Advising Services

The first step in a person's collegiate career is going through the admissions and advising process. The staff in the Enrollment Services Center and Advising Services office work to ensure that this first step is thorough and that areas of concern are addressed. All first-time in college students are required to meet with a counselor or academic advisor prior to their first registration. Once admitted, students are encouraged to maintain contact with the college counselors and advisors. Academic advising services provided include:

- Assistance for undecided students in selecting a program of study
- Interpretation of TSI or approved placement test scores
- Assistance with the registration process
- Assistance with course selection
- Transfer information for those who plan to attend another institution of higher education
- Orientation to college services and resources
- Assistance with the career planning process
- Assistance with college study skills

Counseling Services

Advising Services employs counselors who can assist students with issues that may negatively impact academic success. Counseling services offered include referrals to community resources, academic counseling, disability counseling, career counseling, career assessments, crisis intervention, short-term personal counseling, and study skills training and enhancement. Consultation and referrals are kept confidential. Exceptions to confidentiality include if there is evidence that a person is a danger to him/herself or others, or if there is evidence of abuse or neglect of a child, an elder, or a person with disabilities. In those instances, the Texas state law requires that Licensed Professional Counselors notify the proper authorities.

Additionally, because the college strongly believes that the abuse of alcohol and/or drugs negatively impacts a person’s abilities to meet educational goals, the college offers a program of drug education/prevention for the benefit of students and faculty.

Drug and Alcohol Prevention Programming

The Dean of Students, Office of Student Activities and Advising Services coordinate the campus Alcohol and Drug Prevention Program for Alvin Community College. Guest speakers, interactive displays, brochures, referral services and classroom activities are offered and are available throughout the academic year.

Statistics for campus alcohol and drug violations may be found on the college homepage and are published in the Alvin Community Student Handbook.

Counseling services are offered to students through Advising Services.

Career Services

A variety of services and formats are available which utilize a process of self-assessment (testing), career exploration and information gathering. In targeting a specific goal, individuals can explore career preparation, possible routes of training and gaining education, attainment of marketable skills and career management. Individuals who need to decide or clarify a major, and individuals who need to identify new job possibilities, are highly encouraged to make use of this service.

Career Center Lab

The Career Center lab is located in the Library on the second floor of Building A. Assistance with career and employment services is available Monday through Thursday 8:30 – 3:30 p.m. or by appointment, by calling 281-756-3560.

The Career Planning Program

The Career Planning Program helps define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program includes two online assessments that can be completed at home. Completion of a workbook and individual career counseling sessions are required to develop an action plan. For more information about this program contact Advising Services.

Career Assessments

In addition to the Career Planning program, two on-line career assessments are available:

- **Choices** is a career planning program which includes an interest inventory, descriptions of occupations, labor market information, financial aid information and more.
- **Focus2** is a self-paced career assessment tool for everyone. Focus 2 can help students decide on career goals and action plans by increasing your awareness of your talents, interests, values, personality and potential for success in certain careers.

Workshops:

- Career workshops are held during the fall and spring semesters. Contact the Career Center for dates and times. Topics include career planning, job hunting, resume and cover letter writing, and interview preparation.

Employment Services

Job Fairs and Career Events

The Career Services staff coordinates job fairs and career expos. Information regarding upcoming job fairs and career expos are posted on the two bulletin boards located in buildings A and G and in the college’s employment database, JobLink.

JobLink – College Job Database

Students and alumni of all the college and continuing education programs may register and access an online job database, JobLink.
This is a free service and is accessible 24/7. Local, regional, national employers and college departments register and post jobs daily seeking to fill part-time, full-time, internship, work-study and student assistant positions. Access to JobLink require a resume to be posted within two weeks. Many employment opportunities are related to degree plans offered at Alvin Community College. Registered students and alumni have the ability to post multiple resumes and cover letters for employers to view, search jobs, send online inquiries, locate job fair information, and receive employment bulletins. To access JobLink go to www.alvincollege.edu and follow the Career Services link. Alvin Community College makes no recommendations or guarantees regarding employers or employees and act as as referral service only.

Employers Services
Employers may list their current job openings in the college employment database, JobLink. Access to JobLink is located on the Alvin Community college webpage. There is no fee for this service. To post a job go to www.alvincollege.edu and follow the Career Services link. Once a job posting is approved by Career Services, students and alumni will have access to the information about the company and their current employment opportunities. If a student or graduate chooses, registered employers can print out their resumes or contact Career Services staff for a packet of resumes. Other employer services include job fairs and career expos and on-campus recruitment by appointment. All jobs posted in JobLink are viewed and approved in compliance with college policy and the U.S. Equal Employment Opportunity (EEO) Commission.

New Student Orientation Requirements
The Advising Services coordinates New Student Orientation. Students who are attending college for the first time, as well as those who are new to ACC, will benefit from the information presented in this program. Orientation is required for all first time college students. Orientation must be completed during the first semester of attendance. Orientation may be completed through either of the following formats:

• Web based program found on the college home page
• Attend New Student Orientation held prior to the beginning of the fall and spring terms

Honors Program
The Alvin Community College Honors Program offers highly motivated, academically exceptional students the opportunity to enrich their intellectual experience by exploring subject areas in greater depth. In exchange for accepting additional responsibility, students receive greater individual attention from their instructors and a high level of intellectual stimulation. Students who qualify for the program may choose from the following courses:

| ARTS 1303 | GEOL 1403 |
| ARTS 1312 | GEOL 1404 |
| ARTS 2326 | GEOL 1405 |
| ARTS 2333 | GOVT 2301 |
| ARTS 2346 | GOVT 2302 |
| ARTS 2348 | HIST 1301 |
| ARTS 2377 | HIST 1302 |
| BIOL 1406 | HIST 2301 |
| BIOL 1407 | HIST 2321 |
| BIOL 2420 | HIST 2322 |
| CHEM 1412 | MATH 1342 |
| DSAE 1303 | MATH 2412 |
| DSAE 1340 | MATH 2413 |
| DSAE 2335 – Advanced | MATH 2414 |
| DSAE 2404 | PHYS 2301 |
| DSAE 2437 | PHIL 1301 |
| DSVT 1300 | PHIL 2306 |
| Echocardiography | PSYC 2301 |
| Vascular Technology | PSYC 2314 |
| ECON 2301 | RNSG 1441 |
| ECON 302 | RNSG 1512 |
| ENGL 1301 | RSPT 1331 |
| ENGL 1302 | SOCI 1301 |
| ENGL (any 2000 level course) | SPAN 2321 |
| GEOL 1401 | |

Honors Credit may be received for additional classes if approval is granted by both the course instructor and the Honors Committee. Admission to the Honors Program is available to full and part time students who meet at least one of the following criteria:

• ACT composite score of 26 or higher
• SAT combined score of 1100 or higher
• Graduated in top 20% of high school class
• GPA of 3.0 or higher on a minimum of 12 semester hours excluding developmental courses
• Recommendation(s) from ACC instructor(s)
• Individual approval based on personal interview with the Honors Committee

To earn Honors Program Graduate status, a student must complete a minimum of 12 semester hours of honors credit. For additional information contact Dr. Ann H. Guess at 281-756-3974 or agues@alvincollege.edu.
DUAL CREDIT -
College Enrollment for High School Students

Dual Credit is designed for high school students who want to get a head start on their college program. In many cases, students may receive dual credit. Dual credit allows students to earn both high school and college credit for the college course.

Steps to Enroll:
1. Meet with a H.S. counselor to determine eligibility for the Dual Credit Program.
2. Take a TSI approved exam or be exempt from TSI requirements.
3. Obtain a passing score on an approved exam in the required subject area.
5. Complete the ACC Admission Application.
6. Provide an official high school transcript.
7. Meet with an academic advisor.
8. Students less than Junior year standing must obtain the approval of ACC’s Dean of Academic Programs.
9. Register for college classes.

Students are restricted to six semester hours in the fall and spring and 14 in the combined summer terms. Students requesting enrollment in more than two courses in the fall or spring semesters must attain the approval of the high school principal and ACC's Dean of Academic Programs or designee.

Dual Degree Program

To help students get a head start on a college education, school districts, and Alvin Community College will offer qualified students the opportunity to earn a high school diploma and an Associate of Arts degree at the same time. Participating students will be able to enter a Texas state supported university as a college junior. The Dual Degree Program is a rigorous program that will require extra time and dedication to academic study. Interested students should contact their high school counselor or Alvin Community College, Advising Services (281-756-3531). Information is also available at www.alvincollege.edu.

Services for Students with Disabilities

Alvin Community College complies with the ADA and Section 504 of the Rehabilitation Act by making reasonable accommodations for qualified students with disabilities. Students requesting accommodations due to a qualifying disability should make an appointment with the ADA Counselor at least 60 days prior to the beginning of the semester. Services provided are based on fundamental limitations reported in documentation.

Resources regarding transition, documentation guidelines and ODS forms can be found on the Alvin Community College web site under the Office of Disability Services.

Information and assistance is available by calling 281-756-3531, TTY 281-756-3845 or e-mailing ODS@alvincollege.edu.

Department of Assistive and Rehabilitative Services and Texas Commission for the Blind

Students with disabilities which constitute a substantial barrier to employment may qualify for vocational rehabilitation services. The Department of Assistive and Rehabilitative Services (DARS) and the DARS - Blind Division provide tuition assistance, diagnostic testing and counseling for eligible individuals. Prospective DARS students should contact the nearest DARS office at least six weeks prior to college registration to discuss eligibility and vocational objectives. Call first to set up an appointment. For phone numbers, call the Advising Services at 281-756-3531. For contact information go to the ACC website which links to these agencies.

Upward Bound Program

Upward Bound is a year-round federally funded program that provides college preparation skills to highly motivated students in grades 9-11. Students selected for the program receive tutoring, financial aid information, ACT/SAT preparation, study skills, exposure to college and university life and a summer activity program. Participant selection is based on many factors such as family income, teacher recommendations, test scores, grades and personal interviews. Contact the Upward Bound Program Director for details, 281-756-3849.

Financial Aid

For detailed information go to www.alvincollege.edu/financialaid/ The student financial aid program at Alvin Community College provides financial assistance to students who otherwise would be unable to attend college. Although the College constantly seeks additional support for student loans, scholarships and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of grants, scholarships, loans and jobs according to financial need, academic grades, and academic load. A student’s personal and family resources are considered in determining the student’s financial need.

Students who apply for financial aid must:
• complete the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.ed.gov
• complete all requirements for admission to the College, including providing academic transcripts from all previous colleges attended;
• choose a major (degree or certificate);
• complete the college’s application for financial aid

Students must apply for financial aid online and submit a new application for re-evaluation each year. Application should be made as soon as family income tax information is available and as early in the year as possible. Application forms and additional information are available in the Enrollment Services Center. All information provided to this office remains confidential.
The Financial Aid Office will determine if a student's academic progress has preserved his eligibility for financial assistance. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

All tuition and fees must be paid in full before a student may attend classes. Therefore, if a student's financial aid is not available when tuition payment is due, the student is personally responsible for tuition and fees. Thus, students needing financial assistance should apply to the Financial Aid Office early in order to satisfy deadlines.

Priority Deadlines
Applications for financial aid including supplemental forms and any additional documentation should be submitted before the priority deadline. The Financial Aid Office will continue to process applications after the deadline, but funds may not be available before the start of the school term.

Fall semester - April 1
Spring semester - October 1
Summer semester - March 1

Financial Aid for Mini Semesters
Students may be awarded financial aid for mini semester terms under the following conditions:

- Students at Alvin Community College, who enroll in the first mini semester, may receive aid before classes begin (if all deadlines and other requirements are met).
- FIRST TIME students at Alvin Community College, who enroll in the second mini semester, may receive aid before classes begin (if all deadlines and other requirements are met).
- CONTINUING students at Alvin Community College, who enroll in the second mini semester, will be awarded aid at the end of the term based on the classes successfully completed.
- No aid is awarded before classes begin for third mini semester classes, but students may be awarded aid at the end of the term based on the classes successfully completed.

Federal Assistance Programs

Federal Pell Grant: This grant makes funds available to eligible undergraduate students who are enrolled at least half-time. All students who desire to participate in this program must submit an application. Students will receive a Student Aid Report (SAR) which must be submitted to the Financial Aid Office for consideration for Pell and other types of aid.

Federal Supplemental Educational Opportunity Grants: Supplemental Educational Opportunity Grants are awarded to students with financial need. Although these funds are limited, students applying for the Federal Pell Grant will automatically be considered for this program.

Federal Work-Study Program:
This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, and show a need for the earnings to pay for college expenses.

Loans:

Federal Family Education Loan Program (FFELP) - funds come from a bank, credit union, or other lender that participates in the program.

Direct Lending Program (DL) - funds come directly from the federal government.

Eligibility rules and loan amounts are identical under both programs, including need requirements. You must complete a FAFSA for the appropriate year to begin the process of applying for a loan under either program.

Return of Federal Title IV Funds:
Alvin Community College returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34CFR, section 668.22 (d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and with board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes before completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If the student does not officially withdraw classes, and stops attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.
4. If the student fails to earn a passing grade in any of their classes.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the Business Office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45 day period, the amount of overpayment will be reported to the U.S. Department of Education (USDE) via the National Student Loan Database (NSLDS) and the student will be referred to the USDE for resolution of the debt.
Federal Satisfactory Progress Requirements

Federal regulations require standards of satisfactory progress for students who receive federal funds. NOTE: Even if a student has not yet applied for financial aid or has applied but is not receiving aid, these regulations will affect the student’s future eligibility for aid. Standards of satisfactory progress require:

- Students who fail to meet the Satisfactory Progress Requirements will not be included or calculated in the new major. This applies to student’s academic standing, credits attempted, and grades earned.
- For classes that do not apply to the new major, the calculation of the number of attempted hours.
- Change of Program (Major) requires 66 semester hours, all requirements must be completed within 99 attempted credit hours.
- Students must successfully complete 75% of hours taken each semester. This standard applies to all students even if no financial aid funds are awarded.
- Students awarded for 12 or more hours must pass at least 9 hours with a minimum 2.0 GPA.
- Students who receive federal funds. NOTE: Even if a student has not yet applied for financial aid or has applied but is not receiving aid, these regulations will affect the student’s future eligibility for aid.

Qualitative Measures Standard
- Standards of satisfactory progress require:
- Students making a ZERO GPA will automatically be placed on financial aid suspension.
- Students are NOT ELIGIBLE to receive aid if ONLY enrolled in developmental classes. Courses taken which are not a part of the active degree plan can not be paid by financial aid.
- Students awarded for 6-11 hours must pass a minimum of 6 hours with a 2.0 GPA or higher.
- Students receiving financial aid are allowed one program (major) change. Students may have no more than two programs on file. For classes that do not apply to the new major, the calculation of student’s academic standing, credits attempted, and grades earned will not be included or calculated in the new major. This applies to transfer students as well.

Quantitative Measures Standard
- Students awarded for 12 or more hours must pass at least 9 hours with a minimum 2.0 GPA.
- Students must successfully complete 75% of hours taken each semester. This standard applies to all students even if no financial aid funds are awarded.
- Students who fail to meet the Satisfactory Progress Requirements will be placed on financial aid probation. PROBATION is a PERMANENT STATUS; however, students may be eligible to receive aid while on probation.

Financial Aid Suspension
- Students who fail to meet the Satisfactory Progress Requirements a second time will be SUSPENDED from all financial aid.

Reinstatement of Financial Aid
- Students may be reinstated through the following ways:
  1. Enroll for six hours at their own expense and meet the Satisfactory Progress Standards, or;
  2. Appeal their suspension based on extenuating circumstances.

Financial Aid Appeal
- Students should submit the official appeal form available on the website at http://www.alvincollege.edu/financialaid/Forms.htm to the Financial Aid Appeals Committee. Attach documentation that may help substantiate the appeal. The Director of Financial Aid will notify the student of the decision by the Appeals Committee.

If an appeal is approved, the student may become eligible to receive aid but will remain on probation permanently. The student may continue to receive financial aid funds up to the maximum time frame as long as Satisfactory Progress Requirements continue to be met. Financial aid suspension will become permanent without additional appeal opportunity, the next time the student fails to meet academic progress requirements.

For more information about federal satisfactory progress standards or to obtain a copy, contact The Financial Aid Office.

State Assistance Programs

Texas Public Education Grants: State legislation has made grant funds available to students with financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

State Student Incentive Grant: All eligible students may be considered for this grant program, which is based on financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

Texas Grants (toward Excellence, Access and Success) are need-based grants authorized by the State of Texas. Students must have completed the Recommended or Advanced high school curriculum, and it must be stamped on the high school transcript, or verified by the high school in writing. Students must enroll at least three-quarter time (9 hours) within 16 months of high school graduation. To be eligible to receive a renewal grant, the student must be in compliance with satisfactory academic progress requirements and must have successfully completed 24 hours during the calendar year. Students must not have been convicted of a crime involving a controlled substance.
Texas Education Opportunity Grant (TEOG) is also a need-based grant authorized by the State of Texas. To receive consideration, students must be a Texas resident, be enrolled at least half-time (6 hours) in a certificate or associate degree plan at a two-year institution, demonstrate financial need, not have been convicted of a felony or crime involving a controlled substance, not have an associate degree or baccalaureate degree, and not be eligible for a Texas Grant.

Texas Work-Study Program
This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, show a need for the earnings to pay for college expenses, and be a Texas resident.

Hazlewood Act: The Hazlewood Act is an act of Texas legislation. It provides exemption of payment for tuition and certain fees for Texas veterans at state-supported colleges and universities who present proof of the following:
1. residency in Texas at the time of entry into the military,
2. receipt of an honorable or under honorable conditions discharge,
3. service time of 180 days of active duty (excluding training time), and
4. residency in Texas for a minimum of 12 months prior to college registration.

Effective with the Fall 1995 semester, eligible veterans are limited to 150 attempted semester credit hours of eligibility using the Hazlewood benefit. Eligibility is determined from an original or certified copy of the veteran's DD214. Veterans who have been discharged within the past ten years must also present a letter from the Department of Veteran's Affairs stating that the veteran is not eligible to receive benefits under the Montgomery GI Bill. Application for Hazlewood benefits is made through the Registrar's Office. Applicants should begin the application process at least two months prior to registration to establish eligibility. Hazlewood students must obtain a Tuition Exemption Form from the Registrar's Office before the census date of each semester to receive benefits. Census dates are published in class schedules. Students in default on an educational loan are not eligible to receive the Hazlewood exemption.

Departmental Academic Scholarships: These competitive scholarships are provided to qualified students in:
- Art
- Cardiovascular
- Child Development/Early Childhood
- Communications
- Computer Information Technology
- Court Reporting
- Criminal Justice
- Emergency Medical Technology
- English
- Foreign Languages
- Industrial Design Technology
- Law Enforcement
- Math
- Management Development
- Mental Health
- Music
- Nursing-ADN
- Office Administration
- Paralegal
- Process Technology
- Respiratory Care
- Social Science
- Science
- Vocational Nursing

Interested students should contact the chairperson of the appropriate department. For information about additional scholarships contact the Financial Aid Office or go to the college website www.alvincollege.edu.

Veterans Administration Benefits
Alvin Community College has been approved for VA educational training. Prospective students who are veterans or eligible veterans' dependents should contact either the VA Regional Office or the Veterans Benefits Counselor in the ACC Advising Services office for applications and information. Students are encouraged to apply for benefits online at www.gibill.va.gov. VA recipients are expected to comply with standards of academic progress listed below. VA certification is not an automatic process; veterans must request certification each semester.

Standards of Academic Progress for Students Receiving VA Benefits

Satisfactory Progress: VA students must maintain a Cumulative Grade Point Average (CGPA) of 2.0.

Probation: Failure to maintain a 2.0 Cumulative Grade Point Average (CGPA) will result in the student being placed on probation. Students under probation status who achieve a 2.0 semester GPA can remain under this status until the Cumulative GPA rises above a 2.0.

Unsatisfactory Progress: Probation students who fail to maintain a semester GPA of 2.0 or who earn a punitive grade will be placed on VA Suspension. The suspension will be reported to the VA.

Other Assistance Programs

Workforce Investment Act of 1998: The Houston-Galveston Area Council, through the WorkSource in the Gulf Coast area, provides tuition, fees, books, career counseling, and other services related to employment. To determine eligibility, individuals should contact the nearest WorkSource office. Phone numbers for the WorkSource may be obtained by calling 281/585-3303.

Athletic Grants-in-Aid: For information on athletic grants-in-aid, contact the Athletic Director.
Reinstatement of VA Education Benefits: Students under VA suspension may choose to continue taking classes without being certified for VA Benefits. If a student completes a semester of at least ½ time status, achieves a semester GPA above a 2.0, and no punitive grades are earned they can be certified for VA benefits the next semester under the probation guidelines.

Learning Lab
The Learning Lab is located on the second floor of building A, the Learning Resources Center. The Learning Lab is an open-concept learning center that serves ACC students and community patrons. Its purpose is to provide academic assistance for students in a relaxed, informal environment. Math tutoring is provided for developmental math classes through calculus classes. Additional tutoring is offered in areas such as English, Reading, History, Geography, Government, Economics, and Anatomy & Physiology. Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, and computer usage and printing, including internet service. The Learning Lab provides assistance with study skills and serves as a testing facility for distance education classes.

Library
The library is located on the second floor of Building A. The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has over 11,000 books, 146 current periodical subscriptions, a scanner, and a coin-operated photocopier. Computer print jobs are sent to the central server with coin-operated print control software. Printing is done at the cost of ten cents per page. Six (6) study rooms are available for individual and group study as well as viewing course dvd's. Materials not housed in the library are available through Interlibrary Loan or Document Delivery. Students must show a valid student ID card to borrow materials or use the computers. Contact the Library for more information. Wireless Internet access is available in the library and throughout the campus. See an assistant in the Cyber-Student Computer Lab to register for this service.

ACC belongs to Texshare, a statewide system allowing reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare the college has access to over 70 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. In addition to the databases offered by Texshare, the college accesses three databases -Literary Reference Center, JSTOR and Fergusons Career Center. We are adding several thousand electronic books through Ebrary. Articles can be ordered from other libraries and sent to the ACC library. The inter-library loan program allows library patrons to borrow books from other libraries.

Internet or bibliographic instruction is provided to patrons in the college’s electronically equipped multi-media classroom. Powerpoint assistance is given to interested groups to aid them in their class presentations.

Students are responsible for clearing their library records before the end of each semester. Failure to do so will result in the student’s records being placed on hold. Official transcripts will not be released or registration allowed until the hold is cleared in the library.

Campus Services

CAFETERIA
Mr C’s Deli and Bistro is located in the Student Center. This full service cafeteria offers an array of tasty and healthful food items. The daily menu includes a full breakfast, fresh salads, wrap sandwiches, pizza, grill items and a daily hot lunch special. It is open each class day Monday – Friday. Salad, wraps and sandwiches are available after hours in the College Store.

CHILD DEVELOPMENT LABORATORY SCHOOL
Students, staff and faculty may enroll their children in the campus child development laboratory school operated by the Child Development/Early Childhood Department. The center is licensed for children ages 18 months to 6 years. The program also includes a private kindergarten classroom.

COLLEGE STORE
The College Store, offering books, school supplies and sundry items, is operated for the convenience of students and faculty. Located in the Student Center, it is open both day and evening throughout the academic year. Book-buy-back is conducted by the College Store during the week of final examinations each semester. Students may sell their books back for one-half the original purchase price.

FITNESS CENTER
The ACC Fitness Center, including the gym, racquetball courts, tennis courts, weight training rooms, locker rooms and saunas, is open to students, faculty, staff and the residents of the college district who purchase a membership. The center operates seven days a week during the fall and spring semesters except when the College is closed. For summer hours and membership information call (281) 756-3691.

HEALTH INSURANCE
Alvin Community College does not participate in a group student insurance plan. Student health insurance is available for purchase through private companies. Students may obtain written publications and contact information regarding various plans from the Dean of Students. Students should carefully study the terms of the policy before purchasing coverage.

PARKING
Automobiles must be registered with the College Police to park on campus. Students are issued parking permits and the published traffic regulations as part of registration. Visitors and participants in special programs must obtain a temporary permit from the College Police Office. Parking spaces marked with yellow stripes are reserved for student and registered visitor parking. Those spaces painted white with “Faculty and Staff Parking” signs at the heads of the rows are reserved for registered faculty and staff vehicles.
**Student Activities**
Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extracurricular activities are open to every ACC student and the College encourages its students to participate and get involved. Activities range from health & wellness to cultural awareness; entertainment, as well as intramural sports. Throughout the year special events take place including Fall Festival & Carnival, Festival of Lights and the Open House. The Student Activities Office maintains a calendar of campus events which can be accessed through the college website.

**Student Organizations**
Alvin Community College offers a variety of student organizations classified as service, religious and social. Potential student leaders are encouraged to join the Student Government Association (SGA). SGA is an organization that represents the student body, and maintains communication between the students and the administration. Other campus organizations include:

- ACC Empowering People to Embrace Disabilities (ACCEPTED)  
  Sponsor: Eileen Cross  281.756.3533
- ACC Writer’s Club  
  Sponsor: Gilbert Benton  281.756.3713
- Alvin Nursing Students Association (ANSA) - Nursing Students  
  Sponsor: Sally Durand  281.756.5611
- Alvin Paralegal Association (APA) - Paralegal Students Only  
  Sponsor: Karen Barnett  281.756.3642
- American Association of University Women  
  Sponsor: Marjorie Nash  281.756.3731
- Anime Club  
  Sponsor: Chris Chance  281.756.3948
- Baptist Student Ministries (BSM)  
  Sponsor: Gilbert Benton  281.756.3713
- Broadway Wannabes  
  Sponsor: Kevin Moody  281.756.3587
- Catholic Newman Association  
  Sponsor: Amalia Parra  281.756.3709
- Church of Christ Fellowship  
  Sponsor: Coach Gary Coffman  281.756.3693
- Electronics Club  
  Sponsor: Jimmie Stewart  281.756.3667
- Equality Now: ACC’s Gay Straight Alliance  
  Sponsor: Aaron Alon  281.756.3587
- Gamer Club  
  Sponsor: Chris Chance  281.756.3948
- Health Occupation of Students of America (H.O.S.A)  
  Sponsor: Patty Stemmer  281.756.5641
- History Club  
  Sponsor: Chris Chance  281.756.3948
- Phi Theta Kappa - Invitation  
  Sponsor: Donna Payne  281.756.5633
- Polysomnography  
  Sponsor: Diane Flatland  281.756.5660
- Sonography (SOS)  
  Sponsor: Jessica Murphy  281.756.5650
- Student Government Association (SGA)  
  Sponsor: Brooke Dedmon  281.756.3688
- Student Organization of Sleep Studies (S.O.S.) - By Invitation  
  Sponsor: Debbie Downhour  281.756.5659
- Student Veterans of America (SVA)  
  Sponsor: Toby Herzog  281.756.3530
- Study Abroad Club (SAC)  
  Sponsor: Amalia Parra  281.756.3709
- The Club  
  Sponsor: Jeff Cernoch  281.756.3539
- Word Droppers- Court Reporting  
  Sponsor: Debbie Cunningham  281.756.3758

**Athletics**
The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men’s baseball and women’s fast-pitch softball. Soccer is offered as a club sport. Students have the opportunity to participate in intramural and extramural sports, as well as an extensive sports and human performance program.

**Student Handbook**
The student handbook provides information about student activities and organizations, student services, the grievance procedure, and college regulations. It also contains the official publication of the Student Code of Conduct, which defines forms of discipline such as suspension and expulsion. The student handbook is available online at www.alvincollege.edu and in the Dean of Students office.