South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.

For information, contact:
South Plains College
1401 S. College Ave.
Levelland, Texas 79336
(806) 894-9611
www.southplainscollege.edu
I would like to welcome you to South Plains College on behalf of the Board of Regents, our faculty, staff, administration, and current students. I hope you are looking forward to a rewarding and successful year with us at SPC.

Community colleges have become the first choice of many students because of their educational opportunities and affordability. South Plains College has long served the educational needs of the South Plains region with a great instructional reputation.

Our technical programs, academic transfer options and workforce initiatives offer many choices and opportunities for your future. It becomes our goal to “open” the doors of opportunity for you and your responsibility to walk through those doors.

Our student services and activities are designed to complement this array of educational choices. You have the opportunity to gain knowledge, learn new skills, develop leadership, and acquire many new friends from the South Plains College student body and faculty.

Use your time wisely to learn, grow, and achieve your educational goals. The faculty and staff of SPC stand ready to help you. Please feel free to call on one of us, if you need help.

Best wishes to you.

Kelvin W. Sharp
College President

Dr. Kelvin Sharp
College President
INTRODUCTION

Welcome to South Plains College! We take pride in our students and our college and are pleased that you have chosen to begin your college career at SPC. We hope your college experience will be rewarding and that your association with SPC faculty, staff, and students will be enjoyable and enlightening. We believe that you are the most important person on our campus. SPC faculty and staff are here to serve your educational needs.

This Student Guide was designed by the Division of Student Affairs to help you find out more about South Plains College. It is intended to provide you essential facts about many aspects of college life. It contains important rules and procedures, academic and general information, details on student services, facilities, activities and organizations and academic and career services.

We encourage you to review this Student Guide and use it to learn more about how you can be successful at South Plains College. If you have questions or need additional information, please contact the Vice President for Student Affairs.

South Plains College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award associate degrees and proficiency certificates. The educational programs are approved by the Texas Higher Education Coordinating Board.

South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, religion, national origin, gender, disability or age.
You should be in college because you want to be in college to achieve goals you’ve set for yourself. Don’t do it for someone else, or just because you think maybe you ought to! Doing well in college requires a real commitment of time and hard work.

From the Counseling Staff
The following publications provide vital information during your time at South Plains College.

**SPC General Catalog**
Here is an important source of information about the college. It includes general degree and course information. Copies are available in the Admissions and Records Office or online under Online Publications at www.southplainscollege.edu.

**Class Schedules**
These booklets contain a listing of all course offerings, schedules and time tables for classes for a given semester. Class Schedules are printed three times a year for the fall semester, the spring semester and the summer sessions. Schedules are available in the Admissions and Records Office or online under Online Publications at www.southplainscollege.edu.

**Scholarship Guidebook**
This publication lists all available scholarship programs maintained by South Plains College and the South Plains College Foundation. The book also includes information about eligibility and application processes. Copies are available in the Scholarship Office, Student Financial Aid Office, the Office of New Student Relations or online under Online Publications at www.southplainscollege.edu.

**Health, Safety and Security**
Information about campus health and security services, in addition to policies regarding drug and alcohol abuse and other health-related issues for students, is published each semester in the current Class Schedule.

**Campus Parking and Traffic Regulations**
This brochure details regulations governing traffic and parking of motor vehicles on the Levelland Campus and at the Reese Center. Copies are available at registration and from the Parking Office.

**Student Financial Aid Packet**
This packet contains details on financial aid programs, requirements and procedures for applying. It is available in the Student Financial Aid Office or online at http://studentaid.ed.gov or at www.southplainscollege.edu.

**Housing Policies and Guidelines**
This publication provides information, policies and regulations governing students living in residence halls on the Levelland Campus. It is available in the Housing Office.

**Student Guide**
The information on programs, policies and procedures published in this Student Guide is important to you. If you have doubts about your understanding of this information, please obtain the appropriate publication or contact a college official. Information in this guide is accurate as of 2010, and is subject to change without notice.
**WHERE TO GO FOR INFORMATION on the LEVELLAND CAMPUS**

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Dr. Kelvin Sharp,  
College President

Darrell Grimes,  
Vice President for Academic Affairs

David Jones,  
Vice President for Student Affairs

Anthony Riley,  
Vice President for Finance and Administration
GOVERNANCE and ADMINISTRATION

Who Governs the College?

By law, South Plains College is under the governance of a seven-member Board of Regents, elected to at-large positions by registered voters residing in the South Plains College District. The President of SPC is responsible to the Board of Regents, but has broadly delegated powers relative to the operation of the college.

The Board of Regents reviews and approves policy, the operational budget, major proposals, curricular programs, personnel actions, and campus expansion and construction. The board also acts as a direct link between the college and the community and advises the college President.

The members of the SPC Board of Regents include the following individuals:

- Mike Box, Chairman............... Levelland
- Bobby G. Neal, Vice Chairman..... Whiteface
- Charles Miller, Secretary .......... Levelland
- William Clements ................... Sundown
- Linda Patton .......................... Levelland
- Alton “Pete” Pettiet............... Ropesville
- Jim Montgomery .................... Levelland

Advisory Committees

The college also receives advice from the community through program advisory committees composed of experts in various occupational areas. These committees help the college keep its technical programs current with changes and developments in various employment fields.

Students and the Institutional Decision-Making Process

South Plains College allows for student input into institutional decision-making through an active Student Government. The Student Government organization serves as a governing agency for the student body for the purpose of advising and recommending the formulation of policy pertaining to student life on campus. Student Government also assists and advises in the planning and conduct of the student activities program, in promoting student participation in all aspects of college life, in building student morale and spirit, and in promoting the general welfare of the college campus.

When the Student Government takes a position with reference to issues directly related to the college, it forwards its recommendation to the Dean of Student Life. The Dean of Student Life is responsible for processing the recommendation as follows:

1. Accept or reject the recommendation.
2. Refer the recommendation to the proper administrative, faculty or staff office.
3. Return to the Student Government for further information or clarification.

Students are appointed to serve as members of the following committees and give reports to Student Government: Athletics Committee, Building and Grounds Committee, Curriculum Committee, Evaluation Committee, Institutional Effectiveness Committee, Library Committee, Recruitment and Retention Committee, Student Assistance Center Advisory Committee, and the Substance Abuse Committee. The president of Student Government also serves on the Disciplinary Appeals Committee and the Admissions Committee.

EXECUTIVE OFFICERS OF THE COLLEGE

President
Dr. Kelvin Sharp
Administration Building, ext. 2201
Dr. Sharp is the chief academic and administrative officer of South Plains College. He is the primary spokesperson and interpreter of college policies. If you have a problem that can’t be solved in other ways, Dr. Sharp is willing to talk with you. An appointment to see him can be made through his secretary, Betty Thackrey, at ext. 2201.

Vice President for Academic Affairs
Darrell Grimes
Administration Building, ext. 2208
Mr. Grimes is responsible for coordinating all instructional offerings at South Plains College. He is responsible for the management and development of curricula within the Arts and Sciences Division, the Health Occupations Division, the Technical Education Division and the Continuing Education Division. Additionally, he supervises the Library services and the Office of Instructional Technology.

Vice President for Student Affairs
David Jones
Student Services Center, ext. 2361
Mr. Jones manages the college’s student
services programs which include admissions and records, residence hall living, student activities, counseling and guidance, special services, enrollment management, the campus police and student financial aid. His office is your best source of information regarding student services and campus life in general.

**Vice President for Finance and Administration**

Anthony Riley  
Administration Building, ext. 2206  
Mr. Riley oversees major administrative aspects of the college which include the communications system, the Administrative Computer Center and the food service. Mr. Riley also manages the college’s business office operations and oversees the College Bookstore, physical plant and collection of tuition and fees at registration.

**Vice President for Institutional Advancement**

Stephen John  
Administration Building, ext. 2217  
Mr. John manages the college’s advancement division that includes the College Relations Office, the Scholarship Office and the South Plains College Foundation. These offices are responsible for the college’s marketing, communications, public relations, publications, web site, publicity, institutional advertising, fund-raising, scholarships, alumni relations, and special events. He is also responsible for coordinating the college’s strategic planning and institutional effectiveness efforts.

**Dean of Arts & Sciences**

Yancy Nuñez  
Technical Arts Center, ext. 2339  
Mr. Nuñez is responsible for arts and sciences programs that are located on the Levelland Campus, Reese Center and the Byron Martin Advanced Technology Center. Under his supervision are the Departments of Behavioral Science, Biology, Business Administration, Communications, English, Fine Arts, Mathematics and Engineering, Physical Education, Science and Social Science. Each of these departments is directed by a chairperson who is a faculty member. He also oversees the Teaching and Learning Center.

**Dean of Technical Education**

Rob Blair  
Technical Arts Center, ext. 2336  
Mr. Blair is responsible for the technical education programs and health occupations offered at Levelland, the Advanced Technology Center, the Plainview Center and the SPC Reese Center. Under his supervision are the Departments of Business Administration/Computer Information Systems, Creative Arts, Industrial Technology, and Professional Services and Energy. Each of these departments is directed by a chairperson who is a faculty member.

**Dean of Continuing and Distance Education**

Jim Walker  
Technical Arts Center, ext. 2341  
Mr. Walker directs the lifelong learning programs at South Plains College that encompass special industrial training, vocational and continuing education short courses. He also coordinates SPC’s Evening College program and supervises the college’s distance education efforts and dual credit programs with area high schools.

**Dean of Admissions and Records**

Andrea Rangel  
Student Services Building, ext. 2370  
Mrs. Rangel is responsible for the administration of policy and procedures related to admissions and student records. She is also responsible for the registration process at the college. Dean Rangel is also SPC’s residency officer.

South Plains College recognizes that students are both citizens and members of the college community and neither gain nor lose through their student status any of the rights or responsibilities of other citizens. SPC students are subject to the same federal, state and local laws as non-students, and they benefit from the same safeguards of individual rights as do non-students. As members of the college community, they are also subject to the rules and regulations of the college.

**Dean of Reese Center**

Cathy Mitchell  
Building 8, Room 807l, ext. 4700  
Mrs. Mitchell is responsible for overseeing all aspects of the Reese Center campus including faculty, staff and students issues. She serves as a liaison between the department chairs and directors on the Levelland campus and faculty and staff at the Reese Center. She also works with the Lubbock community to promote the college and opportunities available at the Reese Center campus.
Freedom of Inquiry and Expression
Students are guaranteed the freedom of discussion, inquiry and expression, both publicly and privately, in the classroom and through speakers sponsored by student organizations. They are subject to all city, state and federal laws, as well as SPC regulations which pertain to these freedoms.

Freedom of Responsible Press
The college supports the concept of a student press which adheres to the principles of responsible journalism.

Right to Distribute or Post Printed Materials
Students are permitted to distribute or post handbills, posters, or similar printed information in compliance with the college’s posting policy. All distribution must be approved by the Director of Student Activities on the Levelland Campus, the Associate Dean at the SPC Reese Center and by the Director of the SPC Plainview Center.

Right to Solicit
Upon approval of the Director of Student Activities on the Levelland Campus and by the Associate Dean at the Reese Center, students are free to solicit to sell merchandise or services, or to obtain contributions for approved clubs and organizations. Proceeds must be used to fulfill the purposes of the club or organization and may not conflict with any contract vendor already on campus. SPC does not allow solicitation by any outside organization.

Right to Assembly
Students have the right to assemble peacefully as long as the rights of others are not restricted and the normal functions of the college are not disturbed. A free speech area is designated in the quadrangle area of the Levelland Campus and the open grass area directly west of Building 1 at the Reese Center.

Equal Rights
All students are entitled to equal rights under the affirmative action and equal opportunity laws. Students are also protected against unjust or biased academic evaluation, but at the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

Freedom from Improper Disclosure
Information about student views, beliefs and political associations which faculty acquire in the course of their work as instructors, advisors and counselors are confidential. Academic, financial aid and disciplinary records will not be released to anyone outside the college except with the student’s authorization. Transcripts shall contain only information about academic status.

Freedom to Examine Records
Students have the right to examine their own personal records with an authorized staff member.

Right to Grievance
A student may initiate grievance procedures when he/she believes that an act or decision made by an employee of the college resulted in a violation of one or more of his/her rights as described in this Student Guide. There are a number of appeal opportunities available to students for redress of grievances. In general, students wishing to review the action of a particular individual or department should direct their questions to the persons responsible for the individual or department.
in the college organizational structure. If the student does not know who to contact, he or she may contact the Dean of Students on the Levelland Campus, the Associate Dean of the Reese Center, or the Director of the Plainview Center. There are several procedures for handling specific problems which have been established to expedite the filing and hearing of student concerns. These procedures are outlined as follows.

**Student Employment Grievance.** A student wishing to pursue a grievance concerning employment with the college and who has not found satisfaction or resolution with his or her immediate supervisor or the person in charge of that department may contact the Office of the Vice President for Student Affairs.

**Grades.** The responsibility for determining all grades and for judging the quality of academic performance rests with the instructor assigned to the course. A grade can be formally appealed only when there is demonstrable evidence that prejudice or arbitrary or capricious action on the part of the instructor has influenced the grade. The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. Only final course grades may be formally appealed to the responsible instructional dean. Earlier grades and other academic grievances may be discussed informally with the instructor involved and with the chairperson of the department involved. The process of formal grade appeal is the responsibility of the instructional division and department which administers the course. The grade appeals process may be found in the General Catalog.

**Students with Handicaps and Disabilities.** Students with identified disabilities should report their need for accommodations to the Special Services Office. Students with grievances related to discrimination on the basis of a disability may contact the Special Services Office, Counseling Center, or the Vice President for Student Affairs.

**Race, Religion, National Origin, Age Discrimination.** Grievances related to discrimination on the basis of race, religion, national origin, or age should be pursued through regular administrative channels. When the nature of the problem is academic, matters are to be handled in the academic administrative structure culminating in review by the Vice President for Academic Affairs. Non-academic student matters should be directed to the Vice President for Student Affairs.

**Sex Discrimination.** Title IX of the Higher Education Amendment of 1972 prohibits discrimination on the basis of sex in student programs and activities. Complaints concerning violation of Title IX should be directed to the Vice President for Student Affairs.

**Sexual Harassment.** Student concerns about sexual harassment which involve faculty or staff should be directed to the Vice President for Student Affairs.

**Traffic and Parking Citations.** Students who wish to appeal a campus traffic citation may contact the Dean of Students on the Levelland Campus, the Associate Dean of the Reese Center or the Director of the Plainview Center. Traffic and parking regulations are described in the Campus Parking and Traffic Regulations brochure available from the Campus Police Office and the Dean of Students.

**Grievance Procedures**

The grievance policy at South Plains College is designed to provide students a process for redress of grievance that is fair to all parties involved. The following definitions are specific to the grievance procedure.

**Discrimination Complaint:** A written complaint alleging any policy, procedure or practice which discriminates on the basis of race, color, national origin, religion, gender, age or qualified disability.

**Student Grievant:** A student of South Plains College who submits a complaint, alleging discrimination based on race, color, national origin, religion, gender, age or qualified disability.

**Title IX and 504 Coordinator:** The Vice President for Student Affairs is designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other State and Federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.

**Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

**Day:** Day means a working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.
Pre-Filing Procedure

Prior to filing a written complaint, the student is encouraged to visit with the respondent’s departmental chairperson or administrative supervisor, and reasonable effort should be made to resolve the problem or complaint.

Filing and Processing of Discrimination Complaints

The student grievant must submit a written complaint to the Title IX/504 Coordinator stating name, nature and date of alleged violation; names of persons responsible (where known); and requested action. Complaint forms are available in the Office of the Vice President for Student Affairs.

Within 10 days, the Title IX/504 Coordinator will notify the respondent and ask the respondent to: a.) confirm or deny facts; b.) indicate acceptance or rejection of the student’s requested action; or c.) outline alternatives. The respondent must submit answers within 10 days to the Title IX/504 Coordinator.

Within 10 days after receiving the respondent’s answer to the grievance, the Title IX/504 Coordinator will refer the written complaint and respondent’s answer to the appropriate Instructional Dean. The Title IX/504 Coordinator will also schedule a hearing with the grievant, the respondent, and the appropriate Instructional Dean. Once the hearing is conducted, the Instructional Dean will issue within 10 days after the hearing a written decision to the grievant, the respondent and the Title IX/504 Coordinator.

If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the Vice President for Academic Affairs. The Title IX/504 Coordinator will schedule within 10 days of the request a hearing with the grievant, respondent and the Vice President for Academic Affairs. Once the hearing has been conducted, the Vice President for Academic Affairs will issue a decision within 10 days following the hearing.

If the grievant or respondent is not satisfied with the decision, they must notify the Title IX/504 Coordinator within 10 days and request a hearing with the President of the College. The Title IX/504 Coordinator will schedule within 10 days of the request a hearing with the grievant, respondent and the President of the College. Once the hearing is conducted, the President will issue a final written decision within 10 days after the hearing regarding the validity of the grievance and any action to be taken.

General Provisions

Any time limits set by the procedures outlined above may be extended by mutual consent of the parties involved. The total number of days from date that the complaint is filed until complaint is resolved shall be no more than 180 days.

The college shall provide upon request copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, gender, qualified disability, or age.

Complaint records will remain confidential unless permission is given by the parties involved to release such information. No complaint record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.
South Plains College is committed to equitable, civilized, and concerned treatment for all individuals without regard for race, color, national origin, gender, religion, disability, or age. As a member of the academic community, college students enjoy privileges and share the obligations of the larger community of which the college is a part. Students are entitled to the privileges which accrue to them by virtue of their membership. These privileges carry with them the obligations of responsible citizenship. Freedom of discussion, inquiry, and expression is fostered by an environment in which the privileges of citizenship are protected and the obligations of citizenship understood.

The purpose of this section is to define the procedures, regulations and policies by which the social conduct of SPC students will be evaluated. When a student enrolls at South Plains College, it is assumed that the student accepts the rules and regulations prescribed by the college. It is the student’s obligation to be familiar with the standards of conduct. Rules and regulations are also contained in, but not limited to, the following SPC publications: General Catalog; Student Guide; College Housing Rules and Regulations; SPC Parking and Traffic Regulations.

EACH PERSON HAS WORTH AND DIGNITY

It is imperative that students continue to learn to recognize, understand and celebrate human differences. Colleges can, and must, help their students become open to the differences that surround them: race, religion, age, gender, culture, physical ability, nationality, and life-style. These matters are learned best in collegiate settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.

BIGOTRY WILL NOT BE TOLERATED

Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. If bigotry exists in any form in the larger society, it will be an issue on the college campus. Therefore, South Plains College is committed to creating conditions where bigotry is forthrightly confronted. Students learn responsibility when they bear the consequences of their actions and inactions in an environment marked by caring and support.

STUDENT MISCONDUCT

Conduct which reflects adversely upon the student or the college will result in disciplinary action. Examples of misconduct include but are not limited to the following:

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

CHEATING: Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

PLAGIARISM: Offering the work of another as one’s own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

ALCOHOLIC BEVERAGES

Violations include the possession or use of alcoholic beverages on the college campus or while representing the college on an off-campus trip or activity. Violation may also occur when a student’s conduct is adversely affected by the consumption of alcohol.
ANIMALS ON CAMPUS
Animals are not allowed in any college building except when needed for instruction or where needed by an employee or student with a disability. Animals on campus must be on a leash or be otherwise under the direct and positive control of the owner.

CHILDREN IN THE CLASSROOM
Students are responsible for adherence to the attendance requirements set forth by the instructor in the course syllabus. Students are not allowed to bring children to class and will be asked to leave in the interest of providing an environment conducive to learning for all students enrolled in the class.

CLASSROOM CONDUCT
Failure to comply with lawful direction of a classroom teacher relative to maintaining good order is considered misconduct on the part of the student. Repeated violations of disrupting a class will result in the student being dropped from that course.

DISRUPTIONS
The use of force or violence or tactics or behavior which cause obstruction, or disruption of teaching, administration, disciplinary procedures or other college authorized activities on college premises or the use of language or behavior that provokes, disrupts, or annoys others, is strictly prohibited and will result in strict disciplinary measures.

DISTRIBUTION OF LITERATURE, ADVERTISING, SELLING OR SOLICITATION
Selling and soliciting are only permitted on the campus with official authorization. Solicitation of students, faculty, or staff members by personal contact or through the distribution of advertising leaflets or handbills to promote sales is not permitted on any South Plains College campus or in any college buildings without prior approval of Director of Student Activities on the Levelland Campus, the Associate Dean of Student Services at the SPC Reese Center, or the Director of the Plainview Center.

FALSIFICATION OF RECORDS
Knowingly furnishing false information to the college or forging, altering, or making unauthorized use of a college document, record or identification, is strictly prohibited and will result in strict disciplinary measures.

FINANCIAL RESPONSIBILITIES
Students are expected and required to promptly address all financial responsibilities owed on and off the campus. Unpaid debts, returned checks, and other cases of financial irresponsibility can result in action that may not be limited to holds placed on records and/or criminal or civil actions.

FIREARMS, FIREWORKS, AND EXPLOSIVES
The unauthorized possession or use of firearms, fireworks, or explosives of any description on college grounds or property, including residence halls, is prohibited.

FOOD AND DRINKS
Food and drinks are not permitted in classrooms, laboratories, shops, the theatre, library, and other designated areas on campus.

GAMBLING
Gambling in any form is prohibited by state law on college grounds or property, including college residence halls.

ILLEGAL SELLING OF BOOKS
The selling of books belonging to another person, organization, firm or institution constitutes theft.

ILLEGAL SUBSTANCES
The use, possession or transfer of any illegal substance on campus or at any college related function on or off campus is strictly prohibited. SPC maintains a zero tolerance policy with respect to illegal substances and violations of this policy will result in a one year suspension from the college.

LEWD, INDECENT OR OBSCENE CONDUCT
Lewd, vulgar, indecent or obscene conduct or expression on college property or functions off campus identified with South Plains College is strictly prohibited and will result in strict disciplinary measures.

MISUSE OF STUDENT IDENTIFICATION CARD
The use of a student identification card by any one other than the person to whom it is issued or failure to present or relinquish student identification card to a member of the faculty, staff or administration is strictly prohibited.

OFFICIAL DIRECTIVES
Students are required to comply with the lawful directives of all college officials acting in the performance of their duties. Failure to comply can result in disciplinary action.

SEXUAL HARASSMENT
It is the policy of South Plains College to maintain an academic and working environment free from all forms of harassment and
to insist that all students are treated with dignity, respect, and courtesy. It is obvious from the college policy that any comments or conduct relating to a person’s race, religion, age or ethnic background that fail to respect the dignity and feelings of the individual are unacceptable. It should be equally obvious that this policy extends to comments or conduct of a sexual nature, where such behavior tends to threaten or offend any student. Any behavior toward any student by an instructor, supervisor, or other student that constitutes unwelcome sexual advances, requests for sexual favors, or the display of derogatory posters, cartoons, or drawings and other verbal or physical conduct of a sexual nature will be considered sexual harassment when:

1. Submission to such conduct is made a condition of a student’s employment or classroom evaluation;
2. Submission to or rejection of such conduct by an individual is used as basis for academic or employment decisions affecting such individual;
3. Such conduct has the purpose or effect of interfering with an individual's class performance or creating an unfriendly or offensive work or learning environment.

South Plains College recognizes that employees and students of both sexes work together and communicate. Although there is no absolute definition of conduct that constitutes sexual harassment in every case, all South Plains College employees and students are expected to conduct themselves according to the guidelines set forth above. The college will not tolerate any conduct that fails to comply with the letter and spirit of these guidelines.

PROCEDURE FOR REPORTING INCIDENTS

Any student believing that he/she has been an object of sexual harassment involving another student should report any such incident in writing to the Dean of Students or Dean of Students on the Levelland Campus, the Dean of the Reese Center or the Director of the Plainview Center. Any student believing he/she has been an object of sexual harassment involving a faculty or staff member should report any such incident in writing to the Vice President for Student Affairs.

ADMINISTRATIVE RESPONSE TO REPORTED INCIDENTS

Every reported incident of sexual harassment will be thoroughly and promptly investigated with the cooperation of the student, and the administration shall respect the confidences and sensitivities of all persons involved in the incident. The concerned student will be afforded protection from retaliation, and the results of any investigation of alleged harassment shall promptly be communicated to the accused. Where charges of sexual harassment are substantiated, appropriate corrective action will be taken. Appropriate action might range from counseling to termination depending on the nature and gravity of the situation.

SAFETY AND HEALTH REQUIREMENTS

Students who violate safety and health requirements may be disciplined through academic and Student Code of Conduct sanctions. A student’s grade may be downgraded as a result of the student’s failure to properly observe safety procedures within the laboratory or shop. Student behavior in violation of established safety policies may be considered a violation of the Student Code of Conduct. Possible sanctions and appeal procedures are set forth in the current Student Guide.

REPORTING ACCIDENTS INVOLVING SPC STUDENTS

Any accident should be reported as soon as possible by the student. The student should complete the Student Accident Report Form (Appendix B-1). In the event the student is unable to complete the form, an SPC Faculty/Staff member knowledge about the situation will complete the form. The completed form will be forwarded to the Dean of Students (Levelland Campus), Dean of the Reese Center (Reese/BMATC Campuses) or the Director of the Plainview Center. Faculty/Staff learning of serious accidents involving students should notify the college’s Vice Presidents immediately. The Vice Presidents will inform the Office of College Relations and the President’s Office.

Student Medical Treatment for Accidents

Students who receive medical treatment as a result of an accident are covered under the Student Accident Insurance Policy as outlined in the General Catalog and the Student Guide.

Information and claim forms for the Student Accident Insurance Policy may be obtained from the Health Services Office or the Dean of Students Office (Levelland Campus) or the Dean of the Reese Center in Bldg 8 (Reese/BMATC Campuses) or the Director of the Plainview Center Office.

The appropriate Dean of Director will complete and sign Part 1 of the claim form. The student is responsible for completing Part 2 of the form and taking the original to the treatment facility and sending a copy of the form to the insurance agent.
STUDENT DRESS
Reasonable standards of decency apply to the college community. The student should dress in a manner which does not distract from the academic atmosphere. Revealing attire or clothing carrying obscene or offensive slogans are not permitted. In all academic buildings, classrooms, offices, the Student Center, and dining facilities, students are required to wear shirts and shoes.

TERRORISTIC THREATS
The conduct or participation in activities such as threatening or obscene letters or electronic mail, disturbing telephone calls, bomb threats and false alarms by unknown persons are strictly prohibited. SPC maintains a zero tolerance policy on terroristic threats. Violations of this policy will result in strict disciplinary measures to include suspension and possible criminal charges.

THEFT
The removal of property belonging to the college or another person or the possession or transfer of such property constitutes an act of theft. SPC maintains a zero tolerance policy on theft. Violations of this policy will result in a one year suspension from the college.

TOBACCO
The use of all tobacco products is strictly prohibited in all buildings on campus.

VANDALISM
The willful malicious destruction, damage or defacing of property whether it belongs to the college or another student constitutes an act of vandalism.

VIOLENT BEHAVIOR
The use of physical violence against another person or the threat to do so is strictly prohibited. Acts of violence or threats of violence will result in strict disciplinary measures to include suspension and possible criminal charges.

UNAUTHORIZED ENTRY
The unauthorized entry to or use of college buildings, offices, or facilities is strictly prohibited.

UNAUTHORIZED POSSESSION OF KEYS
The possession by students of keys to college buildings or facilities that have not been issued by an authorized college official is strictly prohibited.

VIOLATION OF LOCAL, STATE OR FEDERAL LAW
Any action, event or group of events which provides grounds for a charge or violation of local, state, or federal laws or college regulations is strictly prohibited.

PENALTIES FOR MISCONDUCT
Penalties for misconduct include, but are not limited to the following, as determined appropriate by the Dean of Students, Associate Dean of Reese Center, or the Director of the Plainview Center.

WARNING OR REPRIMAND
All offenses that may be punishable by reprimand or warning shall be regarded as minor offenses. Reprimand may include, but is not limited to, counseling with or writing a letter to the student. These actions are cumulative and are considered official college actions recorded in the appropriate Student Services Office.

RESTRICTION
It may be determined that a student should be restricted from specified campus facilities as a part of disciplinary action.

COMMUNITY SERVICE
A student may be assigned to do additional class work or other community service jobs on campus, as determined by the Dean of Students, Associate Dean of Students - Levelland, the Dean of the Reese Center, or the Director of the Plainview Center.

DISCIPLINARY PROBATION
Any offense leading to disciplinary probation is regarded as a major offense. Disciplinary probation is applied for a stated period with or without specified restrictive conditions. Restrictive conditions may include but are not limited to: removing the right of the student to receive any college award, scholarships, or financial aid; removing the right to occupy any position of leadership in any college or student organization or activity; removing the right to operate a motor vehicle on campus. The student is required to show appropriate changes in attitude and behavior during the probationary period.

DISCIPLINARY SUSPENSION
Any offense leading to disciplinary suspension is regarded as a major offense. Suspension is normally for a stated period, but never less than the remainder of the semester in which the offense is committed. During suspension, the student shall not attend classes, participate in any college-related activity, or be on campus for any reason except application for readmission. Readmission on probation will be granted at the end of the suspension period.
EXPULSION
Expulsion is the permanent removal from South Plains College with no opportunity for readmission. Expulsion shall be used only in cases of extreme misconduct.

REMOVAL FROM COLLEGE HOUSING
In certain instances, the Dean of Students or Associate Dean of Students may remove a student from college housing and allow him/her to continue attending classes.

PROCEDURES FOR DISCIPLINARY ACTION
All offenses of misconduct, both minor and major, shall be dealt with by the Dean of Students, Dean of the Reese Center, Associate Dean of Students, Associate Dean of the Reese Center, or the Director of the Plainview Center. All offenses that may lead to suspension or expulsion shall be regarded as major offenses and be dealt with by the following procedures.

RULES OF EVIDENCE AND BURDEN OF PROOF
Disciplinary decisions will be based on the preponderance of evidence. In other words, it is more likely than not an alleged incident occurred. A totality of all available and relevant evidence will be used to establish this preponderance. The burden and responsibility for gathering and evaluating evidence rests with the college. Accused students may elect not to self-incriminate and should be active in presenting relevant evidence to support their position. The intent of the disciplinary process is to provide an educational remedy that is in the best interest of all students and the preservation of the academic process. Remedies in extreme cases may provide educational opportunities by utilizing punitive actions such as suspension or expulsion.

INVESTIGATIVE HEARING
The Dean of Students, Dean of the Reese Center, Associate Dean of Students, Associate Dean of the Reese Center, or the Director of the Plainview Center is responsible for investigating reported student misconduct and evaluating evidence as to its accuracy, credibility, and sufficiency. Upon concluding that a major offense has been committed and that there is sufficient evidence to prove this offense, a written statement is prepared that includes: the alleged violation and charges against the student; a statement of penalties to be imposed; and the explanation of student rights and due process. The student may elect to accept or not accept the charges and penalties, or may elect to participate in the appeals hearing outlined below.

APPEALS HEARING
The hearing shall be scheduled to allow the student reasonable time, not to exceed seven business days from the day of notification of charges and penalties, to prepare a defense. A review of all evidence will be conducted at this time by the investigating Dean and a minimum of two of the following: Dean of Students, Dean of the Reese Center, Associate Dean of Students, Associate Dean of the Reese Center, or the Director of the Plainview Center. Upon completion of this review and upon consideration of all evidence presented by the student, the Deans may uphold or modify the action previously taken. The student will be notified of the decision in writing and be informed of his or her right to appeal.

APPEALS COMMITTEE
Should the student wish to appeal the decision of the Appeals hearing, he/she shall notify the Vice President for Student Affairs in writing within 24 hours after receiving the decision. The Vice President will inform the student of the date, time and place of the Appeals hearing.

At the Disciplinary Appeals Committee hearing, the appropriate dean will present the charges against the student along with the evidence substantiating the charges. The student in turn shall present his/her case in refutation of the charges or to mitigate the disciplinary action taken.

The Disciplinary Appeals Committee shall consider all evidence and reach a decision to sustain the decision of the Dean, assess an alternative punishment, or dismiss the case. The decision of the committee is final.

The Disciplinary Appeals Committee will be composed of the following members:
1. Vice President for Student Affairs, Chairperson
2. Dean of Students, Dean of the Reese Center, Associate Dean of Students, Associate Dean of the Reese Center, or the Director of the Plainview Center
3. Instructional Dean of student’s major
4. Department Chairperson of student’s major area of study
5. Faculty member of student’s choice
6. President of Student Government

STATUS OF STUDENT AWAITING DISCIPLINARY ACTION
Normally, students will be allowed to attend classes while in the disciplinary appeals process. However, should in the judgment of the Dean of Students, Dean of the Reese Center, Associate Dean of Students,
INSTRUCTIONAL
support services

Associate Dean of Reese Center, or the Director of the Plainview Center, deem the student, or other students, or members of the faculty and staff be endangered, the student shall be temporarily suspended.

Your success as a college student is one of our major concerns at South Plains College. Many times, all it takes is a little extra attention to make your college experience the success you want it to be. Other times, you may need extensive review in several areas. Whatever your needs or interests, South Plains College is committed to providing you with a variety of instructional support services.

THE TEACHING AND LEARNING CENTER

The mission of the South Plains College Teaching and Learning Center (TLC) is to assist students in developing the skills, strategies, and knowledge to perform as confident, independent, active learners, prepared for a lifetime of learning. Located on the Levelland Campus, the center provides a variety of academic support services that include:

- Peer tutoring
- Study skills assessment and advisement
- Learning strategy instruction
- Independent-study and
- Computer-aided instruction (CAI) available in the new Technology Center.

In the Teaching and Learning Center, students can acquire and adapt study skills, prepare for course work and receive additional, personalized instruction for improving learning and making better grades.

The Teaching and Learning Center offices and classrooms are housed on the third floor of the Library building. Qualified professionals, modern technology and current materials are available to help all students acquire the academic skills and learning strategies necessary for success in college.

FREE tutoring in subjects taught at SPC is a popular service. Usually, tutors are available to help you within 24 hours of your first request. The center will take vital information from you (name, phone number, e-mail address) and contact the tutor for the subject you request. Then the tutor will contact you directly to schedule an appointment at your convenience. The TLC also offers, through cooperation with the Math Department, a walk-in Math Lab where students may go for assistance in basic math skills. The SPC Teaching and Learning Center has a nationally-certified tutor training program, assuring that you will receive quality tutorial assistance. All tutors are recommended and approved by SPC faculty.

The Teaching and Learning Center also provides free assessment of study skills and can recommend ways to strengthen study skills, reading, writing, and math skills and other areas relevant to your performance in college courses. The TLC offers interpretation of the assessments so you can choose from an array of tools to use for meeting your educational objectives.

Special courses to help develop reading, critical thinking, and study skills, including College Learning Strategies I and II (READ 0310, READ 0320), college-level technical and scientific reading (READ 1314), Introduction to Learning Frameworks (HUDV 1100) and Academic Strategies (Based on Learning Frameworks) (HUDV 1300), are offered to help you prepare for and adjust to the rigorous demands of college life. The Teaching and Learning Center also provides TSI (Texas Success Initiative) information, preparation and skills development. The SPC Reading Program/Department is recognized by professionals across the state for its excellence in preparing students for college success.

Success seminars on a variety of different topics relevant to college success are offered each semester. Topics range from test-taking strategies and managing test anxiety to using reading skills for success in math courses.

More information about the SPC Teaching and Learning Center on the Levelland Campus, its services and its staff, eager to serve you, can be found at the Learning Center web site (http://www.southplains college.edu/learning_center).

TESTING AND LEARNING CENTER

The Testing and Learning Center is located at the SPC Reese Center and is an area where you can brush up on basic learning skills, find materials that supplement classroom instruc-
tion, and study or review technical materials. It is also a place that provides a host of services designed to support and complement your learning experiences at SPC whether at the Reese Center, the Byron Martin Advanced Technology Center in Lubbock or at the Plainview Center. Services include:

- Free specialized tutoring for individuals or groups
- Open computer lab
- Lecture notes and study materials for specific courses
- Assessment of basic skills
- Proctoring make-up exams
- Review sessions for specific topics
- Support for students for whom English is a second language
- Study skill workshops
- Basic skills instruction in a lab setting
- Notebook computers for individual use
- Placement testing (THEA, QTHEA, Accuplacer, Skills Survey)

Students interested in the services of the Testing and Learning Center may come to Building 8 Room 823 at the SPC Reese Center, Room 158 at the Byron Martin Advanced Technology Center or the main office in Plainview. You may set up a tutoring schedule or arrange to visit when specific help is needed.

LIBRARY AND INFORMATION SERVICES

The primary mission of the libraries of South Plains College is to support the academic, vocational-technical, continuing education and community service programs of the college by providing students, faculty, staff, and the community with the information resources and services they need to achieve their educational objectives.

Graduate-degreed librarians are available to assist students, faculty and others during all hours the libraries are open. Direct personal reference assistance is provided to help in locating information. Other services provided by the libraries include group tours, information literacy instruction, interlibrary loans, specialized database searches, laminating, and audio and videotape duplication. Copy machines are available in the libraries for student, faculty, staff, and community use. Equipment available for use includes computers scanners, microform reader/printers, tape players/recorders, and audiovisual equipment used to view videos, DVDs, and slides.

The library website serves as the focal point for services and information. Smart Starts, a set of six self-paced, interactive, online tutorials on library skills can be accessed through the website and complement information literacy teaching done in the library. In addition to the wealth of databases and online catalog provided via the website, library users may submit requests for intercampus loans, interlibrary loans from other libraries nationwide, recommend materials for purchase, and contact librarians via e-mail. Links to related information, such as copyright issues and plagiarism, also are available on the website: http://www3.southplainscollege.edu/library/

The libraries have a state-of-the-art online catalog which allows easy access to library holdings. The libraries' online databases may be accessed from the library or any campus computer connected to the internet and from remote sites via MySPC using a password. These databases give access to several thousand periodicals from which full text articles and images may be viewed and printed. In addition, students have internet access to over 46,000 electronic books.

A valid and current student identification card is required to check out materials from the libraries. This identification card is also required to use the Texas Tech University and Wayland Baptist University libraries with which SPC maintains reciprocal library agreements.

The main library on the Levelland campus houses more than 75,000 volumes, including an extensive print reference collection and an up-to-date circulating collection, which support all college programs. Also available are more than 1,700 non-print materials, including audiotapes, CDs, videocassettes, and DVDs. The library maintains 6 newspapers and approximately 200 magazine and journal subscriptions. The Levelland library is open during the fall and spring semesters from 7:45 a.m. to 8:30 p.m. Monday through Wednesday, and from 7:45 a.m. to 4:00 p.m. Thursday and Friday. Sunday hours are from 2 p.m. to 6 p.m. Operational hours during the summer and between semesters vary and are posted.

The Reese Center library has materials carefully selected to support the allied health, business and industrial technology programs, as well as the arts and sciences courses offered at the center. The library also has a special collection of children’s literature to support the Child Development program and to encourage family literacy. Three newspapers and 67 magazines and journals...
Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity, is prohibited.

Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.

There may be instances where a student may be offended by the material another student is accessing. Any student so offended should notify the lab supervisor or instructor of the situation. The lab supervisor will ask the offending person to remove the objectionable material from the screen and may be asked to leave the lab. Reckless display of obscene material on lab computers is a Class C misdemeanor under A7 43.22 of the Texas Penal Code. Offenders are subject to prosecution and a fine of up to $500 in addition to disciplinary action by South Plains College. Viewing and printing of inappropriate or pornographic material will result in forfeiture of all lab privileges.

Lab supervisors will document and report all such incidents to the Dean of Students or the Dean of the Reese Center. Failure of any student to comply with the request of a lab supervisor or other staff member may result in disciplinary action that could lead to expulsion from the college or dismissal from a position, and/or legal action.

In all computer labs, students should observe the following rules. No food or drinks are allowed in computer labs. Use of tobacco products is not allowed in labs. You may not load any programs or software onto lab computers. Academic use and student assignments have priority over all other lab activities.

COMPUTER USE POLICY

South Plains College provides computer services to all students. The college seeks to make access to basic computing available to students who agree to college policies and who use equipment, facilities and systems responsibly. SPC strives to provide you with access to technology that will benefit you instructionally.

The priority for use of the lab microcomputers is as follows:

1. Academic use, research, class work, instructional assignments
2. Other educational pursuits
3. Educational games
4. Personal interest

All computer users have the responsibility to use the SPC computer systems in an effective, efficient, ethical and lawful manner. The ethical and legal standards that are maintained are derived directly from the standards of common sense and common decency that apply to the use of any public resource within the college. Once users access the network and computer systems on that network, they are solely responsible for all actions taken while using the network and/or the Internet. Therefore:

1. Deletion, examination, copying, or modification of files and/or data belonging to the college is prohibited.
2. Use of facilities and/or services for commercial use is prohibited.
3. Attempts to evade or change resource quotas are prohibited.

are available. The Reese Center library is located in Building 8 of the Reese Center and maintains hours during the fall and spring semesters from 8:00 a.m. to 8:00 p.m. Monday through Wednesday 8:00 a.m. to 6:00 p.m. on Thursday. Hours of operation between semesters and during the summer vary and are posted.

The Byron Martin Advanced Technology Center, 3201 Avenue Q, Lubbock, and the Plainview Center, 1920 W. 24th Street, Plainview, are supported by the library’s online services. The Plainview Center has a library staff member available on Tuesday and Wednesday (hours posted), computers and printers available for student use, and a reference collection in its library area. These locations can contact either the Reese or Levelland library to request additional help or services. The Reese phone number is 716-4682. The Levelland number is 716-2330.

Plan ahead so you can turn assigned work in on time. If you are going to do the work anyway, you might as well get all the credit you can on it!
The services offered through the Student Affairs Division are an interrelated series of programs designed to support the educational philosophy of South Plains College.

The educational program at South Plains College comprises all the services and experiences provided for the student and the community. Traditionally, the instructional program has been viewed as the educational program, and all other activities as supportive of instruction. South Plains College views each program as an equal partner in the educational endeavor with each complementing the efforts of the other and combining their services in a most effective fashion to the benefit of students and the community.

Student Affairs consists of a combination of educational services to help students attain their fullest potential and encourage them to reach mature and responsible decisions, whatever the nature of the problem they encounter. Each element of the Student Affairs program is designed so that it assists each student in achieving his or her educational goals as soon as possible. All aspects of Student Affairs exist to serve the student, and all those elements are interrelated.

The Student Affairs staff members work toward seeing that every phase of the college experience represents an opportunity for the growth of the student. The program is based on the premise that all of college life, both in and out of class, represents a real and significant part of the student’s educational development.

To reach these desired outcomes, the Student Affairs Division provides appropriate counseling and psychological services, full and part-time career placement opportunities, communication about current campus life and assistance to students who have difficulties adjusting to the college code of conduct.

**ADMISSIONS and RECORDS**

The Admissions and Records Office is responsible for the administration of policies and the establishment of procedures for all admissions to the college and all associated records generated by student enrollment as it relates to the permanent student academic record. The office also manages the registration process at the college and is the source for course transcripts.

The Admissions and Records Office is a source of information for the administration of the following policies, procedures and services.

**REGISTRATION**

A Schedule of Classes for the upcoming semester is available to all students generally prior to the semester. Information about registration and prerequisites times and procedures may be obtained from the Admissions and Records Office, the Counseling Center or the class schedule. The schedule of classes may also be accessed at our web site: www.southplainscollege.edu.

**TUITION CLASSIFICATION**

Your classification as resident or non-resident for tuition purposes is made by the college at the time of your admission.

The classification of students for tuition purposes at state-supported colleges and universities is governed by Texas statute. Residence classification of a student is determined by the student’s LEGAL residence.

For tuition purposes, students enrolling in South Plains College are placed in one of the following resident classifications:

**Resident Student:** Generally, a student under 18 whose family has lived in the state for 12 months preceding registration, or a student over 18 who has lived in the state for 12 months before registration is a resident student.

**Non-Resident Student:** Generally, a student registering in college before living in the state 12 months, or a student under 18 who lives away from his/her family and whose family lives in another state (no matter how long he or she has lived in the state), or a student under 18 whose family has not lived in Texas for 12 months before registration, or an alien without permanent residence, visa or citizenship declaration papers is a non-resident student. (Definition is subject to Texas Education Code §54.052.)

Questions regarding your tuition classification should be directed to the Dean of Admissions and Records.

**DROPPING A COURSE**

Official withdrawal from a course is initiated in the Admissions and Records Office. Further instructions will be given there. A student who stops attending a class without officially dropping may be administratively
withdrawn with a grade of X, U, or F by the instructor.

WITHDRAWING FROM COLLEGE

Official withdrawal from school is initiated by appearing in person in the Counseling Office on the Levelland Campus or the Reese Center and Administrative office at the Plainview Center. Instructions for obtaining clearance from various departments of the college will be given at this time. Students who fail to officially withdraw may be withdrawn from classes by the instructor with a grade of X, U, or F on the transcript. Detailed procedures are outlined in the current General Catalog.

TUITION REFUNDS

Students who officially withdraw from the college shall have their tuition and mandatory fees refunded according to the following schedule:

Fall and Spring Semesters

Prior to the first class day .......... 100%
During the first 15 class days ...... 70%
During the 16th - 20th class day ... 25%
After the 20th class day .......... NONE

Summer Sessions

Prior to the first class day .......... 100%
During the first 5 class days ...... 70%
6th class day ......................... 25%
After the 6th class day .......... NONE

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule:

During the first 12 class days ...... 100%
During the 13th - 15th class day ... 70%
During the 16th - 20th class day ... 25%
After the 20th class day .......... NONE

Summer Sessions

Prior to the first 4 class days ..... 100%
5th class day ......................... 70%
6th class day ......................... 25%
After the 6th class day .......... NONE

SCHOLASTIC STANDARDS, PROGRESS AND REQUIREMENTS

It is the philosophy of South Plains College that every student admitted to register for classes should have the opportunity to demonstrate his or her ability to perform acceptable college-level work. At the same time, however, students are expected to assume responsibility for their actions, which includes a mature attitude and dedication to well-defined study habits and regular class attendance.

South Plains College has established minimum academic standards which must be achieved by each student. Both the cumulative grade-point average (GPA) and the GPA for the term just completed are taken into consideration after a student has attempted a minimum of six (6) semester hours of college-level course work at South Plains College. Students may continue to enroll in succeeding terms so long as they meet or exceed the minimum academic standards.

STUDENT ENROLLMENT STATUS

Each student is held responsible for knowing his/her academic status and for knowing whether he/she is eligible to re-enroll in the college. If it is determined that an ineligible student has enrolled, the student will be dropped immediately.

Students who are admitted after attendance at another college who do not meet the minimum academic standards of South Plains College will be admitted on academic probation.

CLASS ATTENDANCE

Punctual and regular class attendance is required of all students attending South Plains College. There are no excused absences. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable.

When an unavoidable reason for a class absence arises, such as illness, an official trip authorized by the college, or an official activity, the instructor may permit the student to make up work missed. In such cases, it is the student’s responsibility to complete work missed within a reasonable period of time as determined by the instructor.

Whenever absences become excessive and, in the instructor’s opinion, minimum course objectives cannot be met due to absences, the student may be withdrawn from the course. In addition, an instructor is required to notify the Student Services Office when the student has missed every class day during any 14 consecutive calendar-day period, excluding holidays.

Students are officially enrolled in all classes for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first meeting.

A student who does not attend a class and does not officially withdraw from that class by the 12th class day in a regular semester or by
the 4th class day in a summer session may be administratively withdrawn and will receive a grade of X, U, or F for that class, as determined by the instructor.

GRADABLE AND REPORTS

A grade is assigned for all courses in which a student is regularly enrolled during any semester or summer term. A grade once earned upon a student’s record cannot be removed and may not be changed without the approval of the instructor and the appropriate Instructional Dean. If a student repeats a course, it is with the understanding that the last grade earned is the one applied toward fulfillment of degree requirements and computation of cumulative GPA. Final grade reports are not mailed. A student is responsible for reviewing his/her final grades through the SPC online services.

Student grades may be interpreted as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not Computed</td>
</tr>
<tr>
<td>U</td>
<td>Unexcused Drop</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Student Initiated Withdrawal</td>
<td>Not Computed</td>
</tr>
<tr>
<td>X</td>
<td>Administrative Withdrawal</td>
<td>Not Computed</td>
</tr>
<tr>
<td>PR</td>
<td>Progress</td>
<td>Not Computed</td>
</tr>
</tbody>
</table>

The grades “I” and “PR” are given only when a student’s work is satisfactory in quality, but due to reasons beyond his or her control, has not been completed. These grades are not given in lieu of an “F.”

GRADE POINT AVERAGE (GPA) COMPUTATION

The following illustration describes the computations used to arrive at the GPA under a 4-point system: An A = 4 points per semester; B = 3 points; C = 2 points; D = 1 point; F = 0 points; W, X, PR, U, or I are not computed in a GPA.

REMOVAL OF “I”

The grade of “I,” which means work not completed, must be removed within six months unless an extension of time is granted. The instructor assigning the grade will stipulate, in writing, at the time the grade is given, the conditions under which the “I” may be removed. If not removed within this time, the grade will be recorded as “F.” The student is entirely responsible for completing the work which will remove the “I.”

PROGRESS REPORTS/SEMESTER GRADES

Official mid-semester reports are not mailed, and students are encouraged to check with instructors periodically to determine their progress in each course. At the end of each semester of the regular session and at the end of a summer session, grade reports will be available online through MySPC.

<table>
<thead>
<tr>
<th>COMPUTING YOUR GRADE POINT AVERAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses</td>
</tr>
<tr>
<td>English 1301</td>
</tr>
<tr>
<td>Biology 1411</td>
</tr>
<tr>
<td>Ph. Ed 1108</td>
</tr>
<tr>
<td>Speech 1321</td>
</tr>
<tr>
<td>Math 1314</td>
</tr>
<tr>
<td>History 1301</td>
</tr>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>

Attempted 14 semester hours, passed 11 semester hours, earned 33 grade points. GPA is 2.357 (33 divided by 14).

RELIGIOUS HOLY DAYS

In accordance with Section 51.911, Texas Education Code, South Plains College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence.

Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the semester in which the absence will occur. Forms for this purpose are available in the Student Services Office along with instructions and procedures.

“Religious holy days” means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

STUDENT RECORDS

South Plains College is bound by the Texas Open Records Law, the Family Educational Rights and Privacy Act of 1974, and institutional procedures in determining access to or the release of student records.

Student records are maintained in the following areas.

1. Academic Records
   a. Admissions and Records Office
   b. Department and Faculty Advisor Offices
   c. Continuing Education Office
   d. Counseling Center
A student’s educational record normally consists of the following academic information: transcript of courses taken, grades earned, semester grade point average, cumulative grade point average, placement test scores information, admissions application, transcript and certificate evaluations, and tuition classification information.

RELEASE OF INFORMATION

Other than directory information that may be released to the general public without the written consent of the student, the college will not permit release of educational records of students without the student’s written consent. This consent must be signed and dated by the student, and must indicate which records are to be released, the purpose of the release and the name of the agency to whom the records will be released.

A student may request that all or part of directory information be withheld from the public by making written request to the Admissions and Records Office during the first twelve (12) class days of a fall or spring semester or the first four (4) class days of a summer term. This request will apply only to the current enrollment period. The following is considered directory information:

1. Name
2. Current and Permanent Address
3. Telephone Listing
4. Enrollment Status (full-time or part-time)
5. Classification
6. Participation in Officially Recognized Activities and Sports
7. Major and Minor Field of Study
8. Dates of Attendance
9. Degrees and Awards Received
10. Most Recent Educational Agencies or Institutions Attended
11. Photograph or other image of Student

Generally, the college will grant access to or release of records only to students, since the rights given to parents transfer to the student when he or she attends a post-secondary educational institution. Parents of a dependent student can obtain release of that student’s records with proof of dependency. Transcripts pertaining to a student or former student will not be released if the student or former students has an outstanding debt.

Only educational records originating at SPC will be copied for students. Documents submitted by or for the student in support of an application for admission or for transfer credit will not be returned to the student nor sent elsewhere on request. For example, a transcript from another college or high school record will not be sent to a third institution or given to the student.

Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include the following.

1.) The right to inspect and review the student’s educational records within 45 days from the day the college receives a request for access. Students should submit to the Registrar, dean, departmental chairperson or other appropriate official, 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 educational records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that is believed to be inaccurate or misleading. The student should write the college official responsible for the record, clearly identify the part of the record to be changed, and specify why it’s inaccurate or misleading.

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 his or her 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 educational record except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent include disclosure to school officials or individuals with legitimate educational interests. These individuals may include a person employed by South Plains...
College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit 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 Regents; or a student serving on an official committee (such as a disciplinary or grievance committee) or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, South Plains College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4). The right to file a complaint with the U.S. Department of Education concerning alleged failures by South Plains College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605.

FINANCIAL OBLIGATIONS

All tuition and fees are due upon registration. All insufficient checks or debts owed to the college must be cleared within five (5) working days. Failure to do so will result in involuntary withdrawal of the student.

HOLD PLACED ON RECORDS

A hold is placed on a student’s transcript when he or she fails to resolve financial obligations with the college. The hold remains in effect until financial obligations have been resolved. Also, a hold will be placed on the student’s transcript when the student fails to provide required transcripts from prior educational institutions. The hold remains in effect until all obligations have been resolved.

TRANSCRIPT SERVICE

Students may request a copy of their academic record accumulated while at South Plains College. Transcript requests must be made by the student and all requests must be made in writing.

Transcript requests cannot be honored from those students whose financial records at the college are not clear.

CHANGE OF NAME OR ADDRESS

Students who have a change in name or address after their last registration must notify the Admissions and Records Office prior to the registration for the next semester. A student may not register under a name different from that used during the last enrollment without completing the change of name form and providing proper documentation.

ACADEMIC PROBATION

After a student has attempted a minimum of six (6) semester hours of course work at South Plains College, he/she will be placed on academic probation at the end of any term in which a cumulative GPA of at least 2.0 is not attained in college-level courses. The student will be allowed to enroll in the next term, but may not register for more than sixteen (16) hours of college-level courses unless special permission is granted by the appropriate Instructional Dean.

Students who enroll while they are classified as on “academic probation” may continue to enroll in succeeding terms providing they achieve at least a 2.0 GPA each term, even though their cumulative GPA is still below 2.0. Students will be removed from academic probation only when they have raised their cumulative GPA to at least 2.0.

When a student has been placed on academic probation, he/she should immediately contact his or her advisor and the Counseling Center. South Plains College offers a number of services to students who are experiencing difficulty with achievement in their courses and programs.

A student on academic probation will not be eligible to hold any collegiate or elective office during the semester in which he/she is on academic probation. Students on academic probation are required to attend all classes in which they are enrolled. Persistent absence from classes will be grounds for dismissal from college.

ACADEMIC SUSPENSION

Academic suspension should not be viewed as punishment. It is based on the philosophy that a student may continue to enroll as long as satisfactory progress toward an educational goal is being made. When this progress is not satisfactory, the student is given time to reconsider personal goals and career plans outside of the educational setting.

Students who enroll while on academic probation (cumulative college-level course work GPA below 2.0) will be suspended from the succeeding term if they fail to achieve at least a 2.0 GPA in college-level courses for that term. Students who are placed on academic suspension at the conclusion of the spring term are not eligible for enrollment the following fall semester. However, they may
enroll in the summer sessions and attempt to improve their cumulative GPA.

**GRADUATION**

South Plains College urges everyone to participate in the graduation ceremony. Students eligible for graduation must apply for graduation in the Admission and Records Office before the March 1 deadline. Caps and gowns are made available through the Admissions and Records Office.

**GUIDANCE and COUNSELING**

Counseling and guidance is the foundation for your educational experience at South Plains College. A special effort is made to help you discover your aptitudes, make educational and career decisions and make the best adjustment to college life.

The counseling staff is involved in all areas of the college program, providing academic advisement, technical counseling, career counseling and confidential personal counseling. SPC counselors are professionals who help you plan your college career - everything from completing your class schedule to making sure your transfer to a four-year university will be a smooth one.

**NEW STUDENT EXPERIENCE AND ADVISEMENT**

The advisement process begins during New Student Experience which may be scheduled prior to registration. NSE is strongly recommended for all entering freshman and transfer students who have less than 30 semester hours or who are admitted to South Plains College on probationary status. New students are strongly encouraged to enroll in HUDV 1100, a one credit hour learning frameworks class. This class is designed to help you acquire the skills you need to be successful in college.

If you have declared a major, you are assigned to a faculty advisor in your major field of study. If you are undecided about a major, you are advised by a member of the counseling staff or an assigned faculty advisor. The advisor works closely with you in making a satisfactory adjustment to the academic and co-curricular activities of the college. The advisor assists you in developing a plan to help you meet your college goals, then works with you each subsequent semester to keep your plan current.

Also available is a file of current catalogs from colleges and universities. As a part of the advisement program, academic transfer majors are guided in the proper selection of courses transferable to the university of their choice.

**TESTING SERVICES**

A testing service is maintained to assist with the administration of the THEA and alternative tests, ACT exam, CLEP tests, and pre-admissions tests for the vocational nursing, associate degree nursing, surgical technology and cosmetology programs. For more information, please refer to the South Plains College General Catalog.

**CREDIT BY EXAMINATION**

If a student feels that he or she possesses the background knowledge and skills required in certain courses offered at South Plains College, he or she may request to challenge these courses for credit by examination or by evaluating ACT or SAT scores. For a complete listing of courses for which credit can thus be given, refer to the current General Catalog. For more information, questions should be directed to the Counseling Center.

**CAREER CENTER**

The Career Center provides free career assessment and guidance for SPC students as well as interested members of the community. The goal is to help you make career choices.

The career education program is designed to acquaint you with the types of jobs available, the skills necessary for a particular job and the opportunities provided by a specific type of employment. Students are encouraged to use computerized career search materials as well.

Interest inventory tests are used to help you decide if you are suited to the type of job or career goal you want to pursue. A special course titled “Career and Self-Evaluation” (HUDV 1200), is offered to help you learn about yourself and make career decisions.

**JOB PLACEMENT**

When you are ready to seek employment, you can find assistance exploring customized career options and developing job-hunting skills in the Career Center. You can learn about employment opportunities in the Placement Center. Through group seminars and personal appointments, counselors will give you information such as how to apply for jobs, how to draft cover letters and résumés and how to have successful interviews.

You are invited to visit the Counseling Center, fill out a job placement data form and make an appointment with the Placement Counselor. The job bulletin board located
in the Student Center snack bar area and the job database linked to SPC’s web site at http://www2.southplainscollege/jobs are additional tools provided to enhance your job search. Each job posted on the database has a number that you will want to give the placement counselor to access employer information. We encourage you to call or stop by the Counseling Center located in the Student Services Building at the main entrance to the Levelland campus or Building 8, Room 805 Counseling Center at the Reese Center.

SERVICES FOR STUDENTS WITH DISABILITIES

Students with disabilities attending South Plains College will find many programs and services designed to provide access to all aspects of college life. South Plains College is committed to providing equitable opportunities for success and offers assistance to students with disabilities based on their unique needs. Any student who anticipates a need for accommodations must contact the Special Services Office on either the Levelland Campus or SPC Reese Center at the time the decision is made to attend SPC. Adequate notice to make arrangements for necessary arrangements is required. Contact the Special Services Office for more information on procedures and required documentation.

Some students may be eligible for financial assistance from the Texas Rehabilitation Commission (TRC), the Texas Commission for the Blind (TCB), the Texas Commission for the Deaf (TCD), and other agencies. For information contact the Special Services Office on campus or the specific agency.

Designated parking is available for students who are permanently disabled and who have a state-issued plate or windshield card. For details, contact the Special Services Office on either campus.

SPECIAL PROGRAMS AND SERVICES

Attending college can be a great challenge for some individuals. Economic, social, cultural and personal issues can sometimes form barriers that hinder achievement of educational career goals. The Guidance and Counseling Office and Special Services Office at the Levelland Campus and SPC Reese Center provide programs and support services to help students overcome obstacles to education. A variety of services are offered to meet the needs of qualified individuals. Available services include personal and career counseling, academic advisement, referrals for financial aid and community resources, seminars and workshops, and for technical students, financial assistance with childcare, books, or transportation expenses.

The Access and First Step Programs assist economically disadvantaged students who are enrolled in technical programs. Eligible students include single parents, single pregnant women, low-income married students, displaced homemakers, those whose career goals are considered to be non-traditional (e.g. male nursing students or female automotive students) and others facing substantial barriers to education and training. For more information on qualification requirements and application procedures, contact the Access and Career Counselor, on the Levelland Campus 806-894-9611, ext. 2563, or the First Step Counselor in the Special Services Office at the SPC Reese Center 806-885-3048, ext. 4615.

UPWARD BOUND

The SPC Upward Bound is a college preparatory program funded by the U.S. Department of Education. It provides high school students with the skills they need to be successful in college. Participants receive academic, personal, and cultural enrichment to prepare them for higher education. The Upward Bound Program at South Plains College serves 70 students from six schools in Cochran, Hockley, Lamb and Terry Counties.

Students enrolled in the ninth through eleventh grades that will be the first generation college graduates and meet low-income criteria are eligible for the program. All students must have the potential for success in post-secondary school but must also have the need for academic support and/or assistance to assure entrance into and success in college. The SPC Upward Bound Program serves students from Brownfield, Levelland, Littlefield, Morton, Whiteface and Whitharral.

Program applications will be available in the counselor’s office at each school served. Interested persons may also contact the Upward Bound Program at South Plains College by calling (806) 894-9611, ext. 2653 or visit the SPC web site.

The STAR CENTER

The STAR Center is a federally-funded program designed to help students be successful while attending South Plains College. College can be challenging and fun, yet occasionally students may find that they need help meeting the demands of college.

The STAR Center provides academic and self-enhancing assistance to selected participants. All services provided are free of charge. SPC students must meet certain eli-
eligibility requirements. Students must display an academic need and be a U.S. citizen or permanent resident. In addition to the criteria listed above, students must meet one of the following requirements.

• First generation college student (neither parent has received a four-year degree)
• Low income
• And/or have a documented disability

Those interested in the program must complete an eligibility application. Once the application is turned in, an interview is arranged. The interview phase allows the staff to get to know the student and evaluate his or her interest in the program.

MULTICULTURAL SERVICES

The Multicultural Services Office is designed to enhance and coordinate college-wide efforts to promote and support diversity. Awareness of diversity issues is raised through the dissemination of information and promotion of programs addressing multicultural issues. A sense of multicultural community is maintained through collaboration and interaction with departments and individual faculty members and staff within the college. Services by the office include new student recruitment, individual counseling with students, staff and faculty, student group advisement and educational alliances with community groups. The Multicultural Services Office is located on the Levelland Campus in the Counseling Center in the Student Service Building. Services are also offered at the SPC Reese Counseling Center.

FINANCIAL AID

The Financial Aid Office provides assistance for students seeking to apply for federal or state financial assistance. All students needing financial assistance should become acquainted with these services and their eligibility requirements. Complete information about the financial aid services provided to SPC students can be found in the current General Catalog or online under "Information For Current Students" at www3.southplainscollege.edu.

APPLICATION PROCESS

The application process begins with the student and the student’s parents applying for a federal pin number at www.pin.ed.gov. Once you have received your pin(s), you may file the FAFSA (Free Application for Federal Student Aid) on the web at www.fafsa.ed.gov. Students must complete a new FAFSA each school year in order to qualify for any state or federal programs. For more information, visit the Financial Aid home page (listed above) and select "Applying for Financial Aid."

Your application for financial aid will not be considered complete until all required forms are on file in the Financial Aid Office. To access the necessary documents to complete your file, please visit our home page at www3.southplainscollege.edu, then choose Link, Financial Aid and 10-11 Forms, or complete your forms online under MySPC, My Financial Services and 10-11 forms.

TYPES OF FINANCIAL AID

GRANTS: Pell Grant, Academic Competitiveness Grant, Supplemental Educational Opportunity Grant, Texas Public Education Grant and TEOG Grant.

LOANS: FFELP Program consisting of the subsidized Stafford Loan, the unsubsidized Stafford Loan, and the Parent Plus Loan.

EMPLOYMENT: Federal College Work Study and Texas College Work Study.

SCHOLARSHIPS: A number of college-wide and departmental scholarships are available to eligible students. A complete listing of all scholarship programs available at South Plains College can be found in the Scholarship Handbook and General Catalog. Copies are available in the Scholarship Office, Financial Aid Office or the Office of New Student Relations.

SATISFACTORY PROGRESS

Financial aid recipients are required to maintain satisfactory academic progress as defined in the General Catalog. For more information on satisfactory academic progress, student’s rights and responsibilities and consumer information, please visit our home page and click on "About Financial Aid."

ENROLLMENT MANAGEMENT

The Office of Enrollment Management coordinates the student recruitment and retention efforts of South Plains College. The overall goal is to attract and retain a diverse student body.

RECRUITMENT

The Office of Enrollment Management directs recruitment activities designed to reach prospective students. These activities include area college days, career fairs, and visits to area schools. The Office of Enrollment Management supports prospective students through the admissions process by scheduling campus tours, and assisting with the application process. The office also sponsors the Campus Ambassadors, a student group that serves as mentors and guides for incoming students. South Plains College participates in the College Board’s Search For Talent Program, which helps minority students attend college.

SOUTH PLAINS COLLEGE admits students of any race, color, creed, national or ethnic origin, disability, and sex. It is the policy of South Plains College to comply with all federal, state, and local laws and regulations governing nondiscrimination in education programs or activities. Inquiries may be directed to the Title IX Coordinator, South Plains College, 3901 S. Lubbock Rd., Levelland, TX 79336.

Yuri Mendoza
Learning Specialist,
Reese Center

Lynn Gregory
Special Services/First Step Counselor,
Reese Center

Dawn Valles
Special Services Coordinator,
Reese Center

Jim Ann Batenhorst,
Financial Aid Director
organization that assists with student recruitment and represents the student body at official college events.

RETENTION

The Office of Enrollment Management’s focus on retention efforts is funded by a Title V Hispanic-Serving Institutions grant, a five-year project that allows for improvement of the academic attainment of students. The Retention Specialist coordinates activities to support the student success, including an intrusive advisement system, early alert and warning measures, and accurate tracking throughout a student’s academic progress. The Office of Enrollment Management strives to retain a diverse student body by analyzing enrollment data and creating innovative and effective retention programs.

MySPC

The MySPC web portal serves as a gateway to student information providing an array of services for students. The portal provides a central location to view class schedules, register for classes, develop a personal calendar, access college events, receive class announcements, check class grades, and submit financial aid forms online.

Students receive their username and PIN to access MySPC through their acceptance letter. This information can also be obtained in person from the Office of Admissions and Records.

STUDENT EMAIL

All students are issued an e-mail account when accepted to SPC. This email serves as the primary channel of official SPC communication. E-mail accounts can be accessed from http://owa.southplainscollege.edu. Student’s username and PIN can be found on their acceptance letter or obtained in person from the Office of Admissions and Records.

VETERANS AFFAIRS

The Vice President for Student Affairs Office coordinates all services related to veterans benefits received by South Plains College students. These services include information on VA educational benefits, certification, coordination with other departments regarding academic advisement, career planning, remedial studies, and financial aid. Students receiving VA benefits are responsible for the following:

1. Seeing the veterans coordinator each semester during the registration process to initiate certification of enrollment to VA.

2. Notifying the veterans coordinator each semester of any change in enrollment (adds, drops, or withdrawals) during the semester.

At the Levelland Campus, forms may be obtained from the veterans coordinator, located in the Office of the Vice President for Student Affairs, to change mailing address, dependents’ status, programs, or place of training. These same forms may be obtained from the veterans clerk in the Financial Aid Office at the SPC Reese Center.

SPC Policy-Absences For Military On Active Duty

Absence for military service- In accordance with section 51.9111 of the Texas Education Code, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration. The maximum time for which the student may be excused has been defined by the Texas Higher Education Coordinating Board as “no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.” The student will be allowed a reasonable time after the absence to complete assignments and take exams.*

Withdrawal for military service- A student who withdraws as a result of being called to active military service may choose (1) to receive a full refund of tuition and fees for the semester; (2) if eligible, to be assigned an incomplete (grade of I) in each course; or (3) at the instructor’s discretion, to receive a final grade in courses where he or she has completed a substantial amount of coursework and has demonstrated sufficient mastery of the course material. Exceptions to this policy will be approved by the Vice President for Academic Affairs.*

Title IV financial aid recipients who do not meet all of the criteria for a Leave of Absence (LOA) according to 34 CFR 668.22(d), will be considered to have withdrawn; and SPC will perform a return calculation to determine if any funds must be returned to the U.S. Department of Education by the Business Office or by the student.

*Proper documentation is required. Copies of official orders are required and will be placed in student’s records.
BOOKSTORE
The South Plains College Bookstore’s goal is to serve students, faculty, and staff with textbooks, supplies, imprinted clothing and other items. The Bookstore maintains two locations to serve students. On the Levelland Campus, the Bookstore can be found in the Student Center and is open Monday through Thursday 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 4:00 p.m. At the SPC Reese Center, the Bookstore is located in Room 801 of Building 8 and is open from 8:00 a.m. to 7:00 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday.

In an effort to serve students, suggestions on services and items to carry are welcome. The Bookstore is managed by Texas Book Company.

The bookstore will repurchase your textbooks provided they will be used again, they are needed and are in salable condition. The bookstore follows the standard buy back procedure of buying for one-half the sale price. There is no guarantee, however, either expressed or implied, that your textbooks will be repurchased. This depends upon the condition of the book when offered for sale, whether or not it will be used again and the number of books in stock.

Books purchased for classes that do not make will be fully refunded upon presentation of the book and receipt of purchase. New books must not be marked in or defaced in any manner.

FOOD SERVICE
Texan Hall, located in the Student Center, serves as the dining facility for students living in campus residence halls. The dining facility is managed by Great Western Food Service which provides continuous meal service. Students residing in residence halls are allowed to use the food service as often as they like during posted hours of operation.

Meals can be purchased on cash basis by other South Plains College students, employees or guests. Resident students must show their valid SPC I.D. card.

The Snack Bar is located in the Student Center and sells hamburgers, sandwiches, hot dogs, pizza, lunch plates, drinks and other snacks. Snack bar hours are posted each semester.

Students entering Texan Hall or the Snack Bar are to dress in a way that conforms to acceptable standards of cleanliness and good taste as described under “Student Dress” policy in this Student Guide.

RESIDENCE HALLS
South Plains College maintains comfortable residence halls on the Levelland Campus. It is the college’s policy that all new students are required to live in college-owned housing. Exceptions to this policy include: living with blood relatives; married; health or emotional reasons; a job requires a person to live at the place of employment or college housing is filled. All off-campus housing for new students must be approved by the Dean of Students or the Associate Dean of Students who supervises student residence hall living on campus. The Housing Office is located in the Student Services Building.

South Plains College maintains five residence halls for 278 men which include Frazier, Stroud, Forrest, Lamar and Magee Halls. Three residence halls for women, North Sue, South Sue, and Gillespie Halls, and the Smallwood Apartment Complex can house a total of 288 women. Rooms equipped for handicapped students are available in Lamar Hall, North Sue Spencer Hall, Forrest Hall, Frazier Hall, Stroud Hall and the Smallwood Apartments.

HEALTH SERVICES
All students are provided with the information concerning bacterial meningitis. More detailed information can be found at www.southplainscollege.edu or through the Student Health Services on the Levelland Campus.

South Plains College offers all students taking at least six (6) semester hours on the Levelland Campus a medical treatment center with the services of a licensed physician and a registered nurse. Qualified students needing to see a doctor should go to the Health Services Office before 10:30 a.m. to complete records and make an appointment. The office is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. Physician’s hours are limited to one hour per day. Times are posted at the clinic.

All students enrolled in six (6) or more semester hours for the fall or spring semester or one or more semester hours for the summer session are covered by an accident insurance plan. This plan provides 24-hour coverage on and off campus for medical expenses up to $2,000 resulting from accidental injury. There is a $25 deductible, and this policy is a secondary policy for any primary coverage that may exist. This is an accident policy, not a health insurance plan.
IMPORTANT INFORMATION
ABOUT BACTERIAL MENINGITIS
This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

WHAT ARE THE SYMPTOMS?
• High fever
• Severe headache
• Rash or purple patches on skin
• Vomiting
• Light sensitivity
• Stiff neck
• Confusion and sleepiness
• Nausea
• Lethargy
• Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?
• Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
• Early diagnosis and treatment can greatly improve the likelihood of recovery.

HOW IS THE DISEASE TRANSMITTED?
The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?
• Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
• Living in close conditions (such as sharing a room/suite in a dorm or group home).

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?
• Death (in 8 to 24 hours from perfectly well to dead)
• Permanent brain damage
• Kidney failure
• Learning disability
• Hearing loss, blindness
• Limb damage (fingers, toes, arms, legs) that requires amputation
• Gangrene
• Coma
• Convulsions

CAN THE DISEASE BE TREATED?
• Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
• Vaccinations are available and should be considered for those living in close quarters and for college students 25 years old or younger.
• Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
• Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
• The cost of vaccine varies, so check with your health care provider.
• Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days.
• Vaccination is available at the Student Health Clinic on the Levelland Campus. Call (806) 894-9611, ext. 2376 for an appointment.

HOW CAN I FIND OUT MORE INFORMATION?
• Contact your own health care provider.
• Contact your Student Health Clinic on the Levelland Campus at (806) 894-9611, ext. 2376.
• Contact your local or regional Texas Department of Health office at (806) 767-0319.
• Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo
or www.acha.org

STUDENT ACTIVITIES
South Plains College makes a special effort to encourage a friendly and democratic atmosphere among all students, faculty, staff, and administration. Student activities are planned to enhance the academic, social, cultural, and religious interests of the student body. The college offers a variety of co-curricular experiences to help students in developing a rich idea of their life’s potential. A varied program of activities is open to all members of the student body. Each program offers opportunities for the student to explore personal interests.

The Student Activities Office, working with the Student Government Association, plans and directs the student life program at SPC. The office provides a number of special services for students, including the following.

STUDENT CENTER
The Student Center is the focal point of most campus activities on the Levelland campus. It is a gathering place for students, faculty and staff to spend leisure time over food and beverages, visiting with friends, or playing a game of pool.

Students will find the Student Activities Office, Student Health Office, Bookstore, snack bar, Student Government offices, Campus Police Offices, the campus dining hall and meeting rooms in the Student Center. Meeting rooms and special events such as dances are scheduled and approved through the Student Activities Office.
GAME ROOM
The game room in the Levelland campus Student Center provides recreation for students in the form of pool, billiards, ping pong, air hockey, and a video arcade. Students who possess a current SPC ID card are allowed to check out game room equipment. Your ID card will be returned after use and condition of equipment has been checked. Students are responsible for damages to facilities and equipment.

INTRAMURAL SPORTS PROGRAM
Intramural sports for men and women play a big part in the activities at SPC. Intramural sports are open to all students wishing to participate. Sports open to women are flag football, basketball, volleyball, softball, tennis, track, pool and table tennis. Sports for men are flag football, basketball, volleyball, softball, tennis, track, pool and table tennis.

THE COMPLEX
The Complex offers a complete line of free weights, machine weights and cardio equipment. There are two indoor basketball courts and five racquetball courts open each evening for recreational play. In addition, a wide variety of non-credit fitness classes and recreational sports are available to students and community members. Full-time students and employees may use the facility at no charge. ID and appropriate dress are required. For operation hours, visit www.southplaincollege.edu and select "Information For Community and Business."

STUDENT ACTIVITY CALENDAR
A general calendar of most college-related events is published by the Student Activities Office and distributed beginning with Fall registration. In addition, a monthly calendar with all events and activities is published on the school home page during the school year, as well as the Game Room. Student clubs and organizations wishing to have events placed on the calendar must notify the Student Activities Office one week before the end of the month.

LOST AND FOUND
The Student Activities Office at the Levelland campus and the Admissions and Records Office at the Reese Center maintain a depository for lost items. If you should lose or find an article, you should report this to the appropriate campus office. Articles turned in to “Lost and Found” will be kept until claimed or until the current school year ends.

STUDENT IDENTIFICATION CARD
All students are issued a student identification card when they register for classes. You may be required to show your identification card when you use services in the Library, College Bookstore, computer labs or Student Center Game Room, use recreational facilities at the college, or attend athletic events, or participate in other college-sponsored events. The card should be carried at all times and presented upon request.

Lending your ID card to anyone for any purpose is a violation of regulations and subjects the student to disciplinary action.

Loss of your ID card should be reported immediately to the Student Activities Office at the Levelland campus or the Associate Dean of Student Services at the Business Office at the Reese Center. Replacement charge is $10.00.

STUDENT NEWSPAPER
The college newspaper, The Plainsman Press, is published by students enrolled in journalism courses. The newspaper is supervised by the journalism instructor who serves as sponsor.

STUDENT ACTIVITY EVENTS
The Student Activities Office schedules and sponsors a number of entertainment and social events during the course of the school year. All college social events are open to all SPC students and their guests, alumni and their guests or spouses. Students will be asked to present their I.D. card for identification. Organizational social events are open only to members of the organization sponsoring the event and their guests. For all movies, dances and concerts, SPC students are allowed one non-student guest. The non-student must be 17 years or older and must be registered as a guest of an SPC student. The charge for a non-student guest at any of the above activities will be posted at the door. The SPC student who brings a guest is responsible for all actions of that guest.

WELCOME BACK WEEK
Welcome Back Week brings all SPC students and faculty to a free game night in the SPC game room. Other events during this week include pool and table tennis tournaments. The week ends with a dance that is held in the Student Center.

HALLOWEEN CARNIVAL
AND COSTUME BALL
All organizations are invited to participate in this campus activity. Clubs can set up booths and generate some funds by selling refreshments to putting on a variety show. A
Christmas Tree and Campus Lighting
Every year, SPC goes all-out to decorate the giant tree near the front of the campus. The turning on of the lights is accompanied by singing, celebration, refreshments, and a visit from Santa and Mrs. Claus.

Miss Caprock Pageant
This pageant reveals the most talented coed at South Plains College. Contestants are nominated by campus clubs and organizations and are judged on personal presentation, poise, and knowledge of current events.

SPC Homecoming and Dance
SPC strives to put together a fun day for current students and alumni, complete with kings, queens, pep rallies, basketball games, and dances.

Spring Fling Week
Get ready for this one! It’s everything you could hope for. It includes every crazy game imaginable, a dance, wacky Olympics, talent show and much more.

Student Organizations
It is the intent of SPC to provide an environment in which the student can grow academically and socially. By participating in group activities, a student can experience leadership, organization, and social interaction. Being a member of a club or organization will be fun but it is also a learning experience.

Formation of New Clubs
New student organizations may be formed on the campus as the need develops. No group may be registered until it has been approved by the Director of Student Activities on the Levelland campus or the Associate Dean of Student Services at the Reese Center. A petition for approval must be submitted first to the Director of Student Activities or the Associate Dean of Student Services. The petition must set forth:
1. The objective of the organization.
2. Membership requirements.
3. Proposed constitution.
4. Signature of faculty sponsor or sponsors.
5. Signature of minimum of 10 petitioners.

Handling of Organizational Funds
All organizations with funds must open an account, collected by or from the membership, in the Business Office and deposit all funds in this account. Withdrawals from this account or payment of organizational bills should be submitted to the Business Office by the club treasurer and must be approved by the club president and sponsor.

Clubs and Organizations

<table>
<thead>
<tr>
<th>CLUB NAME</th>
<th>ADVISORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocates for Children Today</td>
<td>Johnanne Reynolds, Stephanie Deering</td>
</tr>
<tr>
<td>American Chemical Society</td>
<td>Kathryn Townsend</td>
</tr>
<tr>
<td>Applied Rehabilitation / Psychology Student Organization</td>
<td>Mollie Melton</td>
</tr>
<tr>
<td>Baptist Student Ministries</td>
<td>Arlano Funderburk</td>
</tr>
<tr>
<td>Black Student Organization</td>
<td>Helen Daniels</td>
</tr>
<tr>
<td>Broadcasting Club</td>
<td>John Sparks</td>
</tr>
<tr>
<td>Campus Ambassadors</td>
<td>Kimbra Quinn</td>
</tr>
<tr>
<td>Catholic Student Organization</td>
<td>Billy Alonzo</td>
</tr>
<tr>
<td>Cosmetology Club</td>
<td>Patti Lindsey</td>
</tr>
<tr>
<td>Delta Psi Omega</td>
<td>Dan Nazworth</td>
</tr>
<tr>
<td>Diesel Club</td>
<td>Whitney Owens</td>
</tr>
<tr>
<td>Gay / Straight Alliance</td>
<td>Carl Steinhauser</td>
</tr>
<tr>
<td>Hispanic Student Organization</td>
<td>Gina Robles, Maria Lopez-Strong,</td>
</tr>
<tr>
<td></td>
<td>Hector Armendariz, Alma Lopez,</td>
</tr>
<tr>
<td></td>
<td>Ema Portillo</td>
</tr>
<tr>
<td>International Club</td>
<td>Maria Lopez-Strong</td>
</tr>
<tr>
<td>Law Enforcement/Criminal Justice</td>
<td>Kenny Burns</td>
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<tr>
<td></td>
<td>Joe Wise, Jimmy Richey</td>
</tr>
<tr>
<td>Phi Beta Lambda</td>
<td>Ann Gregory</td>
</tr>
<tr>
<td>Phi Theta Kappa</td>
<td>Keila Ketchersid, Letitia Simpson, Michael Smith</td>
</tr>
<tr>
<td>Press Club</td>
<td>Charles Ehrenfeld</td>
</tr>
<tr>
<td>Quarter Mile Club</td>
<td>Gary Ham</td>
</tr>
<tr>
<td>Rotoract Club</td>
<td>Marla Barbee, Ann Gregory</td>
</tr>
<tr>
<td>Skills USA</td>
<td>Tony Ortiz, Jeff David, Gary Ham</td>
</tr>
<tr>
<td>SPC Bands</td>
<td>Lynda Reid, Al Gardner, Bruce Keeling</td>
</tr>
<tr>
<td>SPC Ski Club</td>
<td>Stan Weatherred</td>
</tr>
<tr>
<td>Sound Stage</td>
<td>Jerry Stoddard</td>
</tr>
<tr>
<td>South Plains Legal Assistant Student Association</td>
<td>Joseph Kline</td>
</tr>
<tr>
<td>STAR Center Student Organization</td>
<td>Rhonda Bridges</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>Stan Weathered</td>
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<tr>
<td>Surgical Technology Organization</td>
<td>Stacey May</td>
</tr>
<tr>
<td>Texan Cheerleaders</td>
<td>Linda McCulloch</td>
</tr>
<tr>
<td>Vocational Nursing Student Association</td>
<td>Teresa McNabb</td>
</tr>
<tr>
<td>Wesley Foundation</td>
<td>Kaylie Gillie</td>
</tr>
</tbody>
</table>

in the Business Office and deposit all funds in this account. Withdrawals from this account or payment of organizational bills should be submitted to the Business Office by the club treasurer and must be approved by the club president and sponsor.

Club Sponsored Activities
Any recognized student group may sponsor an organizational or all-college social event. A request is made by submitting a request form to the Director of Student Activities on the Levelland Campus, the Director of the Plainview Center or the Associate Dean of the Reese Center. This form may be obtained from the Student Activities Office or the Associate Dean of Student Services Office. Upon approval by the Director of Student Activities or Associate Dean of Student Services, the approved event will be placed on the activities calendar. Authorization may not be granted if the event is in conflict with an event already on the college calendar. Further arrangements for an event following authorization is the responsibility of the sponsoring organization. However, all organizations are encouraged to contact the Director of Student Activities or the Associate Dean of Student Services for additional suggestions, direction, and assistance.
STUDENT USE OF FACILITIES AND SPACE

The space and facilities of South Plains College are intended primarily for the support of the ongoing instructional program of the institution. Secondary priority is given to programs sponsored and conducted by college instructional and administrative departments or organizations which are affiliated with such departments. Beyond these two priorities, use of campus space and facilities is permitted and encouraged for activities which are intended to serve or benefit the entire College community and which are sponsored by approved student organizations.

Permission to use campus space and facilities may be granted only by the Director of Student Activities on the Levelland campus or the Associate Dean of the Reese Center and the use of such space and facilities must at all times conform to college policies and regulations and to local, state, and federal law.

POSTING AND DISTRIBUTION GUIDELINES

Distribution and posting of printed materials and publications on campus must be approved by the Director of Student Activities on the Levelland Campus, the Director of the Plainview Center or the Associate Dean of the Reese Center. Once permission is granted, the following general regulations must be observed.

1. Posters may be placed only in designated areas. See the appropriate Director or Associate Dean for posting locations.

2. Posters must be stamped by the appropriate Director or Associate Dean.

3. Posters may not be posted on any painted surface or wooden doors. No displays should mar or permanently deface buildings, floors or sidewalks.

4. Persons responsible for the placement of posters are responsible for their removal after two weeks or immediately after the advertised event.

5. Posters will be removed if they are not in good taste or if posting and distribution guidelines are not followed

6. Placing materials and information on automobile windshields is strictly forbidden.

CAMPUS POLICE and SECURITY

South Plains College provides professional police services at the Levelland Campus and SPC Reese Center. Professional security personnel are provided at the Advanced Technology Center (ATC) in Lubbock. The Plainview Police Department should be contacted when needed at the SPC Plainview Center. All campus police officers are certified Texas Peace Officers with full law enforcement authority. To report all crimes, accidents, or unsafe conditions, contact the following departments: Levelland Campus Police, 894-9611, ext. 2396 or 891-8883. Reese Center Police, 885-3048, ext. 2923 or 893-5705. ATC security, 747-0576, ext. 4681. Plainview Center Director, 296-9611 ext.4302 or Plainview Police Department, 296-1100.

The Campus Police Department and security personnel are the central reporting location for all emergencies made in person. Emergencies may also be reported by dialing 911.

Each member of the faculty and staff of South Plains College is familiar with the procedures to be followed in the event of an emergency. If an emergency does occur, students will follow the directions of faculty and staff.

PARKING AND TRAFFIC REGULATIONS

All students and employees of SPC are required to register their vehicles and display a current parking permit. Permits and parking regulations brochures may be obtained free of charge in the Student Services Office located in the Student Services Building on the Levelland campus or from the Associate Dean of the Reese Center. Parking permits are valid at all SPC locations.

Parking control at SPC is designed to provide safe and orderly parking for as many students as space permits. Please direct all questions regarding parking and traffic to the Dean of Students on the Levelland campus or the Associate Dean of the Reese Center.
HANDICAP FACILITIES MAP
A facility access map for handicapped students is available in the Special Services Office. The map details all handicap access ramps, rest rooms and other special services.

PHONE CALLS AND MESSAGES
Only emergency messages can be transmitted to students who are in class. These must be handled through the Dean of Students.

ALCOHOL & DRUG POLICY
SOUTH PLAINS COLLEGE SANCTIONS
All students and employees are expected and required to obey the law, to comply with South Plains College rules and with directives issued by an administrative official in the course of his or her authorized duties. Students and employees are expected to observe standards of conduct appropriate for an academic institution.

When the standards of conduct regarding alcohol and drugs are violated, South Plains College will impose at a minimum, the following disciplinary action: (a) admonition and warning, (b) formal written warning, (c) loss of privileges, (d) formal disciplinary probation, (e) suspension, (f) dismissal. Specific information regarding more stringent sanctions is available in the South Plains College Policies and Procedures Manual, South Plains College Student Handbook and Faculty Handbook.

College-imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

TEXAS LEGAL SANCTIONS
Students and employees found in violation of any local, state or federal law regarding the use, possession or distribution of alcohol or other drugs (as defined by the Texas Health and Safety Code, Subtitle C. Substance Abuse Regulations and Crimes) will receive the full legal penalty in addition to any appropriate College disciplinary action. The most common legal violations and their consequences are as follows.

ALCOHOL: Minors convicted for possession or consumption of alcoholic beverages or Driving Under the Influence (DUI) may be subject to fines ranging from $300-$560 depending on the number of previous convictions.

Convictions for Driving While Intoxicated (DWI) and for making alcohol available to a minor may subject individuals to fines ranging up to $4,000, a jail term ranging from three days to one year, and suspension of a drivers license from 90 to 180 days. Fines and jail terms escalate with subsequent offenses.

CONTROLLED SUBSTANCES (DRUGS): Sanctions upon conviction for possession, distribution, or manufacture of controlled substances range from fines to probation to imprisonment. Amounts of fines, terms of probation or years of imprisonment are generally contingent upon the circumstances and amounts of drugs in possession, sale, distribution or manufacture. Penalties for drug possession are governed by the Texas Health and Safety Code, Subtitle C.

SERVICES AVAILABLE TO THE CAMPUS COMMUNITY
South Plains College will strive:

1. To provide students and College employees with a confidential source of help when dealing with drug or alcohol abuse or addiction problems. Information is available in the Health Services Office, the Student Services Office and the Counseling Center on the Levelland Campus. On the Reese Center Campus, you may contact the Student Services Office or the Counseling Center.

2. To promote activities and programs with student support to focus campus attention on the problem of drug and alcohol abuse.

CAMPUS AWARENESS
There are many programs and projects coordinated through student organizations, Guidance and Counseling, the Learning Center and the Coordinator of Student Health that focus attention on the dangers of drug and alcohol abuse and the problems of dependency. Examples include New Student Orientation, Alcohol Awareness Week, College Success Seminars and Wellness Office-sponsored lectures and programs on misuse of alcohol and drugs.

Additional information both on the effects of specific drugs and alcohol and drug counseling resources in the Levelland and Lubbock area and surrounding areas is available in the Health/Wellness Office, the Student Services Office, or the Counseling Center on the Levelland Campus. On the Reese Center Campus, you may contact the Counseling Center or the Student Services Office.

A biennial review of this program will be...
conducted by South Plains College to determine its effectiveness, to implement changes to the program if they are needed and to ensure that its disciplinary sanctions are consistently enforced.

EARLY WARNING SIGNS
You may have a problem with alcohol consumption if:

• You are difficult to get along with when drinking.
• You drink because you’re depressed.
• You drink until “dead drunk” at times.
• You don’t recall some drinking episodes.
• You hide liquor.
• You lie about drinking.
• You neglect to eat when drinking.
• You want a drink “the morning after.”

SECURITY AND ACCESS
The SPC campus and facilities are available for use by all students. Non-students may also have access to the campus by special arrangement. Local groups and community organizations may utilize the facilities if prior arrangements have been made with the Special Events Coordinator.

Campus residence halls are not open to the general public. They are for the use of residents and their guests. Proper security is utilized to ensure a safe environment for the campus residents. Trained supervisors are in charge of all residence halls to monitor safety and security. Supervisors are required to report all crimes and emergencies to the police or to the Office of Student Services. All students living on campus are given the handbook “Regulations for College Housing,” and they are acquainted with safety procedures and college policies.

The use of security cameras, access cards and CC TV equipment are incorporated into residential facilities to provide safety and security for our campus residents.

CRIME PREVENTION
At the beginning of each year, meetings are held with student services personnel and all students living in college housing. At this time, security, safety, and crime reporting are discussed, along with proper procedures to follow when problems occur. Students who do not live in campus housing are familiarized with crime reporting and emergency procedures provided in the Student Handbook during new student orientation. This information is made available to the faculty and staff through new faculty orientation, in-service training sessions, South Plains College Policies and Procedures Manual and the Faculty Handbook.

South Plains College staff are required to inventory and mark college property to assist in theft prevention and the identification of stolen property. Students living in residence halls are also encouraged to inventory and identify personal belongings to discourage theft. The Campus Police provide pamphlets and brochures on crime prevention subjects, including theft prevention, rape, drugs and alcohol. These materials are available free of charge in the Student Center.

Escort services are available for students and staff by request. If a person wishes to be accompanied by a police officer from a campus building to a vehicle on the Levelland Campus, contact the SPC Police Department at 891-8883 or the Levelland Police Department at (806) 894-6164. On the Reese Center Campus, contact the SPC Police Department at ext. 2923 or 893-5705.

Give your name and location and an officer...

SUBSTANCE ABUSE ASSISTANCE
If substance abuse is a concern for you or for someone you care about, the Counseling Center will assist you in seeking help. One or more of these resources may provide you the help you are needing.

Lubbock Council on Alcohol & Drug Abuse ............................................................. 763-8763
Alcoholics Anonymous ........................................................................................... 894-3767
Lubbock Regional-MHMR .................................................................................... 766-0310
Counseling Center, Levelland Campus ............................................................... 894-9611, ext. 2366
Counseling Center, Reese Center ......................................................................... 885-3048, ext. 4606
Counselor, Plainview Center ................................................................................ 296-9611, ext. 4330
Student Health/Wellness Clinic ......................................................................... 894-9611, ext. 2376
Family Services Association ............................................................................... 747-3488
Family Therapy Clinic ......................................................................................... 742-3074
South Plains Group AA ....................................................................................... 894-8818
will provide an escort. Security is provided at the Plainview Center from 5:30 pm to closing through the main office at (806) 296-9611, extension 4302.

Campus Police maintain constant building security and surveillance while on patrol. These peace officers are highly visible and pay special attention to areas which have been a source of criminal activity. The Campus Police also report any areas or situations which they believe to be unsafe, such as poor lighting, poor building security and traffic hazards. These reports are used by the college administration to make changes in the facilities to make them more safe and secure.

SEX OFFENSE PREVENTION

South Plains College strives to actively promote the prevention of sex offenses occurring on college property or involving college students. College housing residents are given prevention information at orientation meetings at the beginning of each school year. In addition, information is distributed through published material, information classes, and individual discussion through the Student Services Office, Health/Wellness Office, the Counseling Center, and Campus Police. The Texas Department of Public Safety sex offender registry is http://records.txdps.state.tx.us/DPS_WEB/SOR/index.aspx.

SEX OFFENSE REPORTING

Students are encouraged to report any sex offenses, including stranger rape, acquaintance rape, and other forcible and non-forcible sex offenses to college officials. Students should report possible sex offenses to Campus Police for the investigation and filing of criminal charges. If the student anticipates filing criminal charges, it is important that the offense be reported as soon as possible and that the student take precautions to preserve any physical evidence.

Students wishing to discuss these matters confidentially may contact any Student Services personnel for counseling assistance. In addition to counseling resources, referral may be made to off-campus counseling resources or a mental health professional, if necessary. In addition, a student may request the college to change academic or living situations after an alleged sex offense and the college will make every effort to accommodate the student’s requests if reasonably possible.

COLLEGE DISCIPLINARY ACTION

On an allegation of a sexual harassment involving South Plains College students, only the complaint will be forwarded to the office of the Dean of Students on the Levelland Campus, Dean of the Reese Center at Reese or the Director of the Plainview Center for an investigation and possible disciplinary action.

Any disciplinary action taken by the college is independent of any police investigation or criminal charges which may occur.

COMMUNICABLE DISEASES

South Plains College recognizes that students or employees with communicable diseases, including AIDS, may wish to engage in as many of their normal pursuits as their condition and ability to perform their duties allows, including attending classes or work. As long as these students or employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, the Administration of the College will be sensitive to their condition and ensure that these individuals are treated consistently and equally with other students and employees.

Every precaution will be taken to ensure that a student’s or employee’s condition does not present a health and/or safety threat to others. The fact that a student or employee has a communicable disease does not relieve that individual of the requirement to comply with performance standards as long as he or she is enrolled in classes or remains employed by the College. All efforts will be made to protect the student’s or employee’s right to confidentiality.

CAMPUS CRIME REPORTING AND STATISTICS

SPC participates in uniform crime reporting which is utilized by law enforcement agencies in the State of Texas. Campus Police are required to make official reports for all crimes or emergencies that are reported on campus. This information is also available upon request during normal business hours in the Campus Police Office, located in the Student Center on the Levelland Campus.

In compliance with federal law, South Plains College provides information regarding certain violent and nonviolent crimes that occur on college property, in campus residence halls, on non-college property that is affiliated with the college and on public property adjacent to college property for the current year as well as the preceding two years. Campus crime reports for South Plains College are available on the U.S. Department of Education’s web site at http://www.ope.ed.gov/Security/search.asp.

The reports provide information regarding criminal offenses and hate crimes committed
in the following categories: murder/non-negligent manslaughter, aggravated assault, forcible sex offenses, forcible rape, nonforcible sex, robbery, burglary, motor vehicle theft, arson, negligent manslaughter and simple assault. Information about arrests and disciplinary actions/judicial referrals that involve liquor-law violations, drug abuse violations and weapons possessions is also available in the reports. The college reports the number of incidents of crimes and violations in each of these categories for all campus locations.

A paper copy of the most current report is available at no charge upon request. For information, contact the Office of the Dean of Students, South Plains College, 1401 S. College Ave., Levelland, TX 79336, (806) 894-9611, ext. 2379, 2380.

During each year, outstanding students are recognized by the faculty, administration, and student body. Recognition is given for accomplishments in academics, leadership, school spirit, and all-around participation and involvement in student life at South Plains College. Students named to special awards are recognized at the annual Awards Assembly held at the conclusion of the spring semester. These students, along with their parents, family, friends and faculty, are invited to the honors ceremony and reception in the Texan Dome.

A national level. To qualify for nomination to the award, students must have a 2.5 GPA and be a contributing member of the campus community. Nominations are made by the college faculty and administrators. A selection committee screens all nominations and makes the final selections.

**PRESIDENT’S HONOR ROLL**

The President’s Honor Roll recognizes students who complete a minimum of 12 semester hours of college-level credit in a given semester and attain a “straight A” or 4.0 grade point average. Developmental courses do not count toward the minimum semester hours required for the honor. A student named to the honor roll receives a certificate of accomplishment, and the honor is recorded on his or her college transcript.

**DEAN’S HONOR ROLL**

The Dean’s Honor Roll recognizes students who complete a minimum of 12 semester hours of college-level credit in a given semester and attain a 3.25 to 3.99 grade point average. Developmental courses do not count toward the minimum semester hours required for the honor. A student named to the honor roll receives a certificate of accomplishment, and the honor is recorded on his or her college transcript.

**DEPARTMENTAL AWARDS**

A number of academic and technical departments on campus recognize outstanding students in specific programs of study. Selection to these awards is based on the student’s academic achievements and total contribution to the program. Selection is made by program faculty.

**CAMPUS LEADERSHIP AWARDS**

**WHO’S WHO AMONG STUDENTS AT SOUTH PLAINS COLLEGE**

This campus program recognizes students who, as members of campus clubs and organizations, have contributed the most to campus life and student activities. Students named to Who’s Who at South Plains College are elected by their respective campus club or organization and are recognized at the annual Awards Assembly.

**CAMPUS AMBASSADORS**

South Plains College students designated as Campus Ambassadors assist with new student recruitment, give campus tours to prospective students and special guests of the college, and represent the student body at special campus events hosted by the President of the College. Candidates for the honor are nominated by faculty and administrative per-
sonnel. Selection is based on personal interviews with a selection committee. Students are named Campus Ambassadors during the spring semester of their freshman year and hold the honor during their sophomore year at SPC.

MR. AND MISS SOUTH PLAINS COLLEGE

Each spring, the student body at South Plains College elects a sophomore male and female student as the most popular students on campus. Nominations for the award are made by campus clubs and organizations, and winners are selected in a campus-wide election. Nominees must have at least a 2.0 GPA and not be currently on scholastic or disciplinary probation.

VERA SUE SPENCER AWARD

The Vera Sue Spencer Award is presented to a South Plains College female student who demonstrates the qualities of outstanding leadership and service to the college and community. The cash award was established by Dr. and Mrs. Thomas Spencer in memory of their daughter, Vera Sue, who died while Dr. Spencer was president at SPC. The award was established by the Spencer Family in 1971 and recipients are recognized each year at commencement. Nominations and selection of the award recipient are made by a committee comprised of faculty and administrative personnel.

THOMAS SPENCER SR. AWARD

The late Dr. Thomas Spencer, Sr., played an important role in the formative years of South Plains College as its founding president. In recognition of his leadership at South Plains College and later as president of the Texas Community College Association, the college established the Thomas Spencer, Sr., Award in 1998 in celebration of its 40th anniversary. The Spencer Award is presented annually to an outstanding male student who demonstrates the qualities of leadership and service to the college and community. Nominations and selection of the award recipient are made by a committee comprised of faculty and administrative personnel.

PRESIDENTIAL AWARD FOR THE STUDENT OF THE YEAR

The highest recognition a student can receive at South Plains College, this award honors an outstanding student who has been most successful academically, socially, and has contributed most to the campus environment. Selection is made by a committee composed of representatives from the Student Affairs Division, Academic Affairs, and the faculty. Final approval is made by the President of South Plains College.

ATHLETICS
INTERCOLLEGIATE ATHLETICS

SPC has developed a competitive, well-rounded intercollegiate athletic program for both men and women.

The men’s athletic program includes basketball, cross country and track. Women compete in basketball, cross country and track. South Plains College also competes in intercollegiate rodeo for both men and women.

South Plains College is a member of the Western Junior College Athletic Conference and affiliated with the National Junior College Athletic Association. Other member colleges in the conference include Frank Phillips College, Howard College, Midland College, New Mexico Junior College, New Mexico Military Institute, Clarendon College, Odessa College, and Western Texas College. The college is also a member of the National Intercollegiate Rodeo Association and competes in the Southwestern Region.

THE TEXAN CHEERLEADERS

The Texan Cheerleaders serve as both cheerleaders and a dance team. They lead the way in supporting the athletic teams and adding excitement and spirit to all events.
ACADEMIC FREEDOM: Institutions of higher education are conducted for the common good. The common good depends upon an uninhibited search for truth and its open expression. Hence, it is essential that each faculty member be free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that he or she considers relevant. Each faculty member must be free from the corrosive fear that others, inside or outside the university community, because their vision may differ, may threaten his or her professional career of the material benefits accruing from it.

Each faculty member is entitled to full freedom in the classroom in discussing the subject which he or she teaches but is expected not to introduce into his or her teachings controversial matters which have no relation to the classroom subject. Each faculty member also is a citizen of the nation, state and community, and when speaking, writing or acting as such, must be free from institutional censorship or discipline, subject to academic responsibility as hereinafter set out. The faculty member should make it clear that he or she is not speaking for the institution.

ACADEMIC YEAR: The period of the annual session, exclusive of summer school. It is divided into two semesters and extends from late August through the middle of May.

ACTIVITIES, EXTRACURRICULAR: Activities that are part of student life generally considered to benefit the student, but that are not part of the curriculum.

ADMISSION: Acceptance of a candidate for enrollment in the college.

ASSOCIATE DEGREE: A title conferred upon students by a college, university, or professional school upon completion of a unified program of study, ordinarily a two-year program.

AUDIT: To enroll for informational instruction only. The student attends class or classes without participation and without credit. (Charges for the class are the same as enrolling for credit.)

CERTIFICATE: A document showing satisfactory fulfillment of the requirements of a particular program of study.

CLASSIFICATION: Student’s status in respect to progress toward the completion of his/her curriculum-freshman, sophomore, junior, senior-usually based upon the number of hours or courses to his/her credit at the time of any given registration. (Freshman: 1-29 hours; Sophomore: 30-62 hours)

COURSE: Organized subject matter in which instruction is offered within a semester and for which credit toward graduation or certification is usually given.

COURSE CREDITS: The semester hour is the unit of credit and is defined as the amount of credit given for one lecture hour a week for 16 weeks or its equivalent. A lecture class meeting three hours a week, therefore, counts three semester hour’s credit to a course. Three hours of carefully planned and supervised laboratory work are equivalent to one hour of lecture or recitation.

COURSE LOAD: The number of semester hours the student is permitted to schedule in a given semester, usually 15-17 hours during the fall and spring semesters and 6-7 during summer semesters. Any student wishing to take more than 19 hours must get approval for an overload by the appropriate instructional dean.

EVENING COLLEGE: South Plains College maintains an evening program for persons who wish to pursue college level courses of a technical nature. Classes are organized for any group of 15 or more students who wish to study during the evening hours. Evening classes are provided in most of the programs offered at the college. In general, classes begin as early as 6:00 p.m. and may end as late as 10:30 p.m. Courses may be taken for college credit or personal enrichment.

EXPLANATION OF COURSE OFFERINGS: Courses are designated by a name and number along with a descriptive title. The name used designates the department in which the course is offered. The course number is a three or four digit number in which the first digit designates the academic level of the
course. A first digit of 0 designates a developmental course, a first digit of 1 designates a first-year course, and a first digit of 2 designates a sophomore course. The second digit designates the number of semester hours of credit the course carries. The remaining digits are the distinguishing numbers of the particular course. Thus, English 1301 is a first year course carrying three semester hours of credit.

COURSE PREREQUISITE: The preliminary requirement that must be met before a course can be taken.

CURRICULUM: A body of courses required for a degree or constituting a major field of study.

DEGREE PLAN: A guide to the courses a student should take to best achieve his educational and vocational plans. This plan should be worked out with a counselor early in the student’s first year.

ELECTIVE: Any of a number of courses that a student is allowed to select. A course not required in the curriculum is called a free elective.

FULL-TIME STUDENT: The classification given students who are pursuing 12 semester hours or more of credit each semester.

GRADE POINT: The numerical value assigned to each grade a student receives in a course to provide a more exact determination of his scholarship. Every credit hour of A carries four grade points; B, 3 grade points; C, 2 grade points; D, 1 grade point. F carries no grade points.

GRADE POINT AVERAGE: This average is found by dividing the number of hours attempted into the grade points received. Example: A student who enrolled in 15 hours and received 32 grade points would have a grade point average of 2.1. (A grade of W, X, or PR will not be used in computing Grade Point Average.)

MAJOR: The specific subject area in which a student determines he/she will devote most of his time in college. Twenty-four to thirty semester hours of work in a specific subject are usually required. Half or more of these courses usually are in the junior or senior years.

MINOR: A student’s secondary subject choice. It usually consists of 18 or more semester hours in a specific subject area.

NON-CREDIT COURSES: A course for which no college credit is given.
WELCOME TO
SOUTH PLAINS COLLEGE

I would like to welcome you to South Plains College on behalf of the Board of Regents, our faculty, staff, administration, and current students. I hope you are looking forward to a rewarding and successful year with us at SPC.

Community colleges have become the first choice of many students because of their educational opportunities and affordability. South Plains College has long served the educational needs of the South Plains region with a great instructional reputation.

Our technical programs, academic transfer options and workforce initiatives offer many choices and opportunities for your future. It becomes our goal to “open” the doors of opportunity for you and your responsibility to walk through those doors.

Our student services and activities are designed to complement this array of educational choices. You have the opportunity to gain knowledge, learn new skills, develop leadership, and acquire many new friends from the South Plains College student body and faculty.

Use your time wisely to learn, grow, and achieve your educational goals. The faculty and staff of SPC stand ready to help you. Please feel free to call on one of us, if you need help.

Best wishes to you.

Kelvin W. Sharp
College President

Dr. Kelvin Sharp
College President
South Plains College strives to accommodate the individual needs of all students in order to enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, religion, gender, disability or age.