

Manage Your Student Life!



OFFICE OF STUDENT LIFE

Connection. Culture. Community.

2017-2018 Student Handbook



Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT



Qualified students can now ride DART for free!

Take six credit hours or more anywhere in the DCCCD and ride DART for free.

Even if you have a car, there's benefits to having the DART pass.

- A \$400 value; at no charge to you.
- Save fuel, parking or Uber costs to destinations like sporting events or the State Fair
- Save time; study while you ride
- Reduce your carbon footprint

Go to [***dccc.edu/GoPass***](https://dccc.edu/GoPass) to learn more.

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MISSION STATEMENT

At Brookhaven College, a public, open-door, two-year institution dedicated to student success, we provide quality educational programs by offering a broad range of programs, learning opportunities and experiences. We prepare our students to value the individuals and organizations within our diverse community and to face the challenges as responsible and productive members of society. We achieve our mission through our goals and strategic directions.

The purpose and goals of Texas public community colleges is as set forth in Education Code 130.003, as follows:

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. Freshman and sophomore courses in arts and sciences;
4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. Workforce development programs designed to meet local and statewide needs;
8. Adult literacy and other basic skills programs for adults; and
9. Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas.

THE OFFICE OF STUDENT LIFE MISSION STATEMENT

The mission of the Office of Student Life at Brookhaven College is to foster the intellectual, cultural, social and emotional development of students by providing a climate conducive to learning and personal growth, enabling them to become fully productive members of the global community.

To achieve this mission we will:

- ENGAGE all students in meaningful co-curricular opportunities to promote retention and persistence toward completion.
- DEVELOP and PROMOTE a campus environment that meets students' evolving cultural, physical, social and academic advancement.
- STRENGTHEN partnerships with Academic Affairs and Student Services to enhance the academic mission of the institution.
- DEVELOP and IMPLEMENT services for students through data-informed decision making, branding and communication.
- SUPPORT the ability of staff to be effective student affairs practitioners and administrators.

CAMPUS QUICK CALL

All phone numbers are area code 972

| Office (Room Number) Phone | Office (Room Number) Phone |
|--|---|
| Accounting Help Desk (M132) 860-4376 | Human Resources Office (A235) 860-4813 |
| Administrative Offices (Bldg. A) 860-4700 | Library, LRC (L200-L350) 860-4862 |
| Admissions (S052) 860-4883 | Marketing & Mgmt. Lab (M206) 860-4173 |
| Advising (S113) 860-4830 | Math Lab (K137) 860-4605 |
| Automotive Technology (Q101) 860-4189 | Math and Science Division (K224) . . 860-4750 |
| Biology Resource Center 860-4905 | Multicultural Center (S124) 860-4192 |
| Bookstore, on campus (S238) 484-7651 | Office Technology (M128) 860-4174 |
| Fax: 247-7633 | Photography Lab (L116) 860-4779 |
| Box Office (C202) 860-4118 | Physical Education/ Athletic Department (T315) . . . 860-4120/4121 |
| Brookhaven Courier (T241) 860-4787 | Police Department (B200) 911 |
| Business Studies Division (M110) . . . 860-4160 | From off-campus: 860-4290 |
| Business Office (S060) 860-4814 | Radiologic Sciences (X3036) 860-4918 |
| Career Development Center (S065) . . 860-4894 | Registrar (S052) 860-4883 / 4884 |
| Cashier (S060) 860-4819 | School of the Arts 860-4730 |
| Communications Division (L367) 860-4555 | Social Science Division (K240) 860-4130 |
| Communications/Computer Lab (J122) 860-4782 | Student I.D. Cards (S201) 860-4115 |
| Computer Information Technology Lab (K103) 860-4955 | Student Life (S201) |
| Counseling Center (S136) 860-4339 | Testing Center (S080) 860-4865 |
| Dance Office (T101) 860-4122 | Veteran Services (S136) 860-4674 / 4672 |
| Disability Support Services (S136) . . 860-4673 | Visual Communications Labs (B213-B214) 860-4735 |
| Economics Lab (M130) 860-4169 | Workforce & Continuing Education (S040) 860-4600 |
| ESOL Lab (J105) 860-4745 | World Languages (L420) 860-4770 |
| (J106) 860-4328 | |
| Financial Aid (S015) 860-4110 | |
| Food Service (S221) 860-4544 | |
| Health Center (S072) 860-4195 | |
| Health & Human Services Division (X1082) 860-4870 | |

WELCOME FROM THE PRESIDENT



Welcome to the new academic year at Brookhaven College.

You have chosen to attend Brookhaven at an exciting time in our college's history. Like the thousands of Bears who have preceded you, you no doubt recognize our academic excellence, our unmatched affordability, our student-centered pathways to rewarding careers and university transfer programs, and our commitment to serving our local and global communities sustainably.

Your time at Brookhaven College will be enhanced and made more valuable through a remarkable team of more than 1,000 employees who work together to create not only an excellent learning environment, but also an extensive menu of support services, activities, events and other uniquely Brookhaven opportunities that will enrich your experience. You will be invited to engage often—in and outside of the classroom. You should expect to be challenged; then, rise to the challenge.

Take advantage of all that Brookhaven has to offer. Join a club (or two). Try your hand at writing for the Courier—our college newspaper. Cheer our nationally-renowned athletic teams to victory. Attend every play, speaker series, musical performance, rally, gallery show, and free food function that you can squeeze into your busy schedule. Read, reflect and relax in our picturesque outdoor spaces and indoor study coves. You will experience immediate impact and lifelong rewards.

I look forward to seeing you on campus now and on the commencement stage one day soon.

Sincerely,

A handwritten signature in black ink that reads "Thom D. Chesney". The signature is written in a cursive, flowing style.

Dr. Thom D. Chesney
President



@ThomChesney

August/September

Monday

21

Classes begin
1st Day of Class

Solar Eclipse observing, 11:30 a.m.-2:45 p.m., Bldg. X and K Plaza.

**BCSA: Forum Gallery: Michelle Martin, Studio Gallery: Lin Medlin
Reception: TBA, 6-8 p.m.
Aug. 21-Sept. 25**

Tuesday

22

Bears Volleyball vs. Cisco Junior College, 6 p.m., Home

Bears Soccer vs. MSU (Scrimmage), 7 p.m., Away

Wednesday

23

Phi Theta Kappa's Welcome Back Breakfast, 7 a.m., Commons Courtyard

STEM Club meeting, 12:30-1:30 p.m., X3007

Thursday

24

Friday

25

Bears Volleyball vs. Fort Scott Community College Invitational, Away

Bears Soccer vs. Tyler Junior College, 4 p.m., Away

Saturday

26

Bears Volleyball vs.
Fort Scott Community College Invitational,
Away

Sunday

27

INSTRUCTIONAL DIVISIONS

Business Studies

Dean: Giraud Polite: 972-860-4282 | bhcBusinessStudies@dcccd.edu

Accounting | Automotive Technology | Business Administration
Business Office Systems and Support | Computer Information Technology
Computer Science | International Business | Management | Marketing
Medical Front Office | Medical Information Technology | Medical Coding
Visual Communications

Communications

Dean: Kendra Vaglianti: 972-860-4555 | bhcCommDiv@dcccd.edu

Developmental Reading | Developmental Writing | English | Journalism
Photography | Speech | Student Publications

Health and Human Services

Dean: Juanita Flint: 972-860-4870 | bhcHHServices@dcccd.edu

Child Development | EDUC 1300 | EMS/Paramedicine | Nursing
Radiologic Science

Mathematics and Science

Dean: Kathy Wetzel: 972-860-4750 | bhcScienceMath@dcccd.edu

Astronomy | Biology | Chemistry | Developmental Mathematics | Engineering
Geology | Geospatial Technology | Mathematics | Physics

Physical Education, Athletics and Nutrition

Dean: Rick Maxwell: 972-860-4120 | bhcPhysicalEd@dcccd.edu

Athletics | Nutrition | Physical Education

School of the Arts

Dean: Rick Maxwell: 972-860-4730 | BCSA@dcccd.edu

Dance | Drama | Fine Arts | Humanities | Music

Social Science

Dean: Sam Govea: 972-860-4130 | bhcSocialScience@dcccd.edu

Anthropology | Criminal Justice | Geography | Government | History
Human Development | Philosophy | Psychology | Religion | Sociology

World Languages

Dean: Kendra Vaglianti (interim): 972-860-4555 | bhcWorldLanguages@dcccd.edu

American Sign Language | Chinese | English for Speakers of Other Languages (ESOL)
French | German | Italian | Korean | Russian | Spanish | Japanese

| August/September | | | |
|--|--|----|----------|
| Monday | | 28 | |
| Tuesday | | 29 | |
| Bears Volleyball vs. Panola College, 6 p.m., Away | | | |
| Wednesday | | 30 | |
| SGA General Meetings, 3-4 p.m., S220 | | | |
| Thursday | | 31 | |
| Bears Volleyball vs. San Jacinto College Invitational, TBA, Away | | | |
| Friday | | 1 | |
| Bears Volleyball vs. San Jacinto College Invitational, TBA, Away | | | |
| Saturday | | 2 | Sunday 3 |
| 12th Day of Class | | | |
| Bears Women's Soccer vs. Angelina College, 4 p.m., Home | | | |
| Bears Volleyball vs. San Jacinto College Invitational, TBA, Away | | | |

| IMPORTANT DATES FOR FALL 2017 | |
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Aug. 20 100 percent refund period ends for 16-week courses

Aug. 21 Classes begin

Sept. 1..... TIP – LAST DAY to apply

Sept. 1 No refund for residency changes will be issued after this date
LAST DAY to drop 16-week course without a “W”

Students enrolled in courses of shorter duration than 16 weeks, or that begin after Aug. 31, should check with the instructional division office of that course to learn what the last day is to drop with a "W."

Sept. 4..... Labor Day Holiday – CAMPUS CLOSED

Sept. 7..... *70 percent refund period ends for 16-week courses

**Applies only to courses that begin Aug. 21.*

**Refund is based on total tuition charged. If using the Tuition Installment Plan, refund is based on total tuition, not what has been paid.*

Sept. 13. **25 percent refund period ends for 16-week courses

Applies only to courses that begin Aug. 21.

***Refund is based on total tuition charged. If using the Tuition Installment Plan, refund is based on total tuition, not what has been paid.*

Sept. 21.....TIP: first installment payment due

Oct. 26 TIP: final installment payment due

Nov. 14 LAST DAY to drop 16-week course with a “W”

Students enrolled in courses of shorter duration than 16 weeks, or that begin after Aug. 29, should check with the instructional division office of that course to learn what the last day is to drop with a "W."

Nov. 14Spring 2017 semester registration begins for continuing students

Nov. 20 Spring 2017 semester registration begins for all students

Nov. 23-26 Thanksgiving Holiday – CAMPUS CLOSED

Nov. 27 Classes resume after Thanksgiving

Dec. 4-7 Final exams

Dec. 23-Jan. 1 Winter Break – CAMPUS CLOSED

Jan. 2..... Campus re-opens after Winter Break

| September | |
|---|----------|
| Monday4 | |
| Labor Day Holiday—College Closed | |
| Tuesday5 | |
| Free HIV testing, 9-2:30 p.m., S072 | |
| Bears Volleyball vs. Hill College, 6 p.m., Away | |
| Wednesday6 | |
| Phi Theta Kappa General meeting, 4-5 p.m., S064 | |
| SGA Senate Meeting, 3-4:30 p.m., S220 | |
| STEM Club meeting, 12:30-1:30 p.m., X3007 | |
| Police Activity Lockdown Drill, 3:15 p.m., Campus Wide | |
| New Student Orientation Make-Up, 1-3 p.m., S220 | |
| Thursday7 | |
| Campus Activities Board (CAB) Crew meeting, 4:30-5:30 p.m., S064 | |
| Soft Skills – Goals and Attitude, 1:30-2:30 p.m. TBA | |
| Friday8 | |
| Bears Women's Soccer vs. Richland College, 4 p.m., Away | |
| Bears Volleyball vs. North Central Texas College Invitational, Away | |
| Saturday9 | Sunday10 |
| Bears Volleyball vs. North Central Texas College Invitational, Away | |

9

AVAILABLE RESOURCES

ADMISSIONS/ REGISTRAR

The Admissions/Registrar's Office, Room S052, is responsible for student records. Contact this office for address or name changes, residency questions, evaluation of credits from other schools, graduation information, verification of enrollment and Brookhaven College transcripts. Call 972-860-4883 or 860-4884 or email [**bhcAdmissions@dcccd.edu**](mailto:bhcAdmissions@dcccd.edu).

For more detailed information about transcripts and applying for graduation, please see page 34.

ADVISING

The Advising Center, Room S113, maintains a team of advisors to assist students with:

- academic advisement, degree planning and educational planning,
- transferability guidelines and admissions information for other colleges and universities,
- referrals for career planning, tutoring, study skills or other special services, and
- information about assessments, TSI requirements, prerequisite requirements and drop/withdrawal policies.

For quick questions, students may see an advisor on a "walk-in" basis. For long-range planning or advising, please make an appointment with an advisor by calling 972-860-4830 or emailing [**bhcAdvising@dcccd.edu**](mailto:bhcAdvising@dcccd.edu).

Degree Plans:

Your degree plan is your path to completion and graduation. You have access to this road map 24 hours a day through eConnect. You, the student, have the ultimate responsibility to select and register for courses meeting your graduation requirements. Please check your degree plan every semester and meet with an advisor to make sure you are on track for graduation.

You should file an official degree plan request after your first semester of enrollment. If you are receiving veterans' benefits or are enrolling as an international student, please check with your veterans or international advisor regarding procedures for filing your degree plan request.

Before you request a degree plan you should take the following steps.

1. Submit official college transcripts for each college attended other than the DCCCD to the Admissions Office.

2. Meet with an academic advisor or program coordinator to identify specific degree plan and appropriate catalog year based on enrollment.

You can complete an official Degree Plan Request at the following link:

[**https://analytics.brookhavencollege.edu/DegreePlan/Create**](https://analytics.brookhavencollege.edu/DegreePlan/Create)

September

Monday

11

9/11 Day of Remembrance, 10 a.m.-2 p.m.

New edition of the Brookhaven Courier

Bears Soccer vs. TBD, First Responders Match, 6 p.m., Home

Tuesday

12

Service Learning Agency Fair, 10 a.m.-1 p.m., S building lobby

Kick Off Your Fall Semester the Right Way! Develop Study Skills and Time Management Strategies, 11:30 a.m.- 12:30 p.m., S003

Soft Skills – Leadership and Ethics, 1:30-2:30 p.m., TBA

Bears Volleyball vs. Seminole State College, 6 p.m., Home

Wednesday

13

Welcome Back Party! 11:30 a.m.-1:30 p.m., Commons Courtyard

SGA General Meeting, 3-4:30 p.m., S220

Soft Skills – Workplace Relationships, 1:30-2:30 p.m., TBA

Thursday

14

SGA Color Run, 3 p.m., Jogging Trail

Fire Drill, 6:15 p.m., Bldg. T

State of the College Address & Emerald Awards Celebration
College Offices Closed

Friday

15

The Open Book Project & Service Learning! Encounter from the Past
“Stories of Service”, Farmers Branch Historical Park

Bears Women’s Soccer vs. Eastfield College, 6 p.m., Home

New Student Orientation Make-Up, 1-3 p.m., S220

Saturday

16

The Open Book Project & Service Learning! Encounter from the Past
“Stories of Service”, Farmers Branch Historical Park

Bears Volleyball vs. Odessa College, 10 a.m., Home

Bears Volleyball vs Panola College, 2 p.m., Home

Sunday

17

Dallas Pride Parade, 2-4 p.m.
Cedar Springs Road

AVAILABLE RESOURCES CONT.

Graduation:

Student should apply for graduation once they have enrolled in the final course(s) they need for their degree or certificate. An application for graduation should be filed with the college from which the student plans to graduate. This informs the college when you will be completing your degree or certificate and how you would like your name to appear on your diploma or certificate of completion. Students who have met all TSI, degree/certificate, and graduation requirements (including up-to-date copies of transcripts from all colleges attended outside the DCCCD) will be awarded their degree or certificate at the end of the appropriate term. Twenty-five percent (25%) of the total credit hours within your degree or certificate must be completed at the college awarding the degree or certificate.

The 'Application for Graduation' is available through your eConnect account. From the Current Credit Student menu, click on 'Graduation Information' (listed under 'My Personal Information'). Then select Brookhaven College.

ATHLETICS

The Athletics Department seeks to provide a positive academic/athletic experience for the competitive student/athlete. Participation in our programs enhance and promote each individual's academic and athletic development in a program dedicated to quality and excellence at NJCAA Division III level.

Brookhaven College currently sponsors the intercollegiate sports of women's volleyball, women's soccer, men's basketball and men's baseball. For information, visit the Athletic Department Office, Bldg. T, Room T315 or call 972-860-4838.

BROOKHAVEN COURIER

The Brookhaven Courier, Room U241, is the student newspaper and is published twice monthly during the fall and spring semesters. The *Courier* welcomes feedback and story ideas from readers and accepts commercial advertising. Contact the *Courier* office at 972-860-4787 or email [**bhcCourier@dcccd.edu**](mailto:bhcCourier@dcccd.edu).

BIOLOGY RESOURCE CENTER

The Biology Resource Center, Room X2030, is available to help you with your science classes to receive assistance from knowledgeable tutors with homework and help studying for that next big test. Walk-in tutoring is available during all hours of operation. For more information, call 972-860-4148. Hours vary per semester.

| | |
|---|--|
| September | |
| Monday 18 Early College High School Open House, 6:30-8 p.m., Bldgs. P and U Carter BloodCare Blood Drive, Nov. 18-19, 10-4 p.m., P3 parking lot Bears Volleyball vs. Cedar Valley College, 7 p.m., Home New Student Orientation Make-Up, 4-6 p.m., B240 | |
| Tuesday 19 CAB Speak Up! Hispanic Heritage, 12 noon, Treetop Café Welcome to the Jungle! To Ten Ways to Survive the College Wilderness, 1:30-2:30 p.m., S064 | |
| Wednesday 20 Phi Theta Kappa General meeting, 4-5 p.m., S064 SGA Senate Meeting, 3-4:30 p.m., S220 Good NeighBEAR service project, 2:30-5 p.m. Hazmat Drill, 9:15 a.m., Q building. Reading: The App for Life, I Have to Read How Many Chapters? Tips on Effective and Efficient Textbook Reading, 12:30-1:30 p.m., S064 Constitution Day Event, Media Literacy in the Age of Trump, noon, K234 Soft Skills – Teamwork and Motivation, 1:30-2:30 p.m., TBA STEM Club meeting, 12:30-1:30 p.m., X3007 | |
| Thursday 21 Campus Activities Board (CAB) Crew meeting, 4:30-5:30 p.m., S064 Soft Skills – Keys to Self-Management, 1:30-2:30 p.m., TBA Public Stargazing, 8-10 p.m., X & K Plaza. Bears Volleyball vs. Eastfield College, 7 p.m., Away Pride Panel, 1:30-2:30 p.m., Q201 | |
| Friday 22 OSL Clubs/Organizations Leadership Training Bears Women's Soccer vs. Mountain View College, 4 p.m., Away | |
| Saturday 23 | Sunday 24 |

AVAILABLE RESOURCES CONT.

CARE TEAM

Brookhaven College cares about all students. The CARE Team helps students who may be feeling overwhelmed, hopeless, depressed and/or are experiencing life stressors by connecting them to college and community resources (i.e. counseling, case management, social services). The CARE Team also addresses more serious student behaviors that may pose a direct threat to the student or the college community. If you have a concern about the behavior or safety of a student at Brookhaven College, you can help by making a referral to the CARE Team. Referrals can be made by clicking on *The CARE Team: Submit a concern about a student* button on the Brookhaven College website (brookhavencollege.edu) or by going to

<https://cm.maxient.comreportingform.php?DallasCountyCCD&layout id=2>.

CAREER DEVELOPMENT CENTER

The Career Development Center, Room S065, provides resources to current students, college alumni and community members to help with making career decisions, learning lifelong job search skills and finding employment. Students can access self-paced, computerized career assessment, guidance and résumé writing programs. Job opportunities can be found through on-campus recruiting, through our job listing services or at our career fairs. Career fairs are conducted in Fall and Spring of each year. Students bring their résumés and talk with more than 60 companies at each fair. Explore your career opportunities!

Also within the center are career advising services including career assessments, consultation with career advisors (including résumé writing, mock interviews and interviewing assistance) and access to a computerized career-planning program. Computers are available for résumé writing and internet job searches. For information, call 972-860-4894 or email bhcJobs@dcccd.edu.

Additional Services

- DCCCD Job Listing Service
- Career counseling
- On-campus recruiting
- Career planning workshops
- Résumé-writing review
- Mock-interviews
- Information about employment trends, salaries and potential careers
- Special services for veterans
- Career development library resources

CASHIERS

Visit the Cashiers' windows of the Business Office for questions regarding tuition payments and more. Cashiers' staff can help you with tuition payment options, explaining and monitoring tuition installment plans, refund payments, returned checks and block restrictions. You also can purchase special event tickets, which are offered at various times throughout the year. Student club members and sponsors may inquire about travel and purchasing guidelines though the Business Office, Room S060, at 972-860-4819 or email bhcCashiers@dcccd.edu.

September/ October

Monday

25

Bomb Threat Drill, 9:15 a.m., Bldg. P

New Edition of the Brookhaven Courier

Bears Volleyball vs. Richland College, 7 p.m., Away

Tuesday

26

Soft Skills – Professional Image, 1:30-2:30 p.m., TBA

Bears Women's Soccer vs. Angelina College, 4 p.m., Away

New Student Orientation Make-Up, 4-6 p.m., B240

Wednesday

27

Hispanic Heritage Read In, TBA, Performance Hall Lobby

SGA General Meeting, 3-4:30 p.m., S220

Realize Your Resilience! Develop Strategies to Harness Your Full Potential, 12:30-1:30 p.m., S064

Soft Skills – Professional Communication, 1:30-2:30 p.m., TBA

SOS, Free STI and pregnancy testing, 10 a.m.-1 p.m., S072

Flu shots, 2:30-5:30 p.m., S072

Thursday

28

Bears Volleyball vs. North Lake College, 7 p.m., Home

Friday

29

Deadline to enroll in Service Learning and turn in waivers

Bears Women's Soccer vs. Cedar Valley College, 6 p.m., Home

Bears Volleyball vs. Trinity Valley Community College, 2 p.m., Away

Saturday

30

LeCroy Leadership Summit, 10 a.m.,
El Centro College

Sunday

1

AVAILABLE RESOURCES CONT.

COUNSELING SERVICES

The Brookhaven College Counseling Center provides services and programs that help students maintain their emotional well-being in order to achieve their educational goals. Licensed professional counselors help students adjust to change, manage anxiety and depression, develop communication skills, handle family stressors, work through loss, explore and improve their relationships, and manage stress. Counselors also help students develop success strategies, which include test-taking and study skills, goal setting, money management, and note-taking. Information discussed with a counselor is private and confidential, unless it involves potential danger to one's self, others, or involves child or elder abuse. Call 972-860-4673, email [*bhcCounseling@dcccd.edu*](mailto:bhcCounseling@dcccd.edu) or visit Room S136. Find out more by going to [*BrookhavenCollege.edu/counseling*](http://BrookhavenCollege.edu/counseling).

DISABILITY SUPPORT SERVICES

The Disability Support Services Department offers a variety of services to enable students with disabilities to participate in the full range of college experiences. Brookhaven College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act and ensures equal access to college programs and facilities. Students are asked to provide documentation of their disabilities to the Disability Support Services Office. A documentation review committee evaluates the documentation and then rehabilitation specialists meet with the students one-on-one to determine and coordinate the necessary accommodations. Accommodations may include readers and/or scribes for tests, note-takers in the classroom, extended time on tests, interpreters for students who are hearing impaired, etc. For more information, call 972-860-4673, email [*bhcADAservices@dcccd.edu*](mailto:bhcADAservices@dcccd.edu), or visit Room S136.

EXERCISE FACILITIES

Campus facilities include: two-mile jogging trail, a fitness center, tennis courts and a gym. Brookhaven College students and staff may have access to most facilities during listed open times. Lockers/showers are provided in lower Bldg. T. Users must bring their own locks and towels. For information, please call 972-860-4120 or 972-860-4127.

EMERGENCY ALERTS

Sign up in eConnect to receive emergency notifications from Brookhaven College. Our emergency alert system notifies students and employees of college emergencies, closings due to weather or power outages. Emergency alerts are automatically sent to student emails, but to receive a text message or phone call, you must register in eConnect for this kind of notification.

October

Monday

2

Bears Volleyball vs. Mountain View College, 7 p.m., Away

**Forum Gallery: BCSA Art Faculty, Studio Gallery: Dick Lane,
Reception: TBA, Oct. 2-25.**

Tuesday

3

Monarch Butterfly Tagging Demo & Presentation, TBA

Launch Box - Creating a Brand: LinkedIn and Purple Briefcase, 12:30-1:30 p.m., TBA

Free HIV testing, 9 a.m.-2:30 p.m., S072

Bears Women's Soccer vs. North Lake College, 4 p.m., Away

Wednesday

4

Phi Theta Kappa Workshops, 4-5 p.m., M121

SGA Senate Meeting, 3-4:30 p.m., S220

Financial Literacy Series #1, Managing Your Financial Aid, Best Practices for Navigating the Financial Aid Process. Get Ready for the 2018-19 School Year! 12:30-1:30 p.m., S064

Launch Box – Cover Letter and Résumé Tips, 12:30-1:30 p.m., TBA

STEM Club meeting, 12:30-1:30 p.m., X3007

Thursday

5

Campus Activities Board (CAB) Crew meeting, 4:30-5:30 p.m., S064

Ready! Set! Success! Learn the Seven Habits of Highly Effective College Students, 12:30-1:30 p.m., S003

Theatre Brookhaven, "The Trip to Bountiful", 7:30 p.m., Performance Hall

Friday

6

Bears Women's Soccer vs. Richland College, 6 p.m., Home

Theatre Brookhaven, "The Trip to Bountiful", 1:30 p.m., Performance Hall

Saturday

7

Theatre Brookhaven, "The Trip to Bountiful", 1:30 p.m. and 7:30 p.m., Performance Hall

Basketball Jamboree (Scrimmages), noon, Away

Bears Volleyball vs. Oklahoma Baptist University JV, 10 a.m., Home

Bears Volleyball vs. Trinity Valley Baptist Community College, 2 p.m., Home

Sunday

8

AVAILABLE RESOURCES CONT.

FINANCIAL AID OFFICE

The Financial Aid Office, Room S015, helps students meet their educational expenses through grants, loans and scholarships, and by coordinating on-campus part-time employment. The application process for financial aid may take up to two to three months. Students should apply early. The Free Application for Federal Student Aid may be found at www.studentaid.ed.gov. Funds for campus-based aid are limited and applications are reviewed on a first-come, first-served basis. Students should be aware that it is always their responsibility to pay their tuition on or before the due date regardless of the type of aid expected. For further information, you may call the Financial Aid Call Center at 972-587-2599 or email [**bhcFA@dcccd.edu**](mailto:bhcFA@dcccd.edu).

HEALTH CENTER

The Health Center, Room S072, provides confidential health counseling, educational programming, emergency first aid, over-the-counter medication and free testing for tuberculosis and pregnancy. For a fee, the Health Center also offers immunizations to students in the nursing, radiologic sciences, EMT/paramedic and workforce/continuing education programs. Registered nurses staff the center. A referral list of area physicians is available. The staff can assist with inquiries about health-related topics, health insurance or wellness projects. Call 972-860-4195, or email [**bhcHealthCenter@dcccd.edu**](mailto:bhcHealthCenter@dcccd.edu).

INTERNATIONAL CONVERSATION PARTNERS

The Conversation Partners Program brings together native English speaking volunteers with students from the English for Speakers of Other Languages, ESOL, program. Volunteers meet each week with a small group of students to give them an opportunity to practice their English conversation skills and to learn about American culture. For more information, email [**bhcConversationPartners@dcccd.edu**](mailto:bhcConversationPartners@dcccd.edu).

J122 LAB

This open computer lab, located in Room J122, is available for all Brookhaven College students who need to prepare papers, do internet research or access eCampus. The J122 Lab offers computer software such as Word, Excel, Access and PowerPoint. In addition to the open computer lab, the J122 Lab includes the ESOL and Foreign Language labs. Staff is available to assist students with listening/speaking and grammar/writing assignments. The J122 Lab also includes ESOL tutoring. For information, call the Help Desk at 972-860-4782.

October

Monday

9

Launch Box – What to Do Before, During, and After a Career Fair,
12:30-1:30 p.m., TBA

Bears Volleyball vs. Cedar Valley College, 7 p.m., Away

Tuesday

10

Hispanic Heritage Festival, 11 a.m.-1 p.m., Commons Courtyard

Louder Than Words, Learn About the Power of Non-Verbal Communication, 1:30-2:30 p.m., S064

Flu shots, 11:30 a.m.-3 p.m., S072

Bears Women's Soccer vs. Eastfield College, 6 p.m., Away

Wednesday

11

SGA General Meeting, 3-4:30 p.m., S220

Fall Transfer Fair, 8:30- 11 a.m., Bldg. S

Media Coverage of the American Presidency, 10:30 a.m., K234

Theatre Brookhaven, "The Trip to Bountiful", 1:30 p.m., Performance Hall

Thursday

12

Career Fair, 11 a.m.-2 p.m., TBA

Bears Volleyball vs. Eastfield College, 7 p.m., Home

Theatre Brookhaven, "The Trip to Bountiful", 1:30 p.m., Performance Hall

Friday

13

Good NeighBEAR Service Project, Arbor Day, 9 a.m.-noon

Bears Women's Soccer vs. Mountain View College, 6 p.m., Home

Theatre Brookhaven, "The Trip to Bountiful", 7:30 p.m., Performance Hall

Saturday

14

Bears Volleyball vs. Seminole State College,
2 p.m., Away

Theatre Brookhaven, "The Trip to Bountiful",
7:30 p.m., Performance Hall

Sunday

15

AVAILABLE RESOURCES CONT.

LIBRARY AND LEARNING RESOURCES CENTER

The Brookhaven College Library, which is part of the Learning Resources Center, provides many services and resources for students both on campus and online.

On Campus: The Library occupies two levels in Building L. The lower level (1.5) houses books and DVDs that can be checked out and removed from the library. Journals, magazines and newspapers which are also located downstairs, cannot leave the library. Items can be checked out with a student ID or government issued identification at the lower-level Circulation Desk. Course materials, such as textbooks placed on reserve by instructors are available for in-library-use at the circulation desk. Students can also check out one textbook per semester with the textbook semester loan program. For more information or to request a textbook, go to the library webpage and click on Textbook Semester Loan program (left side of page). Additionally, the lower level features study carrels, two study rooms, numerous reading areas, and copier/scanners for use with a Print/Copy Account.

On the library's upper level (2.5), a librarian is available at the Reference Desk to help with research questions anytime the library is open. The upper level has 51 computers for student or community-member use (all of which offer printing with an account) and one copier/scanner. Reference books, such as in-library-use-only dictionaries and encyclopedias, are also located on the upper level.

A Print/Copy Account can be created with a minimum of a one dollar bill at the Add Value Station on the lower level or upper level of the library. Printing or copying in black and white is \$.10/page for single sided and \$.15/page for double sided. Color printing and copying, which is only available on the upper level is \$.50/page for single sided and \$.75/page for double sided.

Online: The library website, www.BrookhavenCollege.edu/library, provides access to various online resources, including the library catalog, online databases and QuickStarts. The library catalog allows students to search for books, DVDs and other materials located at Brookhaven College and other DCCCD locations, as well as ebooks located online. The online databases feature full-text articles from periodicals (journals, magazines and newspapers). QuickStarts are online, librarian-created guides that focus on a specific subject or course. For additional information on how to use online sources, go to the library website and click on Using Library Resources (under Find).

Contacts: Circulation Desk – 972-860-4863; Reference Desk – 972-860-4862;
Email – Go to the Library website, click on Ask a Librarian

| | |
|--|--|
| October | |
| Monday 16 New Edition of the Brookhaven Courier Bears Volleyball vs. Richland College, 7 p.m., Home | |
| Tuesday 17 Bears Against Drunk Driving and Domestic Violence, 11-2 p.m., Commons Courtyard Mid-Semester Slump? Learn Motivational Strategies That Will Keep You Going, 2-3 p.m., S064 Bears Women's Soccer vs. Cedar Valley College, 4 p.m., Away | |
| Wednesday 18 Phi Theta Kappa Workshop, 4-5 p.m., M121 SGA Senate Meeting, 3-4:30 p.m., S220 Reading the App for Life, What's Your Point? Identify Main Ideas, Style, and Structure, 12:30-1:30 p.m., S064 SOS, 10-1 p.m., S072 STEM Club meeting, 12:30-1:30 p.m., X3007 | |
| Thursday 19 Campus Activities Board (CAB) Crew meeting, 4:30-5:30 p.m., S064 The Open Book Project & CAB Speak Up! Student Veteran Panel, noon, Treetop Café Focal Points: Photographers on Developing a Story Frame-by-Frame, noon-2 p.m., TBD Bears Volleyball vs. North Lake College, 7 p.m., Away | |
| Friday 20 Music Department Fundraiser, 7:30 p.m., Performance Hall Bears Women's Soccer vs. North Lake College, 6 p.m., Home | |
| Saturday 21 Basketball 9th Annual Don Cockrell Alumni Game, 7 p.m., Home Bears Volleyball vs. Cisco Junior College, 2 p.m., Away | Sunday 22 |

AVAILABLE RESOURCES CONT.

MATH LAB

The Math Lab, Room K137, is a learning support center for students enrolled in a Brookhaven College mathematics course. The center is available to help you with all of your math needs. Use tutorial software and check out textbooks and solution manuals to use in the Math Lab, or receive assistance from knowledgeable tutors with homework and help studying for that next big test. Walk-in tutoring is available during all hours of operation.

For more information, call 972-860-4605.

Fall 2017 – Spring 2018 Math Lab Hours:

Monday – Thursday. 9 a.m. – 7 p.m.

Friday 10 a.m. – 3 p.m.

Saturday noon – 4 p.m.

Sunday CLOSED

MULTICULTURAL CENTER

The Multicultural Center, Room S124, advises all new and continuing international students and students for whom English is not their first language. The center is responsible for the processing and admission of students on a F-1 Student Visa. Advisors are trained to determine the level of English proficiency of a student and recommend the appropriate program; the English for Speakers of Other Languages for Credit or Intensive English Program. Call 972-860-4192 or email [**bhcMulticulturalCtr@dcccd.edu**](mailto:bhcMulticulturalCtr@dcccd.edu).

Information and services of the Multicultural Center are provided in the following areas:

- Admission of students on F-1 visa
- Immigration information
- Academic advising
- Degree planning
- Interpretation of assessment test scores
- Transfer guidelines
- Cross-cultural communication techniques and mentoring

POLICE DEPARTMENT

The DCCCD Police Department is charged with the personal safety of students, employees and visitors. The department includes 66 peace officers, one department assistant and 11 dispatchers in communications who dispatch calls to all police officers in the DCCCD. The department is staffed 24 hours a day, seven days a week. Foot, automobile, T-3 and bicycle units perform patrols of the campus. DCCCD police officers have full arrest and enforcement authority and possess all the powers, privileges and immunities accorded police officers

| | |
|--|---|
| October | |
| Monday Bears Volleyball vs. Mountain View College, 7 p.m., Home | 23 |
| Tuesday The Open Book Project & Phi Theta Kappa Present <i>American Sniper</i> , 1:30 p.m., TBA Launch Box, Chaos Theory, 12:30-1:30 p.m., TBA Women's Soccer Post Season Region 5 Tournament Prelim Games | 24 |
| Wednesday SGA General Meeting, 3-4:30 p.m., S220 Financial Literacy Series #2, Scholarships and More. Tips, Tricks, and a Whole Lot of Persuasion, 12:30-1:30 p.m., S064 Volleyball Metro Athletic Conference Quarter, TBA | 25 |
| Thursday Mean People Suck! How to Deal with Difficult People, 11:30 a.m.-12:30 p.m., S003 Women's Soccer Post Season Region 5 Tournament Semi-Finals Halloween Party, TBA, TBA | 26 |
| Friday Spooky Trot, 8 a.m., Jogging Trail | 27 |
| Saturday TJCSGA Region II Fall Conference, 2-4 p.m., Richland College Women's Soccer Region 5 Championship Game Volleyball Metro Athletic Conference Semi, TBA | Sunday Volleyball Metro Athletic Conference Final, TBA |

AVAILABLE RESOURCES CONT.

in and by the State of Texas. The college police also provide additional services to the college community, including but not limited to the following: lost and found department; battery jumps and escorts; emergency messages delivered to students (life-or-death medical emergencies only); crime prevention, personal safety and awareness programs; and hazardous materials training.

Help keep Brookhaven College safe: report suspicious persons, activity and/or criminal activity. Call your campus police by dialing 4290 from any campus phone, 972-860-4290 from any off-campus phone or visit Room B200.

EMERGENCY/CRISIS PROCEDURE

Brookhaven College has crisis procedures in place to help ensure the safety of students during an emergency. An emergency/crisis procedure chart is posted in each campus classroom. Evacuation signs in each building indicate evacuation routes and assembly points, and building coordinators are designated in all facilities to assist students and employees in an emergency. Information about emergencies also may be available by calling the Student Inclement Weather and Emergency Information Hotline at 972-860-4200.

PARKING POLICY

Brookhaven College has three reserved-parking areas: one is in the lot labeled P-2, one is in the lot labeled P-6 and the other is in the lot labeled P-5. These reserved areas are for Brookhaven College employees. Each semester drivers who do not display a Brookhaven College employee parking hang tags are issued a citation by the Police Department for parking a vehicle in the areas that are reserved for employees. This procedure has been the policy at Brookhaven College for many years. Read the Parking Policy online at <http://www.brookhavencollege.edu/studentsvcs/police/parking.aspx>.

NOTE: Speed limit on campus roadways is 20 mph and reduces to 10 mph in the parking lots.

Parking hang-tags for Brookhaven College employees are FREE and available at the Police Department Office, Bldg. B, Room B200.

Parking Violations

The following are the procedures for parking violators at Brookhaven College.

1. Each semester, during the first two weeks of classes, the first violation will result in a Warning Citation or flier stating staff parking only.
2. After two weeks grace period, citations will be issued.

Fines must be paid at the Brookhaven College Cashier's window in the Student Services Center, Building S.

October/November

Monday

30

Show What You Know! Develop Test-Taking Strategies, 1:30-2:30 p.m., S064

New edition of the Brookhaven *Courier*

BCSA: Studio Art Classes 1:
2D Design, 3D Design, drawing, life drawing, art metals,
Oct. 30-Nov. 6

Tuesday

31

THE OPEN BOOK PROJECT Photographs of Courage, photo due by 5 p.m.

Wednesday

1

Día de los Muertos

Phi Theta Kappa General Meeting, 4-5 p.m., S064

SGA Senate Meeting, 3-4:30 p.m., S220

Civic Engagement Showcase, Applications available on eCampus

Reading: The App for Life, It's All About the Notes! Note-taking Strategies to Improve your Grades, 12:30-1:30 p.m., S064

Soft Skills – Professional Image, 1:30-2:30 p.m., TBA

STEM Club meeting, 12:30-1:30 p.m., X3007

Thursday

2

Campus Activities Board (CAB) Crew meetings, 4:30-5:30 p.m., S064

Friday

3

DCCCD Sustainability Summit, TBA, Cedar Valley College

Bears Basketball vs. Tyler Classic-Tyler Junior College, 4 p.m., Away

Saturday

4

Bears Basketball vs. Tyler Classic-Creating
 Young Minds Academy, 2 p.m., Away

Sunday

5

AVAILABLE RESOURCES CONT.

PROJECT RISE

Project RISE can be the bridge between you, the college and your future. You will have an individual advisor who can be your single point of contact to access college services, prepare for registration and plan for transfer. Project RISE is available to all Hispanic and Pell-grant eligible first-year college students.

Our services include

- Career Information
- Advising
- Tutoring
- Class Registration
- Scholarship Information and FAFSA assistance

Project RISE advisors can also help with the following:

- Transfer Literacy
- Academic Mapping
- Off-Campus Referrals

For information regarding tutoring services or off-campus resources, please call 972-860-4202

SMOKING REGULATIONS POLICY

With the exception of designated parking lots, Brookhaven College is a smoke and tobacco-free campus. This includes, but is not limited to the use of chewing tobacco and electronic cigarettes. The college's smoking policy applies to all employees, students and visitors. All Brookhaven College buildings and grounds are non-smoking areas with the exceptions of parking lots. The only areas where smoking is permitted are in all of the parking lots, P-1 thru P-7. Should you have any questions about the Smoking Policy, please contact the DCCC Police Department, Building B200 or call 972-860-4290.

Anyone noticing an individual who is smoking in a non-smoking area may inform the subject(s) of the smoke-free policy and refer them to one of the designated parking lots, or contact the College Police 972-860-4290. When an individual who is smoking in a non-smoking area is observed by a college police officer, the officer shall inform the smoker of the policy and request him/her to relocate to one of the designated parking lots.

Should an individual continue to violate the smoking policy after being advised by a police officer that he/she is in violation, the following actions may occur:

1. In the case of a student, a report shall be written with said violation and the matter referred to the Vice President for Student Affairs.
2. In the case of an employee, a report will be written and the matter referred to his/her supervisor.
3. In the case of a visitor, the Police Officer will escort the violator off campus and a criminal trespass warning may be issued.

November

Monday

6

Bears Basketball vs. Southwest Collegiate Institute, 5 p.m., Home

TED Talks: Media and Democracy, noon, K234

Tuesday

7

CAB National Hug a Bear Day

The Open Book Project, Phi Theta Kappa, & Student Veterans Association Present HBO's Wartorn: 1861 – 2010, 1:30-2:50 p.m.

Success= Smarts + Savvy, Learn How to Increase Your Emotional Savvy, 2-3 p.m., S064

Soft Skills – Professional Communication Makeup, 1:30-2:30 p.m., TBA

Free HIV testing, 9-2:30 p.m., S072

Wednesday

8

SGA General Meeting, 3-4:30 p.m., S220

Financial Literacy Series #3, College Wallet 101, Tips for Managing College Expenses, 12:30-1:30 p.m., S064

Soft Skills – Goals and Attitude Makeup, 1:30-2:30 p.m., TBA

Thursday

9

Last Day to Withdraw

"We've Got Your Six" Veterans Day Celebration, 11:30 a.m., International Courtyard.

Bears Basketball vs. Link Year Prep, 2 p.m., Home

Women's Soccer, NJCAA Division III National Championship Tournament, New Jersey

Friday

10

Civic Engagement Showcase: Application deadline at noon.

The Open Book Project & Service Learning! Farmers Branch Veterans Day Celebration

Dancers' Theater, 8 p.m.,

Volleyball NJCAA DIII National Championships, Rochester, MN

Saturday

11

Early College High School Veterans' Tribute, 9-11:30 a.m., TBA

Dancers' Theater, 8 p.m.,

Volleyball NJCAA DIII National Championships, Rochester, MN

Women's Soccer, NJCAA Division III National Championship Tournament, New Jersey

Sunday

12

Dancers' Theater, 8 p.m.,

Women's Soccer, NJCAA Division III National Championship Tournament, New Jersey

AVAILABLE RESOURCES CONT.

STUDENTS 50 +

Courses designed for students 50 years or older are scheduled during the day on campus and taught by experienced faculty members who have time to interact with you. Personal assistance is given with admission and registration. You may be eligible for a waiver of tuition. The Brookhaven Active Student Adult Club holds monthly meetings and sponsors activities of interest to students 50 plus. For more information about this or to receive a schedule of courses, call 972-860-4807, or send an email to [**bhc50Plus@dcccd.edu**](mailto:bhc50Plus@dcccd.edu). We are located in Building S, Room S043.

TESTING CENTER

The Testing Center, Room S080, administers tests to students as directed by instructors and advisors/counselors. Students who use the Testing Center must provide the following:

- 1) a valid picture identification, ID, in the form of a current Brookhaven College student ID card, a valid driver license, a valid passport or military ID card,
- 2) pens, pencils, erasers and calculators when needed,
- 3) scannable answer sheet when needed, and
- 4) a testing Blue Book for essays if needed.

The Testing Center will provide scratch paper when needed. Electronic devices, such as cell phones, pagers, PDAs, mp3 players, etc., are not allowed in the Testing Center. The center also administers psychometric tests upon referral by a counselor and correspondence tests to students taking courses at universities outside the Dallas Metroplex. For more information, call 972-860-4865 or email [**bhcTesting@dcccd.edu**](mailto:bhcTesting@dcccd.edu).

TUTORING SERVICES

All currently enrolled Brookhaven College students have access to free, open labs with tutoring staff. The tutoring schedule is online at [**brookhavencollege.edu/tutoring**](http://brookhavencollege.edu/tutoring). Additional information on tutoring, including how to become a tutor, is available at [**www.BrookhavenCollege.edu**](http://www.BrookhavenCollege.edu) on the Tutoring Services Web page. Click on “Services and Resources” tab at the top and select Tutoring in the middle of the page.

| | |
|---|--|
| November | |
| Monday New edition of the Brookhaven <i>Courier</i> Dancers' Theater, 2:30 p.m. | 13 |
| BCSA: Studio Art Classes 2: ceramics, computer graphics, photography, printmaking, watercolor Nov. 13-20 | |
| Tuesday Thankful with CAB, 12 noon, TBA Civic Engagement Showcase: voting begins Bears Basketball vs. East Texas Baptist University JV, 7 p.m., Away The Calm Before the Final Storm! Tips to Cope, 2-3 p.m., S064 | 14 |
| Wednesday Phi Theta Kappa Workshop, 4-5 p.m., M121 SGA Senate Meeting, 3-4:30 p.m., S220 Soft Skills – Key to Self-Management Makeup, 1:30-2:30 p.m., TBA STEM Club meeting, 12:30-1:30 p.m., X3007 | 15 |
| Thursday Campus Activities Board (CAB) Crew meeting, 4:30-5:30 p.m., S064 | 16 |
| Friday Phi Theta Kappa Induction Ceremony, 6 p.m., Performance Hall | 17 |
| Saturday Good NeighBEAR service project, 12:30-3:30 p.m., North Texas Food Bank Music Majors Concert, 7:30 p.m., Performance Hall. | 18 Sunday Bears Basketball vs. Northwestern State University JV, 1 p.m., Away |

AVAILABLE RESOURCES CONT.

VETERANS AFFAIRS

Brookhaven College endeavors to support military personnel, veterans and their dependents during the transition from military to civilian life. The Veterans Affairs Coordinators, who are located in Bldg. S, Room S136, help veterans enjoy the full value of their Veterans Education Benefits, guide veterans through the admissions process, provide information about Brookhaven's Student Veterans Organization, and make helpful and necessary on-campus referrals to the Advising Center, Financial Aid, Disability Support Services, the Health Center and/or the Counseling Center. For additional information, call 972-860-4673, send an email to ***bhcVeteransServices@dcccd.edu*** or visit our website at ***www.Brookhaven College.edu/studentsvcs/veterans***.

WORKFORCE AND CONTINUING EDUCATION

Lifelong learning and workforce development courses are available through the Workforce and Continuing Education Division. Noncredit courses are taught year-round on the main campus and at area high schools. Career programs and personal enrichment courses also are available. We provide workforce development and specialized technical training by contracting with businesses. An online schedule is available. For the most current schedule of courses, go to ***www.BrookhavenCollege.edu*** and click on "Continuing Education" then "View Continuing Education Schedules" then "View Brookhaven College Continuing Education Schedules". For more information, call 972-860-4600 or contact ***bhcWCE@dcccd.edu***. To register, call 972-860-4715.

| November | |
|---|----|
| Monday | 20 |
| SGA Angel Tree Begins, Bldg. S Lobby | |
| Student Photography Exhibition, Nov. 20 – Dec. 8, Library 2nd & 3rd floors. | |
| Tuesday | 21 |
| Wednesday | 22 |
| Civic Engagement Showcase, voting deadline at noon | |
| Thursday | 23 |
| Thanksgiving Holiday – CAMPUS CLOSED | |
| Civic Engagement Showcase, winners announced | |
| Friday | 24 |
| Thanksgiving Holiday – CAMPUS CLOSED | |
| Saturday | 25 |
| Thanksgiving Holiday – CAMPUS CLOSED | |
| Sunday | 26 |
| Thanksgiving Holiday – CAMPUS CLOSED | |

TESTING CENTER

Assessment Tests

Assessment tests are given through the Testing Center. The center administers the Texas Success Initiative (TSI) assessment test and the Accuplacer ESOL test for students whose native language is not English.

A government-issued photographic identification is required for all assessment tests. Children are not allowed in the Testing Center nor can they be left unattended while you test. Call the Testing Center for hours and appointment times for assessment tests at 972-860-4865.

Instructional Tests

The Testing Center also administers tests assigned by faculty members of Brookhaven College and other colleges in the Dallas County Community College District. Testing Center hours of operation for instructional tests are:

Monday – Thursday: 8 a.m. – 8 p.m.

Friday and Saturday: 8 a.m. – 4:30 p.m.

Sunday: CLOSED

The last instructional test is given one hour before closing.

IMPORTANT TESTING REMINDERS

- When taking an instructional test, give the Testing Center examiner your Test Permission Slip, which should contain your name, course name and number, your instructor's name and test number.
 - Your student ID card or a government-issued photographic identification is required before any test is given.
 - Cellular phones and electronic devices are not allowed in the Testing Center.
 - No books, papers or calculators are allowed unless specified by your instructor.
 - Programmable calculators, when allowed, will be cleared before and after a test by the Testing Center staff.
 - No food or drinks are allowed inside the Testing Center.
 - Once you have started a test, you will not be allowed to leave and re-enter to continue the test.
 - If it is determined you have unauthorized materials at your desk or if you are looking at a test other than your own, your test will be taken from you, your academic records will be blocked immediately and your instructor, Division Dean and the Vice President for Academic Affairs and Student Success will be notified.
 - Students are responsible for providing their own scantrons, essay books, pens, pencils, erasers and other testing supplies. These items can be purchased in the bookstore and at the vending machine located outside the Testing Center.
 - Coin-return lockers are provided for books, electronic devices and other personal items not allowed in the Testing Center. You will need a quarter (\$0.25) to operate the lockers, but your money will return when the key is reinserted. Briefcases may need to be stored in your car because of their size. It is recommended that you bring your own change but the Bookstore and the Cashier's window in the Student Services Center can provide change for lockers.
 - Activities inside and around the Testing Center are monitored by electronic surveillance.
- IMPORTANT NOTE:** Children are not allowed in the Testing Center and can never be left unattended while you test. For more information, please contact the Testing Center at 972-860-4383 or email bhcTesting@dccc.edu

November/December

Monday

27

Classes Resume

**BCSA: Studio Art Classes 3:
painting, sculpture in Art Galleries
Nov. 28- Dec. 11**

Tuesday

28

Bears Basketball vs. Weatherford College, 5 p.m., Home

De-Stress Your Stress, Tips for Managing Stress, and Developing Grit, 12:30-1:30 p.m., S003

The Open Book Project, Instagram Photography Contest due

Wednesday

29

Phi Theta Kappa Workshop, 4-5 p.m., M121

SGA General Meeting, 3-4:30 p.m., S220

Last day to submit Service Learning hours

Bears Basketball vs. Southwestern Christian College, 5 p.m., Away

Reading: The App for Life. Do you Know What you Don't Know? Reading Strategies to Make You Aware, 12:30-1:30 p.m., S064

STEM Club meeting, 12:30-1:30 p.m., X3007

Big Band Concert, 7:30 p.m., Performance Hall

Thursday

30

Campus Activities Board (CAB) Crew meetings, 4:30-5:30 p.m., S064

Theatre Brookhaven, *The Hound of the Baskervilles*, 7:30 p.m.,
Black Box Theater

Friday

1

Theatre Brookhaven, *The Hound of the Baskervilles*, 7:30 p.m.,
Black Box Theater

New Student Orientation Make-Up, 11 a.m.-noon, S220

Saturday

2

Bears Basketball vs. Collin County College,
2 p.m., Away

Radiologic Science Program Pinning Ceremony, 2 p.m.

Brookhaven Choral Society Concert, 6 p.m., Performance Hall

Theatre Brookhaven, *The Hound of the Baskervilles*, 2:30 p.m.,
and 7:30 p.m., Black Box Theater

Sunday

3

Theatre Brookhaven,
The Hound of the Baskervilles, 2:30 p.m.,
Black Box Theater

FALL EXAM SCHEDULE

| Time of Class | Exam Date | Exam Day | Exam Time |
|---------------|-----------|----------|-----------|
|---------------|-----------|----------|-----------|

MONDAY-WEDNESDAY DAY-TIME COURSES

| | | | |
|-----------------|--------------|-----------------|----------------|
| 7:30 a.m. | Dec. 4 | Monday..... | 8-9:50 a.m. |
| 9 a.m..... | Dec. 6 | Wednesday | 9-10:50 a.m. |
| 10:30 a.m. | Dec. 4 | Monday..... | 10-11:50 a.m. |
| noon | Dec. 6 | Wednesday | noon-1:50 p.m. |
| 1:30 p.m. | Dec. 4 | Monday..... | 2-3:50 p.m. |
| 3 p.m..... | Dec. 6 | Wednesday | 3-4:50 p.m. |
| 4 p.m..... | Dec. 4 | Monday..... | 4-5:50 p.m. |

TUESDAY-THURSDAY DAY-TIME COURSES

| | | | |
|-----------------|--------------|---------------|----------------|
| 7:30 a.m. | Dec. 5 | Tuesday..... | 8-9:50 a.m. |
| 9 a.m..... | Dec. 7 | Thursday..... | 9-10:50 a.m. |
| 10:30 a.m. | Dec. 5 | Tuesday..... | 10-11:50 a.m. |
| noon | Dec. 7 | Thursday..... | noon-1:50 p.m. |
| 1:30 p.m. | Dec. 5 | Tuesday..... | 2-3:50 p.m. |
| 3 p.m..... | Dec. 7 | Thursday..... | 3-4:50 p.m. |
| 4 p.m..... | Dec. 5 | Tuesday..... | 4-5:50 p.m. |

MONDAY-WEDNESDAY NIGHT COURSES

| | | | |
|----------------|--------------|-----------------|-------------|
| 5:40 p.m. | Dec. 4 | Monday..... | 6-7:50 p.m. |
| 7:10 p.m. | Dec. 4 | Monday..... | 8-9:50 p.m. |
| 8:40 p.m. | Dec. 6 | Wednesday | 8-9:50 p.m. |

TUESDAY-THURSDAY NIGHT COURSES

| | | | |
|----------------|--------------|---------------|-------------|
| 5:40 p.m. | Dec. 5 | Tuesday..... | 6-7:50 p.m. |
| 7:10 p.m. | Dec. 5 | Tuesday..... | 8-9:50 p.m. |
| 8:40 p.m. | Dec. 7 | Thursday..... | 8-9:50 p.m. |

MONDAY-ONLY COURSES

Final examinations will be given on Dec. 4 at the regularly scheduled final examination time for Monday and Wednesday classes.

TUESDAY-ONLY COURSES

Final examinations will be given on Dec. 5 at the regularly scheduled final examination time for Tuesday and Thursday classes.

WEDNESDAY-ONLY COURSES

Final examinations will be given on Dec. 6 at the regularly scheduled final examination time for Monday and Wednesday classes.

THURSDAY-ONLY COURSES

Final examinations will be given on Dec. 7 at the regularly scheduled final examination time for Tuesday and Thursday classes.

FRIDAY-ONLY COURSES

Final examinations will be given on Dec. 1 at the regularly scheduled class time.

SATURDAY-ONLY COURSES

Final examinations will be given on Dec. 2 at the regularly scheduled class time.

SUNDAY-ONLY COURSES

Final examinations will be given on Dec. 3 at the regularly scheduled class time.

NOTE: Exams taken in the Testing Center may have different testing deadlines. Check with your instructor.

December

Monday

4

Final Exams

New edition of the Brookhaven *Courier*

Bookstore Buyback and Rental Check-in

Tuesday

5

Final Exams

Office of Student Life Holiday Open House, S201

Bears Basketball vs. Texas Wesleyan University JV, 7 p.m., Home

Free HIV testing, 9-2:30 p.m., S072

Bookstore Buyback and Rental Check-in

Wednesday

6

Final Exams

Bookstore Buyback and Rental Check-in

Thursday

7

Final Exams

Bookstore Buyback and Rental Check-in

Bears Basketball vs. Southwestern Christian College, 7 p.m., Home

Semester Ends

Friday

8

Saturday

9

Sunday

10

ADMISSIONS OFFICE

1. AP/CLEP SCORES

If you have AP or CLEP scores that you would like to receive credit for, you may pick up a request form at the Admissions Office. You must be currently enrolled in classes, and you must attach an official score report to the request form.

2. CATALOG YEARS

Catalog years are valid for five years. You must be enrolled in at least one semester for the chosen catalog year. If you are unsure of what catalog year to use, see your academic advisor.

3. REINSTATEMENT INTO A CLASS

If you are receiving financial aid and have been dropped from a class, please visit the Financial Aid Office first about getting reinstated into your class. All other students must begin the reinstatement process in the appropriate division office. If you are unsure of what division your class belongs to, please see page 6 for a list of divisions.

4. LATERAL TRANSFERS/COURSE EXCHANGES

Lateral transfers and course exchanges must first be handled through the division office. The division office will then explain your next steps.

NOTE: This guide contains policy regulations and procedures in existence at the time this publication went to press. The Brookhaven College Admissions Office reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal regulations. This guide is for information purposes and does not constitute a contract, express or implied, between any applicant, student or staff member and Brookhaven College of the Dallas County Community College District.

December

Monday 11

Tuesday 12
Bears Basketball vs. Texas Wesleyan University JV, 7 p.m., Home

Wednesday 13
Bears Basketball vs. Louisiana Christian Preparatory School, 7 p.m., Home

Thursday 14
New Student Orientation Make-Up, 1-3 p.m., S220

Friday 15

| | |
|--|--|
| Saturday 16 | Sunday 17 |
|--|--|

ADMISSIONS OFFICE CONT.

RESIDENCY

The amount of tuition you are charged is based upon your residency classification. The Admissions Office determines your residency classification based on the information you submit and in accordance with the rules and regulations of the Coordinating Board of the Texas College and University System and the policies of Brookhaven College/Dallas County Community College District and the Board of Trustees.

A student is not required to provide residency documents; however, if he or she wants to pay the lower rate of tuition, then the state approved documents must be submitted before the census date. Below is a list of the most common documents accepted for residency purposes.

RESIDENCY CLASSIFICATIONS FOR TUITION PURPOSES

The following information is subject to change at any time due to state or immigration laws and regulations.

- In-District/County--The student is a resident of Texas who resides in Dallas County on or before the census date of the term.
- Out-Of-District/County--The student is a resident of Texas who resides outside Dallas County on or before the census date of the term.
- Out-Of-State--The student has not resided or established domicile in Texas for 12 months preceding registration.
- Out-Of-Country--The student is on a visa that does not allow domicile in the United States.

TEXAS RESIDENCY

The following criteria classify a person as a Texas resident.

- Maintained a residence continuously in Texas for the 36 consecutive months prior to graduation from high school or receipt of the GED, and continued presence in Texas for 12 consecutive months by the census date of the academic semester in which the person enrolled.
- A student, or one whose parent, established a domicile and maintained a residence continuously in Texas for 12 consecutive months before the census date of the academic semester in which the person enrolled.

December

Monday

18

Tuesday

19

Wednesday

20

Thursday

21

Friday

22

Saturday

23

Christmas Holiday - College Closed

Sunday

24

Christmas Holiday - College Closed

ADMISSIONS OFFICE CONT.

IN-DISTRICT/COUNTY DOCUMENTATION

One or more of the following documents MAY be used to establish in-county residency classification provided they meet the correct criteria including listing the student's name and address.

- Most recent utility bill
- Most recent bank/credit card statement
- Lease/rental agreement
- Other official mail such as a medical bill or tax statement that has been mailed within 30 days of enrollment

Important note: Be aware that Dallas County limits and Dallas city limits are NOT the same. It is entirely possible to live outside of Dallas County yet still have a Dallas city address.

ESTABLISHING DOMICILE

The following documents MAY be used to establish domicile in Texas.

- A letter of employment on company letterhead stating the date of hire and full- or part-time status and hours worked per week. Verification must be currently dated and include your name, date of birth, the last four digits of your social security number and be signed by an authorized agent of the company (human resources, manager, owner, etc).
- Verification of residency classification from a Texas public college or university within the last 12 months (for spring or fall semester enrollment only).
- A letter from one or more social service agencies in Texas that documents services were received for 12 consecutive months.
- Ownership of homestead or business for 12 consecutive months.
- Marriage to a Texas resident for at least 12 consecutive months (must provide marriage certificate, employment verification or two years' tax return transcript for spouse).

December

Monday **25**

Christmas Holiday - College Closed

Tuesday **26**

Christmas Holiday - College Closed

Wednesday **27**

Christmas Holiday - College Closed

Thursday **28**

Christmas Holiday - College Closed

Friday **29**

Christmas Holiday - College Closed

Saturday **30**

Christmas Holiday - College Closed

Sunday **31**

Christmas Holiday - College Closed

WHAT THE ADVISING CENTER STAFF EXPECTS OF YOU.

Students are expected to actively participate in their educational experience. Active participation extends into planning your educational goals. While the Advising Center staff is available to assist you, advisors will not make your decisions for you. The advising staff will be able to better serve you if you keep the following things in mind.

- Build a relationship with an academic advisor so you feel comfortable talking with your advisor when you have questions or need help or support.
- Plan ahead. Come see an advisor during the semester and not only during busy registration times. An advisor will spend more in-depth time with you during the semester.
- If you are thinking of dropping a course or if you are struggling with your grades, speak to an advisor as soon as possible to discuss your options before it is too late. Make sure that you are making the right choice.
- You may have many more commitments other than just school, so make sure that you have taken all your time commitments into account. Good time management skills can make a big difference in a successful college experience.
- Choose the program of study, degree or certificate that will best meet your goals, or learn about majors offered by four-year colleges or universities.
- Make sure you meet the requirements for graduation and/or Core completion.
- Read the online college catalog so you are familiar with the courses and degree plans offered at Brookhaven College. Pay close attention to course prerequisites and be prepared to present proof of completion of prerequisites if needed.
- If your future plans include transferring to a four-year college or university, select classes that will transfer.
- Learn about other sources of information and assistance at Brookhaven College.

| January | |
|--|---|
| Monday | 1 |
| Christmas Holiday - College Closed | |
| Tuesday | 2 |
| College Re-Opens | |
| Wednesday | 3 |
| Thursday | 4 |
| Friday | 5 |
| Saturday | 6 |
| Sunday | 7 |
| New Student Orientation, 10 a.m., TBA | |
| Bears Basketball vs. Collin County Community College, 2 p.m., Home | |
| 43 | |

IMPORTANT DATES FOR SPRING 2018

- Jan. 2.** College re-opens after Winter Break
- Jan. 6.** LAST DAY for students on probation, suspension,
academic dismissal to register
LAST DAY for Dual Credit registration
LAST DAY for high school juniors and seniors to apply
- Jan. 15** 100 percent refund period ends for 16-week courses
Martin Luther King Jr. Day - COLLEGE CLOSED
- Jan. 16** Courses begin
- Jan. 19** DEADLINE to apply for May graduation
- Jan. 29** TIP – LAST DAY to apply
- Jan. 29** No refund for residency changes will be issued after this date
LAST DAY to drop 16-week course without a “W”
*Students enrolled in courses of shorter duration than 16 weeks, or that begin after
Jan. 20, should check with the instructional division office of that course to learn
what the last day is to drop with a “W.”*
- Feb. 4** *70 percent refund period ends for 16-week courses
*Applies only to courses that begin the week of Jan. 16
*Refund is based on total tuition charged. If using the Tuition Installment Plan,
refund is based on total tuition, not what has been paid.
- Feb. 10** **25 percent refund period ends for 16-week courses
*Applies only to courses that begin the week of Jan. 16
**Refund is based on total tuition charged. If using the Tuition Installment Plan,
refund is based on total tuition, not what has been paid.
- Feb. 15** TIP: first installment payment due
- March 12-16** ***Spring Break – COLLEGE CLOSED***
- March 19.** Classes resume
- March 29.** TIP: final installment payment due
- March 30.** ***Holiday – COLLEGE CLOSED***
- April 9.** LAST DAY to drop 16-week course with a “W”
*Students enrolled in courses of shorter duration than 16 weeks, or that begin after
Jan. 26, should check with the instructional division office of that course to learn
what the last day is to drop with a “W.”*
- May 7-10.** Final exams
- May 10** 16-week semester ends
Commencement
- Limited hours of service: 8 a.m.-3 p.m.***

January

Monday

8

**BCSA: Forum Gallery: Kevin Gardner, Studio Gallery: Catherine Cornelius,
Receptions: TBA, Jan. 8- Feb. 5**

Tuesday

9

Wednesday

10

Thursday

11

Friday

12

Saturday

13

Bears Basketball vs. Cedar Valley College,
2 p.m., Away

Sunday

14

OFFICE OF STUDENT LIFE

The Office of Student Life is a unique, vital and integral part of your learning experience here at Brookhaven College. Through a wide variety programs, special events and involvement opportunities in and out of the classroom, on- and off-campus, we invite you to participate fully in college life and get everything you can out of your Brookhaven experience. The Student Life staff challenges and supports students in their effort to become mature and liberally educated adults. Through active participation in the co-curricular program, it is hoped that students will learn to make intelligent and responsible use of their abilities now and throughout their lives.

Opportunities for involvement and service include:

guest speakers | artist performances | special events and activities
intramurals | multicultural celebrations | clubs and organizations
Student Government Association | Student Ambassadors
Student Leadership Institute | New Student Orientation
service learning | civic engagement | volunteerism

The office also supplies student ID cards, copy machines and pay-for-print stations and computers for student use and more.

The Office of Student Life is open Monday-Thursday from 8 a.m.–7 p.m. and Friday from 8 a.m. – 4:30 p.m.. For more information stop by and visit them in the Student Services Center, Bldg. S, Room S201, call them at 972-860-4115 or email them at ***bhcStudentLife@dcccd.edu***.

STUDENT CLUBS AND ORGANIZATIONS

Student clubs and organizations allow individuals to discover and improve special interests and skills, and assume leadership roles in the campus community. A list of the currently registered and recognized Brookhaven College student organizations and contact information can be found on page 58 and 60 of this handbook. The list is continually changing, so for more up to date information, please contact the Office of Student Life.

Brookhaven College encourages students to form and belong to organizations and clubs that develop common interests compatible with the college's mission statement and whose activities are consistent with District policies and regulations. Recognition of a student organization or club does not imply the

January

Monday

15

MLK Day of Service Challenge

Tuesday

16

Classes begin
1st Day of Class

Wednesday

17

Bears Basketball vs. Richland College, 7 p.m., Away

SGA General Meetings, 3-4 p.m., S220

Thursday

18

Friday

19

Deadline to Apply for May Graduation

Saturday

20

Bears Basketball vs. North Lake College,
2 p.m., Home

Sunday

21

OFFICE OF STUDENT LIFE CONT.

college's approval or endorsement of a student organization's particular point of view. Activities of recognized student groups are circumscribed by the student organization or club's mission statement as stated in the group's approved constitution.

Recognized student organizations and clubs may use campus facilities and services, provided the group is properly registered with the Office of Student Life. Organizations and clubs are obligated to register in September of each academic year. Failure to register will result in the student group being placed on inactive status with the loss of privileges that accompany college recognition.

Membership in a recognized organization or club is limited to currently enrolled students and college employees. Membership is open to all who meet the prescribed criteria with respect to race, sex, creed or national origin. The group's officers and members are responsible for their individual and collective actions on- or off-campus. Organization, club or member recognition may be terminated immediately if the group fails to abide by their approved constitution or violates the Code of Student Conduct, state or federal law.

Students interested in forming a new student organization can stop by the Office of Student Life to meet with staff and pick up the necessary paperwork. The procedure for seeking recognition requires the submission of a written constitution that clearly states the purpose of the organization, membership criteria, leadership structure and the by-laws by which the group will conduct its business. Student organizations must also have a faculty or staff advisor who will work with the organization and assume responsibility for the organization.

If there is interest from the student body in starting a new organization, stop by and visit with us.

STUDENT GOVERNMENT

Every student enrolled at Brookhaven College is a member of the Brookhaven College Student Association, whose representative body is the Brookhaven Student Government Association, BSGA. Besides student representation, BSGA is an advocate for the Brookhaven College student body and acts as a liaison for students to the administration and faculty. BSGA provides communication between campus organizations and the student body and offers opportunities for leadership development, involvement and personal growth within the Brookhaven College community.

The Student Government executive officers are elected every year during the first week of April. The term of office begins on the final day of classes of

| | |
|--|----------------------------|
| January | |
| Monday | 22 |
| Tuesday | 23 |
| Wednesday Phi Theta Kappa General Meeting, 4-5 p.m., S064 SGA Senate Meeting, 3-4:30p.m., S220 Bears Basketball vs. Mountain View College, 7 p.m., Home STEM Club meeting, 12:30-1:30 p.m., X3007 | 24 |
| Thursday Campus Activities Board (CAB) Crew meetings, 4:30-5:30 p.m. | 25 |
| Friday | 26 |
| Saturday Bears Basketball vs. Eastfield College, 2 p.m., Away | Sunday 28 |

OFFICE OF STUDENT LIFE CONT.

each spring semester. Contact the Office of Student Life for more information regarding these elections. Once the executive officers are elected, additional positions and the senate will be selected.

The BSGA also is very involved in the Texas Junior College Student Government Association, TJCSGA, which is recognized as the authorized student body representation by the Texas Higher Coordinating Board.

STUDENT LEADERSHIP INSTITUTE

The Student Leadership Institute (SLI) is a leadership development program open to all Brookhaven College students. It offers a diverse itinerary of leadership training sessions, seminars, conferences and events. Students will learn ethical principles that allow for their personal, professional and academic growth.

To participate in the Student Leadership Institute, you must be in good academic/judicial standing, a part- or full-time student and have a minimum 2.0 GPA.

SLI can provide you with an opportunity to:

- develop your leadership skills;
- discover your personal leadership style;
- meet students and network with your peers;
- add experience to your resume and portfolio;
- reflect on your values and promote self-growth;
- improve your credentials for scholarship opportunities;
- meet one-on-one with college, community and national leaders;
- succeed academically (students who get involved in campus life are less likely to drop out of school) and
- celebrate your accomplishments!

The SLI program offers both a Junior and Senior track, which meet for one hour every week during the Fall and Spring semesters. Junior SLI will also be offered on Fridays at noon to accommodate our Early College High School students, and those unable to attend earlier sessions.

Continuing Education Credit

Participation in the Student Leadership Institute will count as a three hour continuing education course in the fall and spring semester of each year. You must complete the requirements of the course during the semester to earn your CE hours. For more information, please visit the Office of Student Life in Bldg. S, Room S201. You can also earn leadership extra credit by participating in the Student Ambassadors Program, Student Government Association, Phi Theta Kappa or by assisting with a campus-wide event sponsored by the Office of Student Life or the Office of Service-Learning and Civic Engagement. Written documentation will be required.

January/February

Monday

29

New edition of the Brookhaven *Courier*

12th Day Class

Tuesday

30

Kick Off Your Spring Semester the Right Way! Develop Study Skills and Time Management Strategies, 11:30-12:30 p.m., TBA

Wednesday

31

Clubs/Organizations Recruitment Day

SGA General Meeting, 3-4:30 p.m., S220

Thursday

1

The Open Book Project, *For Love of Country's Rajiv Chandrasekaren Speaks!*
10:30 a.m., Performance Hall

Friday

2

Free HIV testing, 9 a.m.-2:30 p.m., S072

Saturday

3

Bears Basketball vs. Cedar Valley College,
2 p.m., Home

Sunday

4

OFFICE OF STUDENT LIFE CONT.

STUDENT AMBASSADORS

The Brookhaven College Student Ambassadors Program enlists volunteer support from outstanding students at the college to reach out to prospective students and the community. Student Ambassadors help with outreach at special campus events, high schools, campus tours, New Student Orientation, registration, community activities and more.

As an ambassador, you will have the opportunity to:

- develop a professional network,
- participate in new learning opportunities,
- enhance your résumé,
- serve your college and your community,
- meet community leaders,
- increase your self-esteem and confidence, and
- make new friends.

NEW STUDENT ORIENTATION

New Student Orientation (NSO) is designed to help you understand all the resources and services that Brookhaven College has to offer to help ensure your success. During this 3½ hour event, you will have direct access to many departments, students, staff and more. From learning library tips to student discounts – we've got you covered! You will also take part in our student guided campus tour which reveals where key services are located as well as how to utilize those services.

At Brookhaven, NSO is the final step in your process for applying and registering for classes, but it is one of the most important. Multiple NSO sessions are scheduled several days before classes begin each semester. Attendance at a NSO session is mandatory for ALL:

- First-time-in-college students
- Students with 12 or less college semester hours who plan to take college credit courses

Students receive continuing education credit once NSO is completed. A hold will be placed on a student's account if they meet the above criteria and do not complete NSO. For questions regarding NSO or an orientation hold call 972-860-4115 or email **bhcOrientation@dcccd.edu**. Please provide your full name and student ID number.

We look forward to giving you your first Bear hug!

| February | | |
|--|----|--------|
| Monday | | 5 |
| Tuesday | | 6 |
| Spring Service Learning Agency Fair, 10-1 p.m. | | |
| Welcome to the Jungle! Top Ten Ways to Survive the College Wilderness, 1:30-2:30 p.m., TBA | | |
| Wednesday | | 7 |
| Phi Theta Kappa General Meeting, 4-5 p.m., S064 | | |
| SGA Senate Meeting, 3-4:30 p.m., S220 | | |
| Bears Basketball vs. Richland College, 7 p.m., Home | | |
| HAZMAT Drill, 7:20 p.m., Bldg. F | | |
| Reading: The App for Life, I Have to Read How Many Chapters? Tips on Effective and Efficient | | |
| Textbook Reading, 12:30-1:30 p.m., TBA | | |
| STEM Club meeting, 12:30-1:30 p.m., X3007 | | |
| Thursday | | 8 |
| Campus Activities Board (CAB) Crew meeting, 4:30-5:30 p.m. | | |
| Friday | | 9 |
| Saturday | 10 | Sunday |
| Bears Basketball vs. North Lake College, 2 p.m., Away | | 11 |

STUDENT LIFE / SERVICE-LEARNING

POSTING INFORMATION ON CAMPUS

The Office of Student Life approves all notices posted on all Brookhaven College bulletin boards. Special bulletin boards are designated around campus for selling books and campus activities. Notices may remain posted for no more than one month, and postings larger than 11 x 17 require additional approval.

The Office of Student Life also coordinates the distribution of information and merchandise on campus. Individuals interested in distributing free product samples or printed information on campus must complete the necessary paperwork in advance in Room S201. No sale of commercial merchandise or services is permitted on campus; however, the Brookhaven Courier, the student newspaper, accepts commercial ads. For ads or additional information, call 972-860-4787.

Service-learning is a teaching and learning strategy that integrates meaningful service with academic study and reflection to enrich the learning experience, build civic responsibility and strengthen communities. Students apply their academic skills and knowledge to address real-life needs in their own communities.

An exciting, hands-on approach to education, service-learning is taking place in a wide variety of settings: schools, hospice care, early-childhood centers, and hospitals, as well as community and faith-based organizations across the nation. The core concept driving this educational strategy is that combining service objectives and learning objectives results in a radically effective transformative method of teaching students.

Service-Learning is active collaboration that builds on the resources, skills, expertise and knowledge of the campus and community. It improves the quality of life in communities in a manner consistent with the campus mission: to cultivate mutually beneficial college community partnerships and relationships.

SERVICE-LEARNING PROGRAMS

Democracy In Action: A civic engagement project for students enrolled in government or related courses. This project allows students to learn the democracy skills of collaboration, critical thinking, research and participation. DIA activities can include voter registration drives and political campaign work such as door-to-door canvassing, phone bank, circulating political information, distributing yard signs and designing marketing materials.

February

Monday

12

Fire Drill, 5:15 p.m., Bldg. M

New Edition of the Brookhaven *Courier*

**BCSA: Forum Gallery: Associate in Arts Qualifying Exhibition, March 19-30.
Studio Gallery: Garrett Hansen, Feb. 12- Mar. 30. Reception: TBA.**

Tuesday

13

Mardi Gras Party, 11:30 a.m., TBA

Wednesday

14

Valentine's Day with CAB, noon

SGA General Meeting, 3-4:30 p.m., S220

Bears Basketball vs. Mountain View College, 7 p.m., Away

Communication, Compromise, Commitment. The 3C's to a Healthy Relationship,
12:30-1:30 p.m., TBA

Thursday

15

Earthquake Drill, HeadStart Center, 9:15 a.m., Bldgs. P and E

Friday

16

Saturday

17

Bears Basketball vs. Eastfield College,
2 p.m., Home

Sunday

18

STUDENT LIFE / SERVICE-LEARNING CONT.

International Conversation Partners: This on-campus service opportunity allows students to share their culture and American experiences with international students currently enrolled in English for Speakers of Other Languages classes. Groups meet weekly for informal discussions, allowing ESOL students to practice their English and learn about the American culture.

Good NeighBEAR is a series of service projects throughout the year that focus on ways Brookhaven College students and employees can help meet real community needs while developing deeper relationships with our community partners.

Volunteer Peer Tutors help out fellow students by volunteering to tutor in the Brookhaven College tutoring labs. Volunteers assist a tutor on duty in one of the following areas of study: anatomy and physiology, anthropology, astronomy, biology, chemistry, developmental reading and writing, emergency medical services ESOL, geology, government, Korean, mathematics, medical terminology, microbiology, nursing, paramedics, physics, radiologic science, Spanish, visual communication and writing.

BENEFITS OF SERVICE:

- Gain the satisfaction that comes from making a difference and accepting social responsibility.
- Enhance your transferable skills.
- Become engaged in your community and your college.
- Increase your leadership skills.
- Develop your communication and teaching skills.
- Explore career opportunities or possible majors.
- Acquire vital skills and experiences you can use on your résumé and add to your scholarship and financial aid applications.

** To view a full list of service locations, visit [**www.dcccd.edu/service-learning**](http://www.dcccd.edu/service-learning).

Visit us in the Office of Student Life, S201 or contact us at 972-860-4703.

Completer's List

Students who complete 15+ hours of service earn a place on the Completer's List, an award that shows a commitment to Service Learning and Civic Engagement.

MLK Day of Service

To honor Dr. Martin Luther King Jr.'s commitment to service, Service Learning will host a series of team-based service and reflection projects to better our community.

| | |
|---|--|
| February | |
| Monday 19 President's Day Event, Political Women and the Media, noon, K234 | |
| Tuesday 20 MAC Conference Quarter-Finals TBA | |
| Wednesday 21 Phi Theta Kappa Workshop, 4-5 p.m., M121 SGA Senate Meeting, 3-4:30 p.m., S220 Good NeighBEAR service project, Habitat for Humanity ReStore, 1:30-4 p.m. Bears Baseball vs. Mountain View College, 2 p.m., Away Tornado Drill, 2:15 p.m., Campus Wide Financial Literacy Series #1, College Wallet 101: Tips for Managing College Expenses, 12:30-1:30 p.m., TBA STEM Club meeting, 12:30-1:30 p.m., X3007 | |
| Thursday 22 Campus Activities Board (CAB) Crew meeting, 4:30-5:30 p.m. MAC Conference Semi-Finals TBA Ready! Set! Success! Learn the Seven Habits of Highly Effective College Students, 12:30-1:30 p.m., TBA | |
| Friday 23 Bears Baseball vs. Mountain View College, 2 p.m., Home | |
| Saturday 24 STEM Fair, 10 a.m.-5 p.m., Bldg. H Bears Baseball vs. Mountain View College, noon, Home MAC Conference Final, 7 p.m., TBA | Sunday 25 |

STUDENT CLUBS AND ORGANIZATIONS

All phone numbers are area code 972

| | |
|---------------|-------|
| Contact | Phone |
| | Email |

African Student Union

Serve the needs of African students, develop student leadership; promote the interests of various African cultures.

Winifred Clarke **860-4869**
wClarke@dcccd.edu

Art Club

Open to anyone interested in the Visual Arts. Raise awareness and appreciation of the Arts on campus and in the community.

Susan Mollet **860-4138**
sMollett@dcccd.edu

Brookhaven Active Adult Students, BAAS

Offer students 50 years and up, socialization and interactive support through educational programs, and volunteer opportunities.

DeBorah Whaley-Stephenson **860-4807**
DeBorah@dcccd.edu

Brookhaven Anime Club

Introduce Asian culture, activities, and fan bases.

John Flores **860-4677**
jFores@dcccd.edu

Brookhaven Baseball Club

Raise awareness about the sport of baseball; promote and build school spirit.

Brandon Rains **860-4655**
bRains@dcccd.edu

Brookhaven Criminal Justice Club

Promote interest and student participation in the field of Criminal Justice through activities and field trips.

David Griggs **dGriggs@dcccd.edu**

Brookhaven IGNITE

Builds political ambition in young women. Provides civic education, exposure to women in political leadership, career opportunities, and a peer network.

Asmara Saleemi **860-4372**
aSaleemi@dcccd.edu

Brookhaven Korean Culture Club

Promote cultural understanding of Korea through language, music, traditional and activities. All are welcome.

Hyejeong Jeong **860-4770**
hJeong@dcccd.edu

| | |
|---------------|-------|
| Contact | Phone |
| | Email |

Brookhaven Muslim Student Association

Establish and maintain an Islamic society on campus. Provide an opportunity to learn about Islam. All are welcome.

Sheri Van Court **860-4683**
sVancourt@dcccd.edu

Brookhaven Radiology Club

Open to current students in the Radiology Program. Promote professional growth and development, encourage fellowship, and provide service to the community and college.

Shonna Cuffee **860-4946**
sCuffee@dcccd.edu

Brookhaven Student Ambassadors

Represent the unity and diversity at Brookhaven College through motivation, positive teamwork, and servant leadership.

Rebekah Benavides **860-4515**
raBenavides@dcccd.edu

Brookhaven Student Government Association

Advocates for the Brookhaven student body and acts a liaison for students to the administration and faculty. Offers opportunities for leadership development, campus involvement and personal growth.

Brian Borski **860-4116**
bBorski@dcccd.edu

Brookhaven Student Nursing Association

Supporting student nurses in their basic nursing education and socializing them to their role of being an RN. Open to current students in the program.

Diedra Green **860-4792**
dnGreen@dcccd.edu

Brookhaven Volleyball Club

Promote health awareness, camaraderie, and sportsmanship. Take solid action towards pushing students to a successful and bright future.

Jason Hopkins **860-4246**
jHopkins@dcccd.edu

Campus Activities Board

Create campus wide events designed and led by students.

Candace Williams **860-4117**
candacew@dcccd.edu

February/March

| | |
|---|---------------------------------|
| Monday New edition of the Brookhaven <i>Courier</i> Soft Skills – Goals and Attitude, 1:30-2:30 p.m., TBA Basketball District Championship Game, 7p.m., TBA | 26 |
| Tuesday Deadline to enroll in Service Learning and turn in waivers Louder Than Words, Learn about the Power of Non-Verbal Communication, 1:30-2:30 p.m., TBA | 27 |
| Wednesday Taste of Soul, 11:30 a.m., TBA SGA General Meeting, 3-4:30 p.m., S220 Bears Baseball vs. Eastfield College, 2 p.m., Home Soft Skills – Leadership and Ethics, 1:30-2:30 p.m., TBA | 28 |
| Thursday Good NeighBEAR service project, Craft-A-Bear for refugee children Professional Development Day Conference Theatre Brookhaven, The Vagina Monologues, In Association with the Office of Student Life, 7:30 p.m., Performance Hall | 1 |
| Friday Good NeighBEAR service project, Mosaic Family Services, TBD Bears Baseball vs. Eastfield College, 2 p.m., Away Theatre Brookhaven, The Vagina Monologues, In Association with the Office of Student Life, 7:30 p.m., Performance Hall TJCSGA Region II Spring Conference, 9 a.m., TBD | 2 |
| Saturday Bears Baseball vs. Eastfield College, noon, Away Theatre Brookhaven, The Vagina Monologues, In Association with the Office of Student Life, 7:30 p.m., Performance Hall | Sunday 4 59 |

STUDENT CLUBS AND ORGANIZATIONS (Cont.)

All phone numbers are area code 972

| | |
|---------------|-------|
| Contact | Phone |
| | Email |

Campus Ministry

Give practical application of the Christian lifestyle through biblical principle and teaching.

Venus Bullard 860-4630
vBullard@dcccd.edu

Chi Tau Epsilon

Promote the art of dance to the campus and the community.

Brianna Cahill 860-4742
brianna@dcccd.edu

Film Club

Show how filming can have an impact on people in different ways and different career opportunities.

For more information contact the Office of Student Life.

Gamers Unite

Provide a creative outlet for stress and allow students to network with other students who share a common interest in gaming.

John Flores 860-4677
jFlores@dcccd.edu

Green Team Coalition

A hybrid organization bringing students and employees together to create an educated and engaged Earth-wise community at Brookhaven College.

Carrie Schweitzer 860-4848
cSchweitzer@dcccd.edu

International Club

Bring awareness and appreciation to Brookhaven students about the diversity of cultures on campus.

Sheri Van Court 860-4683
sVancourt@dcccd.edu

LGBTQ+

Work towards a more accepting environment for all people; regardless of orientation or identity. Provide education, support, social action, and advocacy.

John Wells jWells@dcccd.edu

Math/Science Club (STEM)

Promote and meet the needs of other students who are interested in activities related to science, technology, engineering and mathematics.

For more information contact the Office of Student Life.

Music Club

Promote music and provide opportunities to students through concerts and field trips.

Octavio Gutierrez 860-4720
oGutierrez@dcccd.edu

| | |
|---------------|-------|
| Contact | Phone |
| | Email |

Phi Theta Kappa

Promote Leadership, Fellowship, Scholarship, and Service through activities and events.

Rebekah Benavides 860-4515
raBenavides@dcccd.edu

Photography Club

Spread the enjoyment and knowledge of all forms of photography and help others to become better photographers.

Daniel Rodriguez 860-4747
dtRodrigue@dcccd.edu

Rotaract Club

Provides opportunities to serve the community, support goodwill toward all people, and engage in activities that include service projects, leadership and professional development.

Anthony Krajewski 860-4703
aKrajewski@dcccd.edu

Running Club

Promote the fellowship, enjoyment and benefits of running for every level of interest.

Scarlett Hill 860-4618
scarlett@dcccd.edu

Student Leadership Institute

To help students develop leadership skills through weekly leadership sessions and activities

Joshua Johnson 860-4847
joshuaj@dcccd.edu

Student Veterans Association

Promote student veteran's educational experiences, maximize networking and employment opportunities, and help facilitate the transition to a four year university.

Jon Tarell 860-4847
jTarell@dcccd.edu

Windmill Writers Club

Promote a creative writing culture on campus; guide students in improving their writing; give students opportunities to write, revise, and perform their works on campus.

Aaron Clark 860-4778
amClark@dcccd.edu

Yoga and Meditation Club

Increase the mental power for more effective study, increased health, longevity, resistance to illness and to restore emotional harmony.

Linda Reyna 860-4196
lReyna@dcccd.edu

| March | |
|--|----|
| Monday | 5 |
| Soft Skills – Workplace Relationships, 1:30-2:30 p.m., TBA | |
| Tuesday | 6 |
| Safe Spring Break, 11:30 a.m. | |
| Soft Skills – Professional Communication, 1:30-2:30 p.m., TBA | |
| Free HIV testing, 9 a.m.-2:30 p.m., S072 | |
| Wednesday | 7 |
| Phi Theta Kappa CollegeFish.org (scholarships) Workshop, 4-5 p.m., M121 | |
| SGA Senate Meeting, 3-4:30 p.m., S220 | |
| Bears Baseball vs. Richland College, 2 p.m., Away | |
| Realize Your Resilience! Develop Strategies to Harness Your Full Potential, 12:30-1:30 p.m., TBA | |
| The Media, Free Speech and Hate Speech, noon, K234 | |
| STEM Club meeting, 12:30-1:30 p.m., X3007 | |
| Theatre Brookhaven | |
| The Vagina Monologues, In Association with the Office of Student Life, 10:30 a.m., Performance Hall | |
| Thursday | 8 |
| Campus Activities Board (CAB) Crew meetings, 4:30-5:30 p.m. | |
| Soft Skills – Professional Image, 1:30-2:30 p.m., TBA | |
| Theatre Brookhaven, The Vagina Monologues, In Association with the Office of Student Life, 7:30 p.m., Performance Hall | |
| Friday | 9 |
| Bears Baseball vs. Richland College, 2 p.m., Home | |
| Theatre Brookhaven, The Vagina Monologues, In Association with the Office of Student Life, 7:30 p.m., Performance Hall | |
| Saturday | 10 |
| Bears Baseball vs. Richland College, noon, Home | |
| Theatre Brookhaven, The Vagina Monologues, In Association with the Office of Student Life, 7:30 p.m., Performance Hall | |
| Sunday | 11 |

SAFETY AND SECURITY

DCCCD CONCEALED CARRY POLICY – CHF (LOCAL)

CONCEALED CARRY: Persons who hold a license to carry may carry a concealed handgun on College District property as permitted by law and College District policy. A license holder who carries a handgun on College District property must keep it concealed and on or about their person at all times. The open carry of a handgun (i.e. completely or partially visible) is prohibited on College District property, including any public driveway, street, sidewalk, walkway, parking lot, parking garage, or other parking area. The Board policy can be viewed at www.dcccd.edu.

WEAPONS: The use, possession, or display of a weapon in violation of law and College District policy is strictly prohibited. This prohibition applies to firearms, knives, clubs, fireworks of any kind, incendiary devices, razors, chains, throwing stars, and any other device designed to expel a projectile or to inflict bodily harm.

Violations may result in disciplinary action and/or criminal penalties.

TITLE IX

College should be a place where you can learn, grow as a person and explore the world around you without fear of discrimination, harassment or sexual misconduct. With that in mind, Brookhaven College wants you to be aware of your rights under Title IX and what you can do if you feel that you have been a victim of gender-based discrimination, harassment or sexual misconduct.

Title IX of the Education Amendments of 1972 is a comprehensive federal civil rights law enforced by the U.S. Department of Education Office for Civil Rights. Title IX prohibits discrimination on the basis of sex and gender (including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity) in federally funded education programs. Under Title IX, such discrimination can include sexual harassment and interpersonal violence including: stalking, relationship violence and sexual violence.

The Dallas County Community College District (DCCCD) and each of its colleges are committed to ensuring equal access to education in an environment free from discrimination, including sexual misconduct. To that end, DCCCD has developed a comprehensive Sexual Misconduct policy, available at www.dcccd.edu, in order to comply with Title IX requirements.

Complaints or reports of sexual misconduct should be submitted to the Title IX coordinator and/or deputy Title IX coordinator of the appropriate college within DCCCD.

Brookhaven Title IX Coordinator
Terri Edrich
3939 Valley View Lane
Farmers Branch, TX 75244
972-860-4588
TitleIX-BHC@dcccd.edu

Brookhaven Title IX Deputy Coordinator
Oscar Lopez
3939 Valley View Lane
Farmers Branch, TX 75244
972-860-4837
TitleIX-BHC@dcccd.edu

| March | |
|--|--------|
| Monday | |
| Spring Break-COLLEGE CLOSED | |
| 12 | |
| Tuesday | |
| Spring Break-COLLEGE CLOSED | |
| 13 | |
| Wednesday | |
| Spring Break-COLLEGE CLOSED | |
| 14 | |
| Thursday | |
| Spring Break-COLLEGE CLOSED | |
| Basketball National Tournament, TBA, March 15-17 | |
| 15 | |
| Friday | |
| Spring Break-COLLEGE CLOSED | |
| 16 | |
| Saturday | Sunday |
| 17 | 18 |
| 63 | |

eConnect is your online interactive connection to student services. You will find up-to-the-minute information for all seven colleges of the Dallas County Community College District and the Dallas Colleges Online. **eConnect** services include information about admissions, class listings, grades, payments and more. Class listings include available seats, cancellations, additions and other information. You can even plan your schedule and register online if you meet certain eligibility criteria.

To access eConnect, look for the link at ***www.BrookhavenCollege.edu***.

PLAN MY SCHEDULE: FOR CURRENT STUDENTS

Plan My Schedule, where a login identification is required, is an online service that allows currently enrolled credit students to plan a class schedule on **eConnect** for one or more terms prior to registration, whether that registration is online or with an advisor. Through **eConnect**, current students may take the following actions.

- Start planning as soon as class listings are available through **eConnect's** "Search for Credit Classes"
- Search for credit classes by term
- Select classes to add to their schedule plan
- View schedule conflicts, prerequisite or corequisite requirements and class syllabus
- Email their plan to themselves, friends or family
- Print their plan to take to an advisor for assisted registration
- If eligible, register online based on their plan

ELIGIBILITY FOR ONLINE REGISTRATION

NOTE: First-time-in-college students cannot register online.

If you are planning to register online for credit classes using **eConnect**, you **MUST** meet all the following criteria:

- be in good standing and have a grade point average of 2.0 or better;
- have a Texas Success Initiative status of complete, exempt, waived or have taken an approved TSI test in reading, writing and math; and
- have no restrictions or blocks.

If you experience difficulty using online registration and the eligibility criteria apply to you, please contact the Admissions Office by phone at 972-860-4883 or by email at ***bhcAdmissions@dcccd.edu***.

If these criteria do not apply to you, or if you are not sure of your status, please contact the Brookhaven College Advising Center by phone at 972-860-4830 or by email to ***bhcAdvising@dcccd.edu***.

| | |
|---|--|
| March | |
| Monday 19 Classes Resume Soft Skills – Professional Communication, 1:30-2:30 p.m., TBA | |
| Tuesday 20 Mid-Semester Slump? Learn Motivational Strategies That Will Keep You Going, 2-3 p.m., TBA Soft Skills – Self-Management, 1:30-2:30 p.m., TBA | |
| Wednesday 21 Phi Theta Kappa General Meeting, 4-5 p.m., S064 SGA Elections SGA General Meeting, 3-4:30 p.m., S220 Bears Baseball vs. North Lake College, 2 p.m., Home Reading: The App for Life, What's Your Point? Identify Main ideas, Style, and Structure, 12:30- 1:30 p.m., TBA STEM Club meeting, 12:30-1:30 p.m., X3007 | |
| Thursday 22 Campus Activities Board (CAB) Crew meeting, 4:30-5:30 p.m. SGA Elections Soft Skills – Teamwork and Motivation, 1:30-2:30 p.m., TBA | |
| Friday 23 Bears Baseball vs. North Lake College, 2 p.m., Away | |
| Saturday 24 Bears Baseball vs. North Lake College, noon, Away | Sunday 25 |

ECONNECT

eConnect hours of operation are 3 a.m.-1 a.m., seven days a week.

Use **eConnect** in your home, office or wherever you have Internet access. New students can visit the “General Information” section at **eConnect.dcccd.edu** for information about how to get a login identification and password for the interactive sections.

Services

Login not required:

- Search for credit classes, available seats and other up-to-the-minute information
- Search course descriptions and browse the catalog

Login required

- Register for credit classes
- Pay for credit classes
- Check your grades
- Request a credit transcript
- Buy your books online
- View your current schedule of classes
- Review your financial aid information
- Update your email and phone numbers
- Review your student record
- Update your Student Information Profile
- Request privacy of your directory information

eCAMPUS

Once you've planned your schedule and conducted your interactive business with **eConnect**, you can use **eCampus** as a virtual campus for instructional matters – a Web-based learning system and electronic community center for students and faculty. This customizable, secure portal offers class, collaboration and communication tools; assessment features; and access to a vast array of teaching and learning resources. Following are some examples of what you'll find on **eCampus** at **eCampus.dcccd.edu**.

Current Students:

- announcements from professors
- chat rooms
- class content
- class syllabi
- library resources
- news and media resources
- online classes
- calendar to synchronize with your smart phone

March/April

| | |
|--|---|
| Monday 26 Soft Skills – Teamwork and Motivation Makeup, 1:30-2:30 p.m., TBA | |
| Tuesday 27 Civic Engagement Showcase, applications available on eCampus. Mean People Suck! How to Deal with Difficult People, 11:30-12:30 p.m., TBA Soft Skills – Goals and Attitude, 1:30-2:30 p.m., TBA | |
| Wednesday 28 SGA Senate Meeting, 3-4:30 p.m., S220 Bears Baseball vs. Cedar Valley College, 2 p.m., Away Financial Literacy Series #2, Managing Your Financial Aid, Best Practices for Navigating the Financial Aid Process, Get Ready for the 2018-19 Year! 12:30-1:30 p.m., TBA Film Event and Panel Discussion: Good Night, and Good Luck, 1:30 p.m., K234 Soft Skills – Self-Management, 1:30-2:30 p.m., TBA | |
| Thursday 29 Bears Baseball vs. Cedar Valley College, 2 p.m., Home Easter Egg Hunt, noon, International Courtyard | |
| Friday 30 Holiday – COLLEGE CLOSED Bears Baseball vs. Cedar Valley College, 12 noon, Home | |
| Saturday 31 | Sunday 1 |

TRANSCRIPTS

DCCCD TRANSCRIPTS

- A transcript remains on file for every student who has attended a credit course within DCCCD regardless of when he or she took that course.
- The transcript is official if the document has a college seal and is signed by the registrar.
- A minimum of two working days is required to process a transcript request unless the request is made in person.
- A transcript will be released only if all obligations to DCCCD have been settled.

TRANSCRIPTS FROM OTHER INSTITUTIONS

- Students transferring to Brookhaven College from other institutions of higher education must submit official transcripts from all regionally accredited U.S. (and U.S. territories) institutions attended to the Admissions Office. Transcripts must be no older than three years from the date the transcript was printed to comply with the state records and retention law, established by the Texas State Library and Archives Commission. Students seeking admission after having not attended for a year or longer must also submit a new official transcript.
- All official transcripts from previous colleges/universities must be current and on file in order for a Degree Plan Request to be processed.

April

| | | |
|--|----------|-------------------------------------|
| Monday | | 2 |
| Classes Resume | | |
| Show What You Know! Develop Test-Taking Strategies, 1:30-2:30 p.m., TBA | | |
| Launch Box – Creating a Brand: LinkedIn and Purple Briefcase, 12:30-1:30 p.m., TBA | | |
| New edition of the Brookhaven <i>Courier</i> | | |
| Tuesday | | 3 |
| Brookhaven Earth Day Fest, 11:30-1:30 p.m., Commons Courtyard | | |
| Launch Box – Cover Letter and Resume Tips, 12:30-1:30 p.m., TBA | | |
| Free HIV testing, 9-2:30 p.m., S072 | | |
| Wednesday | | 4 |
| Phi Theta Kappa Workshop, 4-5 p.m., M121 | | |
| SGA General Meeting, 3-4:30 p.m., S220 | | |
| Bears Baseball vs. Mountain View College, 2 p.m., Home | | |
| Reading: The App for Life, It's All About the Notes! Note-taking Strategies to Improve your Grades, 12:30-1:30 p.m., TBA | | |
| STEM Club meeting, 12:30-1:30 p.m., X3007 | | |
| Thursday | | 5 |
| Campus Activities Board (CAB) Crew meeting, 4:30-5:30 p.m. | | |
| TJCSGA State Convention, Austin, TX | | |
| Launch Box – What to do Before, and During a Career Fair, 12:30-1:30 p.m., TBA | | |
| Baylor Mobile Mammography, 8 a.m., P3 parking lot. | | |
| Friday | | 6 |
| TJCSGA State Convention, Austin, TX | | |
| Bears Baseball vs. Mountain View College, 2 p.m., Away | | |
| 4th Annual True Stories, 10:30 a.m.-3 p.m., TBD | | |
| Saturday | 7 | Sunday |
| TJCSGA State Convention, Austin, TX | | TJCSGA State Convention, Austin, TX |
| Bears Baseball vs. Mountain View College, noon, Away | | |

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BROOKHAVEN COLLEGE GRADING SYSTEM

GRADE POINT AVERAGE, GPA

Grade points are determined by multiplying the number of points earned for each course by the number of credit hours the course carries. A student who takes a three hour course earns an "A" accumulates 12 grade points for that course. A student's Grade Point Average is determined by adding up the total grade points received and dividing by the total number of hours attempted. For example, if a student earns 48 grade points while enrolled in 15 credit hours, the student has a Grade Point Average of 3.2 for the semester.

Grade Interpretation. Grade Point

A Excellent performance. . . . 4 grade points

B Good performance. 3 grade points

C Average performance 2 grade points

D Poor performance 1 grade points

F Failing performance 0 grade points

CR Credit Not computed

E Effort Not computed

I Incomplete Not computed

NR Not Reported by Instructor . Not computed

P Progress (Discontinued). . . Not computed

W Withdraw Not computed

YOUR TRANSCRIPT AND GRADE REPORT WILL INDICATE TWO DIFFERENT GPAS.

GPA (1)–Grade point average (1) is inclusive of all courses taken that receive a performance grade of "A"–"F". This includes all ESOL, developmental classes and classes with course numbers beginning in 0.

GPA (2)–Grade point average (2) is inclusive of all college-level courses taken.

E GRADE –DEVELOPMENTAL CLASSES ONLY

This grade is given when an instructor wishes to reflect a student's progress in a developmental studies course. An E-grade is non-punitive and not computed. The E grade indicates that a student participated in a class according to TSI guidelines but was unable to perform C-level or passing work, which would qualify the student to enroll in college-level courses.

INCOMPLETE (I)

This grade is given when students cannot complete 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.

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| April | |
| Monday 9 | |
| Tuesday 10 Success= Smart + Savvy, Learn How to Increase Your Emotional Savvy, 2-3 p.m., TBA | |
| Wednesday 11 SGA Senate Meeting, 3-4:30 p.m., S220 Bears Baseball vs. Eastfield College, 2 p.m., Away Reading: The App for Life. Do You Know What You Don't Know? Reading Strategies to Make You Aware, 12:30- 1:30 p.m., TBA Politics within the Media, noon, K234 Health Fair, 11-1 p.m., Bldg. S Lobby. | |
| Thursday 12 Last Day to Withdraw Career Fair, 11-2p.m, TBA | |
| Friday 13 Amidon Beauchamp Student Leadership Awards Banquet Bears Baseball vs. Eastfield College, 2 p.m., Home Dancers' Theater, 8 p.m. | |
| Saturday 14 Hero's Run 5K (Family Event), 9 a.m.-2 p.m. Jogging Trail Good NeighBEAR service project, White Rock Lake clean up, 8 a.m.-noon Bears Baseball vs. Eastfield College, noon, Home Dancers' Theater, 8 p.m. | Sunday 15 Dancers' Theater, 2:30 p.m. |

BROOKHAVEN COLLEGE GRADING SYSTEM CONT.

WITHDRAWAL (W)

It is the student's responsibility to officially drop from a class or withdraw from the college. If the student stops attending class and does not drop a class or withdraw from college before the final deadline, he or she will receive an "F." Classes dropped prior to the official census date will not be given a grade or appear on transcripts; classes dropped after the census date but before the final drop date will receive a "W" (withdrawl).

The withdrawal/drop process is not official until the proper drop procedure has been followed and completed with an advisor or on eConnect. If eligible, students who go through an advisor to withdraw, pick up an Advising Report in the eConnect room.

IMPORTANT INFORMATION ABOUT DROPPING COURSES

Based on Section 51.907 of the Texas Education Code, neither DCCCD nor any other public Texas college may permit students to drop more than six college-level courses after the official drop-and-add period. The six-course limit includes courses dropped at other Texas public colleges, unless a course qualifies as an exception. Contact our college's counseling/advising office for details related to exceptions. High school students currently enrolled in DCCCD Dual Credit, Early College and Collegiate High School are waived from this requirement until they graduate from high school.



Brookhaven College's Quality Enhancement Plan is READING.

- Get your read on! There are 19 mini-libraries called "Book Havens" located in hallways accross campus. You are encouraged to browse the shelves for a book that interests you, take it home to read at your leisure, return it when you're finished and take another.

| | |
|--|---|
| April | |
| Monday New Edition of the Brookhaven <i>Courier</i> | 16 |
| Tuesday Civic Engagement Showcase, application deadline at noon The Calm Before the Finals Storm! Tips to Cope, 2-3 p.m., TBA | 17 |
| Wednesday Phi Theta Kappa Elections (general meeting), 4-5 p.m., S064 SGA General Meeting, 3-4:30 p.m., S220 Bears Baseball vs. Richland College, 2 p.m., Home Financial Literacy Series #3, Scholarships and More. Tips Tricks, and a Whole Lot of Persuasion, 12:30-1:30 p.m., TBA Public Stargazing, 8-10 p.m., X & K Plaza. STEM Club meeting, 12:30-1:30 p.m., X3007 | 18 |
| Thursday Campus Activities Board (CAB) Crew meeting, 4:30-5:30 p.m. Civic Engagement Showcase, finalist posted and voting begins. | <div> BCSA: Juried Art Student Exhibition, Awards reception May 3, 1:30 p.m., April 18- May. 2. Jury, April 13. Enter: 6-12. </div> 19 |
| Friday Bears Baseball vs. Richland College, 2 p.m., Away | 20 |
| Saturday Bears Baseball vs. Richland, noon, Away | 21 Sunday 22 |

SPRING EXAM SCHEDULE

| Time of Class | Exam Date | Exam Day | Exam Time |
|---------------|-----------|----------|-----------|
|---------------|-----------|----------|-----------|

MONDAY-WEDNESDAY DAY-TIME COURSES

| | | | |
|-----------------|--------------|-----------------|----------------|
| 7:30 a.m. | May 8 | Monday | 8-9:50 a.m. |
| 9 a.m. | May 10 | Wednesday | 9-10:50 a.m. |
| 10:30 a.m. | May 8 | Monday | 10-11:50 a.m. |
| noon | May 10 | Wednesday | noon-1:50 p.m. |
| 1:30 p.m. | May 8 | Monday | 2-3:50 p.m. |
| 3 p.m. | May 10 | Wednesday | 3-4:50 p.m. |
| 4 p.m. | May 8 | Monday | 4-5:50 p.m. |

TUESDAY-THURSDAY DAY-TIME COURSES

| | | | |
|-----------------|--------------|----------------|----------------|
| 7:30 a.m. | May 9 | Tuesday | 8-9:50 a.m. |
| 9 a.m. | May 11 | Thursday | 9-10:50 a.m. |
| 10:30 a.m. | May 9 | Tuesday | 10-11:50 a.m. |
| noon | May 11 | Thursday | noon-1:50 p.m. |
| 1:30 p.m. | May 9 | Tuesday | 2-3:50 p.m. |
| 3 p.m. | May 11 | Thursday | 3-4:50 p.m. |
| 4 p.m. | May 9 | Tuesday | 4-5:50 p.m. |

MONDAY-WEDNESDAY NIGHT COURSES

| | | | |
|----------------|--------------|-----------------|-------------|
| 5:40 p.m. | May 8 | Monday | 6-7:50 p.m. |
| 7:10 p.m. | May 8 | Monday | 8-9:50 p.m. |
| 8:40 p.m. | May 10 | Wednesday | 8-9:50 p.m. |

TUESDAY-THURSDAY NIGHT COURSES

| | | | |
|----------------|--------------|----------------|-------------|
| 5:40 p.m. | May 9 | Tuesday | 6-7:50 p.m. |
| 7:10 p.m. | May 9 | Tuesday | 8-9:50 p.m. |
| 8:40 p.m. | May 11 | Thursday | 8-9:50 p.m. |

MONDAY-ONLY COURSES

Final examinations will be given on May 8 at the regularly scheduled final examination time for Monday and Wednesday classes.

TUESDAY-ONLY COURSES

Final examinations will be given on May 9 at the regularly scheduled final examination time for Tuesday and Thursday classes.

WEDNESDAY-ONLY COURSES

Final examinations will be given on May 10 at the regularly scheduled final examination time for Monday and Wednesday classes.

THURSDAY-ONLY COURSES

Final examinations will be given on May 11 at the regularly scheduled final examination time for Tuesday and Thursday classes.

FRIDAY-ONLY COURSES

Final examinations will be given on May 5 at the regularly scheduled class time.

SATURDAY-ONLY COURSES

Final examinations will be given on May 6 at the regularly scheduled class time.

SUNDAY-ONLY COURSES

Final examinations will be given on May 7 at the regularly scheduled class time.

NOTE: Exams taken in the Testing Center may have different testing deadlines. Check with your instructor.

| | |
|--|--|
| April | |
| Monday | 23 |
| Tuesday | 24 |
| Wednesday SGA Senate Meeting, 3-4:30 p.m., S220 Bears Baseball vs. North Lake College, 2 p.m., Away De-Stress Your Stress, Tips for Managing Stress and Developing Grit, 12:30-1:30 p.m., TBA | 25 |
| Thursday End of Year Party, 11-1 p.m. Theatre Brookhaven, <i>Not About Nightingales</i> , 7:30 p.m. | 26 |
| Friday Civic Engagement Showcase, voting ends at noon Bears Baseball vs. North Lake College, 2 p.m., Home Theatre Brookhaven, <i>Not About Nightingales</i> , 7:30 p.m. | 27 |
| Saturday Bears Baseball vs. North Lake College, noon, Home Theatre Brookhaven, <i>Not About Nightingales</i> , 7:30 p.m. | Sunday Theatre Brookhaven, <i>Not About Nightingales</i> , 2:30p.m. |

| April/May | |
|--|----|
| Monday | 30 |
| New edition of the Brookhaven <i>Courier</i> | |
| Tuesday | 1 |
| Brookhaven College Student Leadership Awards Banquet | |
| Free HIV testing, 9 a.m.-2:30 p.m., S072 | |
| Wednesday | 2 |
| Phi Theta Kappa End of the Year, and New Officers Party, 4 p.m., S064 | |
| Asian Pacific Islander Festival, 11 a.m. | |
| SGA Meeting and Executive Officer Installation, 3-4:30 p.m., S220 | |
| Last day to submit Service Learning hours | |
| Bears Baseball vs. Cedar Valley College, 2 p.m., Home | |
| Thursday | 3 |
| Campus Activities Board (CAB) Crew meeting, 4:30-5:30 p.m. | |
| Theatre Brookhaven, Not About Nightingales, 7:30 p.m. | |
| Friday | 4 |
| Bears Baseball vs. Cedar Valley College, 2 p.m., Away | |
| Theatre Brookhaven, Not About Nightingales, 7:30 p.m. | |
| Saturday | 5 |
| Bears Baseball vs. Cedar Valley College, noon, Away | |
| Brookhaven Choral Society presents "Sun, Moon, and Stars," 6 p.m., 9200 Inwood Road, Dallas, TX. | |
| Theatre Brookhaven, Not About Nightingales, 7:30 p.m. | |
| Sunday | 6 |
| Theatre Brookhaven, <i>Not About Nightingales</i> , 2:30p.m. | |

| May | |
|---------------|----|
| Monday | 7 |
| Final exams | |
| Tuesday | 8 |
| Final exams | |
| Wednesday | 9 |
| Final exams | |
| Thursday | 10 |
| Final Exams | |
| Semester Ends | |
| Commencement | |
| Friday | 11 |
| Saturday | 12 |
| Sunday | 13 |

| | |
|--|--|
| May | |
| Monday 14 DCCCD Summer Leadership Retreat, Prothro Center | |
| Tuesday 15 DCCCD Summer Leadership Retreat, Prothro Center Early College High School Senior Honors Breakfast, 8-9 a.m., TBA | |
| Wednesday 16 DCCCD Summer Leadership Retreat, Prothro Center Baseball District C Tournament, (DFW-MAC), May 16-20 | |
| Thursday 17 DCCCD Summer Leadership Retreat, Prothro Center | |
| Friday 18 | |
| Saturday 19 | Sunday 20 |
| 78 | |

May

Monday

21

Early College High School Senior Awards Assembly, 9-11 a.m., Performance Hall

Tuesday

22

Wednesday

23

Thursday

24

Friday

25

Saturday

26

Baseball Division III World Series,
May 26-31, TBD

Sunday

27

BROOKHAVEN COLLEGE STUDENT CODE OF CONDUCT

Student rights and responsibilities

PURPOSE

The Dallas County Community College District exists to serve students and our community stakeholders. Students are important members of the College District environment. Each college of the College District supports a positive educational environment designed to encourage student completion. In order to ensure the protection of student rights and the health and safety of the college community, as well as to support the efficient operation of college programs and services, the College District has established a Student Code of Conduct. The purpose of policies about student conduct and discipline is to provide guidelines for the educational environment of the College District.

The College District views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Every student should know his or her responsibility as a member of the College District community.

DEFINITIONS

Definitions to be used in this policy, and at FM(LOCAL) and FMA(LOCAL), are as follows:

1. “Designated administrator or DA” shall mean an administrator or the officer or officers directly responsible for student affairs in the College District. [See DNA]

2. A “student” shall mean one who is currently enrolled in the College District. This includes credit, noncredit, and dual credit students, regardless of method of delivery. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.

3. A “complainant” is the person who makes the allegation or complaint.

4. A “respondent” is the person against whom an allegation or complaint is made.

5. The “Student Conduct System” includes standards of conduct established to protect the educational mission of the College District while protecting the rights and responsibilities of students. Students who are accused of violating College District standards of conduct may be referred to the “Student Conduct System” for review.

6. “College Title IX coordinator” shall mean the College District employee responsible for administering responsibilities related to and compliance with Title IX of the Education Amendments of 1972. Each college within the College District has a Title IX coordinator.

7. “College District-sponsored activity” means any activity on or off campus that is initiated, aided, authorized, or supervised by the College District.

8. A “college” or “institution” means the colleges of the Dallas County Community College District.

9. “College District premises” means buildings or grounds owned, leased, operated, controlled, or supervised by the College District.

10. “Business days” means those days the administrative offices of the College District are open for business purposes– Monday through Friday from 8:00 a.m. to

5:00 pm., excluding weekends and holidays.

11. "Published College District regulation or policy" means standards of conduct or requirements located in the:

- a. College District catalog;
- b. Board policies and administrative procedures as may be set forth in the Dallas County Community College District Board Policy Manual or any amendment thereof;
- c. Student handbook; or
- d. Any other official publication of the College District. As a member of the Dallas County Community College District, a student is free to take advantage of all of the educational opportunities available and to participate in all extracurricular activities sponsored by the College District for which the student is eligible. Members of the student body enjoy the same rights and privileges guaranteed to them as citizens of the United States and as residents of the state of Texas. They enjoy the same freedoms of speech and peaceable assembly as all citizens. However, by virtue of their membership in the college community, students are under certain legal obligations in the exercise of those freedoms.

RESPONSIBILITIES

Each student and student organization shall be charged with notice and knowledge of the contents and provisions of the College District's policies, procedures, and regulations concerning student conduct, and shall be expected to abide by those policies, procedures, and regulations. In cases of noncompliance with the Student Code of Conduct, the college may impose discipline that is consistent with the impact of the offense on the College District community. The College District reserves the right to pursue criminal and/or civil action where warranted. Unfamiliarity with these policies and procedures shall not excuse a violation of the Student Code of 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 or by other published College District regulations and policies [see policies FLBA, et. seq.], the following types of behavior are expressly prohibited:

1. Intentionally causing physical harm to any person on College District property or premises or at College District-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm.

2. Except as may be permitted in any published College District regulations or policies or by applicable state laws, unauthorized use, possession, or storage of any weapon on College District property or premises or at College District-sponsored activities. This includes but is not limited to firearms, tasers, stun guns, explosives, other weapons, dangerous chemicals, or improper use of fire extinguishers on College District property or premises.

3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on College District property or premises or at College District-sponsored activities.

4. Obstruction or disruption of teaching, lecturing, research, administration, disciplinary procedures, or other authorized activities on College District property or premises. Interference with the proper educational functions and the appropriate educational climate of the College District, including aiding and abetting another to breach the peace on College District-owned or controlled property or premises, at functions sponsored/ supervised by the College District, or

off-campus conduct that adversely affects the College District community and/or the pursuit of the objectives. Such activity includes, but is not limited to, behavior in the classroom or instructional program that interferes with the instructor's or presenter's ability to conduct the class or program or the ability of others to benefit from the class or program.

5. Intentionally interfering with College District-sponsored activities, including but not limited to, studying, teaching, conducting research, duties of the College District administration, or fire, security, or emergency services.

6. Knowingly violating the terms of any disciplinary sanction imposed in accordance with College District policies, regulations, and procedures.

7. Intentionally or maliciously furnishing false information to the College District. Forgery, unauthorized alteration, or unauthorized use of any College District document or instrument of identification. Making possessing, submitting, or using any falsified college document or record; or altering any college document or record, including identification cards. Attempted or actual financial aid fraud or corresponding behaviors that would allow a student to receive monetary benefit for which he or she is not eligible. Altering any College District document or record without permission is expressly prohibited, including, but not limited to, furnishing false personal or student organization registration information, withholding material information from the College District processes or procedures, or any other type of fraudulent act involving documentation provided to or for the College District.

8. Sexual misconduct, which includes, but is not limited to, the following offenses: gender-based or sexual discrimination or harassment, nonconsensual sexual intercourse (or attempts to commit same), nonconsensual sexual contact (or attempts to commit same), sexual exploitation, relationship violence, or other conduct that threatens the health and safety of any person on the basis of actual, expressed, or perceived gender identity. In the event of an allegation of sexual misconduct, the DA will coordinate with the college Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct as set forth in College District rules and regulations. [See DIA series and FFD series]

9. Unauthorized use of computer hardware or software or violation of the College District Technology Resources policy [see CR(LOCAL)].

10. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but is not limited to, cheating on a test or other coursework as assigned, plagiarism, and collusion. "Cheating on a test" shall include, but is not limited to:

a. All forms of academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion

b. Copying from another student's test paper.

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

d. Collaborating with or seeking aid from another student, technological aid or electronic resource, 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 the 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.

11. Intentionally and substantially interfering with the freedom of expression or association of others on College District property or premises or at College District-sponsored activities.

12. Theft of property or of services on College District property or premises or at College District-sponsored activities or being in possession of stolen property on College District property or premises or at College District-sponsored activities. Sale, possession, or misappropriation of any property without the owner's permission is also prohibited.

13. Intentionally or recklessly destroying or damaging College District property or premises or property of others while on College District premises or at College District-sponsored activities.

14. Failure to comply with the direction of College District employees or officials, including but not limited to, college police or campus security/safety officers, and instructors or administrators, acting in performance of their duties. Students are required to produce identification for a college official when asked.

15. Violation of published College District regulations or policies. Such regulations or policies include, but are not limited to, those relating to entry and use of College District facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and all forms of smoking.

16. Use, possession, distribution, manufacture, possession for purposes of distribution, or sale of any controlled substance or illegal drug on College District property or premises or at College District-sponsored activities, or being under the influence of marijuana, heroin, or narcotics or other controlled substances or illegal drugs, or alcohol, except as expressly permitted by federal or state law or College District policy or regulations, on College District property, premises, or at College District-sponsored activities.

17. Use or possession of an alcoholic beverage on College District property or premises, with the exception of a specific beverage-related course within a College District-sponsored course of study; a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement (TCOLE); or any College District-sponsored program or event when service of alcoholic beverages is permitted by College District policy or regulation.

18. Nonpayment or failure to pay any debt owed to the College District with intent to defraud. (Appropriate personnel at the College District location may be designated by College District 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 DA for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by College District personnel.)

19. Bullying, harassment, and conduct or expression (verbal or written) that threatens or endangers the health or safety of any person. Cyberbullying, which is willful harassment and/or intimidation of a person through the use of digital technologies, including but not limited to, e-mail, blogs, texting, social websites, chat rooms, "sexting," instant messaging, recording another person without his or her consent, and transmitting images of another person without his or her consent.

20. Stalking another person, which, for purposes of this Code of Conduct, shall be defined as purposefully engaging in a course of conduct directed at a specific person or persons that the person engaging in such conduct knows or should know would cause a reasonable person to (a) fear for his or her safety or the safety of a third person; or (b) suffer other emotional distress. Cyberstalking, which is engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of e-mail or other digital technologies, directed at or about a specific person, causing emotional distress to that person. "Course of conduct" shall mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to, or about, a person, or interferes with a person's property.

21. Discrimination, harassment, and offense conduct against any person, student, or staff member on the basis of race, creed, sex, age, marital status, religion, disability, national origin, gender identification, or sexual orientation.

22. Retaliation or retaliatory harassment, which is any adverse action taken against a person because of the person's participation in a complaint or investigation of a complaint.

23. Engaging in hazing, which, for the purposes of this Code of Conduct shall be defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group organization and/or sport. No student or person associated with the Dallas County Community College District or attending a DCCCD college shall commit any act that injures, degrades, or disgraces a member of the College District community. The express or implied consent of the victim shall not be accepted as a defense for violation of this policy. Apathy or acquiescence in the presence of hazing is not a neutral act; each is a violation of the Student Code of Conduct.

24. Unauthorized entry in or use of college facilities and/or any college property or premises, including unauthorized possession, duplication, or use of keys to any college property. Unauthorized entry into, presence in or use of college facilities, equipment, or property that has not been reserved or accessed through appropriate college officials is prohibited.

25. The use of college resources to infringe upon copyright laws (print, digital, and Internet) is prohibited. This applies to all forms of electronic media, including but not limited to, software, electronic encyclopedias, image files, video files, and sound files.

26. Conduct that is indecent or obscene, including:

- a. The use of any device to capture audio, video, or digital record or photograph of any person while on College District property or premises or college events where there is a reasonable expectation of privacy (i.e., restrooms, locker rooms).
- b. The storing, sharing, and/or distributing of such unauthorized records by any means.
- c. Making obscene remarks, exposing oneself in an indecent manner, urinating or defecating in public, and/or engaging in sexual activities in public places.

27. Violation of federal, state, and local laws. Engaging in conduct that violates any municipal or county ordinance, federal, or state law.

28. Misusing, failing to comply with, disrupting, or jeopardizing Code of Conduct procedures, sanctions/interventions, or interfering with Code of Conduct proceedings. Abuse of the Student Conduct System includes, but is not limited to:

- a. Failure to comply with an order or decision of the Student Conduct officer or hearing committee.
- b. Falsification, distortion, or misrepresentation of information.
- c. Disruption or interference with the orderly conduct of a hearing.
- d. Knowingly filing a false and/or malicious complaint.
- e. Attempting to influence or discourage an individual's participation in or use of the Student Conduct System.
- f. Attempting to influence the impartiality of a member of the Student Conduct Committee or the DA prior to, during, and/or after a proceeding.
- g. Any form of harassment (and/or intimidation) of a member of the Student Conduct Committee or a College District representative prior to, during, and/or after a proceeding.
- h. Failure to comply with the sanction(s) imposed under the
- i. Influencing or attempting to influence another person to violate or otherwise abuse the Student Conduct System.

DISCIPLINE

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with policy. [See FM and FMA] A "violation" means an act or omission that is contrary to a published College District regulation or policy, including but not limited to, any violation of this Student Code of Conduct.

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 that resulted, or could have resulted if foreseeable, in significant damage to persons or property or that otherwise posed a substantial threat to the stability and continuance of normal College District-sponsored activities.

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

1. Written warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation – A designated period of time that includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional regulation(s) during the probationary period.

3. Loss of privilege/restriction – Denial of specified privilege or access for a designated period of time.
4. Restitution – Reimbursement for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. Discretionary sanctions – Work assignments, service to the college or community, or other related discretionary assignments. Such assignments must have the prior approval of the vice president of student services.
6. Suspension – Separation of the student from the college for a definite period of time after which the student is eligible to return. Conditions for readmission may be specified.
7. Removal from program of study – The student may also be subjected to disciplinary procedures set forth by specific programs with specialized admissions requirements.
8. Expulsion – Permanent suspension of the student from the college.

DISCIPLINE AND PENALTIES

Interpretation of Regulations: Disciplinary regulations for the College District 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 District 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 Brookhaven College administration and in the DCCCD Board of Trustees.

STANDARDS OF DUE PROCESS

All students are entitled to fair and equitable proceedings in determining whether a violation of College District policy occurred. An investigation may include, but is not limited to, conducting interviews, reviewing student records, and gathering and examining other relevant documents or evidence. 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 respondent, complainant, if any, and/or the College District may result.

ACCOUNTABILITY

Students may be accountable to both civil and criminal authorities and to the College District for acts that constitute violations of law and this code. College District disciplinary action with respect to any act or omission on the part of the student shall proceed during the pendency of criminal or civil proceedings and shall not be subject to challenge on the ground that criminal or civil charges involving the same incident have been dismissed or reduced. Students who participate in a college course at any College District location, off-site or through distance learning, shall be subject to the Student Code of Conduct.

DISCIPLINARY PROCEEDINGS INVESTIGATION, CONFERENCE AND COMPLAINT

When the Designated Administrator (DA) directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the DA or a designated investigator shall investigate the alleged violation, which may, but is not required to, include a discussion with a student. [See FLB(LOCAL)]

In the event of an allegation of sexual misconduct, the DA shall coordinate with the College Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct as set forth in College District rules and regulations. [See DIA series and FFD series]

Unless the alleged violation is grounds for suspension, a student may dispute the award of a failing grade based upon scholastic dishonesty under FLDB(LOCAL), GRADE DISPUTE RESOLUTION. The student shall receive an incomplete grade until final disposition of the matter under this code.

The College District reserves the right to pursue disciplinary action against a student for an alleged violation of College District regulation or policy as long as the student remains within the jurisdiction of the College District.

After completing the investigation, the DA may:

1. Dismiss the allegation for failing to allege facts sufficient to indicate that a violation of policy more likely than not occurred.
2. Proceed administratively, which includes a notice to appear, conference, and disposition.
3. Upon appeal, 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.

The DA will notify the complainant, if any, and the student against whom the complaint was filed (the respondent) of the disposition of the complaint. The respondent may appeal, in writing, to the President of the College or his or her designee within five business days after disposition. The President of the College or the designee shall review the basis of the DA's decision and issue a determination within ten business days; neither the President of the College nor his or her designee shall conduct a new investigation. A student is ineligible to appeal if the penalty imposed by the DA is less than suspension.

The College District reserves the right to pursue interim remedies up to and including suspension upon receiving notice of an alleged violation of a College District policy or regulation when there is reasonable evidence that the continued presence of the student on College District property or premises poses a substantial threat to himself or herself, others, or the stability and continuance of normal College District functions or operations. A student who is suspended on an interim basis shall be given an opportunity to appear before the college president or a designee within five business days from the effective date of the interim suspension. A hearing with the college 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 District property or premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal College District functions or operations.

After the hearing, the College President or his or her designee may, at his or her sole discretion, modify the interim suspension as reasonably necessary to protect the respondent, complainant, if any, the public, and/or the College District.

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.

NOTICE TO APPEAR

The DA shall notify a student regarding an alleged violation of this code by letter, e-mail, or personal delivery. If notice is provided by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the student at his or her last known address. If notice is provided by e-mail, the notice shall be e-mailed to the student's designated e-mail address.

The notice shall direct a student to appear at a specific time and place not less than five business days after the date of the notice, unless the student can show good cause as prescribed below. The notice shall describe the alleged violation in general terms and cite the published college regulation or policy that is the subject of the alleged violation.

The DA has authority to impose restrictions up to and including disciplinary sanctions upon a student if the student fails, without good cause, to comply with notice to appear.

DISPOSITION

At a conference with a student in connection with an alleged violation of this code, the Designated Administrator shall provide the student with a copy of this code and discuss administrative disposition of the alleged violation.

1. If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, and the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5 p.m. of the first business day following issuance of the administrative disposition. Failure to return this form shall constitute a waiver of the student's right to appeal. A student is ineligible to appeal if the penalty imposed by the DA is less than suspension.

2. If a student refuses administrative disposition of the alleged violation, such refusal shall be noted by the DA and acknowledged in writing by the student. A student refusing administrative disposition may request to pursue the disciplinary hearing process under FMA(LOCAL). Where the alleged violation could result in suspension or expulsion, a request for hearing shall be granted. In all other cases, whether a request for hearing is granted is at the sole discretion of the DA.

3. Administrative disposition means:

- a. The voluntary acceptance of the penalty or penalties provided in this code.
- b. Other appropriate penalties administered by the DA.
- c. Without recourse by the student to hearing procedures provided herein.

The Designated Administrator shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the director of the Brookhaven College Police Department, to the complainant, and to other appropriate officials.

HEARING COMMITTEE

The student disciplinary process may include a hearing to determine whether a violation occurred; however, a hearing is not a prerequisite for disciplinary action. In the event of an allegation of sexual misconduct, the designated administrator (DA) shall coordinate with the College Title IX coordinator and the appropriate College District departments to apply the investigative, disciplinary, and disposition procedures governing sexual misconduct as set forth in College District rules and regulations. [See DIA series and FFD series]

A hearing request must be made to the DA (or officer directly responsible for student affairs or discipline) in writing, on or before the sixth business day after the date of refusal of administrative disposition. Where the alleged violation could result in suspension or expulsion, a request for hearing shall be granted. In all other cases, whether a request for hearing is granted shall be at the sole discretion of the DA.

If it is determined that the hearing process shall be used to determine responsibility for the violation, the matter shall be heard before a committee composed of equal numbers of students, administrators, and faculty of the college. The committee and its chair shall be appointed by the college president on a rotating basis or on the basis of availability. The committee chair will be selected from the administration or faculty.

The chair of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chair's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.

The chair shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.

The DA shall represent the College before the student discipline committee and present evidence to support any allegations of violations.

NOTICE

The committee chair shall notify the parties of the date, time, and place for the hearing by letter, e-mail, or personal delivery. If notice is provided by letter, the letter shall be sent by certified mail, return receipt requested, and addressed to the parties' last known address. If notice is provided by e-mail, the notice shall be e-mailed to the designated e-mail address for each party. The notice shall specify a hearing date not less than five nor more than ten business days after the date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.

The chairman may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time, and place.

CONTENT OF NOTICE

The notice shall include the alleged violation, the basis for the allegation, and advise the parties of their right:

1. To a private hearing, unless a party requests and each party affirmatively consents to a public hearing.
2. To appear alone or with legal counsel if the alleged violation could subject the charged student to expulsion or suspension. The role of legal counsel is limited as provided at ROLE OF LEGAL COUNSEL.
3. To have a parent or legal guardian present at the hearing.
4. To know the identity of each witness who will testify.

5. To cause the committee to summon witnesses and to require the production of documentary and other evidence possessed by the college or to be introduced at the hearing.
6. To cross-examine each witness who testifies.

FAILURE TO COMPLY WITH NOTICE

A student who is alleged to have violated College District policy (the respondent) and who fails to appear after proper notice and without good cause shall be deemed to have admitted responsibility to the violation pending against the student. The committee shall impose an appropriate penalty and notify the respondent in the same manner as the notice of hearing.

ROLE OF LEGAL COUNSEL

Legal counsel may represent a student in a hearing where the alleged violation could result in expulsion or suspension. The role of legal counsel is limited to advising and assisting the student during the hearing. This limitation means that legal counsel shall not cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. The same limitations apply to legal counsel for the College District. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject a student to expulsion or suspension.

PRELIMINARY MATTERS

Charges arising out of a single transaction or occurrence, against one or more students, may be heard together, or, upon request by one of the students-in-interest, separate hearings may be held.

Not later than 12:00 p.m., five full business days before the hearing date, each party to the hearing shall provide to the committee chair for disclosure to the other:

1. Any documentary evidence and summaries of testimony intended to be introduced at the hearing. At the request of a party, the committee chair shall exclude any evidence at a hearing that was not disclosed at least five business days before the hearing, unless the chair determines that the evidence could not have been disclosed within that time.
2. The name of each witness he or she wants summoned.
3. Any objection that, if sustained by the chair of the student disciplinary committee, would prevent the hearing.
4. The name of the legal counsel, if any, and the name of any parent or guardian, who may accompany a student.
5. A request for a separate hearing, if applicable, and the grounds for such a request.

HEARING PROCEDURE

The hearing shall be conducted by the chairman who shall provide opportunities for witnesses to be heard. If a student is represented by legal counsel in a hearing where the alleged violation could result in suspension or expulsion, the College District shall also be represented by legal counsel. The limitations on the role of legal counsel as set forth at ROLE OF LEGAL COUNSEL shall be enforced.

No party to the hearing, nor his or her legal counsel, as permitted by this policy, may record a hearing proceeding. If a hearing may result in expulsion or suspension of a student, the College District shall arrange for transcription or recording of the proceedings. If a hearing will not result in expulsion or suspension of a student, recording of the hearing by any means is not permitted unless authorized by law.

Unless a party has requested and each party has affirmatively consented to a public hearing, the committee shall proceed generally as follows:

1. Persons present shall be the complainant, the Designated Administrator, and the student with a parent or guardian if desired, and legal counsel as may be permitted by this policy.

2. Before the hearing begins, either party to the hearing may request that witnesses remain outside the hearing room.

3. The chair of the committee shall read the complaint.

4. The chair of the committee shall inform the parties of their rights, as stated in the notice of hearing.

5. The Designated Administrator shall present the college's case.

6. The respondent may present his or her defense.

7. Each party may present rebuttal evidence and argument.

8. The committee, by majority vote, shall determine, using a preponderance of the evidence standard, the responsibility of the student regarding the alleged violation.

9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.

10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

If the hearing is a public hearing, the committee shall proceed generally as follows:

1. Persons present shall be the complainant, the Designated Administrator, and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:

- a. Brookhaven College Faculty association.

- b. Brookhaven College student and employee newspaper.

- c. Brookhaven College President.

Other persons may attend based on the seating available. The chairman may limit seating accommodations based on the size of the facilities.

2. Before the hearing begins, either party to the hearing may request that witnesses remain outside the hearing room.

3. The chair of the committee shall read the complaint.

4. The chair of the committee shall inform the parties of their rights, as stated in the notice of hearing.

5. The DA shall present the college's case.

6. The respondent may present his or her defense.

7. Each party may present rebuttal evidence and argument.

8. The committee, by majority vote, shall determine, using a preponderance of the evidence standard, the responsibility of the student regarding the alleged violation.

9. The committee shall state in writing each finding of a violation of a published College District regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee shall include in the statement its reasons for the finding. The committee shall notify each party to the hearing of the decision in the same manner as the notice of hearing.

10. A determination of responsibility shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be introduced to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform each party, in writing, of its decision as in item 9, above.

EVIDENCE

Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Advising and Counseling Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, presented by the Designated Administrator, that the student violated a published college regulation or policy.

All evidence shall be offered to the committee during the hearing.

A student defendant may choose not to testify against himself or herself. The committee will make a determination based on the evidence presented.

RECORD

The hearing record shall include: a copy of the notice of hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and other materials considered by the committee; and the committee's decisions. In cases where the alleged violation could result in suspension or expulsion, the hearing record shall also include a copy of the hearing transcript or recording.

PETITION FOR ADMINISTRATIVE REVIEW

A student is entitled to submit in writing a petition for administrative review to the College President or a designee who may alter, modify, or rescind the finding of the student discipline committee and/or the penalty imposed by the committee. A student is ineligible to petition for administrative review if the penalty imposed by the committee is less than suspension or expulsion. The College President or designee shall automatically review every penalty of suspension or expulsion. All other requests for review shall be granted at the

discretion of the College President or designee. Sanctions shall not be imposed while the review is pending.

A petition for administrative review of the decision of the student discipline committee is a review of the record; it is not a new hearing.

A petition for administrative review shall contain the date of the student discipline committee's action and the basis for the petition, i.e., why the student believes such review is necessary. A student shall file his or her petition with the College President or his or her designee on or before the third business day after the date the student discipline committee issued the penalty. If the College President or designee rejects the petition, the decision is final and the action of the student discipline committee stands.

The College President or designee, in his or her review, may take any action that the student discipline committee is authorized to take; however, neither the College President nor his or her designee may increase the penalty. The College President or designee may receive written briefs and hear oral arguments during the review.

The College President or designee shall modify or set aside the finding of violation, penalty, or both, of the student discipline committee if the substantive rights of a student were prejudiced because the student discipline committee's finding of facts, conclusions, or decisions were:

1. In violation of federal or state law or published college regulation or policy;
2. Clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
3. Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

The College President or designee shall provide written notification of the result of the administrative review to each party to the hearing in the same manner as the notice of the hearing.

AUTHORIZED DISCIPLINARY PENALTIES

The DA or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

1. An "admonition" means a written reprimand to the student on whom it is imposed.
2. "Warning probation" means further violations may result in disciplinary probation. Warning probation may be imposed for any length of time up to one calendar year, and the student shall be automatically removed from probation when the imposed period expires.
3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of identification card, creating a disturbance in or on college premises, and gambling.
4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.

5. "Bar against readmission" may be imposed on a student who has been expelled for disciplinary reasons.
6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
7. "Suspension of rights and privileges" is intended to be a flexible penalty, which may include limitations or restrictions to fit the particular case.
8. A "suspension of eligibility for official athletic and nonathletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities including, but not limited to, the use or possession of alcoholic beverages in any college facility, with the exception of specific beverage-related courses within the College District, or any College District-sponsored program or event when service of alcoholic beverages is permitted by College District policy; giving false information in response to requests from the College District; instigating a disturbance or riot; stealing, any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction for any act that is classified as a misdemeanor or felony under state or federal law.
9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.
10. "Suspension" from the College District prohibits, during the period of suspension, the student on whom suspension is imposed from being initiated into an honorary or service organization; from entering upon any College District campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the College District.
11. "Expulsion" is permanent severance from the College District and any college which is a part thereof.
12. "Failing grade" means a grade of F may be assigned for the course as a result of scholastic dishonesty along with suspension, or other sanction, as appropriate.

A sanction imposed at one college shall apply to all colleges of the College District.

STUDENT CONDUCT: HAZING

A person commits an offense if the person:

1. Engages in hazing.
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
3. Has first-hand knowledge of the planning of a specific hazing incident involving a student in an educational institution, including a college district, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

Education Code 37.152(a), 51.936(a)

ORGANIZATION

An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.
Education Code 37.153(a)

DEFINITIONS

“Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution by one person alone or acting with others, directed against a student, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
 2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
 5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.
- Education Code 37.151(6); 51.936(a)

“Organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.

Education Code 37.151(5); 51.936(a)

“Student” means any person who:

1. Is registered in or in attendance at an educational institution;
2. Has been accepted for admission at the educational institution where the hazing incident occurs; or
3. Intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.

Education Code 37.151(4); 51.936(a)

PUBLICATION

Each public institution of higher education shall distribute to each student during the first three weeks of each semester a summary of Education Code Chapter 37, Subchapter F and a list of organizations that have been disciplined for hazing or convicted for hazing on or off campus during the previous three years. If the institution publishes a general catalogue, student handbook, or similar publication, it shall publish a summary of the provisions of Education Code Chapter 37, Subchapter F in each edition of the publication. Education Code 51.936(c)–(d)

INFORMATION REGARDING GANG-FREE ZONES

The governing board of each institution of higher education, including each College District, shall ensure that any student handbook or similar publication for the institution includes information on gang-free zones and the consequences of engaging in organized criminal activity within those zones. Education Code 51.973

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and the Privacy Act, FERPA, (20 U.S.C. §123G; 34 CFR Part 99) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the Brookhaven College Registrar, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of a right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including campus law enforcement personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing a task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official's professional responsibility.

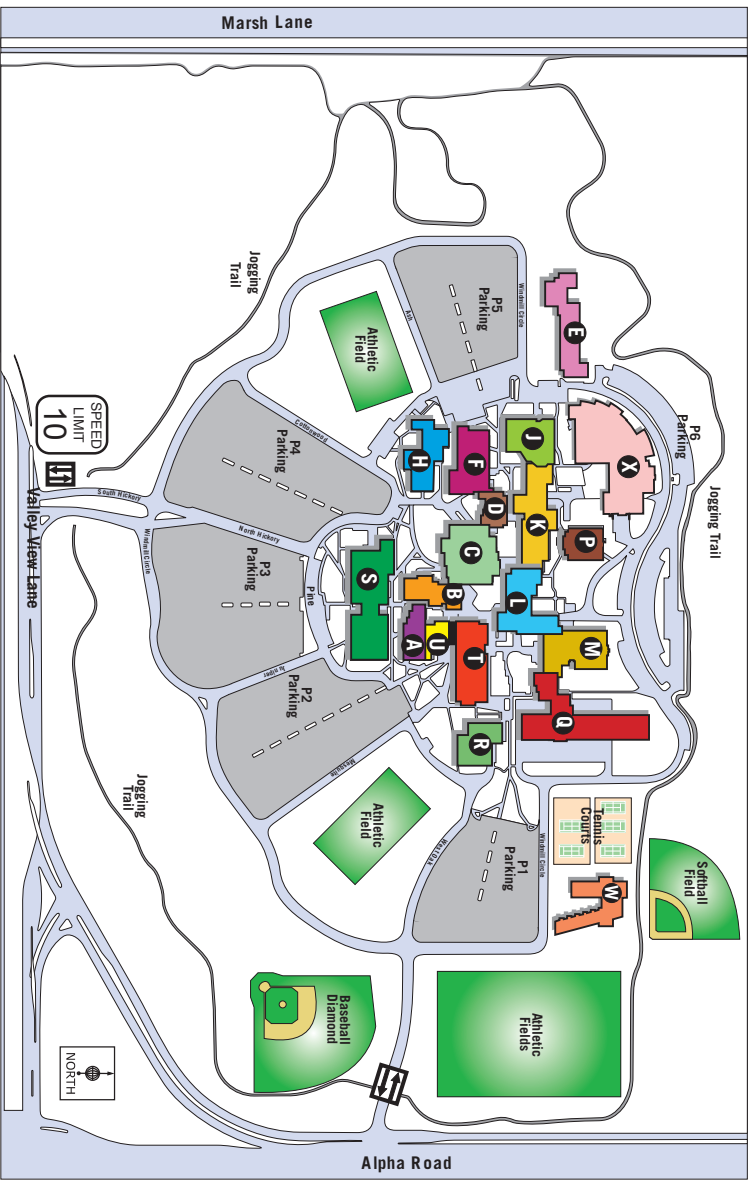
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office, U. S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

5. Directory information includes:

- a. name;
- b. home address;
- c. home telephone number;
- d. e-mail addresses;
- e. field of study;
- f. photograph;
- g. date and place of birth;
- h. dates of attendance;
- i. enrollment status, i.e., full-time, part-time, undergraduate, graduate;
- j. degrees, certificates and other honors and awards received;
- k. the type of award received, i.e., academic, technical, tech-prep, or continuing education;
- l. participation in officially recognized activities;
- m. weight and height of members of athletic teams;
- n. student classification; and
- o. name of the most recent previous institution attended; or,
- p. similar information.

NOTE: Students may request that all or any part of the directory information be withheld from the public by giving written notice to the Brookhaven College Registrar's Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. Students may request to withhold their directory information at any time during the academic year if they are unable to provide written notice within these time frames.



- A Administration/Human Resources
- B Visual Communications
- C Performance Hall Theater
- D Music
- E Head Start Center
- F Fine Arts
- H The Miles Building
- J Computer Classrooms/Open Computer Lab
- K Science/Math/Social Science
- L LRC/Library
- M Business Studies Division
- P Early College High School
- Q Automotive Technology
- R Facilities Services/Receiving
- S Student Services Center
- T Physical Education/Gymnasium
- U Courter Offices/Classrooms
- W Workforce and Continuing Education
- X Science and Allied Health
- Y Campus Entrance
- Z