Financial Aid is available to many students in the form of grants, scholarships, campus employment and loans. Students are encouraged to visit the Financial Aid Resource Center to get help in completing their FAFSA applications. Staff members can also assist students in searching for scholarships and assist students with completing the DCCCD Foundation scholarship applications. For additional information, visit the Financial Aid section at www.eastfieldcollege.com/ssi/finance.

Veterans Affairs

Veteran Benefits are certified by the Financial Aid Office. All veterans must have a degree plan on file before benefits can be certified. For additional information, visit the Financial Aid Office or the web site at www.eastfieldcollege.com/ssi/finance.

Food Service, Subway, C-107, 972-860-8300

Subway restaurant provides food service to Eastfield College. In addition to their acclaimed Sub sandwiches, Subway also offers pizza and salads, as well as breakfast items and a full service coffee bar.

Gateway to College, LC-231, 972-860-7129

www.efc.dcccd.edu/SSI/Gateway/index.html

The Gateway to College program at Eastfield College serves youth ages 16 to 20 years old, who are at risk of not completing high school or have stopped attending school in either Garland or Mesquite school districts.

Health Center, C-139, 972-860-7190

www.eastfieldcollege.edu/ssi/health/index.html

The Eastfield College Health Center is staffed by registered nurses providing students and staff with health education literature, information, and basic screening services. The Health Center offers the following:

- First aid and emergency care.
- Blood pressure screening.
- Health screenings and educational programs.
- Weight management and nutrition education.
- HIV testing, information, literature, and confidential referrals.
- Drug and alcohol information, literature, and confidential referrals.
- Rest and illness areas.
- Flu and pneumonia vaccine
- Tuberculosis (TB) screenings
- Over-the-counter medications.
- Pregnancy testing and counseling.
- And more.

Contact the EFC Health Center for information concerning health insurance available for purchase by DCCCD students.

Human Resources, C-100, 972-860-7630

The Human Resources Office is responsible for the college payroll, benefits and employment process, and provides training and development presentations. It maintains a listing of employments available at Eastfield as well as other college locations within the District. Human Resources and the Vice President of Student Services and Enrollment work jointly to resolve sexual harassment issues for students

Institutional Effectiveness and Economic Development, C-238,
972-860-7119

Website: <http://www.efc.dcccd.edu/SSI/IR/index.html>

Associate Vice President: Don Baynham

This office is responsible for SACS accreditation reporting, oversees college grants and CE Workforce Development.

Learning Assistance Center (LAC), C-236, 972-860-7177

www.eastfieldcollege.edu/er/LAC

The Learning Assistance Center (LAC) offers students a variety of instructional services. Tutoring and resources are available on site and online in many subjects, including math and writing. The LAC also has reference materials, study guides, and computers for instructional. All services are free to students currently enrolled at Eastfield and are available on a drop-in basis.

Library, L-200, 972-860-7168 (Circulation Services),
972-860-7174 (Reference Services), 972-860-7178 (Media and Reserve Services)

www.eastfieldcollege.edu/er/library/index.html

The library offers unparalleled services to students, staff, and members of the community. Dedicated to the principles of excellence and customer service, the library

plays a prominent role in the many benefits offered at Eastfield College such as personalized service, a vast array of resources, and courteous professional assistance.

The library offers a variety of exclusive services including:

- Books, Videos, DVD's
- CDs & CD-ROMs
- Magazines and Journals
- Online Databases & Internet
- Remote Access to Library Catalog & Electronic Databases

(<http://library.dcccd.edu>)

- Library Orientation and Instruction
- Group Study Rooms (Groups of two to ten)
- Individual Study Cubicles
- E-Books (Initial Registration in Library required)
- Print and Media Reserves
- Personalized Assistance at Circulation, Reference, and Media Desks

Circulation/Media Services:

- Check-out Library Material
- Holds on Books
- Inter-Campus Loans
- Inter-Library Loans
- Media Reserves

Reference Services:

- Reference Assistance
- Periodicals
- TexShare Cards

General Services:

- Copiers - .05/ copy
- Computers / Internet / Databases
- Computer Printers - .05/ page

STUDENTS PLEASE NOTE:

No Food or Drink in the Library. Please silence all Cell Phones & Pagers.

An adult must accompany children under 18. Equipment turned off 10 minutes before closing. We are not responsible for lost or stolen items. Never leave personal belongings unattended.

National Science Foundation Grant Office, C-123, 972-860-7389

www.eastfieldcollege.edu/rcd/NSF/scholarships.htm

Eastfield College is in the 5th year of a National Science Foundation Grant supporting students pursuing degrees in Science, Technology, Engineering and Mathematics (STEM). The project is designed to increase the number of graduates, including women, minorities and individuals with disabilities seeking degrees in STEM fields of study. Scholarships are available for eligible students. Please see the website or come by C-123 for more information and selection criteria.

Office of School Outreach, A209, 972-860-7372

The Office of School Outreach maintains collaboration with TEAM Eastfield and other student services throughout the college to develop outreach and recruitment strategies at area high schools. This office also works closely with area schools in developing career pathways programs for middle school children.

Recreational Facilities, S-213, 972-860-7140

Students are offered the use of the following recreational facilities: swimming pool, tennis courts, and a physical fitness room. The college also has a one-mile jogging track and fitness course. Some facilities may have specific "open use" times and/or require a student ID to access the facilities. For more information, call the Science & PE division at 972-860-7140.

Registration/Orientation Center, C-127

Students are encouraged to use the Registration Center to register for classes via E-connect, check their grades, print out a fee receipt, or search for class information.

Rising Star Program, F-304, 972-860-7327

www.eastfieldcollege.com/RisingStar/staff.htm

Rising Star, an initiative of the Dallas County Community Colleges Foundation, offers financial assistance and access to a free college education in the Dallas County Community College District to eligible high school graduates in Dallas County. The program provides up to \$4,000 for tuition and books and personal academic assistance, mentoring and other forms of support to ensure their success in college.

Science & Physical Education Division, S-213, 972-860-7140

www.eastfieldcollege.edu/smpe

Division Dean: Gretchen Riehl

Biology, Chemistry, Dance, Engineering, Geology, Medical Terminology, Nutrition, Physical Education, and Physics.

Social Science & Human Services Division, N-109,

972-860-7156, www.eastfieldcollege.edu/sshs

Division Dean: Richard Cinclair

Accounting, Anthropology, Business, Child Development, Criminal Justice, Criminal Justice Police Academy, Economics, Gerontology, Government, History, Management, Marketing, Philosophy, Psychology, Religion, Sociology, Social Work and Substance Abuse and Teacher Preparation. For students interested in education, the Texas A&M-Commerce Teacher Center at Eastfield is part of the Social Science Division.

Office of Student Life, C-141, 972-860-7185

www.eastfieldcollege.edu/ssi/studentlife/

The Office of Student Life plans and implements a variety of activities to compliment the learning process of the college. According to research in higher education, campus life activities provide additional support in achieving college success. Students are encouraged to join a student club or organization, participate in campus socials,

workshops, lectures, field trips, and student leadership conferences to enhance their educational experience. Activities are announced on flyers posted on bulletin boards around campus and on banners hanging in the Pit. You can also find them posted on our web site, www.eastfieldcollege.edu/SSI/studentlife.html. All activities are open to all currently enrolled students, however, some activities like field trips and conferences are subject to space availability, and require advanced registration, and may require a deposit or fee to participate. A variety of experiences are available to enrich your overall college success. These experiences include:

- Campus Activities Board (CAB)
- Cultural Performing Arts
- Educational Field Trips
- Local and National Speakers
- Social Activities
- Student Clubs and Organizations
- Student Leadership Academy
- Social Activities
- Student Government Association

For more information about campus life, please stop by the Student Life Office and pick up a schedule of events.

Student Clubs and Organizations, Office of Student Life, C-141,
972-860-7185

www.eastfieldcollege.edu/ssi/studentlife/clubhome.html

There are currently over 35 clubs and organizations at Eastfield representing honor societies, religious groups, art, music, dance, sports, ethnic groups and more. Joining a club can be a fun, rewarding experience. Student Life staff members work closely with student clubs and organizations by providing club leader orientations, basic leadership training, and they assist with program and event planning. Students interested in joining a club or forming a new club should contact the Office of Student Life.

Student Government, Office of Student Life, C-141, 972-860-7185

www.eastfieldcollege.edu/ssi/studentlife/govt/

The purpose of the Eastfield College Student Government Association is to serve as the representative body for students. Student Government representatives participate in decision-making processes of the college as well as serve as ambassadors for the college. If you are interested in serving as a Student Government representative contact the Student Life Office.

Student Publications

The Et Cetera-Eastfield's Student Newspaper and online news source, N-238, 972-860-7130

Eastfield's award-winning student newspaper, The Et Cetera, is published bi-weekly during the fall and spring semesters. In addition, our online publication <http://www.eastfieldnews.com> offers daily campus news updates throughout the year. All Eastfield students are encouraged to join the staff or submit articles for publication.

Texas A&M-Commerce Transfer Center@Eastfield, C-105,
972-860-7323

<http://teachercenter.dcccd.edu/tamuc/>

A significant number of the community college students transferring to Texas A&M University-Commerce come from Eastfield College in Mesquite. The two schools have a long-standing partnership in serving higher education in the area. With that history and partnership, this program enhances the service to students by establishing an even stronger presence (at Eastfield) and better assisting students interested in ALL majors at Texas A&M-Commerce. The director of this program is an employee of Texas A&M University-Commerce, but housed full-time at Eastfield College. The staff assists current Eastfield students with the following: Academic advisement (utilizing the Transfer Articulation Guide for their specified major), THEA/TSI updates & information, registration for courses at Eastfield, financial aid/scholarship information, mentoring and communication with contacts at Texas A&M University-Commerce.

TRIO/SSS (Student Support Services), C-237, 972-860-8348,

E-mail: efctrio@dcccd.edu, www.eastfieldcollege.edu/ssi/trio/index.htm

The TRIO Student Support Services Program is a federally funded grant program serving a specific number of students each year.

Applicants may be eligible for participation in TRIO if they are:

- Low Income according to federal guidelines -or-
- Have a physical, mental or learning disability -or-
- Neither parent received a Bachelor's Degree.

The goal of the TRIO/Student Support Services program is to assist students in graduation from Eastfield and transfer to a four-year university. TRIO/SSS participants are assigned an adviser to work with them in providing the following services:

- Academic advisement
- Personalized registration assistance
- Financial aid coordination
- Scholarship information
- Transfer assistance
- Field trips to area universities
- Individualized tutoring
- Study skills workshops
- Cultural enrichment opportunities

TRIO/SSS applications are available at www.eastfieldcollege.edu/ssi/trio/index.htm, in the Student Support Services offices or in the class schedules. Additional information regarding TRIO/SSS is available at www.eastfieldcollege.edu/ssi/trio/index.htm.

Upward Bound, N-233A, 972-860-7277

Upward Bound is a federal pre-college program designed to help economically disadvantaged Skyline and W.W. Samuell students complete high school, enter and succeed in college.

- Year round tutoring and instruction

- Personal, career & academic advising
- 6 week summer program
- Visits to area colleges and universities
- Personal enrichment workshops and programs

Workforce Development/Continuing Education, Bldg. W,
972-860-7113

www.eastfieldcollege.edu/ced/index.html

Continuing Education delivers flexible, diverse, visionary instruction responsive to the needs of the public, private, and corporate citizen. Program offerings include workforce education and training, personal and professional development courses, and other programs designed to enhance individual, community, and economic development. Individuals interested in training should call the Workforce Development CE Office for specific course information or referral to appropriate program directors.

EMERGENCY PROCEDURES

Eastfield will publicize their emergency response and evacuation procedures on an annual basis in a manner designed to reach students and staff.
<http://www.eastfieldcollege.edu/EOP.pdf>

General Emergency Procedures: Call College Police at 911 from a campus phone
Important: Always contact College Police first. Do NOT use a cell phone to call.

When emergencies arise, contact College Police. The decision to call for any outside help such as fire or police departments is the responsibility of College Police personnel. An emergency is defined as any state requiring immediate action to prevent dire consequences, such as fire, tornado, use of lethal weapons, bomb threats, or life-threatening incidents. The College Police will direct you according to need.

The Eastfield College Emergency Number 911

Or Central Dispatch at 972-860-4290

Emergency Ambulance 911

College Police Room Number C-140

College Police Officers are on duty 24 hours a day, 7 days a week.

College Health Center C-139

Health Center Direct Line 972-860-7190

When telephoning College Police to report an emergency situation, do not hang up until the following information has been clearly stated:

- Name of person making the call
- Nature of emergency
- Location of emergency
- Description of suspect (if applicable)
- Call-back telephone number

Fire-Emergency Evacuation

If you smell smoke/hear fire alarm:

- Stay calm.
 - Evacuate area and contact College Police at 911, IMMEDIATELY.
 - DO NOT USE elevators.
 - DO NOT attempt to enter a smoke-filled or “hot” room.
 - College Police will initiate calls to the fire station.
- If you are in class, your instructor may ask you to activate the fire alarm and to verbally report the fire by calling the College Police at 911.
 - If you are in class, your instructor may ask you to assist any mobility-impaired students.
 - Evacuate to the nearest parking lot and remain at least 200 feet away from the nearest building.

THERE ARE NO EXCEPTIONS TO THE EVACUATION ORDER.

Medical Emergency Procedures

Procedures for emergency response:

- Check room number or exact location of emergency before calling.
- Call Campus Police at 911 from a campus phone or call District Central

Dispatch at 972-860-4290

- Give the exact location and cause of the accident
- Give the victim’s condition.
- Keep calm and reassure the victim.
- Stay with the victim and DO NOT move the victim.
- Send a guide to the closest entrance to meet the nurse or campus police.
- Campus Police will make arrangements for emergency transportation.

Emergency Transportation Ambulance

- All emergency ambulance calls will be made to the city ambulance by College Police 911.
- Individuals refusing ambulance transportation to a medical facility will be responsible for their decision and private transportation to a medical facility.
- The College will not assume liability for accident or injury involving transportation in a privately owned vehicle
- The college does not assume responsibility for consequences resulting from an individual’s refusal of ambulance transportation.
- The College District will not assume payment for ambulance transportation.

Emergency Calls to College Police

Any emergency calls from an individual attempting to contact a student should be made to the College Police at 911 on a campus phone. Anyone who wishes to locate a student on campus for any reason must contact the College Police in Room C140 or call Central Dispatch at 972-860-4290.

Reporting an Accident or Crime to College Police 911

Observation of a crime, suspicious person, disruptive person, auto accident, or unusual activity on campus:

- Give police exact location of the incident.
- Be prepared to give description of vehicles, persons involved in incident.
- Observe and report the direction a suspicious person or vehicle leaving the scene.

Weapons are **PROHIBITED** on Campus

Firearms are illegal to possess on parking lots, inside college facilities, and at any location where educational classes or sporting events are being held, including field trips.

Weather-Tornado Warning

When the decision is made to take shelter, an alarm will be sounded by **SHRILL AIR HORNS** (throughout the buildings). When such an alarm is sounded, take the following action:

- Follow the Evacuation Procedures that are posted by the exits of all rooms on campus.
- Do not leave the building.
- Follow directions of College Police.

NOTE: College Police officers will notify individuals when it is safe to return to upper levels.

During the Emergency: College Police and Facilities Services will monitor weather broadcasts on radio and television. The Police have control of the tornado alert activation. People should remain in lower halls in areas designated by the College Facilities and stay away from glass exterior walls.

Inclement Weather

In case of inclement weather, Eastfield students are asked to listen to KEOM-FM Radio Station (88.5). In partnership with Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather. Students may also monitor local television, radio stations and the Eastfield College website, www.eastfieldcollege.edu

CO-CURRICULAR ACTIVITIES (STUDENT LIFE)

Service Learning

Coordinator: Michele Svatos, 972-860-7042

E-mail: mvsvatos@dccd.edu

Service learning is a program that provides students with the opportunity to engage in volunteerism and community service with agencies and schools in the Dallas area. Some instructors provide course credit or extra credit for participating in the Service Learning program. For more information, visit

www.eastfieldcollege.edu/ServiceLearning/index.html which also gives instructions for enrolling via the eCampus system. Paper applications are not accepted.

Sports

www.eastfieldcollege.edu/ce/sports/index.html

Collegiate Athletics

Eastfield College athletes compete in the Metro Athletic Conference and the National Junior College Athletic Association or NJCAA. Collegiate sports include men's basketball, baseball, men and women's golf, men and women's tennis, and women's volleyball and soccer. Admission is free to college athletic events. Eastfield College is home to the 2001 & 2006 World Series Baseball Champions, 1997 National Basketball Champions, and the Men's Golf Team finished 2nd at the NJCAA National Tournament in 2006. Eastfield also is home to the 2008 Women's Singles National Champion. In addition, the college has had over 66 NJCAA All Americans, including 16 Academic All Americans. Individuals interested in participating in collegiate sports should contact the following:

Athletic Director	Anthony Fletcher	972-860-7645
Men's Baseball	Michael Martin	972-860-7643
Men's Basketball	Anthony Fletcher	972-860-7645
Tennis	Marcus Whittington	972-860-7645
Women's Soccer	Amy Miller	972-860-7140
Women's Volleyball	Audrey Glassock	972-860-7324

Intramural Sports

Intramural sports are open to any student who wishes to participate in the following sports: flag football, coed volleyball, coed basketball, and coed soccer. For more information about intramural sports, contact the Athletic Department at 972-860-7645.

STUDENT ACTIVITIES

Office of Student Life, C-141, 972-860-7185

www.eastfieldcollege.edu/ssi/studentlife/index.html

The Office of Student Life plans and implements a variety of activities to compliment the learning process of the college. According to research in higher education, campus life activities provide additional support in achieving college success. Students are encouraged to join a student club or organization, participate in campus socials, workshops, lectures, field trips, and student leadership conferences to enhance their educational experience. Activities are announced on flyers posted on bulletin boards around campus and on banners hanging in the Pit. You can also find them posted on our web site, www.eastfieldcollege.edu/ssi/studentlife.html. A variety of experiences are available to enrich your overall college success. These experiences include:

- Campus Activities Board (CAB)

- Cultural Performing Arts
- Educational Field Trips
- Local and National Speakers
- Social Activities
- Student Clubs and Organizations
- Student Leadership Academy
- Social Activities
- Student Government Association

For more information about campus life, please stop by the Student Life Office and pick up a schedule of events.

Student Clubs and Organizations, Office of Student Life, C-141,
972-860-7185

www.eastfieldcollege.edu/ssi/studentlife/clubhome.html

There are currently over 35 clubs and organizations at Eastfield representing honor societies, religious groups, art, music, dance, sports, ethnic groups and more. Joining a club can be a fun, rewarding experience. Student Life staff members work closely with student clubs and organizations by providing club leader orientations, basic leadership training, and they assist with program and event planning. Students interested in joining a club or forming a new club should contact the Office of Student Life.

Student Government, Office of Student Life, C-141, 972-860-7185

www.eastfieldcollege.edu/ssi/studentlife/govt/

The purpose of the Eastfield College Student Government Association is to serve as the representative body for students. Student Government representatives participate in decision-making processes of the college as well as serve as ambassadors for the college. If you are interested in serving as a Student Government representative contact the Student Life Office.

Student Publications

The Et Cetera-Eastfield's Student Newspaper and online news source, N-238, 972-860-7130

Eastfield's award-winning student newspaper, The Et Cetera, is published bi-weekly during the fall and spring semesters. In addition, our online publication <http://www.eastfieldnews.com> offers daily campus news updates throughout the year. All Eastfield students are encouraged to join the staff or submit articles for publication.