

Hagerstown Community College

College Guide

2012-13 Edition



A Handbook Planner for Students





2012-2013

*Student
Handbook
Planner*

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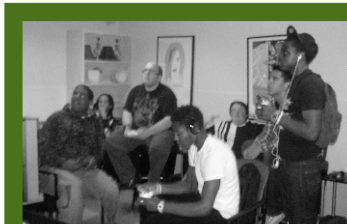
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Phone: _____

Email: _____

GET A *Campus* LIFE

JOIN A CLUB!



AIGA- Graphic Design
 Alternative Energy
 Anime Club
 Art Club
 Assoc. of Nursing
 Black Student Union
 Body & Mind Wellness Club
 Campus Ministries
 Cheer Squad
 Chess Club
 Criminal Justice Club
 Debate Club
 English Club
 Future Educators

Gaming Club
 Gaming Dev. Club
 Hawk Newspaper
 History Club
 Humanitarian Club
 IT Club
 International Club
 Jui Jitsu Club
 Lacrosse Club
 Latin Dance Club
 Leadership Club
 Math Club
 NOW Club
 Outdoor Adventure

Phi Beta Lambda
 Phi Theta Kappa
 Psychology Club
 Rad Tech Club
 Robinwood Players
 Science Club
 SGA
 S.O.L.O.
 Step Team
 SCA
 Student Veterans Club
 TRiO Club

***Students who get involved on campus
 outside of the classroom may be eligible
 for HCC's Opportunity Fund Scholarship.***

Ask for details!



**For information, contact the Student Activities Office
 in the Student Center
 240-500-2225 • hbbarnhart@hagerstowncc.edu**

Welcome

Dear Students:

The entire college community is very pleased that you have chosen to “stay close and go far” by coming to Hagerstown Community College (HCC). The valuable lessons you will learn on our campus will serve you well for the rest of your lives. Through the superb work of the faculty we maintain a diversified and excellent curriculum. We are so proud of the success our former students enjoy in the workplace, as well as the academic accomplishments they earn at some of the most prestigious four-year colleges and universities across the country. We are regularly told by former students how well they were educated at HCC and that they value greatly the many lifelong friendships they forged during their time here.




I'm sure you have come to the College with high expectations, and I'm equally certain we will not disappoint you. Every student is important to us. We also take seriously our commitment to provide both current and former students our best advice on how to successfully plan collegiate studies to reach their life goals. Once you start with us, you are part of the HCC family for life. We, therefore, feel a strong obligation to help you as best we can.

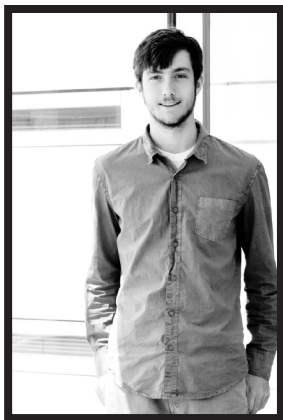
HCC is proud to have been Maryland's first community college. Since 1946 we have maintained a talented and very student-centered faculty and staff, a diversified and high quality curriculum that is ever changing to match our dynamic world, and a wide variety of student and community services to match the needs and interests of our students. We are especially pleased that the College has in recent years been able to secure the funds to expand and improve our facilities, offer you the latest computer technology and related services, and provide extremely well prepared faculty and staff to assist you in meeting your educational goals. Upon completing your chosen field of study, you will be joining thousands of alumni who greatly benefited from their time at HCC.

I hope you find this handbook to be a valuable resource. It has been carefully designed to assist you in learning about the College, including our excellent student life programs. So get involved in all we have to offer, since our central goal is to provide you a great education on a campus that has something for everyone!

Sincerely,


Guy Altieri, Ed.D.
President

A message from the 2012-13 SGA President



Fellow Student,

First and foremost you should give yourself a pat on the back. You have chosen to take the path less traveled by and not conclude your academic career with high school. If you are just embarking on your journey or a returning student I would like to welcome you to Hagerstown Community College. It is a great place that can assist you in your pursuit of higher education and broaden your horizons.

The Student Government Association is just one of many organizations dedicated to improving the environment here on campus. We are your voice and representatives when you have any concerns. We are made up of a diverse group of people who are excited to help you in any way possible. We are dedicated to create exciting events and opportunities that all of our students can benefit from.

“Believe you can and you’re halfway there.” ~ Theodore Roosevelt

Best said by our 26th President, this is the attitude we share at Hagerstown Community College. Also becoming a part of your College and Community is important; yet so is finding a healthy balance between studies and extracurricular activities. Getting involved with the college through clubs helps develop crucial leadership skills while meeting people with similar interests to you. Remember we are students first and the significance of managing your time wisely. We should all strive to be students who are devoted to our studies while being able to relish in everything college has to offer.

If you have any questions or ideas I encourage you to let us know, we don’t bite too hard. I hope to see you all around campus and have a great year at Hagerstown Community College!

SGA President,
Joseph Knight
Engineering

Be the Change

Meet your 2012-13 Student Government Association



Rick Howe,
Vice President
Political
Science



Long Vo,
Treasurer
General
Studies



Jason George,
Secretary
General
Studies

Senators



*Gladys
Cudjoe*
Business



*Ted
Kaiser*
General
Studies



*Cameron
Roberts*
Visual
Arts



*Faith
Volkening*
Psychology



**You Want to See
in the World**

Getting Started

Student Photo Identification Card

All Hagerstown Community College credit students need to have a student photo ID card with a current semester sticker. IDs are given in the Student Center. Students must show a class schedule and photo ID to receive an HCC ID. The ID Office is open in the summer Monday through Friday from 8:30 a.m. to 4:30 p.m., and during fall and spring semesters 8:30 a.m. to 9 p.m. Monday through Thursday, 8:30 a.m. to 4:30 p.m. Friday.

Your ID Card:

- Is non-transferable and shall be forfeited if used by another individual
- May not be altered in any way
- Must be carried at all times while on campus
- Must be shown upon request by a college employee
- Must be updated with a semester sticker after you register for each new semester

Photo IDs Must Be Shown In The Following Situations:

- To take tests in the Testing Center or make-up tests at other locations on campus
- For checking out library materials
- To verify student status to qualify for student child care rates
- To obtain certain student records
- For admission to and use of the Athletic, Recreation and Community Center (ARCC)

- For admission to scheduled free activities on campus or sponsored activities off campus
- To obtain an HCC parking sticker from the Campus Store
- To use HCC computer labs
- To use your financial aid in the HCC Campus Store

For questions or concerns, please contact the Student Activities Coordinator at 240-500-2225.

Parking Sticker

Every credit student must have a parking sticker on his/her vehicle. Application for parking permits should be completed on-line once you have registered for the semester by going to the HCC website, under Student Life, select Campus Store and click on the link for 'online parking permit application.' Bring your completed application along with your student ID to the Campus Store, and your permit will be issued. Stickers should be placed in the bottom right corner of the rear window, when facing the rear of your car. Student parking spaces are designated with white lines, while employee parking spaces are designated by yellow lines. Parking is not allowed in grass, on curbs, or along roadways. If you are driving a temporary vehicle for a day or longer please phone the Campus Police at 240-500-2312 for authorization and instruction.

WebAdvisor

WebAdvisor is the personal administrative site for HCC students. Here are just some of the things you can do on WebAdvisor:

- Register for classes
- Check open and closed courses
- See your financial aid balance
- Print a copy of your schedule
- Make a payment on your account
- Access your grades
- Add/drop classes
- Submit a request to change major
- Withdraw from classes before deadline

WebAdvisor can be accessed by clicking on the orange box on the left side of the HCC home page. Your username is your first initial, middle initial, last name, ex: John Paul Doe would be jpdoe. Your password is your 7 digit Student ID number. Be sure to include the "0" at the beginning of your ID number. The first prompt will be to change your password, then just follow directions to find your information. If you need help with this process, contact the Student Help Desk at 240-500-2891.

Student Email

New students are notified by mail about how to open their student email account. Your instructors will communicate with you through email, so it is important to set up your free HCC email account before your classes start. Email accounts are typically able to be accessed 24 hours after you register for classes.

Files and email messages created or stored on equipment or media owned by Hagerstown Community College are the property of the College. Users are cautioned that files or email messages stored on College equipment are not private. The College may monitor, audit, and review files, directories, and

communications to maintain system integrity and to ensure that equipment and systems are used in accordance with College policies and applicable federal and state laws.

To log into your email account, go to www.hagerstowncc.edu/current-students/email. Your username is your first initial, middle initial and last name, your password is your seven digit Student ID number.

Moodle

Moodle is a course management system/e-learning program used by HCC for the majority of online and hybrid classes and as a Web-enhancement for some face-to-face courses. *Not all instructors or courses will use Moodle.* Your instructor will tell you if he/she has a Moodle course site for you to access. For help getting started with Moodle, you can reference the *Moodle joule Student Guidebook* at <http://hcc.mrooms3.net/mod/book/view.php?id=281>.

Further Moodle assistance can be reached by calling 240-500-2587 or emailing at distlearn@hagerstowncc.edu

Campus Emergency Alert

To help keep you better informed in the event of a campus emergency, HCC uses a notification system that enables you to receive urgent text messages through your cell phone and email messages to your HCC email account. These alerts include weather-related campus closings. Depending on your personal cell phone plan, there may be a nominal fee from your carrier to receive text messages, but there is no charge from the college to use the service. You must be registered to receive these messages. Go to www.hagerstowncc.edu/emergency to register.

Student Services Directory

ADMINISTRATION

Dr. Guy Altieri ASA-100
President Ext. 2233
SC
Dr. Donna Rudy Ext. 2301
Dean of Student Affairs SC
Tina Dillow SC
Student Affairs Executive Assistant Ext. 2526

ADMISSIONS, RECORDS AND REGISTRATION

ASA Building Ext. 2238
Monday, 8:30 a.m.-8:00 p.m.
Tuesday-Thursday, 8:30 a.m.-6:30 p.m.
Friday, 8:30 a.m.-4:30 p.m.
Jennifer Haughie, Director

ADVISING

ASA Building
Walk-ins Only
Monday, 8:30 a.m.-8:00 p.m.
Tuesday-Thursday, 8:00 a.m.-6:30 p.m.
Friday, 9:30 a.m.-4:30 p.m.
Extended hours are listed as published in the
credit class schedule
Mike Martin, Coordinator Ext. 2242
Angie Auldridge Ext. 2518
Chris Baer Ext. 2575
Monica Hutchins Ext. 2435
Jeff Leister, Career Counselor Ext. 2286

ATHLETICS

ARCC Ext. 2451
Monday-Thursday, 7:00 a.m.-10:00 p.m.
Friday, 7:00 a.m.-6:00 p.m.
Saturday, 8:00 a.m.-Noon
Robert Myers, Athletic Director
Amy Sterner, ARCC Coordinator

CHILDREN'S LEARNING CENTER

ASA Building Ext. 2322
Monday-Friday, 7:00 a.m.-6:00 p.m.
Teresa Kitchen, Director

DISABILITY SUPPORT SERVICES

ASA Building
Jaime Bachtell, Coordinator Ext. 2273

FINANCE

ASA Building Ext. 2220
Monday, 8:30 a.m.-8:00 p.m.
Tuesday-Thursday, 8:30 a.m.-6:30 p.m.
Friday, 8:30 a.m.-4:30 p.m.
David Bittorf, Director

FINANCIAL AID

ASA Building Ext. 2473
Monday, 8:30 a.m.-8:00 p.m.
Tuesday-Thursday, 8:30 a.m.-6:30 p.m.
Friday, 8:30 a.m.-4:30 p.m.
Carolyn Cox, Director

FITNESS CENTER

ARCC Ext. 2478
Monday-Thursday, 8:00 a.m.-7:00 p.m.
Friday, 8:00 a.m.-6:00 p.m.
Thomas Burge, Coordinator

INTERNSHIP EDUCATION

ASA-800 Ext. 2260
Bonnie Owens, Advisor

JOB TRAINING STUDENT RESOURCES

ASA Building
Lisa Mowen, Coordinator Ext. 2392
Jill Dennison Ext. 2493
JoAnna Shank Ext. 2392

SCHEDULING AND STUDENT SERVICES LAB

ASA-900
Monday, 8:30 a.m.-8:00 p.m.
Tuesday-Thursday, 8:00 a.m.-6:30 p.m.
Friday, 9:30 a.m.-4:30 p.m.
Extended hours are listed as published in the
credit class schedule

STUDENT ACTIVITIES

SC
Spring, Fall: Monday-Thursday, 8:30 a.m.-9:00 p.m.
Friday, 8:30 p.m.-4:30 p.m.
Summer: Monday-Friday, 8:30 a.m.-4:30 p.m.
Heather Barnhart, Coordinator Ext. 2225

TEEN PARENT PROGRAM

ARCC-124 Ext. 2329
Maria Spinnler, Coordinator

WELCOME DESK

ASA Building Ext. 2609
Monday, 8:30 a.m.-8:00 p.m.
Tuesday-Thursday, 8:00 a.m.-6:30 p.m.
Friday, 8:30 a.m.-4:30 p.m.

Abbreviations:

ARCC: Athletic, Recreation and Community Center
ASA: Administration and Student Affairs Building
SC: Student Center

Student Services

Academic Advising

Academic advisement and career planning are included in the services offered to all HCC students. Members of the staff are regularly available for day and evening students on a walk-in basis (appointments can be made in some instances). An academic advisor may be reached via phone at 240-500-2240, or via email at advise@hagerstowncc.edu. An academic advisor is also available on selected Saturdays according to a published schedule. Students are initially referred to an advisor for the purpose of planning an academic program. Faculty advisors also are available within each instructional division. For more information, visit www.hagerstowncc.edu/academics/advisement.

Students are also able to receive assistance from the Welcome Desk staff and student advisors located in the Administration and Student Affairs Building. The Welcome Desk staff and student advisors can assist students with basic information, including scheduling questions and the use of WebAdvisor.

Academic Testing Center

The Academic Testing Center is located on the third floor of the Learning Resources Center, Room 322 and provides the following services:

- Testing for HCC students who need to take make up tests, testing for Internet courses, and other testing for faculty as needed. No appointment is necessary.
- Placement testing is administered to students who are seeking a degree or certificate, who are taking their first

English or math course, or who are enrolling in a course with an English or math prerequisite. Students with scores greater than 550 in math and/or critical reading on their SATs or 21 in math and/or English on their ACTs are exempt from placement testing. There is no fee for HCC students, and testing is done on a walk-in basis or by scheduling an appointment online. There is a fee for students testing for another institution or for all retesting. Please refer to the HCC website for the current fee structure.

- Exams for other institutions. Each exam requires a fee payable to HCC. An appointment is required.
- CLEP Testing (for more information go to www.collegeboard.com/clep). Each examination requires a fee payable to CLEP and a fee payable to HCC. An appointment is required.
- DSST (DANTES) Testing, (go to www.getcollegecredit.com for more information). Each examination requires a fee for DSST and a fee to HCC. An appointment is required.

**DANTES will pay the CLEP or DSST fee for active military personnel.

Please refer to website for current fee structures.

Please note that photo identification is required for *all* testing. Students must follow the guidelines and rules of the center at all times. These rules are listed on the website.

For additional questions please visit the website at www.hagerstowncc.edu/testing or call the testing center at 240-500-2398, or email testingcenter@hagerstowncc.edu.

Campus Store

The HCC Campus Store is located in the Student Center. In addition to all of the new and used textbooks and school supplies you will need for HCC classes, there is a wide variety of merchandise ranging from computers and computer software to snacks, greeting cards, gift items, event tickets, and HCC apparel and book bags. The store also provides HCC parking stickers, once you have completed your online registration at: <http://www.hagerstowncc.edu/student-services/parking-permit-request-form>.

Beginning fall semester, 2012, the HCC Campus Store's regular hours will be:

Monday - 8:30 a.m.-8:00 p.m.

Tuesday-Thursday - 8:30 a.m.-6:30 p.m.

Friday - 8:30 a.m.-4:30 p.m.

Extended store hours are provided at the start of each semester allowing for weekend hours and additional evening hours during registration and book buyback. These hours of operation are posted outside the Campus Store entrance or may be obtained by phoning 240-500-2271 or by email at hccstore@hagerstowncc.edu.

Purchases may be made using cash, Visa, MasterCard, or Discover.

Bulletin Boards and Flyers

The posting of materials for display in the buildings must be approved by the Student Activities Office, located in the Student Center. Postings must follow the guidelines published on the College's website at www.hagerstowncc.edu/student-life and are posted on each board. Please limit the posting of flyers to one per bulletin board. Taping any type of material to doors or walls is not permitted. Flyers that are

generated by the College do not need to be approved by the Student Activities Office. For information about posting notices, contact the Student Activities Office at 240-500-2225.

Bus Service

The Washington County Commuter provides bus service to the College between 6:45 a.m. and 5:45 p.m. The bus stop is located in front of the LRC. The bus stops at HCC at 15 minutes before each hour. Bus schedules are available in the Student Center. Students are entitled to reduced fares if they present a valid Student ID. For additional information, call 240-313-2750.

Child Care

HCC's child care facility, the Children's Learning Center, is open year-round from 7:00 a.m. to 6:00 p.m., Monday through Friday. Full- and part-time child care is offered for children ages 2 to 5 years. Children must be enrolled for a minimum of two half-days per week. The center offers a child-centered preschool curriculum, taught by degreed teachers and support staff. Students have priority in enrollment and reduced fees. Students must pre-register for child care before the semester begins and must be registered for at least six credits (fall and spring semesters; three credits summer) to qualify for the student child care rates. The Children's Learning Center also serves as a learning laboratory for college students interested in working with young children. Visit the center, located in the Administration and Student Affairs building, or call 240-500-2322 for information about cost, schedules, and how to apply for child care.

Disability Support Services

HCC provides reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and its amendments. All accommodations are based upon documentation that must be provided by a licensed or certified professional. It is the student's responsibility to identify him/herself to the Disability Support Services Office by calling 240-500-2530 to schedule an intake appointment at least two weeks prior to the start of classes.

Finance

The Finance Office is located in the Administration and Student Affairs Building and offers convenient hours for students to make payments or inquiries on their account. Student workers may also fill out payroll documents or inquire about their wage payments. There is also a payment drop box located outside of the finance office for students to make safe and secure payments after hours. Students are encouraged to register and pay on-line via WebAdvisor if eligible. Students may also sign up for the FACTS payment plan at the Finance Office or online at www.hagerstowncc.edu (click on the paying for college link and then go to the finance page and FACTS sign-up). Students should always remember to pay attention to the important payment and refund deadlines posted in the schedule, on-line, and outside of the Finance, Registration, and Financial Aid Offices.

Financial Aid

Financial Aid, located in the Administration and Student Affairs Building, consists of grants, loans, scholarships, and employment opportunities, available to help students

pay for the cost of attending HCC. Federal and Maryland state aid is available to students who qualify. Use Financial Aid TV, a free service to find short answers to your question about financial aid and paying for college. <http://hagerstowncc.financialaidtv.com>. To determine eligibility students are required to complete the Free Application for Federal Student Aid (FAFSA) at the following Web address: <http://www.fafsa.gov>.

The Opportunity Fund is an institutional scholarship with flexible guidelines. Preference is given to those students who demonstrate a contribution to student life at the college and maintain a 2.5 grade point average. Applications are available on the Hagerstown Community College - Financial Aid website. For information, contact Student Activities at 240-500-2225.

HCC Foundation Scholarships are usually awarded to students in financial need and who show scholastic promise. The Foundation offers a number of scholarships each with its own criteria and dollar amounts. Details about each scholarship and the application are available on the HCC website. Email the office at fmaid@hagerstowncc.edu or call 240-500-2473.

Food Services

HCC has four options for dining on campus with a wide range of offerings and varying hours:

The Valley Eatery is in the upper level of the Career Programs Building. The home of the "Hawk Sub," the Valley Eatery offers breakfast, cold and hot salad bars, HCC's signature sandwiches and subs.

Spring and fall semester hours:

Monday-Thursday, 7:30 a.m.-3:00 p.m.
Friday, 7:30 a.m.-1:30 p.m.

Summer semester hours:

Monday-Friday, 8:00 a.m.-1:30 p.m.

The Hilltop Grill, located in the Student Center, offers grab-n-go selections for breakfast, lunch and dinner. This is a great option when your time is limited.

Spring and fall semester hours:

Monday-Thursday, 8:00 a.m.-8:30 p.m.

The Courtside Café is located in the ARCC lobby. The café offers sandwiches and light refreshments, and is only open for athletic events.

Food for Thought is an HCC in-house catering service. All requests for catering service must be made at least fourteen days prior to any event. For more information, contact the Catering Coordinator, 240-500-2281.

Information Technology

Information Technology at Hagerstown Community College provides state-of-the-art computing services to students and staff. There are 444 student and instructional lab computers on campus, running a variety of operating systems, software, and applications. The lab machines are managed by tracking the software setup and configuration each faculty member requests and installing the software on each lab computer using imaging capabilities.

Hours of Open Lab Operation

Students should check posted signs to see the schedule of open lab hours between terms.

While classes are in session:

- Monday-Thursday,
8:00 a.m.–10:00 p.m.

- Friday, 8:00 a.m.–4:00 p.m.

During Fall and Spring semester(s):

- Saturday, 8:00 a.m.–1:00 p.m.

Services Available

Student aides and a lab technician, as well as all staff resources in the Information Technology Department are available to students and staff. Software services available include: web browsing, email, word processing (Microsoft Word), spreadsheets (Microsoft Excel), typing programs, computer programming (COBOL, Pascal, C++, etc.), and much, much more.

Internships

Internships are a great way to gain experience in your field of study, develop a competitive edge over others in the job market, and network with professionals in your chosen industry. Students who have completed 50% of the program requirements and have a minimum GPA of 2.0 may be eligible to complete an internship. The internship application is online at: <http://www.hagerstowncc.edu/student-services/internships-clinical-education> and due one month prior to the start of the semester. Contact Bonnie Saunders at 240-500-2260 or basaunders@hagerstowncc.edu for more information.

Job Search

Find a job, create a resume, design a portfolio, discover interview tips, and much more on HCC's College Central Network (CCN) at www.collegecentral.com/hagerstown.

Job Training Student Resources

The Job Training Student Resources (JTSR) office, located in the Administration and Student Affairs Building, is dedicated to providing support services to low-income, independent students (determined at the student's completion of the Free Application for Federal Student Aid) who are in career programs. The goal of the JTSR office is to provide support services during the student's training to help students be successful. Some of the services offered to JTSR students are supplemental financial assistance with books, tuition/fees and costs of childcare and transportation. Call 240-500-2392 or email JTSR@hagerstowncc.edu to make an appointment.

Learning Centers

HCC's four Learning Centers are unique academic resource centers committed to providing high quality experiences and a caring environment to help students improve their academic performance.

The Learning Centers are places where students study and complete assignments. Small group study sessions may be conducted by instructional staff, tutors, or peer students. In addition, all tutoring takes place in the appropriate subject learning center. Learning tools include:

- Computers
- Scientific calculators
- Internet and Moodle access
- Textbooks
- Audiovisual material
- Study guides
- Practice tests

Computer Learning Center (ATC-212)

The CLC is an open lab for all HCC students enrolled in computer technology classes. Come on over to work with peer tutors on tricky IST or programming assignments or just to practice computer skills for personal use.

Math Learning Center (STEM-103)

The MLC is an open lab for all credit-level mathematics students. Stop by to complete online or paper-based homework assignments, to receive help and guidance with your Mathematics course, or just to study for an upcoming test.

Science Learning Center (STEM-408)

The SLC is an open lab for all students taking courses in the Science disciplines: Biology, Chemistry, Physics, and Physical Science. We provide a variety of services on a drop-in basis to help students improve academic performance.

Student Success Center (LRC-346)

The SSC is designed to assist ALL students seeking successful completion of their programs at HCC. From Study Halls to Skills Labs in English or Math to just "open lab," the SSC provides a variety of services on a drop-in basis to help students improve academic performance. Tutoring for accounting, foreign languages, and other subjects may also be available in the SSC.

For more information, call 240-500-2560, or email learningcenters@hagerstowncc.edu.

It is anticipated that all learning centers will be consolidated in the new Learning Support Center Building in January 2013. Please check the HCC website for up-to-date information in the Spring 2013 semester.

Library

The William M. Brish Library, located on the second floor of the Learning Resource Center, houses over 50,000 volumes including books, art prints, audio, and video recordings. The Library subscribes to nearly 200 magazines, journals, and newspapers.

The Library's online catalog allows students and staff to locate material available in the library. Thirty-five online databases, over 28,000 e-books and over 7,000 streaming videos provide access to material such as magazine articles, newspapers, books, artwork, multimedia and many other research materials. Access is available on campus or remotely. Links to the catalog and the databases are available through the library's website at www.hagerstowncc.edu/library.

The library has over 70 computer workstations available for student research, including a 27-seat lab. These workstations have access to the Internet, Microsoft Office 2010 and library resources. The lab is reserved as a quiet study area for students and contains course-specific software. There is no charge for printing. Several types of assistive technology are available for those with physical or learning disabilities.

Assistance and instruction in using the library or any of its resources is available at all times the library is open. The library maintains the Reserves Desk, which circulates course related material assigned by instructors. Textbooks for many courses are available for short-term use. A copier and scanners are also available.

Students may reserve one of two group study rooms for quiet study or group projects. The rooms can be reserved for a maximum of 4 hours per day. Please see library staff for more details.

Material may be borrowed from the library by bringing your valid HCC identification card and the material to the Circulation Desk.

General library hours throughout the year are:

Monday-Thursday, 8:30 a.m.–7:00 p.m.
Friday, 8:30 a.m.–4:30 p.m.
Intersession hours and closed dates are available on the library's website www.hagerstowncc.edu/library/about.

Mail Center Services

The Mail Center, located in the Career Programs Building, Room 138, offers students the opportunity to purchase stamps, weigh and mail pre-wrapped packages via USPS or UPS, and fax within the US for 50¢ per sheet. Payments can be made via cash or checks at time of service. The Mail Center is open Monday through Friday from 8:30 a.m. - 4 p.m. All USPS packages depart the campus at 1 p.m. daily and the deadline for outgoing UPS packages is 2:30 p.m. For more information, contact Bill Hudson, 240-500-2227.

Recycling

ALL HCC students and employees are encouraged to join in the recycling efforts on campus. There are blue containers in each building for recyclable products.

Recycling Reminders

1. No trash in the recycling bins. Empty any liquids before recycling, and rinse if possible.
2. Plastic recycling is mainly soda, water, and juice bottles. If you clean food containers first, then items like frozen dinner platters or yogurt

containers can be recycled.

3. Hard plastic items such as are found on many things from CD cases or pens, are generally composites and not just plastic, and should not be placed in the recycling bins.
4. Likewise, flimsy plastic like Saran wrap or plastic bags tend to blow around or get tangled. These items are best recycled at a local grocery store, which usually collects bags.

Registration

All new students must meet with an Academic Advisor before registering for classes. Advisors are available on a walk-in basis in the Administration and Student Affairs building. All students must register online via WebAdvisor, HCC's online scheduling tool. Welcome Desk workers and Registration staff are available to assist students with online registration. Students can make changes to their class schedules through WebAdvisor as long as they meet published deadlines. Students can seek assistance with registration for non-credit as well as credit courses at the Office of Admissions and Registration and online.

Seniors (60 and over)

Seniors are encouraged to take part in all programs at HCC, and special rates are charged to Maryland residents age 60 and over. To enroll in credit classes, tuition is free and the senior citizen pays a \$25 administrative fee, a \$25 registration fee, and an \$11 per hour college fee. Course fees are charged where applicable. The Senior Citizen tuition policy is subject to change.

Social Networking Sites

The Public Information Office at HCC maintains pages on Facebook (www.facebook.com/hagerstowncc) and Twitter (www.twitter.com/hagerstowncc) as a way to provide announcements and information on upcoming events and activities, as well as to provide a forum for open discussion among students, faculty, staff, and the community. All content and posts are bound by the terms of use of the specific social networking site, HCC's Guidelines for Social Networking, HCC's Employee Code of Conduct, HCC's Code of Student Conduct, and HCC's Acceptable Computer Usage Policy. Content submitted by individuals does not necessarily reflect the thoughts or opinions held by the college. HCC officials have the right to remove any content deemed to be offensive, inappropriate, of a harassing or threatening nature or comments that could be construed as defamation of character. HCC also has the right to block posts from fans or followers who violate these guidelines. To learn more about HCC's social networking guidelines, go to www.hagerstowncc.edu/about-hcc/social-networking.

Student Center

This facility provides a variety of services for the students at HCC. Students can relax or study in the Hilltop Grill or out on the patio, get something to eat, check email at the computer stations, and watch TV or play video games in the game room. The center has conference rooms for HCC student groups to use for meetings or study sessions. There is also literature and resources for smoking cessation and other health concerns available.

The building also houses the Dean of Student Affairs, Campus Store, Student

Government Association office, the HCC ID room, TRiO, and the Student Activities Office.

Student Worker Positions

Positions are available on campus for credit students who are taking at least six credit hours per semester. You may view open positions on the HCC website under www.hagerstowncc.edu/human-resources/student-jobs or you may visit the Human Resources office, located in the ASA Building, Room 700.

Transcripts

Release of student transcripts to educational institutions and other agencies is in accordance with The Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. A student must submit a signed request for an official transcript to be released. There is a 24-hour waiting period for official transcripts. Student copies of academic transcripts can be obtained in person by presenting a photo ID to the staff in the Records Office. Forms are available to download online at www.hagerstowncc.edu or in the Records Office. There is a limit of ten transcripts per semester.

TRiO: Student Support Services Project Success

TRiO Student Support Services at HCC is an exciting new program designed to help the student who has a low income, is first-generation, or has a disability. This federally funded TRiO Student Support Services program offers academic advising, trips to 4-year colleges and universities, tutoring, workshops, the TRiO Study Center where text books, calculators, and computers are available, tickets to cultural

events, volunteer experiences, financial and academic advising, mentoring, grant-aid scholarship, and more. Students admitted as a participant must be pursuing an associate's degree or be enrolled in a certificate program at HCC. Normal hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. To complete an application or for more information about the program or upcoming events, visit the offices located in the Student Center Room 131B, call Laura Barnes at 240-500-2659, or visit www.hagerstowncc.edu/trio to apply online.

The TRiO Student Support Services grant is intended to aid students in achieving their personal, educational, and financial goals. HCC received the \$1.1 million dollar TRiO grant in fall 2010. Funds are distributed over a five-year period with 68 percent financed through federal sources, which amounts to \$219,988 per year, and 32 percent financed through non-government sources, which amounts to \$69,863 for the first year, and \$219,998 for the next four years.

Veterans' Affairs

The Veterans' Affairs Office provides assistance to Veterans and Reserve Students, Deceased Veteran Dependents, and Disabled Veterans in applying for and obtaining Veterans' Educational Benefits. If you are using these benefits or you think you may be eligible for these benefits contact the Veterans' Affairs Office. Any change in degree program or the number of dependents, a veteran's address, and the number of courses or credits should be reported to the Veterans' Affairs Office located in the Records Office, in the Administration and Student Affairs building, ASA-403 or call 240-500-2239.

Waltersdorf-Quad Area

This outdoor gathering area is located in the center of HCC's main instructional buildings and adjacent to the STEM Building plaza. It includes stone wall seating areas, outdoor classroom space,

walkways, flowering trees and plants, outdoor lighting, and Wi-Fi connectivity. It provides an essential place for students to study, meet and interact, both academically and socially, as they make their way across campus.

HCC Services for VETERANS

HCC's enhanced services for veterans help to make the transition from military duty to the college classroom less stressful.

HCC offers:

- Over 100 Programs of study, many of which are short-term
- Flexible course schedules including online and off-campus classes
- One-on-one academic advisement
- Financial aid opportunities
- Disability support services
- Tutoring services
- College credit for military experience
- Free access to HCC Fitness Center and personalized workout assessment/program
- Student Veteran's Club

For more information:

www.hagerstowncc.edu/admissions/application-process/veterans

Veteran's Benefits:

Gloria Hughes, 240-500-2239, gjhughes@hagerstowncc.edu

Veteran's Fitness Plan:

Thomas Burge, 240-500-2478, tkburge@hagerstowncc.edu

Veteran's Club Advisor:

Bo Myers, 240-500-2367, rtmyers@hagerstowncc.edu



Where to go for Assistance

Information Needed	Resource	Location	Extension
Absences from Classes	Instructor (Emergency— Dean of Students)	SC-129	240-500-2301
Add-Drop	WebAdvisor/Registration	ASA	240-500-2238
Admissions	Admissions Office	ASA	240-500-2238
Alumni Services	Alumni Coordinator	LRC-303	240-500-2346
Athletics	Athletic Director	ARCC-210	240-500-2367
ATM Machine	Student Center	SC Lobby	240-500-2225
Bills/Tuition/Fees	Finance Office	ASA	240-500-2220
Books and Supplies	Campus Store	SC	240-500-2271 240-500-2482
Bus Schedules	Student Activities	SC-135	240-500-2225
Campus Events	Student Activities	SC-135	240-500-2225
Campus Police	Learning Resource Center	LRC-129	240-500-2312
Career Counseling	Career Advisor	ASA-607	240-500-2466
Change of Student Info	Registration Office	ASA	240-500-2238
Change of Major	Academic Advisor	ASA	240-500-2240
Child Care	Children's Learning Center	ASA	240-500-2322
Clubs and Organizations	Student Activities	SC-135	240-500-2225
Copying Machines	Library	LRC	240-500-2237
Course Reserves	Library	LRC	240-500-2237
Disabled Students	Disability Services Coordinator	ASA-902	240-500-2273
Email Account	Student Help Desk		240-500-2891
Employment for Students	Human Resources	ASA-700	240-500-2589
Fax Machine	Mail Center	CPB-138	240-500-2300
Financial Aid	Financial Aid Office	ASA	240-500-2473
Food Services			
<i>Valley Eatery</i>	Career Programs Building	CPB	240-500-2281
<i>The Hilltop Grill</i>	Student Center	SC	240-500-2345
GED Information	Adult Education	LRC-348	240-500-2313
General Information	Information Center	ASA	240-500-2530
Grade Change	Instructor		
Graduation Application	Dean of Students Office	SC-129	240-500-2526
Gymnasium Information	Athletic Offices	ARCC-214	240-500-2451
<i>Hawk</i> (Student Newspaper)	Advisor	ATC-134	240-500-2204
Health Concerns	Fitness Center	ARCC	240-500-2478
Honor Society - PTK	Advisor	CPB-170J	240-500-2658
Information Desk	Admin Bldg - Lobby	ASA	240-500-2609
Internship	Internship Education	ASA	240-500-2260

Where to go for Assistance (continued)

Information Needed	Resource	Location	Extension
Lost and Found	Campus Police/Security	LRC-129	240-500-2312
Moodle	Learning Technologies	LRC-134	240-500-2378 240-500-2587
Non-Credit Classes	Continuing Education	CPB	240-500-2236
Parking Sticker	Campus Store	SC	240-500-2271
Placement Exam	Academic Testing Center	LRC-322	240-500-2305
Registration Information	Registration Office	ASA	240-500-2238
Scholarships and Loans	Financial Aid Office	ASA	240-500-2473
School Supplies	Campus Store	SC	240-500-2271
Stamps	Mail Center	CPB-138	240-500-2300
Student Government	SGA Officers	SC-134	240-500-2272
Student ID Cards	Student Activities	SC-134	240-500-2225
Testing	Academic Testing Center	LRC-322	240-500-2305
Transcript Request	Records Office	ASA-403	240-500-2239
Tutoring	Student Success Center	LRC-346	240-500-2560
Vending Machines	ARCC, ATC, CLR, CPB, LRC		240-500-2271
Veterans Certification	Records Office	ASA-403	240-500-2239
Voter Registration	Student Success Center	LRC-346	240-500-2560
Vouchers	Finance	ASA	240-500-2220
WebAdvisor	Student Help Desk		240-500-2891
Withdrawal from Classes	WebAdvisor/Registration	ASA	240-500-2238

Abbreviations:

ARCC	Athletic, Recreation and Community Center
ASA	Administration and Student Affairs Building
ATC	Advanced Technology Center
CPB	Career Programs Building
LRC	Learning Resource Center
SC	Student Center



Student Activities

Student Activities: Get Involved!

The Student Activities Office at Hagerstown Community College offers opportunities that allow a student to develop through social, intellectual, leadership, and extra-curricular experiences. Involvement in student activities may be in a leadership role or strictly participatory, depending on the student's level of interest.

The Student Activities Office is located in the Student Center. The office can be a useful resource for information and materials on a variety of social, leadership, and educational topics.

A major goal of the office is to design extra-curricular opportunities that help students achieve their highest level of personal and academic success. If you have an idea for an activity, event or program, please contact the Student Activities Coordinator at 240-500-2225.

Keeping up with Events

The easiest way to get involved is to keep up with what's happening on campus. Here are some ways to find out about upcoming activities:

- Bulletin boards located in all buildings
- Events calendar on HCC's website: www.hagerstowncc.edu
- Electronic sign at the entrance to campus
- Emails sent out by the Student Activities Office
- Monthly Club Newsletter
- HAWK online newspaper

Twitter:

www.twitter.com/hagerstowncc

Facebook:

www.facebook.com/hagerstowncc

Student Government Association

Mission Statement

To serve the college community by creating an environment in which relationships and unity are cultivated; resulting in a strong sense of pride while accurately identifying the perspectives and needs of students.

SGA is the student voice on campus

The SGA is a vehicle for involvement in the college and acts as the official student representative body. The Student Government Association serves as the voice of the student body on issues concerning campus life and participates in shaping policies and student regulations.

All credit students, both full- and part-time, can be members of the SGA. This governing body was created to enhance the quality of student life and the success of students through participation in social, cultural, educational, and recreational opportunities.

Elections are conducted each spring for the executive officers. Offices include president, vice-president, treasurer, secretary and four senators. All students are encouraged to attend the monthly SGA meetings and participate in SGA events. The Student Government Association office is located in the Student Center. For additional information, email sga@hagerstowncc.edu.

Shared Governance and Decision-Making

In December 2003, the HCC Board of Trustees approved an institutional model for shared governance and decision-making. According to the model, a number of campus-wide standing committees form policy statements which are communicated widely to campus constituencies before being presented to the President and then to the Board of Trustees for approval.

Student participation is critical to the success of shared governance at HCC. The Student Government President is a member of the Governance Council which determines the issues and concerns that standing committees should address. The Student Government Vice President is a member of the Student Affairs Committee that creates policies relating to registration-oriented processes, student activities and athletics, career development, and student success. Other standing committees will consult the Student Government Association for feedback about their potential policy statements. In addition, students participate in career program advisory committees.

Waiver of Liability

Participation in College sponsored off-campus activities and certain on-campus activity is voluntary. Students wishing to participate in activities in which there is a potential risk of physical injury are expected to sign an HCC waiver of liability. While the college takes precautions to minimize potential hazards, it is each student's responsibility to take whatever safety measures are necessary to protect himself/herself.

Clubs and Organizations

The students and employees of HCC are proud of the extracurricular organizations and programs offered and feel they play an important part in developing a well-rounded student. Clubs and organizations can greatly enhance your college experience by introducing you to new interests, friends and experiences. Clubs form throughout the year, so check with the Student Activities Office for the most up-to-date list of active clubs. Campus clubs receive funding from the general college fee that you pay. Membership is open to all current HCC credit students unless otherwise noted. For information on any of the clubs listed below, or if you would like information on how to start a club, contact the Student Activities Office at 240-500-2225.

AIGA – Graphic Design Club

AIGA is the HCC student chapter of the national American Institute of Graphic Arts, Blue Ridge Chapter. Students collaborate on creative projects for the community, college and their portfolios. Throughout the academic year, members participate in and host design competitions, portfolio reviews, Adobe and professional speakers, field trips, and many other events all in the name of good design. Photographers, artists, print designers, web and video game developers and designers and all other creative-brained people are welcome.

Alternative Energy Club

The Alternative Energy Club's mission is to educate students and the public on Renewable Energy; network within

the Alternative Energy career field; and promote environmental awareness and sustainability by participating in hands-on learning, conferences, and related events.

Anime Club

Anyone from a fan to a fanatic of anime is welcome to join students with similar interests in the Anime Club. The club meets to view, discuss, draw, and do all things anime. The club is always looking for new ideas and new members, so if you're curious about anime or have suggestions for fun club events, join the club.

Art and Design Club

The Art and Design Club is for those interested in the visual and decorative media of expression. The goals are to bring art awareness to campus; to showcase student art through the fall and spring semester Student Art Shows; to produce student organized events, such as workshops, lectures, film festivals and demonstrations; and to take trips to art events, galleries, and museums.

Association of Nursing Students

The Association of Nursing Students (ANS) is open to students enrolled in the nursing program. The purpose of the ANS is to foster professionalism in nursing. ANS projects support ANS educational meetings, student expenses for continuing education seminars, community service activities, promoting the image of professional nurses, and attendance at the yearly National Student Nurses' Association Convention. Annual membership fee charged.

Black Student Union

The Black Student Union (B.S.U. Hagerstown Community College Chapter) serves all students to enrich their understanding of African-American/Black history, culture, heritage, and lifestyles.

Body and Mind Wellness Club

The Body & Mind Wellness Club exists to enhance the inner peace and physical, emotional, mental and energetic balance of students. The club meets weekly and activities include hosting speakers and participating in campus events. Members and non-members can attend the meditation sessions.

Campus Ministries

This is a non-denominational club open to all HCC students of any faith. The purpose of the club is to offer fellowship, encouragement and connection with other students. Emphasis is focused on Bible exploration, social outreach and personal growth through study and personal interaction. The club meets weekly, and special events include National Day of Prayer and holiday celebrations.

Cheer Squad

The HCC Cheerleaders perform at the men's and women's basketball games. Tryouts are held in the fall, and the season runs November to January. No prior experience is necessary.

Chess Club

The HCC Chess Club welcomes students at any level, from novice to expert. Members meet weekly during the fall and spring semesters.

Criminal Justice Club

The purpose of the Criminal Justice Club is to foster professionalism within criminal justice and to promote public awareness and interest in criminal justice procedure and in the problems encountered within the criminal justice field. The club supplies a relaxed atmosphere and activities such as trips, ride-a-longs, conference attendance, and much more.

English Club

HCC's English Club is dedicated to enhancing students' classroom studies and offering literary experiences outside of the classroom. Events such as guest speakers, field trips, and campus activities are planned throughout the year. All students are welcome to join this club, no matter your major.

Future Educators Club

The Future Educators Club is open to students interested in pursuing a career in teaching. The purpose of the club is to inform students of the requirements needed to become a highly qualified teacher. The club activities include field trips, guest speakers, conferences and demonstrations of the uses of technology in the classroom.

Gaming Club

This group holds weekly video gaming days in the Student Center and organizes video gaming tournaments. The club also travels to gaming-related activities around Maryland.

Gaming Development Club

This club exists to further develop the skills and abilities of students interested in the video game industry. Students meet in a professional setting to learn about the game industry and work together to complete projects outside the standard college curriculum. Anyone can join - writers, concept artists, modelers, programmers, musicians, sound techs, and many others are all a part of the game making process. If you enjoy playing games, or just want to be a part of the creation process, then the HCC Game Development Club is the place for you.

HCC Forensic Debate Club

Do you like to debate current events? Interested in a career in Law, Government, Policy or Social Planning? Join the Forensic Debate Club. Make a difference in a new HCC club. The club meets weekly to debate a variety of topics and will attend area events as student interest grows.

The HAWK Newspaper

The *Hawk* is the online student newspaper for Hagerstown Community College and can be found at www.hagerstowncc.edu/hawk. The mission of the *Hawk* is to enrich the college experience by bringing campus news to the HCC community while upholding journalistic integrity.

Humanitarian Club

This club will look at global issues and hold discussions, events, and activities on campus to bring awareness to the student body.

Information Technologies Association

The Information Technologies Association is comprised of computer enthusiasts. The club's goal is to further the knowledge-base of members beyond the normal academic curriculum and prepare members more aptly for careers within the technology fields. Club members enjoy fellowship, sharing ideas, and helping others with common technology issues. Students in this group help organize events such as LAN gaming marathons and CPR clinics for computers.

International Club

The International Club is for students interested in a variety of international topics. The club promotes cultural awareness and diversity on campus.

Jui Jitsu Club

The Jui Jitsu Club meets weekly to practice their skills. All skill levels are encouraged to attend.

Lacrosse Club

HCC's Lacrosse Club is an intermural group that practices on campus to keep their skills sharp.

Latin Dance Club

Students of all skill levels are encouraged to join in the fun during the weekly practices of the Latin Dance Club. Members meet weekly. Music is provided, or you're welcome to bring your own.

Leadership Club

The HCC Leadership Club has been created to support students who are interested in developing their leadership skills and working towards the MD Community College Leadership Certification. Students will develop a resume and portfolio, participate in a service-learning activity, and learn about such topics as leadership theory, project management, team building, conflict management, career/internship opportunities, etc. The club meets regularly and a variety of workshops are scheduled throughout the academic year, which are open to all students.

Math Club

The purpose of the Math Club is to further educate its members in mathematical concepts, inspire and educate others in mathematics, and to explore mathematics that exists beyond the classroom. The club coordinates and promotes activities and programs throughout the year.

National Organization for Women

The HCC NOW Club is a Campus Action Network associated with the Washington County Chapter of the National Organization for Women (NOW). NOW is the largest organization of feminist activists in the United States. The purpose is to focus on education and actions to promote equality between men and women. The key issues the HCC

NOW Club will address include but are not limited to Reproductive Health, Violence Against Women, Constitutional Equality, Promoting Diversity/Ending Racism, Lesbian Rights and Economic Justice. The club will meet every two weeks on Thursday afternoon from 1PM-2PM in the Student Government Association Conference Room during the Fall and Spring semesters.

Outdoor Adventure Club

The Outdoor Adventure Club was established to give students the chance to get outside and take advantage of the wonderful hiking, biking, rafting and rappelling (plus everything in between) adventures that our region offers. Students will gain a greater appreciation for the outdoors and also a great group of friends with similar interests.

Phi Beta Lambda

PBL, the collegiate division of Future Business Leaders of America, isn't just another student group—it gives members that opportunity to learn, travel, and grow as a business professional. Employers are looking for students with cutting-edge skills. PBL gives members the chance to gain these skills and prepares them for the “real-world” after college. Set yourself apart from the average graduate! In today's highly competitive business environment it takes more than just a degree to succeed. It requires business savvy, leadership skills, and technical knowledge. By taking advantage of the many programs that Phi Beta Lambda offers, students acquire the skills that will set them apart from the average graduate. They will be better prepared for careers, graduate school and for life!

Phi Theta Kappa

Phi Theta Kappa is an international honor society that exists to recognize and encourage scholarship, leadership, service, and fellowship among the students in two-year colleges. The Pi Theta Chapter was first established at HCC in 1968. Membership is acquired through an invitation from the chapter. The minimum GPA required for membership is 3.50 for full- or part-time students who have accrued a minimum of 12 or 15 credits, respectively.

Psychology Club: Club Mental

Club Mental promotes the practical application of psychology by encouraging community involvement, visiting psychology-related facilities, and providing related seminars for the college community. If you are a psychology major or just interested learning more about the topic, join this club. The club meets monthly.

Radiography Club

The Radiography Club is open to students interested in pursuing a career in Radiography. The Club serves as a vehicle to discuss topics relating to radiologic technology and the field of medicine. Club members participate in community, professional, and fund-raising activities.

Robinwood Players Drama Club

The Robinwood Players Theater Club is opened to students interested in the performing arts. The club's goals are to promote a better understanding of all aspects of the performing arts genre, and to foster the performing arts at

Hagerstown Community College by providing opportunities to explore, develop, create, share, and support dramatic, and musical productions.

Science Club

The Science Club promotes a better understanding of all aspects of science and provides educational activities related to science. The club sponsors field trips, guest speakers on a variety of topics, community service activities, and works closely with the science faculty to promote science education on the HCC campus and in the surrounding community.

S.O.L.O.

(Supporting Our Little Ones)

This organization is open for anyone with an interest in supporting young children. This organization does several things to enhance the environment for children: fundraisers to replace or repair equipment, purchase supplies, organize family and friend activities, and a volunteer program to come in and read to children, do an art project, or any other activity or service to benefit the children and the Children's Learning Center.

Step Team

The HCC Step Team performs during half time at the men's and women's basketball games, at special HCC events, and as requested in the community. The team meets for practices weekly. Try-outs are held at the beginning of the fall semester.

SGA Program Board

The SGA program board is the committee of students who plan campus-wide events. This is a fun group that meets once per month or more to plan, put together, and pull off the great activities offered to

HCC students, including movie nights, dances, music concerts, Welcome Back Week, Spring Fling, and more! The board is always looking for new members. Come to the SGA room in the Student Center for the meeting calendar.

Students for Creative Anachronism

15th Century culture is the focus of this very active club. Members meet weekly to practice fighting skills, learn dances and folklore, and work on weaponry, garb, and fellowship. The club travels to SCA events and holds demonstrations on campus.

Student Veteran's Club

The Student Veteran's Club was created to offer support to students who are military veterans or family members. The club holds annual events on Veteran's Day and September 11.

TRiO

The TRiO Club is focused on offering students involved with the TRiO Grant Program activities and programs that build a sense of community. The club plans field trips, attends workshops, holds fundraising events, provides community service opportunities for members as volunteers and leaders, and plans on-campus events as well. You do not have to be a TRiO participant to join.

Athletics

Organized Sports

The Hagerstown Community College athletic program includes fourteen intercollegiate sports. A list follows of sports and coaches. To participate, call

240-500-2451.

Baseball	Scott Jennings
Basketball/Men	Barry Brown
Basketball/Women	Vickey Bullett
Soccer/Men	Brian Eichelberger
Indoor and Outdoor Track/ Men and Women	Nick Snyder
Cross Country/ Men and Women	Nick Snyder
Volleyball/Women	Ann Reynolds
Softball/Women.....	Thomas Burger
Tennis/Women	Tin Ly
Golf.....	Dirk Schultz

Participation

NJCAA rules and the academic regulations of the College determine a student's eligibility to participate in the intercollegiate varsity athletic program.

Amateurism

All students who represent Hagerstown Community College in intercollegiate athletics shall have amateur status, as defined in the NJCAA Rules of Eligibility.

A student who plays on an athletic team other than his college team during the current school year becomes ineligible for intercollegiate competition in the sport concerned and remains ineligible for the rest of that season.

Any individual who signs or enters into any written or oral agreement or contract, expressed or implied, with a professional team or any representative thereof, to participate in athletics shall be ineligible to compete in intercollegiate athletics at the College.

ARCC

The Athletic, Recreation and Community Center (ARCC) is an 87,000 square foot, multipurpose facility. The ARCC provides superbly designed and equipped facilities for educational classes, recreation, and cultural/community events.

The ARCC features:

- Three hardwood floor basketball courts
- 200-meter track
- Auxiliary weight room
- State-of-the-art Fitness Center
- Locker/shower facilities
- Wide variety of sports equipment

HCC part- and full-time students may use the ARCC during operating hours. Students are required to display a current HCC student ID to use the ARCC and checkout sports equipment.

Hours are: Monday - Thursday, 7 a.m. to 10 p.m.; Friday, 7 a.m. to 6 pm; Saturday, 8 a.m. to noon
For complete information on hours of operation, activities, or special events, stop by or contact the ARCC Lobby Information Center, 240-500-2360.

Fitness Center

The ARCC houses a full fitness center for HCC students, HCC employees and their families, and the community. It offers a choice of diagnostic and fitness prescriptive programs, using a variety of exercise equipment. The center provides a complete fitness/health assessment that serves as the foundation for an individualized activity program. For additional information, students may contact Fitness Center Coordinator Thomas Burge at 240-500-2478, or tkburge@hagerstowncc.edu.

Constitution of the Student Government Association of Hagerstown Community College

(Revised May 2010)

Preamble

In order that we may better achieve our goals through education and participation in campus life, we, the Student Government Association (SGA) at Hagerstown Community College, do hereby adopt this Constitution and By-Laws under the approval and support of the students of Hagerstown Community College.

Be it known to the Hagerstown Community College Board of Trustees, Administration, Faculty, Administrative Faculty, and Professional-Technical Staff that the following are the primary objectives of the SGA.

Mission Statement

To serve the college community by creating an environment in which relationships and unity are cultivated; resulting in a strong sense of pride while accurately identifying the perspectives and needs of students.

Objectives

1. To represent to the College Administration the interests of the students attending Hagerstown Community College
2. To maintain a positive system of communication and understanding between all members of the College community
3. To ensure all rights granted to student involvement in all phases of college life
4. To uphold all rules, regulations, and privileges set forth by Hagerstown Community College
5. To promote the development of leadership skills for all students
6. To fund activities for the student population such as social, public, and cultural events, leadership training, publications, clubs and organizations, athletics, and other such services needed by students
7. To actively participate in the Hagerstown Community College Shared Governance system and abide by the Hagerstown Community College Code of Trust.

Article I: Name

The name of this organization shall be the SGA of Hagerstown Community College.

Article II: Source of Power

All power of the SGA is derived from the President and the Board of Trustees of Hagerstown Community College.

Article III: Membership

Section I: SGA

Voting membership shall be granted to any student, full and part-time, who is elected by the student body to an office and maintains a 2.5 cumulative grade point average. The elected offices of the SGA shall be the President, Vice President, Secretary, Treasurer, and four (4) Senators, at least two (2) of which must have accumulated at least twelve (12) credits.

Section 2: Clubs and Organizations

Each officially recognized club/organization, in good standing, not on probation, shall be granted one voting seat, chosen by the respective club/organization. (An individual may not vote for more than one club.)

Article IV: Executive Committee

Section 1

The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and Parliamentarian of the SGA. In the event that no person is interested in the position of Parliamentarian, duties of the Parliamentarian shall be assigned by the President to another officer and this position shall remain vacant.

Section 2

In addition to the elected officers and the Parliamentarian, four (4) Senator positions shall also be filled by the officers. Applications for these positions shall be obtained from the SGA Office. There must be a minimum of two (2) Senators who have accumulated at least twelve (12) credits by the fall semester of the term of office.

Article V: Elections

Section 1

A student wishing to run for office shall file notice with the Nominations and Elections Committee by the date specified by the Nominations and Elections Committee which shall be formed by the SGA Officers.

Section 2

The Nominations and Elections Committee shall supervise the entire election process and shall be chaired by the SGA Vice President.

Section 3

The general election shall be completed during the Spring semester, and before Spring Graduation.

Section 4

Each SGA member shall hold office for a term of one year unless the term shall terminate sooner by reason of resignation, disqualification, or removal from office. Each officer shall take office on the day following graduation.

Article VI: Qualifications

Section 1

To be eligible to run for office, a person must be registered as a student in the Hagerstown Community College Credit Division. Only students in good academic standing, with a cumulative grade point average of 2.5, shall be eligible for voting membership in the Student Government Association.

Section 2

A student must be able to fulfill requirements of the office as stated in the By-Laws.

Section 3

To run for and to hold the office of President, Vice President, Secretary, and Treasurer, a student must have accumulated twelve (12) or more credit hours from an accredited institution, by the fall semester of the beginning of the term of office.

Article VII: Quorum

Section 1

A quorum to vote and conduct official business in an Executive Committee meeting shall consist of a 50% plus one (1) person majority of the executive committee membership.

Section 2

A quorum to vote and conduct official business in a general SGA meeting shall consist of a 50% plus one (1) person majority of the active membership.

Article VIII: Resignation

All resignations of the SGA officers shall be in writing and addressed to the SGA President. Resignations shall be dated and signed. A two week notice of resignation is expected. The SGA Secretary shall notify the campus of any resignations within a week of the resignation being tendered.

Article IX: Vacancy and Change in Office

Section 1

If for any reason the President cannot complete his/her term of office, the Vice-President shall assume the office of President and complete the term.

Section 2

In the event that a vacancy occurs in any other executive committee office (Vice President, Secretary, Treasurer, Senators), the SGA will announce and publicize the openings at least two (2) weeks prior to selection of a replacement. The SGA President shall appoint a replacement, pending confirmation by the Executive Committee. Candidates for a vacancy shall possess the qualifications as required by the SGA Constitution.

Section 3

In the event that the President resigns, he/she shall give his/her notice of resignation to the Vice President. A copy of this resignation, or the resignation of any other officer, shall be given to the SGA Advisor as well.

Article X: Removal and Censure of Members

Section 1

An SGA member shall be censured upon completion of the following actions:

- A) Not attending two (2) of the regularly scheduled meetings or being derelict in their duties.
- B) A petition of 10% of the signatures of the voting membership of the SGA.
- C) A three-fourths ($\frac{3}{4}$) majority vote of the SGA voting membership.

Section 2

An Executive Committee member shall be removed from his/her position upon the completion of the following actions:

- A) Having been previously censured.
- B) Not attending a regularly scheduled meeting after the censure or being derelict in their duties.
- C) A petition of 25% of the signatures of the voting membership of the SGA.
- D) A three-fourths ($\frac{3}{4}$) majority of the voting membership of the SGA.

Section 3

The Vice President shall prosecute all cases of censure or removal of an Executive Committee member. In the case of the censure or removal of the Vice President, the President shall prosecute.

Section 4

Being derelict in one's duties shall be defined as a faultier to complete or abide by section or sub-sections as outlined by the SGA Bylaws.

Section 5

If an SGA officer fails to maintain a 2.5 cumulative GPA, he/she shall be immediately removed from his/her office.

Article XI: Amendments

Section 1

Any voting member of the Student Government Association may propose an amendment to the Constitution by presenting the proposed amendment in writing to the SGA during a regular meeting. Any member of the student body at large may present to the SGA at a regular meeting a petition of signatures of 10 percent of the student body for the purpose of amending the Constitution.

Section 2

Proposed amendments when presented to the SGA shall be allowed to rest for no longer than two weeks during which time the proposed amendment shall be posted for campus notice. During the next regular meeting of the SGA, voting action shall be decided by voting members.

Section 3

Amendments proposed by the petition to the text of these Articles shall take effect upon the affirmative vote of two-thirds of the student body. Amendments proposed by a voting member of the SGA must be voted on by three-fourths of the members eligible to vote, and be passed by a two-thirds majority of those present to be ratified.

Section 4

Passed amendments shall immediately be entered into the text of this document and shall not affect the validity of the entire document aside from the specific Article or Section amended.

Article XII: Ratification of Constitution

This Constitution was voted and approved by the Student Government Association on May 24, 1999. It shall become effective immediately upon the approval of the President and the Board of Trustees of Hagerstown Community College. This renders all previous Constitutions and Amendments null and void.

By-Laws of the Student Government Association of Hagerstown Community College

Article I: Members Duties and Responsibilities

Section 1

Duties of SGA President

The President of the Student Government Association shall:

- a) Call regularly scheduled SGA meetings.
- b) Preside at all regular and special meetings of the Association and its Executive Committee.
- c) Conduct the Student Government Association on the premises of Robert's Rules of Order, Revised.
- d) Have the power to call special meetings when necessary.
- e) Have the power to appoint members to standing committees and create special committees and appoint members thereof.
- f) Be prepared to present status reports of the Student Government Association to the Faculty Senate, College Council, and/or Board of Trustees.

- g) Delegate to the Vice-President of the Student Government Association and work with and consult him/her frequently.
 - h) See that the duties of Student Government Association and its members are performed as described in the SGA Constitution and By-Laws.
 - i) Be a member of major boards and committees.
 - j) Represent students at all important college functions.
 - k) Should have a working knowledge of parliamentary procedure and the Student Government Constitution.
 - l) Organize, delegate, and supervise without interfering. The president is always impartial.
 - m) To prepare an agenda for each meeting, with the advice of the Executive Committee.
 - n) Follow the college's policies and regulations and see that they are followed at all meetings and activities.
 - o) Serve as Vice-Chair of the Student Activities Finance Board.
 - p) Serve on the Governance Council.
- b) Be overseer of all Student Government Association Committees.
 - c) Be responsible for recruiting and appointing students to serve on college committees as requested.
 - d) Serve as an active member of the Elections and Nominations Committee.
 - e) Serve as a member of the Executive Committee.
 - f) Be responsible for posting—for campus notice—a list of standing and special committees of the Student Government Association.
 - g) Serve on the Student Affairs Standing Committee.
 - h) Serve as Vice-Chair of the Student Activities Program Board.

Section 3

Duties of SGA Secretary

The Secretary of the Student Government Association shall:

- a) Maintain the official minutes of the Student Government Association's regular, special, and Executive Committee meetings.
- b) Maintain all correspondence of the Student Government Association.
- c) Post the agenda for the next meeting of the Student Government Association at least two (2) working days before the next general meeting.
- d) Distribute copies of the minutes of the Student Government Association to all college offices, organizations, and committees.

Section 2

Duties of SGA Vice-President

The Vice-President of the Student Government Association shall:

- a) Assume all powers and responsibilities of the President of the Association in his/her absence.

- e) Maintain a current and accurate record of all motions, minutes, attendance, application for charter, and amendments to the constitution, etc.

Section 4

Duties of SGA Treasurer

The Treasurer of the Student Government Association shall:

- a) Prepare all financial records for audit upon the demand of the Executive Committee, the various other committees within the Association, or the Student Government itself.
- b) Prepare and submit a statement at each regular meeting of the Student Government Association. This report shall include:
 - 1) Expenditures
 - 2) Income
- c) Serve as a member of the Executive Alumni Board.
- d) Serve as Vice-Chair of the Student Activities Finance Board.

Section 5

Duties of SGA Senators and Club Representative

An elected representative of the Student Government Association shall:

- a) Keep in constant contact and consultation with the student body at large.
- b) Serve as a member of the Program Committee.

Article II: The Student Activities Finance Board

Section 1: Membership

The Student Activities Finance Board is an arm of the SGA; it is comprised of the Student Activities Coordinator (Chair), the SGA president and treasurer (Co-Vice Chairs). There are two Student appointees, appointed by the SGA, and two Faculty or Administrative members appointed by the President of the College. The Chair votes only in the event of a tie.

Section 2: Meetings

The Student Activities Finance Board will meet during the fall and spring to evaluate and allocate funds for that semester. They will also meet as needed throughout the fiscal year to evaluate and allocate supplemental budget requests. Meetings will be called by the Board Chairman.

Section 3: Operating Policies

1. All budget allocations run from July 1 to Dec. 31 and Jan. 1 to June 30.
2. All budget requests must be submitted to the Student Activities Coordinator and approved by the Student Activities Finance Board (SAFB).
3. Primary budget allocations for the current fiscal year will be based upon commitments to present on-going programs.
4. The extent to which a club or organization will positively impact the campus community is a major consideration in funding its activities.
5. No club or organization shall be permitted a budget allocation of more than \$1,000 for conference travel or any related travel expenses.

6. Club advisors must give approval in advance for any purchases.
7. Club Advisors need to acquire a tax exempt card from the Student Activities Office. HCC is a tax exempt non-profit, so tax will not be reimbursed for any purchases.
8. Only Club Advisors are able to request cash advances for the club, and are therefore responsible for tracking the receipts/remaining funds associated with that advance.
9. Monies will not be allocated for equipment, supplies, or programs in which the primary use is for the classroom.
10. Only earned income can be used to buy refreshments for club meetings.
11. Advisors, coaches, or full-time employees of the college will not be paid from SGA funds for contracted services rendered to student clubs or organizations. A club or organization may use earned income for this purpose.
12. Transfer of funds from one club/organization to another must be approved by the SAFB.
13. When a budget appeal or special allocation is presented to the SAFB, a club or organization representative must be present. The Board will render a decision within 30 days.
14. Clubs that do not fulfill their commitments for which they received SGA funding are subject to budget review by the SAFB.
15. Any club deemed inactive by the SAFB for at least one year will have earned income funds reverted into the SGA general fund.

Article III: Student Activities Program Committee

Section 1: Membership

The Student Activities Coordinator shall act as Chair of the Student Activities Program Committee. The SGA VP will act as Vice-Chair. Other membership is open to any and all interested students currently taking credit classes.

Section 2: Meetings

Meetings of the Student Activities Program Committee will be held before the Fall Semester and as needed throughout the academic year to plan and implement programming on campus. Clubs and organizations are encouraged to co-produce events with the Board.

Article IV: Meetings/Attendance

Section 1: SGA Meetings

The Student Government Association will have 8 meetings each academic year. The dates, times, and locations for these meetings will be determined by a majority vote of those in attendance at the Spring Leadership retreat.

The Student Government will also host two (2) evening meetings, one a semester. The attendance at these meetings by clubs is not mandatory.

Section 2: Clubs and Organizations

Clubs whose representatives are not present at Student Government Association meetings will follow this schedule (on a yearly basis):

1. Absence - Each club is allowed one excused absence. This absence may be replaced by attending an evening meeting or by submitting a written report to the SGA to be read in the club's absence.

2. Absences - Formal reprimand sent to club advisor.
3. Absences - 5% of club's original allocated funds for the following fiscal year transferred to SGA General Fund.
4. Absences - 10% of club's remaining allocated funds for the following fiscal year transferred to SGA General Fund.
5. Absences - Club will lose all allocated funds for the following fiscal year and the club charter will be revoked for the remainder of the current fiscal year.

Those clubs who do not receive allocated funds will follow the same schedule receiving reprimands for absences 2 - 4. After the fifth absence the club's charter will be revoked and they must recharter after July 1 of the next fiscal year.

All correspondence regarding the above policy must be completed within one week from the date of the absence. Failure to do so will result in the absence being nullified.

Section 3: SGA Officers

SGA Officers, including senators, and members of the Executive Committee follow this absence schedule (on a yearly basis):

1. Unexcused absence - Written warning
2. Unexcused absences - Written reprimand
3. Unexcused absences - Impeachment process begins

The SGA Advisor will determine the

validity of excused absences. Questionable absences will be reviewed by the Executive Committee.

Article V: Election Rules and Regulations

Section 1: Membership

The Nominations and Elections Committee shall handle all election procedures as are stated within the constitution and by-laws. The SGA Vice President will serve as Chair, unless he/she is a returning student. The President of the SGA will appoint two non-returning students to this committee. The Committee will work closely with the SGA Advisor.

Changes to the committee guidelines must be approved by a majority vote of the Student Government Association.

Section 2: Meetings

The Nominations and Elections Committee will meet during the Spring semester.

Section 3: Election Guidelines

The following rules have been set down by the Committee to govern the SGA elections.

Application

1. All students wishing to run for office must complete an APPLICATION FOR OFFICE. Applications will be available in the SGA Office.
2. This form must be completed and returned to the Nominations and Elections Committee before campaigning may begin.
3. After the specified deadline no additions will be made to the ballot. No write-in votes will be allowed.

Campaigning

All campaigning of candidates is subject to approval by the Nominations and Elections Committee. The following guidelines must be followed. Candidates are responsible for funding their campaign. Donations/sponsorship will not be allowed.

1. Posters and flyers may be displayed and distributed throughout the campus.
2. All printed materials must be approved by the Nominations and Elections Committee prior to posting.
3. Printed items are approved for posting on bulletin boards or for personal distribution.
4. No disfigurement of campus buildings and properties will be permitted.
5. Printed materials may not be affixed to any vehicles.
6. A candidate and their campaign team are responsible for making and posting all printed material. This material is to be removed within 2 days after the election.

Election Day(s)

1. No campaigning is allowed within 25 feet of the polls.
2. Printed campaign material is not allowed within 25 feet of the polling area.
3. Candidates or members of their campaign teams are not allowed to work at the polling place.
4. Election results will be made available expeditiously following the polling. Tallies will not be taken prior to this time.

Any refusal to abide by these guidelines could result in disqualification.

Article VI: Adoption of By-Laws

Section 1

These By-Laws were approved and adopted by the Student Government Association on May 25, 1999. They shall become effective immediately. This renders all previous By-laws and Amendments null and void.



Go Green, Save Green, Eat on Campus



Hilltop Grill in the Student Center



Valley Eatery in the Career Programs Building

Also available on campus for
organizational or group meetings is
Food for Thought catering.

For hours and menus:

www.hagerstowncc.edu/student-services/food-services

Campus Safety

Construction Updates

As improvements are made to campus, you will need to be aware of construction updates that may affect your regular parking area, walking path, or building entrance. HCC is working diligently to keep you informed about construction projects on campus. Updates can be found on the HCC website at www.hagerstowncc.edu/about-hcc/facilities.

Emergency Management and Response Plan

The safety and security of the college community are of vital concern. Hagerstown Community College is committed to providing and maintaining a safe environment for all students, employees, visitors and guests. The College will adopt reasonable and practical means to prevent, deter and respond to campus emergencies. The preparation of the Emergency Management and Response Plan (EMRP) and the allocation of resources to support the plan are part of the commitment HCC has for the College community.

In order to provide a safe environment, the College will:

- Ensure that students, employees, and others are adequately informed of the EMRP
- Provide appropriate training to the College community
- Allocate resources to provide a safe and secure campus
- Establish mental health counseling protocols
- Coordinate with local law enforcement agencies

- Maintain a balance between safety and retaining the openness of a college campus
- Provide and maintain an emergency notification system to keep everyone on campus informed of emergencies
- Identify and train an Emergency Advisory Team to respond to and coordinate responses to emergencies and disasters

Notification of Urgent News

HCC has implemented a free notification system that enables the College to send urgent news to your cellphone. Once you sign up for the service, HCC can text your phone with timely information about emergencies and campus closings. Depending on your cell phone plan and carrier, there may be a fee to receive text messages. Sign up for this service at www.hagerstowncc.edu/emergency.

HCC Siren

During an emergency on campus, the College will initiate the use of its external siren system to alert the campus of the emergency. If you hear the siren, listen to the message immediately following for directions. The urgent news notification system will also be initiated.

Behavioral Intervention Team

The College allows members of the College community to report student behavior of concern such as questionable or suspicious activities that may pose an immediate or future threat to themselves or others. There is a group of staff

called the Behavioral Intervention Team that will respond to the reports and investigate the student's behavior and intervene in a supportive fashion. This process is separate from the Code of Conduct judiciary process which deals with students who are suspected of violating established rules of conduct. A detailed explanation is published on the College website.

College Closings

(Emergencies and Inclement Weather)

When severe weather and other emergencies occur that impact classes or other campus activities, announcements are made on local radio and TV stations, posted on the College website (www.hagerstowncc.edu), posted on the official College Facebook (www.facebook.com/hagerstowncc) and Twitter (www.twitter.com/hagerstowncc) pages and noted on the College switchboard recording. Students and others who have business at HCC are cautioned to listen for specific mention of HCC being closed, since the College does not always close when weather conditions make it necessary for the Washington County Public Schools to close.

HCC holds classes at various community locations, including its Valley Mall Center, Commercial Vehicle Transportation Center at Volvo Powertrain, area high schools, and hospitals. Classes held at off-site facilities are subject to the following cancellation or delayed start procedures:

- If HCC is closed or has a delayed opening due to inclement weather, classes scheduled at off-site locations are also cancelled or delayed.
- If HCC is closed or has a delayed

opening due to an emergency situation which affects only its main campus, classes held at off-site locations will run as scheduled unless specified otherwise.

- If HCC is open and the off-site facility has issued a closing or schedule change, then HCC classes held there will follow the schedule change issued by the off-site facility.

The College does everything it can to keep the campus safe and productive during inclement weather. During periods when severe weather is forecasted, HCC officials are in regular contact with weather specialists and county and regional roads departments.

Since travel conditions are not the same for all students in the tri-state area, the College policy is to remain open, if possible, for those students who can attend during inclement weather. However, when weather conditions are so severe, HCC does close and all classes and campus activities are cancelled.

It is College policy to treat student and employee tardiness and absences very liberally on inclement weather days. All faculty and staff understand that on challenging weather days, students are not to be penalized if they are unable to make it to class or are late to arrive. In such cases, students need to contact their faculty members (preferably through email in advance of the scheduled class) indicating that they have special weather-related circumstances that prevent their attendance.

Where to look for information:

HCC Website: www.hagerstowncc.edu
 HCC Main Phone Line: 240-500-2000
 Text Message from e2Campus, sign up at
www.hagerstowncc.edu/about-hcc/campus-police/emergency-alerts
 Text Message from
 HCC Facebook page: www.facebook.com/hagerstowncc
 HCC Twitter account: www.twitter.com/hagerstowncc
 WHAG-TV

Local Radio Stations:

WARK - 1490 AM	WHAG - 1410 AM
WWEG - 106.9 FM	WIKZ - 95.1 FM
WAYZ - 104.7 FM	WINC - 92.5 FM
WCHA - 800 AM	WJEJ - 1240 AM
WCRH - 90.5 FM	WICL - 95.9 FM
WDLD - 96.7 FM	WLTF - 97.5 FM
WEPM - 1340 AM	WQCM - 94.3 FM
WFMD - 930 AM	WPPT - 92.1 FM
WFRE - 99.9 FM	WBHB - 101.5 FM

The Campus Police

The Campus Police patrol the campus and enforce all College and Maryland State traffic and parking laws. Other responsibilities include, but are not limited to:

- Fire prevention
- Emergency planning
- Crisis intervention
- Response to medical emergencies
- Security surveys
- Crime detection and prevention
- Incident reporting
- Roving patrols
- Lost and found
- Parking coordination for special functions
- Enforcement of traffic/parking laws

To help the Campus Police provide the best possible crime prevention service, timely reporting is essential. The sooner an event or incident is reported, the sooner action can be taken and a resolution obtained.

The Campus Police handle all reported information confidentially. Reports are usually available to those persons directly impacted by the report. In some cases, reports are available to other agencies. Names of suspects and/or witnesses are not released unless approved by the HCC president or mandated by law.

Please help to keep the campus safe for yourself and others by reporting any unusual or suspicious persons and incidents or any unsafe conditions. Your safety and the safety of others is everyone's job on campus-use common sense and take appropriate precautions. The Campus Police office is located in the LRC, Room 129, 240-500-2312 or 240-500-2308.

Litter on Campus

Individuals littering the campus could be subject to a fine of \$50. Students will also be subject to disciplinary action under the Code of Student Conduct. There are trash cans located at each building entrance and in the parking areas.

Lost and Found

The Lost and Found is maintained by Campus Police. The office is in the LRC Building, room 129, located near the loading dock. Each building on campus has an office where found items can be turned in or lost items reported. Those offices will forward found items to the Campus Police/Security on a daily basis. Items of value will be brought to the

attention of the Campus Police/Security who will initiate a police report for Found or Recovered Property. Found items will be held for at least 30 days before being disposed of. Items that are considered to be valuable will not be disposed of until all avenues of locating the owner(s) have been exhausted. The Campus Police/Security will maintain property sheets on all found or recovered items for which a police report is filed and those items will be stored by them. The person(s) who found the item(s) can make application to claim the item(s) in the event that the rightful owner(s) cannot be located within 30 days; a longer period of time will be required for items with a value of more than \$100.

Advanced Technology Center:
Technical Librarian's Office, ATC-130

ARCC: Assistant Director,
ARCC's Office, second floor

Student Center: Information Desk

Kepler Theater: Theater Manager's Office

Learning Resource Center:
Head Librarian's Office

STEM Building: STEM-103 or STEM-408

Parking and Traffic Regulations

Facilities and Permits

The campus map displayed on the inside back cover of this handbook shows all parking areas and the identification letter of each area. Student parking spaces are designated with WHITE lines. Any space with YELLOW lines is for Staff/Faculty and some are marked for visitors only. All vehicles must be parked inside the lined spaces, and should not be on the grass, on the curbs, or infringe on adjacent

spaces. No parking is permitted along curbs, in crosshatched areas, or in any restricted zone designated by permanent or temporary signage, or blocked off with cones or barricades.

Parking area "A" is for staff and is designated such by yellow lines.

Parking area "B" is for staff and there are some spaces for visitors and "New Student" registration. All spaces are yellow indicating not a student parking area.

Parking area "C" is designated in yellow for staff parking, but is open to student parking beginning at 5 p.m. each day.

There are restricted spaces throughout the campus for Staff/Faculty, motorcycles and handicap permit holders. Unattended vehicles blocking traffic or causing hazards are subject to a citation and being towed at the owner's expense.

All students, faculty, and staff must display an HCC parking permit on their vehicle(s) parked on campus. Permits are available at the Campus Store located in the Student Center. There is no additional charge for the permit but any vehicle without a permit will be issued a parking citation. Permits must be properly affixed to the lower right corner of the rear window. Any further questions regarding display of permits should be directed to the Campus Police at 240-500-2312.

Vehicles Parked Overnight

If vehicles will be parked overnight because of emergency circumstances or college-related business, please park in lot G and notify the Campus Police at 240-500-2312 or 240-500-2308. All other vehicles left overnight will be subject to being towed AT OWNER EXPENSE.

Traffic on Campus

Traffic on campus is closely monitored. Speed limits are clearly marked and may be controlled by radar. There are pedestrian walk areas with safe speed limits posted and motorists MUST grant the right of way to pedestrians. Stop signs and restricted parking areas are also closely monitored. Please obey all parking and traffic laws while on campus as well as when off campus.

Fines and Appeals

Fines for parking violations can be appealed or paid at the Finance Office in the Administration and Student Affairs Building. Failure to request an appeal or trial within 10 days will result in forfeiture of the right to an appeal or trial. Failure to pay the fine within the 15 day period may result in a \$25 service fee; student's grades may be held; and/or the Motor Vehicle Administration may flag the vehicle's registration. Please obey all traffic and parking laws and avoid receiving a citation.

Registered Sex Offender Information

Sex offender information can be obtained from the Maryland State Sex Offender Register (SOR). The registry can be found in the Department of Public Safety and Correctional Service Website: www.dpscs.state.md.us/sor/

Smoking and Tobacco Regulations

Smoking Policy

Smoking any type of cigarette, cigar, or pipe within any building or structure owned, leased, operated, or controlled by the College is prohibited and is a

violation of STATE LAW. Smoking is prohibited in front of building entrances and is only permitted on parking lots and at designated smoking areas on campus. A violation of this policy is subject to a fine of \$50 and/or disciplinary action by the College.

Enforcement of Smoking Policy

It is the responsibility of all faculty, staff, and students to enforce the College's smoking policy. Students who continually disobey the smoking policy of the College will be subject to fines and may receive disciplinary sanctions through the Code of Conduct judiciary process.

Sale of Tobacco Products

The sale or distribution of tobacco products, to include cigars, cigarettes, pipe tobacco, or chewing tobacco is prohibited on any property owned or controlled by Hagerstown Community College.

Annual Security Report

In accordance with the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” the Campus Police/Security prepares an Annual Security Report. The full report may be viewed by visiting the College web page at www.hagerstowncc.edu and clicking on link “About HCC.” A hard copy of the report may be obtained by contacting 240-500-2312.

The following statistics are for reportable crimes occurring on the main campus and non-campus buildings.

Crime Statistics

Reportable Crimes	On Campus Building/Property			Non-Campus** Building/Property			Public Property*		
	09	10	11	09	10	11	09	10	11
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offense									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	2	0	0	0	0	0	0
Vehicle Theft	0	0	2	0	0	0	0	0	0

* Statistics Public Property are obtained from other law enforcement agencies for enumerated crimes occurring in areas reasonably contiguous to the college campus but not part of the campus.

** Statistics for Non-Campus Building/Property are those enumerated crimes occurring in or on buildings or property owned or controlled by the college or a student organization officially recognized by the college, and is not within the same reasonably contiguous geographic area of the college.

Following are the number of arrests for crimes listed occurring on campus or non-campus buildings:

Crimes	09	10	11
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Possessions	0	0	0

Following are the number of arrests on public property for the listed crimes:

Crimes	09	10	11
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Possessions	0	0	0

Following are the number of persons referred for disciplinary action for violation of listed crimes:

Crimes	09	10	11
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Possessions	0	0	0

Hate Crimes on Campus

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	09	10	11	09	10	11	09	10	11	09	10	11	09	10	11	09	10	11
	Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense																		
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes Non-Campus Building/Property

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	09	10	11	09	10	11	09	10	11	09	10	11	09	10	11	09	10	11
	Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense																		
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes Public Property

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	09	10	11	09	10	11	09	10	11	09	10	11	09	10	11	09	10	11
	Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense																		
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



PHI THETA KAPPA HONOR SOCIETY

The honor society that creates leaders!

What is Phi Theta Kappa?

Phi Theta Kappa is an international honor society that encourages and recognizes scholarship, leadership, service, and fellowship opportunities for students in two year colleges. HCC's chapter was first established in 1968. Members receive a wide variety of benefits. For those who are succeeding or willing to succeed today and in the future, Phi Theta Kappa is perfect for you!



It's simple to join!

- Earn a GPA of 3.5
- Full time students need 12 credits
- Part time students need 15 credits
- Receive a membership invitation
- Register online
- AND YOU'RE IN!

Why Phi Theta?

Members enjoy many benefits, including

- PTK transfer scholarships
- Access to collegefish.org
- Recommendation letters
- Gold diploma seal
- Five Star competitive edge
- PTK graduation regalia
- Career resource center

Advisors:

Sherry Donovan - skdonovan@hagerstowncc.edu

Jennifer Szczesniak - jsszczesniak@hagerstowncc.edu

2012-13 President:

Richard Howe

Learn more about PTK at www.ptk.org

Policies and Regulations

Student Policies

A complete listing of academic policies and regulations can be found in the College catalog. Other policies that are directly related to students are published on the College website under Student Services. You can access the text of the complete policy by indicating the highlighted title. These policies include:

- Acceptable Computer Usage Policy
- Anti-Discrimination Policy
- Communicable Disease Policy
- Family Educational Rights and Privacy Act
- Free Speech and Demonstration Policy
- Involuntary Course Withdrawal Policy
- Parking and Traffic Policy
- Sexual Harassment Policy
- Student Drug and Alcohol Abuse Policy

Student Drug and Alcohol Abuse Policy

I. Statement of The College:

The College, recognizing that drug and alcohol abuse present serious threats to individual health and community safety, strives to maintain a campus free from the illegal use and abuse of alcohol, and from the use, possession or distribution of illegal drugs. Drugs and Alcohol will not be allowed to interfere with student learning or extracurricular activities

The College strictly enforces state and federal laws that prohibit illegal drug and alcohol use, such as the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Community Act Amendments of 1989, and the drug and alcohol abuse policies of the Maryland Higher Education Commission.

All HCC students are covered by this Drug and Alcohol Abuse Policy. Some College programs or activities, such as nursing or intercollegiate

athletics, may have additional “drug free” requirements externally and/or internally imposed on students.

II. Definitions:

A. Alcohol means alcohol, brandy, whiskey, rum, gin, cordial, beer, ale, porter, stout, wine, cider, and any other spirituous, vinous malt or fermented liquor, liquid, or compound, by whatever name called, containing one half of one percent or more by alcohol by volume, which may be ingested.

B. Drug

 means:

1. Substances recognized in the official United States Pharmacopoeia, official homeopathic Pharmacopoeia of the United States, or official National Formulary, or any supplement to any of them; and
2. Substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; and
3. Substances (other than food) intended to affect the structure of any function of the body of man or other animals; and
4. Substances intended for use as a component of any article specified in clause 1, 2, or 3 of this paragraph; but does not include devices or their components, parts, or accessories.

C. Drug

 includes:

1. A controlled dangerous substance that is regulated under the Maryland Controlled Dangerous Substances Act;
2. A prescription medication used or dispensed improperly or in contradiction to the prescription; or
3. A chemical substance when used for unintended and harmful purposes.

III. Notification:

Students will receive a copy of the HCC Alcohol and Drug Policy annually. In addition, the College conducts a biennial review to determine the effectiveness and consistent enforcement of the policy.

IV: Health Risks/Referral Services:

Alcohol and illicit drug use poses many health risks. Such use may result in: impaired judgment and coordination; physical and psychological dependence; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information, psychosis and severe anxiety; unwanted or unprotected sex resulting in pregnancy and sexually transmitted diseases, including AIDS; and injury and death. Information about health risks associated with alcohol and drugs may be found in the Student Activities Office.

Students may receive therapeutic intervention through referral of the Dean of Student Affairs or designee. In addition, Washington County Hospital Behavioral Services, the Washington County Health Department, and Brook Lane Health Services are community resources that provide treatment for alcohol and other drug related issues. These resources also maintain current lists of area programs such as Alcoholics Anonymous, Al-Anon, Narcotics Anonymous, and Marijuana Anonymous.

V: Alcohol/Drug Policy—Student Violations:

This policy prohibits students from participating in the unlawful manufacture, distribution, dispensing, possession and/or use of a controlled substance. Also, all students are expected to honor the College's policy of prohibiting the provision of alcoholic beverages at student events and activities held on campus. The definition of campus includes all locations where HCC classes are offered.

VI: Exceptions:

For special campus events that are designed for an audience other than students, the President reserves the right to determine if alcohol may be served. Also, students of legal drinking age who participate in College sponsored activities off-campus may be permitted to drink alcohol;

however, college funds will not be used to purchase alcoholic beverages. At these types of events, strict controls will be enforced in order to prevent student underage drinking and irresponsible use of alcohol by students who are of legal drinking age.

VII: Federal, State and College Imposed Penalties:

Students who violate this policy shall be disciplined through the Code of Student Conduct process. Possible sanctions include disciplinary probation, suspension, or expulsion from the institution. The College may also refer student violations to appropriate law enforcement authorities for criminal prosecution as it pertains to violation of State and Federal law.

Code of Student Conduct

All HCC students in every academic program fall under this code of conduct. Some academic programs may have supplemental behavioral codes with additional requirements.

1. Basic Principles

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, at other College sites, and in the community. The student rights of free inquiry and free expression are indispensable to the learning experience and to participation in an academic community. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of the community.

Students are expected to exercise their freedom with responsibility. The College has established rules relating to academic integrity and behavior that students must follow so the teaching/learning process is not disrupted. Students are expected to produce work that is the product of their own learning and academic effort and will

sign a pledge to that effect. Grades and degrees must represent honest work and accomplishments. If a student chooses not to abide by these rules and expectations, s/he may lose the privilege of attending Hagerstown Community College.

By the same token, students are also subject to all laws of the community, which are implemented by law enforcement officers. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law.

2. Student Bill of Rights

- A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of Maryland apply to all students.
- B. Students have a right to pursue appropriate opportunities for learning in the classroom, on the campus, and in the community that are provided by the College. They should expect faculty to evaluate their performance objectively based on academic criteria, not on opinions or conduct in matters unrelated to academic standards unless that conduct violates College regulations or the Code of Conduct.
- C. Students have the right to learn in an environment in which academic integrity is valued and practiced.
- D. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory College rules and regulations regarding time, place, and manner.
- E. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and College staff.
- F. Students shall have access to their educational records and the College will protect student educational records from dissemination or transferability without a student's consent. In this regard, it is College policy to comply fully with the provision and regulations of the Family Educational Rights and Privacy Act (FERPA) of 1974.
- G. Students have the right to an impartial hearing and the right of appeal.

3. Prohibited Conduct

Academic integrity violations

- A. Cheating on placement tests, exams, tests, and quizzes. Examples of cheating include but are not limited to:
 - 1) giving or accepting unauthorized exam material or using illegitimate sources of information,
 - 2) dishonestly obtaining copies of an exam or providing or receiving information about an exam,
 - 3) exchanging information during an exam or copying from another's paper,
 - 4) using "crib sheets" or any other unauthorized aids including all electronic retrieval devices or materials during an exam, and
 - 5) taking an exam in the name of someone else.
- B. Plagiarism is the use of ideas or work of another without sufficient acknowledgment that the material is not one's own. Examples of plagiarism include:
 - 1) submitting material created by another as one's own work or including passages of another author without giving due credit, and
 - 2) submitting purchased material, in any form of communication, as one's own work.
- C. Computers should be used for academic purposes only. Examples of misuse of computers include:

- 1) illegal copying of commercial software or data protected by copyright or special license,
- 2) unauthorized access to computer files,
- 3) copying/pasting, in any form, another student's exam or homework files and submitting as one's own,
- 4) planting viruses on local or network drives, and
- 5) sharing one's own or using the account number of another to access the system.

The complete Acceptable Computer Use Policy is located on the college Website under Student Services.

- D. Unauthorized collaboration with other individuals in the completion of course assignments.
- E. Using fraudulent methods in laboratory, studio, special projects, or field work.
- F. Intentionally or knowingly helping or attempting to help another student violate any provision relating to academic integrity.

Behavioral violations on College premises or at College-sponsored or College-supervised functions

- A. Failure to comply with directions of College staff acting in performance of their duties. Refusal to show Student ID when asked by campus police. Showing disrespect toward any faculty or staff member, through actions, comments, obscene or excessively loud language.
- B. Theft, misuse, or damage to College property (including equipment, the computer network, phones, mail, and transportation), property of a member of the College community or a campus visitor.
- C. Unauthorized entry onto the property of the College or into faculty/staff offices or facilities which have been placed off limits; unauthorized presence in a College facility after closing hours.

- D. Unauthorized use of skateboards, roller blades, and scooters.
- E. Illegal possession, use, sale or distribution of alcohol, any controlled substance, street drugs, or drug paraphernalia. Being under the influence of alcohol or drugs is not permitted. The use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- F. Disorderly, lewd, or indecent behavior; or distribution of obscene or libelous written material.
- G. Mental or physical abuse, including verbal, written, or physical actions which threaten or harm individuals or which promote hatred or prejudice.
- H. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which creates an intimidating, hostile, or offensive environment and interferes with another student's or employee's rights or performance.
- I. Disruption of teaching, research, administration, or disciplinary proceedings, or other College activities, including public service functions, and other authorized activities.
- J. Children under the age of 12 who are not registered credit or noncredit students, who are not participating in an authorized college activity, or who are not attending a scheduled event shall not be left unattended anywhere on the college campus.
- K. Only properly registered students should attend scheduled classes. However, individuals including students' children, relatives or friends may accompany them to a class session with the instructor's permission.
- L. Use of cellular phones or pagers during class. Students must disengage or place devices on inaudible signal so as not to disturb or interfere with classroom activities.

- M. Occupation or seizure of College property or facilities, or participation in informal or formal assembly that threatens or causes injury to person or property. This includes activities that interfere with access to College facilities, as well as remaining at the scene of such an assembly after being asked to leave by College staff.
- N. Possession, use, and/or threat of use of firearms, weapons, incendiary devices, explosives, or the unauthorized use of any agent capable of inflicting serious bodily injury to any person on College property or at College-sponsored activity sites.
- O. The act of maliciously setting off a fire alarm or the use of any fire safety equipment.
- P. Smoking and/or the use of other forms of tobacco products in unauthorized areas.
- Q. Operation and parking of motor vehicles on HCC property in violation of College regulations.
- R. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
- S. Gambling except for approved charitable fund-raising activities.
- T. Fiscal irresponsibility such as failure to pay College-levied fees and fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.
- U. The intentional provision of false information to College officials.

4. Sanctions

The following are sanctions which may be invoked by the College for individual students, groups of students, or student organizations in cases where there has been a violation of the Code of Student Conduct. The listing is not inclusive of all options which the College may choose to exercise. The Dean of Student Affairs will maintain a record of imposed sanction(s) for behavioral violations and the Vice President of Academic Affairs will keep a record of imposed sanction(s) for academic integrity violations.

Student Sanctions:

- A. *Grade of F*: A failing grade for an assignment or for a course grade may be assigned by a faculty member for academic integrity violations.
- B. *Reprimand*: A reprimand gives official written notice to the student that any subsequent offense against the Code of Student Conduct will carry heavier penalties because of a prior infraction.
- C. *Disciplinary Probation*: A student may be placed on Disciplinary Probation when involved in a minor offense. Under Disciplinary Probation, the student is given a chance to show capability and willingness to observe the Code of Student Conduct without further penalty. If the student errs again, further action will be taken.
- D. *Restrictive Probation*: Restrictive Probation results in loss of good standing, which may limit activity in the College community. Generally, the student will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. Any violation of Restrictive Probation may result in immediate suspension.
- E. *Interim Suspension*: When a reported violation involves a reasonable concern that a safety risk exists, the Dean of Student Affairs may suspend a student immediately for an interim period pending disciplinary proceedings.
- F. *Suspension*: Suspension results in the exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time as determined by the Dean of Student Affairs or designee. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must request and obtain specific written

permission from the Dean of Student Affairs or designee before returning to campus.

- G. *Expulsion*: When expelled, a student is dismissed from campus for an indefinite period of time and loses student status. The student may be readmitted to the College only with the approval of the President.
- H. *Restitution*: Students will be responsible for paying for damaged, misused, destroyed, or lost property belonging to the College, College personnel, students, or others.
- I. *Withholding transcript, diploma, or right to register or participate in graduation ceremonies*: These sanctions can be imposed when financial obligations are not met. The student will not be allowed to register or to participate in commencement until all financial obligations are met.

- B. *Group Restriction*: College recognition is removed during the semester in which the offense occurred or for a longer period of time. While under restriction, allocated activity funds will be revoked and the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
- C. *Group Charter Revocation*: College recognition is removed for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.
- D. *Group Restitution*: Student organizations will be responsible for paying for damaged, misused, destroyed, or lost property belonging to the College, College personnel, students, or others.

Approved: Board of Trustees, 5/06

Organizations/Group Sanctions:

- A. *Group Probation*: Group probation is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

“Opportunity is missed by most people, because it is dressed in overalls and looks like work.”

– Thomas Edison

**Don't Miss the Opportunity
to be a Leader On Campus –**

Run for 2012-13 Student Government



SGA Offices:

- President • Vice President
- Secretary • Treasurer
- 4 Senators

For information and to apply, contact Heather Barnhart, SA coordinator, hbbarnhart@hagerstowncc.edu

Applications accepted 1st week of April • Elections held 3rd week of April

Student Pledge

Students will be asked to sign the following pledge before taking placement tests:

I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a member of the college community, I hold the qualities of honesty and integrity in highest regard and will not violate them nor tolerate those who do.

Hagerstown Community College Academic Integrity Incident Form

Student Name _____

Instructor Name _____

Date of Alleged Incident _____

Date of Report _____

Class _____

Nature of Incident: (Check all that apply.)

- Plagiarism
- Cheating
- Misusing/abusing computers
- Use of fraudulent methods in lab, studio, special projects, field work, etc.
- Other

Please explain the incident: _____

Outcome:

- No violation
- Mutual agreement of guilt (please explain result, e.g., rewrite paper, grade of F, etc.)
- Request for a hearing

Signatures:

Student _____ Date _____

Instructor _____ Date _____

Incident Form
2006/slk

5. Academic Integrity Violation Process

Charges of academic dishonesty on the part of a student may be reported by any member of the College community to the person responsible for the academic endeavor, hereafter referred to as the instructor.

Due process and confidentiality must be maintained throughout the procedures. An individual in violation of these tenets will be censured.

Step 1—Instructor/Student Conference

A. *The Conference*

A conference occurs between the student and the instructor to discuss an alleged violation. Possible conclusions include mutual agreement of innocence or a mutual agreement of guilt. If there

is agreement of guilt and penalty by the instructor and the student, both will sign the Academic Integrity Incident Form and the matter may be resolved at this level. The written record of the conference will be submitted by the instructor to the Vice President of Academic Affairs. The Vice President of Academic Affairs will send a letter of reprimand to the student and a copy will be placed in the student's file. The maximum penalty for the violation may not exceed a grade of "F" in the course.

B. *Request for a Hearing*

If there is no agreement between the instructor and the student regarding the occurrence of a violation or if the parties do not

Student Code of Conduct Academic Integrity Violation Procedures

Step 1

The student and instructor will meet and sign the Academic Integrity Incident Form. The instructor will submit a written record of the meeting to the Vice President of Academic Affairs who will send a letter of reprimand to the student with a copy for the student's file. The maximum penalty is an "F" in the course

Step 2

If the student and instructor cannot agree, either may submit a written request to the Vice President of Academic Affairs for a hearing before the College Hearing Board within 7 calendar days.

Step 3

The Vice President of Academic Affairs will notify the instructor and the student of the decision of the College Hearing Board. The decision is final, subject to the student's right to appeal to the President.

agree on the penalty, a request for a hearing to the College Hearing Board may be made by the instructor or the student. The request must be made in writing to the Vice President of Academic Affairs within seven calendar days after the student-instructor conference. Additionally, the Vice President of Academic Affairs may request a hearing after a review of the submitted documentation regarding incidents of a serious nature.

Step 2—Academic Integrity Hearing Process

A. *College Hearing Board Membership*

The College Hearing Board will consist of three faculty and three students. The Hearing Board will be chaired by an administrator, who will vote only in case of a tie. Every attempt will be made to follow the time lines indicated in Steps 2 and 3. However, unique circumstances may dictate otherwise and shall be determined reasonable and/or justified by the Hearing Board chair.

B. *The Hearing Procedure*

The Board will convene in a closed session no more than seven calendar days after the request for a hearing has been made to the Vice President of Academic Affairs. The student will be notified by registered or certified mail of the time and date of the hearing.

If the student wishes to have a nonlegal advisor present for the hearing, he/she will notify the Vice President of Academic Affairs in writing at least one calendar day before the scheduled hearing. A nonlegal advisor may include a spouse, parent, other relative or friend. The advisor may confer with the student during the hearing, but may not address the panel.

C. *Hearing Board Actions*

Following the presentations by the student and the instructor, the panel will vote on its decision. The panel chair will inform all parties that the Vice President of Academic Affairs will receive the decision in writing within one calendar day. Measures imposed by the College Hearing Board as disciplinary actions in proportion to the gravity of the offense follow.

a. Exoneration

If the student is exonerated, a record will be kept in the Office of the Vice President of Academic Affairs. However, no citation will be placed in the student's permanent college record, and there will be no penalty to the student.

b. Reprimand

Reprimand is a formal written statement sent to the student and placed in the student's permanent college record. With the exception of exoneration, the minimum penalty for an academic integrity violation brought before the Hearing Board is a grade of "F" in the assignment. The reprimand cites the student's inappropriate actions and indicates that any further incidents will result in suspension from the College. The reprimand will not be removed from the student's permanent file upon his/her leaving the institution, but will not be given as a college record to other agencies.

c. Suspension

Suspension means separation of the student from the College for a designated period of time. Formal written notice of this action is sent to the student and will remain a permanent part of the student's record at Hagerstown Community College. This notice will not be forwarded to other agencies.

d. Expulsion

Expulsion is the permanent dismissal from the College for Academic Integrity violations of a grave nature.

D. *Notification of Verdict*

The Vice President of Academic Affairs or a designee will notify the faculty member first and then the student within one calendar day after receiving the panel's decision. If the Vice President of Academic Affairs is unavailable, it is then the Dean of Student Affairs' responsibility to do so.

Student Code of Conduct Behavioral Violation Procedures

Step 1

Submit charges to the Dean of Student Affairs by completing an Incident Form within five work days following the incident.

Step 2

The Dean of Student Affairs shall investigate the charge.

Step 3

The Dean of Student Affairs will interview the accused student and witnesses and pursue an informal resolution.

Step 4

If the student is not satisfied with the informal resolution, s/he may request a hearing before the College Hearing Board. At that point, the Dean of Student Affairs will initiate formal charges.

Step 5

The Dean of Student Affairs will send a notice of charge by certified mail to the accused student.

Step 6

The Dean of Student Affairs will convene the College Hearing Board and set the date for the hearing within ten work days of the notification of charge to the student.

Step 7

The Dean of Student Affairs will notify the student of the decision and the findings of the College Hearing Board within ten work days. The decision is final, subject to the student's right to appeal to the President.

6. Behavioral Violation Process

A. Responsibility

The Dean of Student Affairs¹ is responsible for implementing student discipline procedures. The process shall be conducted to protect the confidential nature of the proceedings.

B. Procedural Requirements

In order to provide an orderly method for handling student disciplinary cases, the following procedures will be followed:

1. *Charges:* Any college employee, representative, or student may submit charges to the Dean of Student Affairs¹ against any student or student organization for violations of College regulations. When a student organization is charged with a violation, the organization's officers and advisor(s) will represent the organization for purposes of carrying out these disciplinary procedures. The individual(s) making the charges, herein the complainant, must complete an Incident Form within five work days² following the incident. This form is available on the College Website. If charges are brought against a College employee by a student, refer to the General Grievance Policy for Students.

The Incident Form includes:

 - a. name of the student(s) or organization involved,
 - b. name of person making the complaint,
 - c. the alleged violation of the specific standards of the Code of Student Conduct,
 - d. the time, place, and date of the incident,
 - e. names of person(s) directly involved, or witnesses to the infractions, and
- f. any other information that may be related to the incident.
2. *Investigation:* Within ten (10) work days after the charge is initiated, the Dean of Student Affairs¹ shall complete a preliminary investigation of the charge and conduct an informal hearing.

When there is evidence that the student's continuing presence on campus poses a substantial threat to the physical or emotional safety of any member of the College community, the Dean of Student Affairs¹ may suspend a student effective immediately for an interim period pending disciplinary proceedings.
3. *Informal Hearing:* At the meeting, only the Dean of Student Affairs¹ and the accused student or organization will discuss the charges and the specific standards of the Code of Student Conduct allegedly violated. If the Dean of Student Affairs¹ finds no reason to proceed, all charges will be dropped. If the complainant disagrees with this action, a final appeal can be made to the President of the College.

If the charges are not dropped, the accused may elect one of three courses of action.

 - a. The student³ may admit the alleged violation and request, in writing, that the Dean of Student Affairs take whatever action seems appropriate.
 - b. The student³ may admit the alleged violation and request a hearing before the College Hearing Board.
 - c. The student³ may deny the alleged violation, in which case a hearing will be held by the College Hearing Board.

4. *Formal Hearing:* The Dean of Student Affairs¹ will set the date, time, and location for the formal hearing and notify, in writing, all participants of the arrangements. The formal hearing shall occur within ten (10) work days after the informal hearing. Should the accused fail to appear at the formal hearing, the hearing will proceed. The accused has the right to be assisted by a non-legal advisor of his or her choice. The accused is responsible for presenting his/her own case, and the advisor is not permitted to speak or participate. The advisor may confer with the student during the hearing, but may not address the Hearing Board. The student must notify, in writing, the Dean of Student Affairs¹ regarding the presence of the advisor at least five (5) work days before the hearing.

Following the testimonies of the accused and the complainant, the Hearing Board will vote on its decision. The Dean of Student Affairs¹ will notify all parties after receiving the panel's decision.

5. *Campus Notification:* The Dean of Student Affairs¹ will provide written notification to appropriate College offices regarding any actions needed in response to the decision.

¹ or a representative acting on the Dean's behalf

² Herein, "work day" is defined as those days when the College is open for business.

³ or organization

7. Final Appeal

A student or student organization may request an appeal, in writing, of any imposed sanction to the President of the College within five (5) work days. The President will review all documentation and may conduct further inquiries. The President shall render a decision within fifteen (15) work days after the request for appeal is submitted. The decision of the President shall be final.

College Hearing Board

Purpose

The College Hearing Board is empowered to hear grievances, deliberate and determine appropriate actions.

Composition and Selection of College Hearing Board

The College Hearing Board consists of seven members for each hearing: three faculty chosen by the Vice President of Academic Affairs, three students chosen by the Dean of Student Affairs, and a chair chosen jointly by the Vice President of Academic Affairs and the Dean of Student Affairs.

General Grievance Policy for Students

Introduction

The purpose of the General Grievance Policy for Students is to provide a method of recourse to students who feel that a particular action or series of actions on the part of a Hagerstown Community College employee has violated accepted or stated institutional practices and standards. Student concerns appropriate to this policy include, but are not necessarily limited to, concerns regarding ethical and professional behavior of employees, arbitrary application of current College policies by employees, and perceived violations of accepted rights of students such as the right to free expression and the right to assemble.

Student complaints related to faculty teaching before final course grades are submitted should be addressed outside of the formal General Grievance Policy/Procedure. The student will meet first with the instructor to voice his/her complaint. If not satisfied, the student will meet with the respective academic division chair or director. If still not satisfied, the student will meet with the Vice President of Academic Affairs.

Procedures

Informal Level

The intent of the informal level is to resolve student grievances in the most equitable manner. If a student feels that his/her rights have been violated, the student should meet with the Dean of Student Affairs or his representative to discuss the grievance. The Dean of Student Affairs will conduct an investigation of the alleged charge(s). At the conclusion of the investigation, it may be appropriate for the student to meet with the employee who

allegedly violated the student's rights. The student may request the Dean of Student Affairs be present at this meeting. If resolution is reached, all proceedings will cease. If there is no resolution, the student has the right to initiate formal charges.

If the student's grievance is directed to a program area in the division of Student Affairs or to the Dean of Student Affairs, the President will appoint another College administrator to play the role of the Dean throughout the general grievance procedure.

General Grievance Procedure for Students

Step 1

The student will explain the grievance to the Dean of Student Affairs.

Step 2

The Dean of Student Affairs shall investigate the charge.

Step 3

The Dean of Student Affairs will interview the accused employee and witnesses and pursue an informal resolution. The student may be present.

Step 4

If not satisfied with the informal resolution, the student will submit a written complaint to the Dean of Student Affairs, who will distribute copies to all parties.

Step 5

The staff member and his/her supervisor will meet with the student within ten work days after receiving the written complaint. Within five work days the supervisor will inform the student in writing of the outcome.

Step 6

If not satisfied, the student will provide a written request to the Dean of Student Affairs within ten work days to convene the College Hearing Board. The Board will meet within 15 work days after receiving a copy of the student's request from the Dean of Student Affairs.

Step 7

The Dean of Student Affairs will notify the student of the decision and the findings of the College Hearing Board within ten work days. The decision is final, subject to the student's right to appeal to the President.

Formal Level

- Step 1 • The student must begin formal grievance procedures within 10 work days after the initiation of formal charges by submitting a written statement of the complaint to the Dean of Student Affairs. The statement must explain what allegedly happened, what steps have been taken prior to the submission of the

written grievance, and what action the student is requesting. The Dean will distribute copies of the grievance to the appropriate parties.

- If a student wishes to have another person present at any step of the formal procedure, he/she may request the presence of a nonlegal advisor.

Student Grade Appeal Procedure

Step 1

The student will submit a written appeal of the final grade to the faculty member within 15 work days after the grade submission deadline for faculty.

Step 3

If not satisfied, the student may write an appeal to the division chairperson within five work days after the faculty/student conference.

Step 5

If not satisfied, the student may write an appeal to the Vice President of Academic Affairs within ten work days after the division chair/faculty/student conference.

Step 7

If not satisfied, the student or faculty member may request an appeal to the College Hearing Board within five work days. The Board will meet within five work days after receiving the request.

Step 2

The faculty/student conference will occur no later than 10 work days at the start of the following semester.

Step 4

The division chairperson will schedule a conference with the student and faculty member within 10 work days.

Step 6

The Vice President of Academic Affairs will schedule a conference with the student, faculty, and division chairperson within ten work days.

Step 6

The Vice President of Academic Affairs will notify the involved parties of the decision and the findings of the College Hearing Board within five work days after receiving the decision. The decision is final, subject to the student's right to appeal to the President.

- The student will then meet with the staff member and his/her supervisor. This conference shall take place with 10 work days of the submission of the written statement. Within five work days after the conference, the student will be informed in writing of the outcome of this meeting.
- Step 2
- If a mutually satisfactory outcome is not achieved, the student may appeal the outcome to the College Hearing Board.
 - The student must submit the appeal within 10 work days. The appeal must be in writing and explain the nature of the grievance, the reason for the appeal, and include any supporting evidence. The appeal shall be submitted to the Dean of Student Affairs, who will convene the College Hearing Board within five work days.
 - The College Hearing Board shall meet to hear the appeal within 10 work days, subsequent to receipt of the student's written request. A written record shall be made of the appeal hearing.
- Step 3
- A student may submit an appeal, in writing, to the President of the College within five work days. The President will review all documentation and may conduct further inquiries.
 - The President shall render a decision within five work days after the appeal is submitted. The decision of the President shall be final.

Approved by Student Affairs Council 10/06

Grade and Academic Program Dismissal Appeal

Procedures a student shall follow to challenge the final grade assigned by a faculty member.

Policies and Procedures

In order to successfully appeal a grade, a student must offer convincing written arguments that good cause exists for mandating a change of grade. If a student fails to appeal a final grade within 15 work days from the date the grade is posted to the student's record, the student forfeits the right to appeal.

I. Cause for Grade Appeal

Each of the following reasons, if supported by sufficient written evidence, shall constitute "good cause."

- A. Assignment of a grade that is malicious and/or discriminatory. This is applicable if, in determining the grade, the professor clearly did not apply the same standards used for grading other members of the class whose work and behavior were similar to those of the appealing student.
- B. Assignment of a grade that is arbitrary and/or capricious. This is applicable if the professor apparently had no discernible rationale for arriving at the grade given.
- C. Assignment of a grade that has resulted from innocent human error. The professor reported an incorrect grade as the consequence of a mistake in computation, in recording, or in some other mechanical aspect of the grading process.

None of the following shall constitute "good cause" for the purpose of appealing a grade.

- A. Disagreement with the course requirements established by the professor.
- B. Disagreement with the grading standards established by the professor.
- C. Disagreement with the judgment of the professor in applying grading standards as long as he or she has made a reasonable effort in good faith to be fair and consistent in exercising that judgment. Good faith on the professor's part shall be assumed unless the student can offer convincing arguments to the contrary.
- D. The student's desire or "need" for a particular grade. While this sort of reason may seem compelling to the individual on the personal level, it shall not be considered "good cause" for purposes of appeal and shall not be regarded as relevant in consideration of the student's appeal. Examples of the student's need to have a higher grade include, but are not limited to, the need to graduate, to transfer course credits, gain employment or promotion, or to qualify for a more advanced course.

Step 1 The student must submit a written appeal of the final grade to the faculty member and the division chairperson. This must be done within 15 work days from the date the grade is posted to the student's record.

Step 2 The faculty/student conference will occur as soon as possible, but no later than the 10th work day of the following semester. The occurrence and outcome of the meeting will be documented by the faculty member who assigned the grade and will include the signatures of the student and faculty member. A copy of the documentation will go to both parties.

Step 3 If the appeal cannot be resolved, the student has seven calendar days after the student/faculty conference to appeal, in writing, to the division chairperson. As part of this appeal, the student is responsible for presenting documentation regarding the faculty/student conference.

II. Process for Grade Appeal

The following steps constitute the established administrative procedures for appealing a final grade. All paperwork and documentation of Steps 1 through 3 will be kept in the office of the division chairperson.

All deadlines refer to work days. It is the student's responsibility to meet the established deadlines. Failure to attend any of the scheduled meetings or the College Hearing Board hearing without reasonable justification will forfeit the student's right to appeal the grade.

If the appeal concerns a final grade given by a division chairperson, a substitute faculty will be selected to act in his/her place throughout the process.

After reviewing the written materials, the division chairperson will schedule a conference with the student and the faculty member within 10 work days. The results of the meeting will be documented and will include the signatures of all three participants. A file of all written materials will be maintained by the division chairperson. If the appeal is not resolved, the student has 10 work days from the date of the conference to appeal the grade, in writing, to the Vice President of Academic Affairs.

Step 4 At this stage, the Vice President of Academic Affairs will review a file of all written materials submitted by the division chairperson regarding the grade appeal. The Vice President will schedule a meeting with the student, faculty and division chairperson to review the materials and discuss the appeal within 10 work days. The Vice President's written decision will be rendered within three work days and must be signed by all participants.

If the student or faculty member disagrees with this decision, a request for an appeal to the College Hearing Board can be made, in writing, to the Vice President of Academic Affairs within five work days.

Step 5 The College Hearing Board will consist of three faculty and three students. The Hearing Board will be chaired by an administrator, who will vote only in case of a tie. The student will be notified via registered or certified mail, of the day and time of the hearing. The Hearing Board will convene in a closed session no more than seven calendar days after the request for a hearing has been made to the Vice President of Academic Affairs.

If the student wishes to have an advisor present for the hearing, the individual may not be an attorney and may include a spouse, parent, other relative, or friend. The student must notify, in writing, the Vice President of

Academic Affairs regarding the presence of an advisor at least one calendar day before the hearing. The advisor may confer with the student during the hearing, but may not address the Hearing Board.

Following the presentations by the student and the faculty member, the Hearing Board will vote on its decision. The Hearing Board chair will inform all parties that the Vice President of Academic Affairs will receive the decision in writing.

The Vice President of Academic Affairs will notify the student, the faculty member, and the division chairperson within five work days after receiving the Hearing Board's decision. If the Vice President of Academic Affairs is unavailable, it is then the Dean of Student Affairs' responsibility to do so.

Step 6 The student or faculty member may appeal, in writing, the decision of the College Hearing Board to the President of the College within five work days. The President will review all written documentation and may conduct further inquiries. The President will render a decision within five work days of the request for appeal. The decision of the President shall be final.

Responsibilities in the Grade Appeal Process

Student

- Submit all appeals in writing, as well as provide appropriate documentation, within established time deadlines specified in each step of the process
- Present case in person if grade is appealed to the College Hearing Board
- Inform Dean of Student Affairs that a nonlegal advisor will be present

Faculty Who Assigned the Final Grade

- Meet with student in an attempt to resolve the grade appeal and document occurrence of meeting
- Maintain and present appropriate documentation as requested throughout subsequent steps if appeal cannot be resolved with student
- Present case in person if grade is appealed to the College Hearing Board

Division Chairperson

- Maintain all written documentation of appeal, including student's reason for appeal and all paperwork, including signed documentation that meetings in Steps 1-3 have taken place
- Schedule conference with the student and faculty member who assigned the grade after reviewing all documentation to date
- If the appeal concerns a grade given by division chairperson, a substitute faculty member will be selected to act in his/her place throughout the process

Vice President of Academic Affairs

- Schedule and document the meeting with the division chairperson, faculty member, and student in Step 4
- If the appeal is filed against the Dean, an administrator will be selected to act in his/her place throughout the process
- Receive student's request for appeal to the College Hearing Board
- Consult with the Dean of Student Affairs to select an administrator to chair the College Hearing Board, as well as the three student members
- Appoint three faculty to serve on the College Hearing Board
- Schedule date and location for the Hear-

ing Board hearing. Notify Hearing Board members, faculty, and student making the appeal of date and location of appeal

- Select recorder
- Notify student, faculty member and division chairperson of the Hearing Board's decision

Dean of Student Affairs

- Consult with the Vice President of Academic Affairs in selection of the chairperson for the College Hearing Board
- Select student membership for the College Hearing Board
- Notify chairperson of the Hearing Board of the presence of a nonlegal advisor for the student at least one calendar day before the hearing
- Communicate Hearing Board decision within one calendar day to student, faculty member, and division chairperson in the event that the Vice President of Academic Affairs is unavailable

Chairperson of College Hearing Board

- Call Hearing Board to order and preside over hearing
- Inform student and faculty member of time parameters for their respective presentations
- Call for a vote; chair will vote only in case of a tie
- Submit decision in writing to Vice President of Academic Affairs within one calendar day after the hearing
- Submit final summary to Vice President of Academic Affairs within five calendar days of the hearing

College Hearing Board Members

- Ask questions for clarification during presentation by student and faculty
- Vote to keep or change the final grade

Recorder

- Take notes and may tape record hearing
- Will neither participate in discussion or vote, but may ask questions for clarification
- Will type the Hearing Board's recommendation to Vice President of Academic Affairs within one calendar day of hearing
- Will prepare and submit a summary of proceedings for the Hearing Board chair within five calendar days of hearing

Division Directors, Chairs, and Full-Time Faculty

Athletics & Leisure Studies Division

Myers, Robert “Bo” T.—*Director*
240-500-2367
Office: ARCC-210
Bullett, Vickey A.
240-500-2247
Office: ARCC-217
Burge, Thomas K.
240-500-2478
Office: ARCC
Cameron, Shannon M.
240-500-2363
Office: ARCC

Behavioral & Social Sciences / Business Division

Cade, Frances N.—*Chair*
240-500-2407
Office: LRC-117
Chaney, Mary Beth
240-500-2328
Office: LRC-107
Kowalsky, Melinda S.
240-500-2256
Office: LRC-109
McGee, Stacey M.
240-500-2523
Office: CPB-170K
Moran, Suzannah B.
240-500-2302
Office: CPB-170F
Morgan, Jeffrey A.
240-500-2223
Office: LRC-144
Pierne, James G.
240-500-2215
Office: CPB-170C
Ryan, Dan B.
240-500-2419
Office: ARCC-219
Spessard, Lori J.
240-500-2548
Office: CPB-170D

Stonestreet, Jeannine L.
240-500-2258
Office: LRC-111
Thornhill, Loretta J.
240-500-2481
Office: CPB-170G
Wine, Louise D.
240-500-2321
Office: LRC-113

Developmental Education and Adult Literacy Services Division

Schoenenberger, Dawn—*Director*
240-500-2304
Office: LRC-311
Campbell Jr., Richard D.
240-500-2545
Office: LRC-307
Cross, Sonjurae M.
240-500-2484
Office: LRC-140
Hawbecker, Carrie L.
240-500-2543
Office: LRC-138
Ketterling, Ardyce L.
240-500-2444
Office: LRC-146
Niessner, James G.
240-500-2486
Office: LRC-142

English & Humanities Division

Marschner, Joseph A.—*Chair*
240-500-2509
Office: KEP-115
Bontempo, Joan H.
240-500-2221
Office: KEP-114
Foley, Alyssa J.
240-500-2511
Office: KEP-110
Harsh, Michael G.
240-500-2253
Office: KEP-116

Johnson, Joan M.
240-500-2245
Office: KEP-113
Madron, Daniel J.
240-500-2675
Office: ARCC-219
May, Melinda B.
240-500-2297
Office: STEM-418
Miller, Amanda H.
240-500-2254
Office: KEP-111
Seward, Thomas A.
240-500-2316
Office: ATC-136
Webber, Daniel R.
240-500-2406
Office: KEP-112

Health Sciences Division

Stoops, Angela—*Director*
240-500-2397
Office: CPB-120B
Beirdneau, Jennifer L.
240-500-2205
Office: CPB-166
Buries, Devin S.
240-500-2436
Office: CPB-165
Dingle, Dawn M.
240-500-2499
Office: CPB-168
Nally, Dawn G.
240-500-2389
Office: CPB-126
Olden, Lori L.
240-500-2525
Office: CPB-167
Rowland, Melanie S.
240-500-2624
Office: CPB-127

Mathematics & Science Division

Peisen, Judith N.—*Chair*
240-500-2248
Office: STEM-526
Ashby, Elaine R.
240-500-2267
Office: STEM-427

Bidle, Theresa S.
240-500-2410
Office: STEM-416
Crawford, Thomas S.
240-500-2643
Office: STEM-524
Dove, Cynthia A.
240-500-2477
Office: STEM-419
Jozik, Paul
240-500-2250
Office: STEM-428
Karstaedt, David E.
240-500-2433
Office: STEM-421
Kessler, Paula S.
240-500-2209
Office: STEM-525
Lewis, Christopher J.
240-500-2487
Office: STEM-520
Manfre, Alicia J.
240-500-2465
Office: STEM-423
Mason, Joseph C.
240-500-2207
Office: STEM-522
Murphy, Bernard F.
240-500-2311
Office: STEM-417
Nickerson, Rosemary G.
240-500-2299
Office: STEM-426
Stein, Veronica M.
240-500-2269
Office: STEM-519
Szczesniak, Jennifer S.
240-500-2244
Office: STEM-521
Thorpe, Nancy M.
240-500-2368
Office: STEM-420

Nursing Division

Hammond, Karen S.—*Director*
240-500-2241
Office: CPB-110J
Banfre, Robin A.
240-500-2629
Office: CPB-110P

Blash, Michele L.

240-500-2529

Office: CPB-110Q

Clutz, Susan H.

240-500-2296

Office: CPB-110N

Drury, Lynn

240-500-2391

Office: CPB-110K

Kirchner, Sonja L.

240-500-2447

Office: CPB-110M

Manilla, Lori A.

240-500-2293

Office: CPB-110L

Moorman, Sandra

240-500-2617

Office: CPB-110D

Nicholson, Stephanie H.

240-500-2627

Office: CPB-110J

Weedon, Teresa M.

240-500-2393

Office: CPB-110I

Williams, Patricia C.

240-500-2303

Office: CPB-110H

Shank, Stephen P.

240-500-2536

Office: STEM-528

Smith, Ellen L.

240-500-2203

Office: ATC-120A

Valente, Anthony R.

240-500-2581

Office: STEM-515

Weil-Yates, Karen

240-500-2446

Office: ATC-204

* A complete list of regular and adjunct faculty can be found at www.hagerstowncc.edu/staff/directory.

Technology & Computer Studies Division

Spivey, Margaret C.—*Director*

240-500-2402

Office: ATC-119

Fergesen, Robert E.

240-500-2632

Office: STEM-516

Gift, Trudy M.

240-500-2214

Office: ATC-205

Maher, Sean T.

240-500-2204

Office: ATC-134

Maruszewski, David P.

240-500-2361

Office: ATC-209A

Rittler, Stephanie S.

240-500-2676

Office: STEM-429



Student Daily Planner



August

12



S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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Notes

SUNDAY

19

MONDAY

20

TUESDAY

21

WEDNESDAY

- 22** **Campus tour starting in the Student Center**
Register at studentactivities@hagerstowncc.edu

THURSDAY

- 23** **Campus tour starting in the Student Center**
Register at studentactivities@hagerstowncc.edu

FRIDAY

24

SATURDAY

- 25** **New Student Orientation**
1:00 p.m.-4:00 p.m. Kepler Theater
Register online

WEDNESDAY

- 29** Last day to add a class for first 7.5 and first 5 week session
Last day to drop a class for 100% refund for first 7.5 and first 5 week session

THURSDAY

- 30** Last day to add a class for first 10 week session
Last day to drop a class for 100% refund for first 10 week session

FRIDAY

31

SATURDAY

- |** Last day to change from audit to credit for first 5 week session
Last day to drop a class with no grade for first 5 week session

September 12



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Notes

SUNDAY

2

MONDAY

3 **COLLEGE CLOSED - Labor Day**

TUESDAY

4 **Last day to add a class for 15 week session**
Last day to drop a class for 100% refund for 15 week session

WEDNESDAY

- 5** **Last day to change from audit to credit for first 7.5 week session**
Last day to drop a class with no grade for first 7.5 week session

THURSDAY

6

FRIDAY

7

SATURDAY

- 8** **Last day to change from audit to credit for first 10 week session**
Last day to drop a class with no grade for first 10 week session

September

12



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Notes

SUNDAY

9

MONDAY

10

TUESDAY

|| 9/11 Commemoration - Student Center

WEDNESDAY

12 Classes begin for 12 week session

Club Fair 11:00 a.m.-1:00 p.m. - Valley Eatery

THURSDAY

13 Club Fair 11:00 a.m.-1:00 p.m. - Hilltop Grill

FRIDAY

14

SATURDAY

15

September 12



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Notes

SUNDAY

- 16** Last day to change from audit to credit for 15 week session
- Last day to drop a class with no grade for 15 week session

MONDAY

- 17** Last day to add a class for 12 week session
- Last day to drop a class for 100% refund for 12 week session
- Constitution Day Celebration

TUESDAY

- 18** Last day to withdraw for first 5 week session
- Last day to change from credit to audit for first 5 week session

WEDNESDAY

19

THURSDAY

20

SGA general meeting

3:00 p.m. - Student Center conference room

FRIDAY

21

SATURDAY

22

September 12



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Notes

SUNDAY

23

MONDAY

24

TUESDAY

25

WEDNESDAY

26

THURSDAY

27

Last day to change from audit to credit for 12 week session

Last day to drop a class with no grade for 12 week session

FRIDAY

28

SATURDAY

29

October

12



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Notes

SUNDAY

30 Last day to withdraw for first 7.5 week session
 Last day to change from credit to audit for first 7.5 week session

MONDAY

| Last day of classes/finals for first 5 week session

TUESDAY

2 First day of classes for second 5 week session

WEDNESDAY

3 First day of classes for second 10 week session

THURSDAY

4 Last day to add a class for second 5 week session

Last day to drop a class for 100% refund for second 5 week session

FRIDAY

5

SATURDAY

6

October

12



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Notes

SUNDAY

- 7** Last day to change from audit to credit for second 5 week session
- Last day to drop a class with no grade for second 5 week session

MONDAY

- 8** Last day to add a class for second 10 week session
- Last day to drop a class for 100% refund for second 10 week session

TUESDAY

- 9**

WEDNESDAY

10

THURSDAY

- 11** Last day to withdraw for first 10 week session
- Last day to change from credit to audit for first 10 week session
- Fall Transfer Fair - CP-211 10:00 a.m.-1:00 p.m.

FRIDAY

- 12** Fall Job Fair - Valley Mall 10:00 a.m.-2:00 p.m.

SATURDAY

13

October

12



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Notes

SUNDAY

14

MONDAY

15

Last day to change from audit to credit for second 10 week session
Last day to drop a class with no grade for second 10 week session

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

SGA general meeting

3:00 p.m. - Student Center conference room

FRIDAY

19

SATURDAY

20

Last day of classes/finals for first 7.5 week session

October

12



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Notes

SUNDAY

21 Classes for second 7.5 week session begins

MONDAY

22

TUESDAY

23 Last day to add a class for second 7.5 week session

Last day to drop a class for 100% refund for second 7.5 week session

WEDNESDAY

24

Last day to withdraw for second 5 week session

Last day to change from credit to audit for second 5 week session

THURSDAY

25

FRIDAY

26

SATURDAY

27

October

12



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Notes

SUNDAY

28

MONDAY

29 Spring registration begins

TUESDAY

30 Last day to change from audit to credit for second 7.5 week session

Last day to drop a class with no grade for second 7.5 week session

WEDNESDAY

31

THURSDAY

1

FRIDAY

2

SATURDAY

3

November 12



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Notes

SUNDAY

4 Last day to withdraw for 15 week session
Last day to change from credit to audit for 15 week session

MONDAY

5 Last day of classes/finals for first 10 week and second 5 week sessions
Last day to withdraw for 12 week session
Last day to change from credit to audit for 12 week session

TUESDAY

6

WEDNESDAY

7 **Classes for third 5 week session begins**

THURSDAY

8

FRIDAY

9 **Last day to add a class for third 5 week session**

Last day to drop a class for 100% refund for third 5 week session

SATURDAY

10

November 12



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Notes

SUNDAY

11

MONDAY

12

Last day to change from audit to credit for third 5 week session

Last day to drop a class with no grade for third 5 week session

Veteran's Day Celebration - Student Center

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

Deadline to apply for Fall Graduation

SGA general meeting

3:00 p.m. - Student Center conference room

FRIDAY

16

SATURDAY

17

Last day to withdraw for second 10 week session

Last day to change from credit to audit for second 10 week session

November 12



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Notes

SUNDAY

18

MONDAY

19

TUESDAY

20

WEDNESDAY

21 NO CLASSES; COLLEGE CLOSSES AT NOON For Thanksgiving

THURSDAY

22 COLLEGE CLOSED for Thanksgiving

FRIDAY

23 COLLEGE CLOSED for Thanksgiving

Last day to withdraw for second 7.5 week session

Last day to change from credit to audit for second 7.5 week session

SATURDAY

24

November

12



S	M	T	W	T	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

Notes

SUNDAY

25

MONDAY

26

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

Last day to withdraw for third 5 week session

Last day to change from credit to audit for third 5 week session

FRIDAY

30

SATURDAY

1

December 12



S	M	T	W	T	F	S
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Notes

SUNDAY

2

MONDAY

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TUESDAY

4

WEDNESDAY

5

THURSDAY

6

FRIDAY

7

Last day of classes for 12 week session

Holiday Dinner and Concert with Mark Rust

Contact Student Activities to register

SATURDAY

8

December 12



S	M	T	W	T	F	S
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Notes

SUNDAY

9

MONDAY

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TUESDAY

11

WEDNESDAY

12

THURSDAY

13

FRIDAY

14 **Last day of classes/finals for 15, second 10, second 7.5,
and third 5 week sessions**

SATURDAY

15

December 12



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Notes

SUNDAY

16

MONDAY

17

TUESDAY

18

WEDNESDAY

19

THURSDAY

20

FRIDAY

21 **COLLEGE CLOSSES AT NOON. Will reopen January 2, 2013**

SATURDAY

22

December

12



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Notes

SUNDAY

23

MONDAY

24

TUESDAY

25

WEDNESDAY

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THURSDAY

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FRIDAY

28

SATURDAY

29

January

13



S	M	T	W	T	F	S
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Notes

SUNDAY

30

MONDAY

31

TUESDAY

1

WEDNESDAY

2 COLLEGE REOPENS

THURSDAY

3

FRIDAY

4

SATURDAY

5

January

13



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Notes

SUNDAY

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MONDAY

7

TUESDAY

8

WEDNESDAY

9

THURSDAY

10

FRIDAY

11

SATURDAY

12

New Student Orientation

10:00 a.m.-1:00 p.m. - Student Center

Register online

January

13



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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Notes

SUNDAY

13

MONDAY

14 Spring classes begin for 15, first 10, first 7.5, and first 5 week sessions

TUESDAY

15

WEDNESDAY

- 16** Last day to add classes for first 7.5 and first 5 week sessions
Last day to drop a class for 100% refund for first 7.5 and first 5 week sessions

THURSDAY

- 17** Last day to add classes for first 10 week session
Last day to drop a class for 100% refund for first 10 week session
SGA general meeting
3:00 p.m. - Student Center conference room

FRIDAY

18

SATURDAY

- 19** Last day to change from audit to credit for first 5 week session
Last day to drop a class with no grade for first 5 week session

January

13



S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
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Notes

SUNDAY

20

MONDAY

21 COLLEGE CLOSED - Martin Luther King Day
MLK Diversity Celebration
1:00 p.m.-3:00 p.m. - Kepler Theater

TUESDAY

22 Last day to add classes for 15 week session
Last day to drop a class for 100% refund for 15 week session

WEDNESDAY

23 Last day to change from audit to credit for first 7.5 week session
Last day to drop a class for 100% refund for first 7.5 week session

THURSDAY

24

FRIDAY

25

SATURDAY

26 Last day to change from audit to credit for first 10 week session
Last day to drop a class with no grade for first 10 week session

January

13



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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Notes

SUNDAY

27

MONDAY

28

TUESDAY

29

Last day to change from audit to credit for 12 week session
Last day to drop a class with no grade for 12 week session

WEDNESDAY

30 **Classes begin for 12 week session**

THURSDAY

31

FRIDAY

1

SATURDAY

2

February

13



S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Notes

SUNDAY

- 3** Last day to change from audit to credit for 15 week session
- Last day to drop a class with no grade for 15 week session

MONDAY

- 4** Last day to add a class for 12 week session
- Last day to drop a class for 100% refund for 12 week session

TUESDAY

- 5** Last day to withdraw for first 5 week session
- Last day to change from credit to audit for first 5 week session

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

SATURDAY

9

February

13



S	M	T	W	T	F	S
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Notes

SUNDAY

10

MONDAY

11

TUESDAY

12

WEDNESDAY

13

THURSDAY

14 **Last day to change a class from audit to credit for 12 week session**
Last day to drop a class with no grade for 12 week session

FRIDAY

15

SATURDAY

16

February

13



S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Notes

SUNDAY

17 Last day to withdraw for first 7.5 week session
 Last day to change from credit to audit for first 7.5 week session

MONDAY

18 Last day of classes/finals for first 5 week session

TUESDAY

19 Classes begin for second 5 week session

WEDNESDAY

20 **Classes begin for second 10 week session**

THURSDAY

21 **Last day to add a class for second 5 week session**
Last day to drop a class 100% refund for second 5 week session
SGA general meeting
3:00 p.m. Student Center conference room

FRIDAY

22

SATURDAY

23

February

13



S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Notes

SUNDAY

24 Last day to change from audit to credit for second 5 week session
 Last day to drop a class with no grade for second 5 week session

MONDAY

25 Last day to add a class for second 10 week session
 Last day to drop a class for 100% refund for second 10 week session

TUESDAY

26

WEDNESDAY

27

Last day to withdraw for first 10 week session

Last day to change from credit to audit for first 10 week session

THURSDAY

28

FRIDAY

1

Deadline to apply for Spring Graduation

SATURDAY

2

March

13



S	M	T	W	T	F	S
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17	18	19	20	21	22	23
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31						

Notes

SUNDAY

3

MONDAY

4 **Last day to change from audit to credit for second 10 week session**
Last day to drop a class with no grade for second 10 week session

TUESDAY

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

SATURDAY

9

Last day of classes/finals for first 7.5 week session

March

13



S	M	T	W	T	F	S
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31						

Notes

SUNDAY

10 Spring Break Week

MONDAY

11

TUESDAY

12

WEDNESDAY

13

Last day to withdraw for second 5 week session

Last day to change from credit to audit for second 5 week session

THURSDAY

14

FRIDAY

15

COLLEGE CLOSED - Spring Break

SATURDAY

16

March

13



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31						

Notes

SUNDAY

17 Classes begin for second 7.5 week session

MONDAY

18 Summer Registration begins

TUESDAY

19 Last day to add a class for second 7.5 week session
 Last day to drop a class for 100% refund for second 7.5 week session

WEDNESDAY

20

THURSDAY

21

SGA general meeting

3:00 p.m. - Student Center conference room

FRIDAY

22

SATURDAY

23

March

13



S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Notes

SUNDAY

24 Last day to withdraw for 15 week session
 Last day to change from credit to audit for 15 week session

MONDAY

25 Last day to withdraw for 12 week session
 Last day to change from credit to audit for 12 week session

TUESDAY

26 Last day to change from audit to credit for second 7.5 week session
 Last day to drop a class with no grade for second 7.5 week session

WEDNESDAY

27

THURSDAY

28

FRIDAY

29

SATURDAY

30

April

13



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21	22	23	24	25	26	27
28	29	30				

Notes

SUNDAY

31 Last day of classes/finals for first 10 week session

MONDAY

1 Last day of classes/finals for second 5 week session

TUESDAY

2

WEDNESDAY

3 **Classes begin for third 5 week session**

THURSDAY

4

FRIDAY

5 **Last day to add a class for third 5 week session**
Last day to drop a class for 100% refund for third 5 week session

SATURDAY

6 **Last day to withdraw for second 10 week session**
Last day to change from credit to audit for second 10 week session

April 13



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Notes

SUNDAY

7

MONDAY

8 **Last day to change from audit to credit for third 5 week session**
Last day to drop a class with no grade for third 5 week session

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

13

April

13



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21	22	23	24	25	26	27
28	29	30				

Notes

SUNDAY

14

MONDAY

15

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

SGA general meeting
3:00 p.m. - Student Center conference room

FRIDAY

19

Last day to withdraw for second 7.5 week session
Last day to change from credit to audit for second 7.5 week session

SATURDAY

20

April

13



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28	29	30				

Notes

SUNDAY

21

MONDAY

22

TUESDAY

23

WEDNESDAY

24

THURSDAY

25

Last day to withdraw for third 5 week session

Last day to change from credit to audit for third 5 week session

FRIDAY

26

SATURDAY

27

April

13



S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30				

Notes

SUNDAY

28

MONDAY

29

TUESDAY

30 Last day of classes for 12 week session

WEDNESDAY

1

THURSDAY

2

FRIDAY

3

SATURDAY

4

May

13



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19	20	21	22	23	24	25
26	27	28	29	30	31	

Notes

SUNDAY

5

MONDAY

6

TUESDAY

7 **Last day of classes/finals for 15 week, second 10 week, second 7.5 week and third 5 week sessions**

WEDNESDAY

8

THURSDAY

9

FRIDAY

10

SATURDAY

11

May

13



S	M	T	W	T	F	S
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19	20	21	22	23	24	25
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Notes

SUNDAY

12

MONDAY

13

Classes begin for 15 week, first 10 week, first 7.5 week and first 5 week sessions

TUESDAY

14

WEDNESDAY

- 15** **Last day to add a class for first 7.5 and first 5 week sessions**
Last day to drop a class for 100% refund for first 7.5 and first 5 week sessions

THURSDAY

- 16** **Last day to add a class for first 10 week session**
Last day to drop a class for 100% refund for first 10 week session
Honors Convocation 7:00 p.m. - ARCC

FRIDAY

17

SATURDAY

- 18** **Last day to change from audit to credit for first 5 week session**
Last day to drop a class with no grade for first 5 week session
Commencement 9:30 a.m. - ARCC
Nursing Pinning Ceremony 1:30 p.m. - ARCC

May

13



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19	20	21	22	23	24	25
26	27	28	29	30	31	

Notes

SUNDAY

19 Adult Education Graduation 2:30 p.m. ARCC

MONDAY

**20 Last day to add a class for 15 week session
Last day to drop a class for 100% refund for 15 week session**

TUESDAY

21

WEDNESDAY

- 22** **Last day to change from audit to credit for first 7.5 week session**
Last day to drop a class with no grade for first 7.5 week session

THURSDAY

23

FRIDAY

24

SATURDAY

- 25** **Last day to change from audit to credit for first 10 week session**
Last day to drop a class with no grade for first 10 week session

May

13



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19	20	21	22	23	24	25
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Notes

SUNDAY

26

MONDAY

27 **COLLEGE CLOSED - Memorial Day**

TUESDAY

28 **Classes begin for 12 week session**

WEDNESDAY

29

THURSDAY

30

FRIDAY

31

Last day to add a class for 12 week session

Last day to drop a class for 100% refund for 12 week session

SATURDAY

|

Last day to change from audit to credit for 15 week session

Last day to drop a class for 100% refund for 15 week session

June

13



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Notes

SUNDAY

2

MONDAY

3

TUESDAY

4

Classes begin for second 10 week session

Last day to withdraw for first 5 week session

Last day to change from credit to audit for first 5 week session

WEDNESDAY

5

THURSDAY

6

FRIDAY

7

Last day to add a class for second 10 week session

Last day to drop a class for 100% refund for second 10 week session

SATURDAY

8

June 13



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Notes

SUNDAY

9

MONDAY

10 **Classes begin for 8 week session**

TUESDAY

11

WEDNESDAY

12

Last day to add a class for 8 week session

Last day to drop a class for 100% refund for 8 week session

Last day to change from audit to credit for 12 week session

Last day to drop a class with no grade for 12 week session

THURSDAY

13

FRIDAY

14

SATURDAY

15

June

13



S	M	T	W	T	F	S
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16	17	18	19	20	21	22
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Notes

SUNDAY

16 Last day to withdraw for first 7.5 and second 10 week sessions
Last day to change from credit to audit for first 7.5 and second 10 week sessions

MONDAY

17 Last day of classes/finals for first 5 week session

TUESDAY

18 Classes begin for second 5 week session

WEDNESDAY

19 **Last day to change from audit to credit for 8 week session**
Last day to drop a class with no grade for 8 week session

THURSDAY

20 **Last day to add a class for second 5 week session**
Last day to drop a class for 100% refund for second 5 week session

FRIDAY

21

SATURDAY

22

June

13



S	M	T	W	T	F	S
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16	17	18	19	20	21	22
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Notes

SUNDAY

23 Last day to change from audit to credit for second 5 week session
 Last day to drop a class with no grade for second 5 week session

MONDAY

24

TUESDAY

25

WEDNESDAY

26

Last day to withdraw for first 10 week session

Last day to change from credit to audit for first 10 week session

THURSDAY

27

FRIDAY

28

SATURDAY

29

July

13



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Notes

SUNDAY

30

MONDAY

1

TUESDAY

2

WEDNESDAY

- 3** Last day to change withdraw for 5 week session
- Last day to change from credit to audit for 5 week session

THURSDAY

- 4** COLLEGE CLOSED - Independence Day

FRIDAY

- 5**

SATURDAY

- 6** Last day of classes for first 7.5 week session

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OPERATION: GRADUATION

Important 2012-13 Dates

Graduation application deadlines:

Fall - **November 15**

Spring - **March 1**

Summer - **July 15**

2013 Commencement
Saturday, May 18
9:30 a.m.



Watch your
HCC e-mail
for graduation
information
and updates!



Find out more: www.hagerstowncc.edu/academics/graduation



Office of Student Activities
Hagerstown Community College
11400 Robinwood Drive
Hagerstown, MD 21742-6514
240-500-2225
www.hagerstowncc.edu

