

TESTING

To meet TSI requirements, students may take the THEA Test at the regularly scheduled THEA testing sites, or by computer (CAT) at designated centers around the State. Temple College offers the THEA Quick Test and the ACCUPLACER for student placement test. Information about THEA Quick Test and the ACCUPLACER (test dates, cost, etc.) will be posted on the Testing Center website. Students requiring special testing accommodations should contact the Disability Coordinator (254-298-8335) for information.

Testing Center

The Temple College Testing Center, located on the second floor of One College Centre, is open to help students with their testing needs. These may include placement tests, course make-up exams, correspondence testing, and other individual tests. Students will be required to present a picture I.D. (student ID card) when they come to take a test. Children may not accompany parents while parents are taking testing. All tests must be completed by the Testing Center's posted closing time.

DEVELOPMENTAL PROGRAM

Students who perform below the minimum passing standard set by the Higher Education Coordinating Board (THECB) for a tested skill area on the assessment test must participate in a developmental education program. This means that you will be required to take a series of "skill-building" classes in either math, reading, or English prior to taking college-level courses in any of these areas. Remember, while these courses do not "count" as transfer or degree credit, they can and do prepare you for college-level courses. And we do a great job at that! TC was recently named one of the top 5 community colleges in Texas for the quality of our DE programs.

STUDENT/EMPLOYEE COMPLAINTS INVOLVING FACULTY

In the unlikely event that a TC student has a complaint they wish to convey regarding an instructor, they should begin the process by speaking directly to the faculty member involved about their concerns. For matters that are not resolved by direct communication, students are required to put their concerns in writing and take their concerns to the faculty member's immediate supervisor (the department chair). For more specific information, please refer to the Student/Employee Complaint Involving Instructor Policy on page 56.

STUDENT AND ENROLLMENT SERVICES

Student and Enrollment Services are located in One College Centre (OCC) and the Portable Building P32. Student and Enrollment services include: Admissions and Records, Advising and Retention, Financial Aid, Testing Center, Student Support Services, Educational Assistance Center and TRIO (located south of ISC).

Our mission is to create social and academic integrity through a relationship of shared responsibilities between students and Temple College that results in successful education and career planning and encourages the pursuit of learning and life skills.

What is the Admissions and Records Office?

The Admissions and Records (A & R) Office is responsible for tracking and verifying your academic progress through the following methods:

1. Receiving and entering applications for admissions to TC
2. Receiving and sending transcripts
3. Changing a student's contact information
4. Enrollment verification
5. Academic program changes (your major)
6. Verification of program completion for graduation

What is the Advising and Retention Office?

The Advising and Retention Office offers services to students with regard to making decisions and promoting their success and well-being. Services include career counseling, educational planning, transfer advising, and preliminary degree audits. Educational planning includes assisting students in deciding on a college major and providing course scheduling advice. Short-term personal counseling and referral services are also available.

Advising Requirements

Prior to registering, the following students must be advised by a College Advisor or Counselor:

- Students who have not passed the THEA, Accuplacer, or other TSI approved test
- Freshman students entering college for the first time
- Any transfer student seeking a degree or certificate registering for the first time at Temple College.

What is the Financial Aid Office?

The Financial Aid Office is located on the first floor of One College Centre (OCC). Students needing help with finances for their college education need to follow the steps below.

1. Make application for all colleges and universities you are considering attending. Be sure to get the school code. (TC code is 003627) You will need to put this code on the FAFSA application.
2. Get a PIN (personal identification number) @ www.pin.ed.gov (you will need an email account)
3. Collect your tax return and W2's. You will need to answer questions about your income.
4. Once you have received your PIN, via email, log on to www.fafsa.ed.gov. Complete the "Free Application for Federal Student Aid" (FAFSA) using your PIN as your electronic signature.
5. Watch for your Student Aid Report (SAR) in your email inbox. Also, at this time, your requested schools will receive an electronic copy of your SAR. If you included Temple College, the Financial Aid Office will contact you with either an award letter or a request for needed documentation to complete your file.

What is the Testing Center?

The Testing Center assists students with state and local required testing, placements tests, classroom testing, course make-up exams, proctored distance learning exams, correspondence testing and other individual tests. The Testing Center is located on the second floor of One College Centre.

The Temple College Testing Center offers the following tests: THEA, ACCUPLACER, HOBET, NET, ACT, course placement (assessment test), and Credit by Examination (CLEP, DAN TES and TC Institutional Exams).

Students wanting to take a test in the Testing Center must bring the following forms of ID:

1. Official Photo ID
2. Additional ID without a photo

STUDENT SUPPORT SERVICES

What are Student Support Services?

Student Support Services provides assistance to students with special physical, financial or educational needs in order to allow them to successfully participate in the full range of college experiences. Additional educational services are offered through the Educational Assistance Center and/or TRIO.

Students requiring accommodations must bring the following to the Coordinator of Student Accommodations, on the second floor of the One College Centre, Room 1474:

1. All documentation concerning reported disability
2. Documentation must be within the last 3 years

Other services include emergency loans, textbook lending library, transportation awards and tutoring in special topics.

The Student Support Services office is located on the second floor of One College Centre. Student Support Services provides assistance to students with special physical, financial or educational needs in order to allow them to successfully participate in the full range of college experiences. Services provided include:

• Disabilities Services

Temple College offers support services for students with documented disabilities. Students with disabilities should register with the Office of Student Accommodations each semester in order to discuss accommodation needs. These accommodations may include, but are not limited to, interpreters, note takers, tutors, registration assistance, and testing with accommodations. Students with disabilities are urged to apply for accommodations well ahead of and no less than three weeks before the start of a term in order to be prepared and have a successful start in classes. Temple College works with the state Department of Assistive and Rehabilitative Services and community service organizations to provide support services to students.

Students requiring accommodations must submit the appropriate diagnostic documentation of disability in order to receive services. Students must bring the documentation to the Coordinator of Student Accommodations, on the second floor of the One College Centre, Telephone: (254) 298-8335, Room 1474:

1. Official reports documenting your disability must originate with an appropriate professional in the field who is eligible to diagnose and treat the type of disability that applies to your case. The diagnostic report should be recent enough to reflect your current status. (preferably within the last 3 years)
2. Diagnostic reports should include the names of tests administered, test results, diagnosis and prognosis. Statements regarding how the disability may impact your academic performance are helpful. Special education paperwork from high school (ARD papers) without specific diagnostic reports are not sufficient.
The Coordinator of Student Accommodations determines if the diagnostic information that you provide is sufficient.

What is the Educational Assistance Center?

The Educational Assistance Center provides assistance to students and prospective students in improving basic reading, math, writing and study skills needed to do college level work. Preparation for college and allied health and nursing departmental testing are also provided. The Educational Assistance Center is located on the second floor of One College Centre.

Community Services

Community service agencies work in coordination with Student Services offering assistance to qualified students. The following agencies provide tuition assistance, disabilities accommodations, and other services necessary for success of special populations.

Vocational Rehabilitation

The Texas Rehabilitation Commission Department of Assistive and Rehabilitative Services (DARS) offers assistance for tuition and non-refundable fees to students who have certain disabling conditions, provided their vocational objectives have been approved by a TRC DARS Counselor. Examples of such conditions are orthopedic disabilities, emotional disorders, diabetes, epilepsy, heart conditions, etc. Other services are also available to assist the disabled student to become employable. Applications for such services should be made at: Texas Rehabilitation Commission, Department of Assistive and Rehabilitative Services Temple District Office, 4501 South General Bruce Drive, Suite 35, Temple, Texas 76502. Office number 773-1674.

Social Security Administration

Benefits under this program are available to students who meet the criteria set up by the Social Security Administration. Student applications should be made to the Social Security District Office nearest to the student's home.

Workforce Investment Act (WIA)

The Workforce Investment Act consolidates and coordinates employment training, literacy, and vocational rehabilitation programs. Through the local Workforce Center, WIA supports workforce investment activities that increase employment, job retention, earnings, and occupational skills of the workforce. If you are interested in learning more about services available under the Workforce Investment Act, contact your nearest Central Texas Workforce Center for additional information. Temple office 771-2555.

What is the TRIO Program?

The TRIO program at Temple College, is a federally funded grant-based program designed to help eligible students graduate or transfer from TC and gain acceptance into a four-year college or university. Congress established TRIO Programs in 1965 to ensure equal educational opportunity for all Americans, regardless of race, ethnicity, or economic circumstance. Since that time an estimated two million students have graduated from college with the special assistance and support of our nation's TRIO programs. Temple College students may qualify for the program in several ways:

1. Neither parent has a B.A. or B.S. degree from a four-year college or university
2. The student has a disability
3. The student satisfies low-income criteria set by the federal government

• **Center for Educational Advancement**

The Center for Educational Advancement located in the Portable p32, south of ISC. It was established specifically for TRIO Program participants at Temple College. The Center houses the advising and counseling offices as well as the tutoring and learning lab facilities available for use by TRIO students. Information about the TRIO Program at Temple College is available at the Center via phone (254)-298-8376/8394/8375 or the Internet (www.templejc.edu/student_info/TRIO/TRIO.htm)

• **Services Offered to TRIO Participants**

- Academic Advising/Registration for TRIO students
- Counseling for TRIO students
- Tutoring (math, writing, reading, science)
- Learning lab (computers, printers, resources)
- Study skills instruction
- Special workshops and field trips
- Students may qualify for additional financial assistance 254-298-8321

Hubert Dawson Library

The purpose of the library is to provide the necessary library materials and services in support of the educational pursuits of Temple College students. These materials and services include instructional services, print and online materials for intellectual pursuits, reference material and consultation.

The library catalog, various online resources, the library hours and an e-mail address to send questions to staff are accessible from the library's web page: www.templejc.edu/library/library/html. Most materials may be checked out of the library with the exception of reference materials, magazines, some reserve items and certain audiovisual materials. Materials may be renewed once unless requested by another patron.

Books and journal articles not owned by the library and needed for research assignments may be requested from other libraries via interlibrary loan. Ask at the circulation desk or check the library website for more information. Another means or way to have access to materials at other college libraries is via the TexShare card. These cards enable TC students to check out materials from other participating TexShare libraries. Libraries from a variety of Texas colleges, community colleges, and universities are TexShare members. TexShare cards are available at the circulation desk or may be sent to you upon request.

Circulation Policies

Most library materials may be checked out either for in-library or out-of-library use. Students are responsible for returning materials on time. Due dates are stamped on the materials that leave the library. When material is overdue for one week, a notice is sent to the student. When material becomes overdue, an initial overdue notice is sent via campus email. Approximately one week later, a second notice is mailed to the student's current address. Overdue materials except reserve materials merit a fine of 10 cents per day. Hourly reserve items accrue fines at a rate of 10 cents per hour and daily reserve items at \$1.50 per day.

Students are responsible for lost or damaged material. An item is presumed lost when it is 45 days overdue. The student will be charged the actual replacement cost of the item if still in print (or a default price of \$15 for paperbacks, \$30 for hardbacks, or the original cost of the item if it exceeds the default price) plus a non-refundable \$10 processing fee per item. A repair cost as determined by the library will be charged for damaged materials.

Students who do not return library materials by the end of the semester on time will have a hold placed on their records, thus preventing registration at Temple College or mailing of official transcripts.

Student Media Services

Temple College Media Center provides on-campus media services for classroom needs. Services are professionally produced in a timely manner and at reasonable costs. Many services are same-day or next-day. Help with special projects is available depending on available time, and must be arranged with the Media Center personnel. The Media Center is located in the Instructional Services Center.

Telephone: (254) 298-8423 - Student Media Services

- Audio/video tape duplication (non-copyrighted materials)
- Transparencies
- Other services can be arranged through your instructor or Media personnel.

Media equipment such as laptops and data projectors used for PowerPoint presentations by students as a class requirement must be requested and reserved by the instructor of the class.

Arnold Student Center (ASC)

The Arnold Student Center is a center for student activities and social life. In the ASC, students may buy books and general merchandise items at the Temple College Bookstore, grab a bite to eat and socialize or attend a meeting or special event. You can meet old friends and make new ones before, after, and between classes. There are computers for student use as well as a variety of recreational activity areas for your enjoyment. During the long semesters, the ASC is open from 7:30 a.m. to 6 p.m. Monday through Thursday and from 7:30 a.m. to noon on Friday.

Bookstore

The south end of the Arnold Student Center houses the TC Bookstore. The college bookstore enables students to purchase textbooks and supplies for classroom and laboratory work. It also carries a wide assortment of gifts and apparel, including clothing with the Temple College logo that will allow you to show your school spirit. Purchases also may be made online at www.templecollegebookstore.com.