East Williamson County Higher Education Center (EWCHEC)-Hutto Student Handbook Addendum is a source of information which details the many services, resources, activities, and policies at EWCHEC-Hutto. The addendum is designed for use as a reminder to returning students and as a guide for new students. It outlines the shared resources available to students attending classes at EWCHEC-Hutto.

This addendum is a source of information provided to help you understand what is expected of you as a student and what is expected of your peers and the faculty and staff.

The addendum is not intended to be comprehensive. Instead, vital information is presented, and, when necessary, it refers to other publications that can provide more detailed information.

All students at EWCHEC-Hutto are responsible for knowing the information pertained in this student handbook addendum. The addendum is revised every academic year, but revisions to certain policies may change throughout the year. Temple College (TC), Texas State Technical College Waco (TSTC) and Texas A&M University-Central Texas (TAMUCT) currently offer technical, undergraduate, and graduate courses at EWCHEC-Hutto. Students taking courses at EWCHEC-Hutto are required to adhere to the general policies stated in this addendum (e.g., tobacco use, parking, children on campus, etc.). Institutional policies specific to TC, TSTC, and TAMUCT students can be found at:

**Temple College**
www.templejc.edu/StudentHandbook

**Texas State Technical College Waco**
www.tstc.edu/student_life/catalog

**Texas A&M University-Central Texas**
www.tamuct.edu/departments/studentconduct

Future changes may supersede policies published herein. Student Right-to-Know and Center Security Act of 1990 (20 U.S.C. § 1092)
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<th>DEPARTMENT</th>
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**EWCHEC-TAYLOR**

EWCHEC-Taylor | 516 N. Main St.  
Taylor TX 76574 | 512-365-7242  
512-352-2688 | taylor@EWCHEC.net | www.ewchec.net/taylor
PARKING AND DRIVING

All Texas Traffic Laws and Regulations are enforced on the roadways and parking areas of EWCHEC properties. Center Officers routinely patrol these areas to prevent crime from occurring and to keep the roadways safe for students, staff, faculty, and community members. Drivers can be fined and vehicles may be towed at the owner’s expense for violations of traffic laws.

- Disabled Parking is available only for vehicles with state approval. This parking is monitored by Center Officers and no exceptions can be authorized by the Center. Unauthorized vehicles can be fined as much as $750.
- Vehicles parked in any area other than a designated parking space or lot may be towed at the owner’s expense. For information regarding towed vehicles, contact the Center Officers.

SPECIAL RESTRICTIONS ON PARKING

On special occasions and in emergencies, parking restrictions may be imposed by Center Officers or designated College Center employees. If conditions warrant, they may also waive restrictions that normally apply.

TRAFFIC VIOLATIONS

Any of the following, taking place anywhere on EWCHEC-Hutto property, at any time will constitute a traffic violation:

- Driving without a valid driver’s license;
- Exceeding fifteen (15) miles per hour;
- Failure to come to a complete stop at a stop sign;
- Driving on a sidewalk or lawn;
- Failure to yield to pedestrians;
- Moving vehicle without owner’s permission;
- Any violation of Texas Motor Vehicle Laws.

PARKING VIOLATIONS

Any of the following, taking place anywhere on EWCHEC-Hutto property, at any time will constitute a parking violation:

- Parking in any area not designated as a parking space;
- Parallel (street) parking against the flow of traffic;
- Failure to remain within the lines of a marked parking space;
- Parking in a Reserved or unauthorized space;
- Parking in a disabled space (unless vehicle displays a state disabled placard or license plate).

CITATION APPEALS

If you feel that a traffic or parking violation notice was issued to you unjustly, or if you feel that the circumstances were so compelling as to not warrant the violation, you may appeal the violation notice. To appeal, contact the Center Administration Office within five (5) working days after the violation was issued. The EWCHEC lead administrator will serve as the final authority with regard to all ticket appeals at center locations.

Visitors - If you are not a student, and are not driving a vehicle registered to a student, you will not be charged for the citation. You may contact the Campus Officer at 512-759-5950 to be excused.
TOWING POLICY

EWCHEC-Hutto reserves the right to impound, or to have impounded, any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic, or otherwise in violation of College parking and traffic regulations. The vehicle owner will be responsible for all costs involved in removing, impounding, and storing such vehicles.

SECURITY OF STUDENT VEHICLES

EWCHEC-Hutto and its partners assume no responsibility for the care or protection of any vehicle or its contents while the vehicle is operated or parked on Center property.

- All thefts, accidents, and offenses that occur at the Center should be reported to the Center Officer.
- A record of serial numbers of valuables should be kept.
- Mark auto accessories so that they may be identified.
- Write name and address in all personal textbooks.
- Keys and valuables should not be left in the car.
- Always lock your car.

CENTER SECURITY

The Center Security office is located on the first floor of EWCHEC-Hutto in Room A109. Officers are on duty or on-call 24/7 and can be reached by calling 512-759-5911.

LEOPARD ALERT EMERGENCY NOTIFICATION SYSTEM

Leopard Alert is an emergency notification system that allows Temple College to quickly communicate health and safety-related emergency information through text message, voice message, or email to all students at EWCHEC-Hutto.

To sign up for Leopard Alert please go to templejc.edu/resources/leopard-alert/

EMERGENCY PLAN

It is the policy of EWCHEC-Hutto that all crime and other emergencies be immediately reported to the Center Officer. In the case of crime, fire, or medical emergency, contact the police, fire department, or medical assistance directly by dialing "911." A call to any administrator or the switchboard operator who contacts the Center Security office will constitute notification to the administration. An administrator who knows of any incident of crime, accident, or emergency is to make sure the information gets to the Center Security office.

During the times when classes are in session and on Fridays, the building is open with commons areas being unlocked. Certain classrooms, offices, labs, etc. are unlocked only during the time they are occupied. When the building is open, a Center Police Officer or security will patrol the Center, check to assure doors are locked, and keep unauthorized persons off the property.

Campus Police, security personnel, and local officers will work together to maintain the security of the Center. Officers will patrol the location and have the authority to confront, identify, detain, and control the actions of persons at the Center whom they feel might be in violation of the law or Center regulations. EWCHEC-Hutto and its partners use various means to inform students and employees about Center security procedures and practices, and encourage students and employees to be responsible for their own security and the security of others. Information is disseminated through each institution's Personnel Handbook, Student Handbook, as well as student orientations and information sessions.

PRESENCE IN UNAUTHORIZED AREAS

At times, parts of the Center become “off limits” to students. When offices are closed or buildings are locked, no attempt should be made to enter such premises.
SURVEILLANCE CAMERA USE

EWCHEC-Hutto and its partners are committed to enhancing the quality of life of the center community by integrating the best practices of safety and security with technology. A critical component of a comprehensive safety and security plan is the utilization of video surveillance equipment. The surveillance of public areas is intended to deter crime and assist in protecting the safety and property at the Center. To ensure the safety and security of employees, learners, and visitors to our centers, EWCHEC-Hutto has determined that the use of video surveillance equipment is necessary. The video surveillance equipment is not a guarantee of safety, but such use is designed to help improve safety and security by identifying acts of theft, violence, and other criminal activity, and increasing the likelihood that perpetrators of these acts will be identified.

WEAPONS

The unauthorized possession of any weapon in accordance with Title 10, Chapter 46.05 of the Texas Penal Code is prohibited on the physical premises of the East Williamson County Higher Education Center-Hutto (EWCHEC-Hutto) with the exception of a concealed handgun that a person is licensed to carry under Subchapter H, Chapter 411, Government Code in any area not properly designated as prohibited. EWCHEC-Hutto is in compliance with SB11 of the 84th Texas Legislative session under the policies established by Texas State Technical College regarding the carrying of concealed handguns with a permit.

UNATTENDED CHILDREN AND CHILDREN ON EWCHEC-HUTTO PROPERTY

Unattended children are not allowed at EWCHEC-Hutto at any time. Children are not permitted in classes. Students with business to be transacted at a center office should supervise their children at all times. Center personnel are not allowed to supervise unattended children.

SELLING AND SOLICITATION

The selling of goods or services, taking orders for goods or services, or soliciting funds for any purpose is prohibited at EWCHEC-Hutto unless proper authorization has been secured from the appropriate EWCHEC administrator.

TOBACCO USE

In order to provide our students, employees, and visitors with a healthier, cleaner, and safer learning and working environment, EWCHEC-Hutto is a Tobacco-Free institution. No tobacco use is permitted in any center facility, vehicle, or property; this includes all buildings, grounds, and sidewalks. This also includes the use of electronic (smokeless) cigarettes. The one exception to this policy is that tobacco use will still be permitted inside the enclosed portion of personal vehicles only.

Any person in the EWCHEC-Hutto community is encouraged to facilitate the implementation of this policy. Any student who sees an individual who is not in compliance with the Center’s Tobacco Use Policy may refer the issue to a EWCHEC-Hutto employee to address. First time offenders are simply asked to comply with the Tobacco Use policy. Repeat offending students are referred to the appropriate center designee and may be subject to discipline under the Disciplinary Proceedings policy.

FOOD AND DRINKS

Eating and drinking is prohibited in marked locations throughout the Center and at the discretion of the faculty in the classroom/lab settings. No food is allowed in the computer labs.