

Hagerstown Community College

College Guide

2014-15 Edition



A Handbook Planner for Students



Campus Directory

Emergency Phone Numbers

Campus Police Office	240-500-2312
Campus Police Radio	240-500-2308

General Numbers

HCC Main Number	240-500-2000
Information Center	240-500-2530
Toll-Free	1-866-422-2468
TTY	240-500-2530

Administration

President's Office	240-500-2233
Vice President of Academic Affairs	240-500-2231
Dean of Student Affairs	240-500-2526

Campus Departments

Alumni and Foundation	240-500-2346
Continuing Education	240-500-2236
Human Resources	240-500-2589
Learning Support Center	240-500-2560
Learning Technology	240-500-2587
Library	240-500-2237
Maintenance	240-500-2339
Public Information	240-500-2262
Testing Center	240-500-2305
Transcripts and Academic Records	240-500-2239
Veterans Affairs	240-500-2377

Information and event dates in the Student Handbook Planner are subject to change. Visit the College website at www.hagerstowncc.edu for the most up-to-date information.



2014-2015

*Student
Handbook
Planner*

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If found, please contact:

Name: _____

Phone: _____

Email: _____

GET A *Campus* LIFE

JOIN A CLUB!



- Connect with other students who have similar interests
- Learn leadership skills
- Have an impact on campus
- Build your resume



FOR A LIST OF CAMPUS CLUBS, GO TO:

www.hagerstowncc.edu/clubs

or call the Student Activities Office for information: 240-500-2225



Welcome

Dear Students:

The entire campus 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 by being an active member of our college will serve you well for the rest of your lives. Through the superb work of the faculty we maintain a diversified and excellent curriculum and employ the latest technology in support of our teaching as well as communicating with our students. We pride ourselves on having a top-notch website and we very effectively use social media to keep all our students well informed. We are extremely 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 expanded and improved our facilities. Nearly all our instructional spaces are new and very well equipped with the latest computer technology and related components. These wonderful spaces combine with a highly prepared faculty and staff to assist you in meeting your individual educational goals. Once you complete 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 terrific education at a comprehensive community college that has something for everyone!

Sincerely,

A handwritten signature in cursive script that reads "Guy Altieri".

Guy Altieri, Ed.D.
President

A message from the 2014-15 SGA President



Greetings and Salutations,

If you are reading this, then you are the owner of a Hagerstown Community College student handbook, one of the many perks of being a student here at HCC. How you, as a student, have come to benefit from these perks is simple: you signed up for classes. The method in which this was achieved, however, could be anything from signing up as a high school student for the Middle College or ESSENCE programs, to using HCC as a stepping stone for a four year institution, to returning to the world of academia after a long hiatus. The following pages are filled with all of the conceivable motivations for attendance and it is this diversity that makes HCC what it is.

This diversity leads to the wonderful possibility of sitting at a table with a group of people aged 16-55, with a multitude of ethnic and religious backgrounds and having a civil, albeit slightly chaotic, discussion on myriad topics. This could take place within the environment of one of our 20+ clubs, or at one of the many events that the Student Government Association will organize and host throughout the year, or - and this is my personal favorite - it could just develop in an organic fashion on one of your breaks. All this is possible because of the sublime learning environment that HCC offers.

All of this—the clubs, the SGA, the staff is here to help you succeed. It will not always be easy. It is quite probable that it will become exceedingly difficult as finals approach, but it is possible. This is your adventure, ups and downs, joy and sorrow. Enjoy it!

"Congratulations!

Today is your day.

You're off to Great Places!

You're off and away!"

-Dr Seuss

SGA President,

Gerhard Klein

Math Major

Be the Change

Meet your 2014-15 Student Government Association



Diane Draper,
Vice President
*English & Theater
Major*



Kenny Peck,
Treasurer
*Cybersecurity & Network
Administration Major*



Hayley Runion,
Secretary
Biology Major

Senators



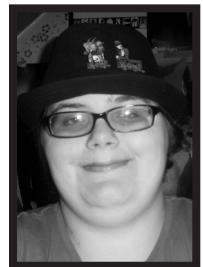
**Jeremy
Johnson**
*Physical Education
Major*



Andrew Mills
*Psychology
Major*



Kielan Shea
*General
Studies
Major*



April Welte
*Theater
Major*



You Want to See in the World

Getting Started

Student Photo Identification Card

All Hagerstown Community College credit students are required 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
- Requires a \$3 fee to replace

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
- To check 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 college-sponsored activities on and off campus
- To obtain an HCC parking sticker
- To use HCC computer labs
- To use your financial aid in the HCC Campus Store

- To use the Learning Support Center

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 online once you have registered for classes by going to the HCC website, under www.hagerstowncc.edu/parkingpermit. Bring your student ID to the Student Activities Information Desk, and your permit will be issued. Stickers should be placed in the bottom right corner of the rear window, on the outside of the glass. 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 majors
- Withdraw from classes before deadline

WebAdvisor can be accessed at www.hagerstowncc.edu/webadvisor. A short tutorial is available that will guide you through the login process. On your initial login, the first prompt will be to change your password. This is only your WebAdvisor password, it does not change your Moodle or Email passwords. If you need help, 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 and follow the directions on the website.

Moodle

Moodle is a course management system/elearning program used by HCC for the majority of online and hybrid classes. Moodle is also used in a number of face-to-face courses to enhance student learning. While many instructors choose

to facilitate online learning with Moodle, not all instructors use this program. All students enrolled in online courses are required to complete at least one examination or activity in the Academic Testing Center. Students must present valid photo identification.

You can access Moodle from the HCC website under Quick Links and Current Students. To login to Moodle, your username is the first part of your HCC email address before “@student.hagerstowncc.edu” and your password is initially set as your seven-digit HCC ID number. If you need assistance reclaiming or resetting your password, contact the HCC IT Department at hccit@hagerstowncc.edu or 240-500-2891. For further Moodle assistance, check out the Student Guidebook on the login page of the Moodle website, or contact our Learning Technology staff at distlearn@hagerstowncc.edu or 240-500-2587.

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

ADMISSIONS, RECORDS AND REGISTRATION

ASA Building 240-500-2238
register@hagerstowncc.edu
Monday-Thursday, 8:30 a.m.-6:30 p.m.
Friday, 8:30 a.m.-4:30 p.m.

ADVISING

ASA Building 240-500-2242
advising@hagerstowncc.edu
Walk-ins & Appointments
Monday-Thursday, 8:30 a.m.-6:30 p.m.
Friday, 9:30 a.m.-4:30 p.m.

ATHLETICS

ARCC 240-500-2451
bajohnson@hagerstowncc.edu
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

CAMPUS STORE

Robinwood Center 240-500-2271
hccstore@hagerstowncc.edu
Monday-Thursday, 8:30 a.m.-6:30 p.m.
Friday, 8:30 a.m.-4:30 p.m.

CHILDREN'S LEARNING CENTER

ASA Building 240-500-2322
tjkitchen@hagerstowncc.edu
Monday-Friday, 7:00 a.m.-6:00 p.m.

DISABILITY SUPPORT SERVICES

ASA Building 240-500-2273
dss@hagerstowncc.edu

FINANCE

ASA Building 240-500-2220
financeoffice@hagerstowncc.edu
Monday-Thursday, 8:30 a.m.-6:30 p.m.
Friday, 8:30 a.m.-4:30 p.m.

FINANCIAL AID

ASA Building 240-500-2473
finaid@hagerstowncc.edu
Monday-Thursday, 8:30 a.m.-6:30 p.m.
Friday, 8:30 a.m.-4:30 p.m.

FITNESS CENTER

ARCC 240-500-2478
tkburge@hagerstowncc.edu
Monday-Thursday, 8:00 a.m.-7:00 p.m.
Friday, 8:00 a.m.-6:00 p.m.

INTERNSHIP EDUCATION

ASA Building 240-500-2260
basaunders@hagerstowncc.edu

JOB TRAINING STUDENT RESOURCES

ASA Building 240-500-2392
JTSR@hagerstowncc.edu

SCHEDULING AND STUDENT SERVICES LAB

ASA Building
Monday-Thursday, 8:30 a.m.-6:30 p.m.
Friday, 9:30 a.m.-4:30 p.m.

STUDENT ACTIVITIES

STC 240-500-2225
hbbarnhart@hagerstowncc.edu
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.

TEEN PARENT PROGRAM

ARCC-124 240-500-2329
mspinner@hagerstowncc.edu

TRIO STUDENT SUPPORT SERVICES

STC-131B 240-500-2659
trioss@hagerstowncc.edu

VETERANS SUPPORT

ASA Building 240-500-2519
veterans@hagerstowncc.edu

WELCOME DESK

ASA Building 240-500-2519
Monday-Thursday, 8:30 a.m.-6:30 p.m.
Friday, 8:30 a.m.-4:30 p.m.

Departments may have extended hours at the
beginning of the fall and spring semesters.

Abbreviations:

ARCC: Athletic, Recreation and Community Center

ASA: Administration and Student Affairs Building

STC: Student Center

Student Services

Academic Advising

Services are available for each student during his/her period of enrollment at HCC. Academic advisement and career planning are included in those services. Members of the staff are regularly available for day and evening students on both a walk-in and appointment basis depending on the time of year and situation. Students can contact HCC's Information Center at 240-500-2530 for appointments and basic academic advising information or email questions to 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 developing an academic plan in his/her program, which includes completing developmental courses before reaching 24 credits. Faculty advisors also are available within each instructional division. For more information about academic advising and services provided, please visit the advising website at www.hagerstowncc.edu/advisement.

Career advisors are available to assist students who are undecided about their program of study. They can help undecided students make important educational and career decisions and learn how HCC can help facilitate their vocational goals. Additionally, Career Advising offers an assortment of career interest inventories and an online interactive career exploration and planning system. Interested students are encouraged to call the Information Center at 240-500-2530 for appointments.

For more information, visit www.hagerstowncc.edu/advisement/careers.

NOTE: 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:

- Placement testing is administered on a walk-in basis to HCC 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. Please refer to www.hagerstowncc.edu/testing for testing exemptions and the current fee structure.
- HCC faculty testing is administered for both face-to-face and online courses upon instructor request.
- Exams for other institutions are provided by appointment with appropriate approval and payment of proctor fees.
- CLEP testing is administered by appointment. For more information, visit www.collegeboard.com/clep.
- DSST (DANTES) testing is administered by appointment. For more information, visit www.getcollegedcredit.com.
- Professional examinations and certifications, such as the PRAXIS I and II, online GED, CompTIA, and ASE, are offered through ETS, PearsonVUE, and Prometric.

Please note that photo identification is required for *all* testing.

Hours of operation:
Monday-Thursday, 8 a.m.-10 p.m.
Friday, 8 a.m.-5 p.m.
Saturday, 9 a.m.-3 p.m.
Sunday, Noon-5 p.m.

For additional information, please visit www.hagerstowncc.edu/testing, call the Academic Testing Center at 240-500-2398, or email testingcenter@hagerstowncc.edu.

Campus Store

The HCC Campus Store is temporarily relocated to the Robinwood Center (beside parking lot E), during the Student Center Expansion project.

The HCC Campus Store provides everything you will need for HCC classes offering both new and used textbooks and school supplies. There is also a wide variety of merchandise ranging from computers and computer software to snacks, greeting cards, gift items, event tickets, HCC apparel and book bags.

The HCC Campus Store's regular hours are:
Monday-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-activities 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 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 a.m. to 6 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, visit www.hagerstowncc.edu/departments/childrens-learning-center 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 online via WebAdvisor if eligible. Students may also sign up for the FACTS payment plan online at www.hagerstowncc.edu/finance. Students should always remember to pay attention to the important payment and refund deadlines online, and outside of the Registration and Records counter.

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 for financial aid, students are required to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

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 finaid@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 p.m.

Friday, 7:30 a.m.-1:30 p.m.

Summer semester hours:

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

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

Spring and fall semester hours:

Monday-Thursday, 8 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.

Vending Machines

Snack and cold vending machines on campus are overseen by the HCC Food Service Department. Vending machines are conveniently located in most buildings. If you encounter problems with a machine, please notify Food Service staff in the Hilltop Grill located in the Student Center or the Valley Eatery in the Career Programs Building.

All Pepsi and Coke machines are stocked by the vendor, but managed by the Food Service Department. Please notify the Food Service Department should you encounter any issues with these machines.

Information Technology

Information Technology at Hagerstown Community College provides state-of-the-art computing services to students and staff. There are 1,000 student and instructional lab computers on campus, running a variety of operating systems, software, and applications.

Open Computer Labs

Open computer labs are located in LSC-100 as well as the library. Students should check posted signs to see the schedule of open lab hours between terms.

Student Help Desk

Students can reach the IT Help Desk by calling 240-500-2891 or emailing hccit@hagerstowncc.edu.

- Monday-Thursday,
8 a.m.–9 p.m.
- Friday, 8 a.m.–4 p.m.
- Saturday, 8 a.m.–1 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.).

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 their program requirements (major classes) and have a minimum GPA of 2.0 may be eligible to complete an internship. The internship application is online at: www.hagerstowncc.edu/internships 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

HCC provides students and alumni access to a network of employers who have job openings via College Central Network. You may search for jobs, create a resume, learn interview tips, develop a portfolio 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 Pell eligible, independent students (determined at the student's completion of the Free Application for Federal Student Aid) who are in career programs. The mission of the JTSR office is to empower adult learners to become academically successful through collaborative, individualized services and financially supportive programs that assist in enhancing opportunities to facilitate their success. Some of the services offered to JTSR students are loaner textbooks, childcare or transportation stipends, and individualized advising. Call 240-500-2392 or email JTSR@hagerstowncc.edu.

Learning Support Center

The mission of the HCC Learning Support Center (LSC) is to engage and empower students to become independent, resourceful learners. The intention is for the LSC to become a hub where students, learning support specialists, and faculty work as a team to reach common academic goals. Fostering an optimal learning environment for supplemental instruction, the LSC offers resources students/faculty rely on to impact course success levels.

The LSC provides academic support to all students taking credit and non-credit courses at HCC. The LSC professional staff has content area specialties of math, science, English, writing, business and computer technology. In addition, there are more than two dozen peer tutors with expertise in a vast array of subjects. The LSC offers individual drop-in tutoring (no appointments necessary); scheduled, peer-led small group studies; supplemental instruction; workshops; and specialized assistance with specific populations, such as TRiO: Student Support Services. Computers, scientific and graphing calculators, specialized graphics programs, science models, and technology equipment for hands-on training are available for student use. The LSC also has a growing website including an online tutoring option for writing assignments, as well as many handouts and resources for all content areas.

Both our professional staff and peer tutors encourage, inspire, motivate and enable students to develop confidence in their academic abilities. The goal of tutoring is to enable students to become independent and fearless lifelong learners.

Hours:

Monday-Thursday, 8 a.m.-10 p.m.

Friday, 8 a.m.-5 p.m.

Saturday, 9 a.m.-3 p.m.

Sunday, noon-5 p.m.

For more information, visit www.hagerstowncc.edu/lsc email lsc@hagerstowncc.edu.

Library

With over 50,000 books, 35 remote-accessible magazine and journal article databases, 120,000+ e-books, and a variety of audio and video recordings, the library

offers materials for every subject taught at the College, plus a generous number of books for recreational reading. The library also houses 37 public-access computers and can seat over 200 people throughout its space. Several types of assistive technology are available for those with physical or learning disabilities.

Materials are located by searching the library's online catalog or informational and article databases. Links to the catalog and the databases are available through the library's website www.hagerstowncc.edu/library. Physical items may be borrowed from the library by bringing them to the Circulation Desk, along with your valid HCC ID card. Off-campus access to electronic resources is limited to current faculty, staff, and students.

The library maintains a Reserves Desk, which circulates course related material assigned by instructors. Textbooks for many courses are available for short-term use and a copier is available. Students may also 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.

General library hours throughout the year are: Monday through Thursday, 8:30 a.m. – 7 p.m., Friday, 8:30 a.m. – 4:30 p.m. Intersession hours and closed dates can be viewed at www.hagerstowncc.edu/library/about.

Mail Center Services

The Mail Center, located in the Career Programs Building, room 138, offers students the same services as your local post office – allowing you to purchase stamps, weigh and mail pre-packaged items via USPS. The Mail Center also provides a UPS pickup point for outgoing

prepaid UPS packages. (Sorry, we cannot accept incoming mail or packages on behalf of students.) The Mail Center also provides fax service within the US for 50¢ per sheet. Payments can be made via cash or check at time of service. The Mail Center service counter is open Monday through Friday from 8:30 a.m. – 4:15 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 the Mail Center at 240-500-2443.

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 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 for their first semester before registering for classes. New students will receive a WebAdvisor login in their admissions letter. Advisors are available on a walk-in basis in the Administration and Student Affairs building. All students are strongly encouraged to 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, Records, 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 \$27 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 Media at HCC

The HCC Public Information and Government Relations (PIGR) Office is responsible for the maintenance and monitoring of official College accounts on several social media sites as a way to provide announcements and information about upcoming events and activities as well as to provide a forum for open discussion among students, faculty, staff, alumni, and the community. As

the administrative gatekeeper of social media, the PIGR Office is responsible for establishing, maintaining, and enforcing HCC's social media policy and guidelines as necessary.

College staff and faculty administering institutional social media accounts are expected to follow established social media guidelines and procedures. Please note that faculty, staff, and students are NOT permitted to establish their own department, program, or club social media accounts without written approval from the PIGR Office. Fans and followers of HCC's social media accounts understand that 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. Comments that contain profanity will also be deleted. For more information about HCC's social media policy and guidelines, visit www.hagerstowncc.edu/social-media.

Official College Channels

- Facebook
www.facebook.com/hagerstowncc
- Twitter
www.twitter.com/hagerstowncc
- Instagram
www.instagram.com/hagerstowncc
- LinkedIn
www.linkedin.com/company/hagerstown-community-college
- YouTube
www.youtube.com/user/hagerstownccedu
- Flickr
www.flickr.com/photos/hagerstowncc
- Foursquare
www.foursquare.com/hagerstowncc

Student Center

This facility provides a variety of services for the students at HCC. Students can get something to eat, check email at the computer stations, and watch TV or play video games in the game room. The center has a conference room 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. Students can check out laptops for use on campus.

The building also houses the Dean of Student Affairs, Student Government Association office, the HCC ID room, TRiO: Student Support Services, and the Student Activities Office.

Renovations to the Student Center will take place over the next two years. During this time, the Campus Store will be located in the Robinwood Center, and food service will be limited to grab-and-go selections. A full-service cafeteria, the Valley Eatery, is located in the Career Programs Building.

Student Worker Positions

Positions are available on campus for credit students in good standing, who are enrolled and attending HCC with at least six credit hours per semester. Students will also need to maintain a minimum 2.0 semester GPA in order to work the following semester. You may view open positions on the HCC website under www.hagerstowncc.edu/human-resources/employment 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. Transcripts are normally processed within 24 hours and can be requested via WebAdvisor. During peak periods, please allow for additional time. 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/transcripts or in the Records Office.

TRiO: Student Support Services (TRiO SSS)

TRiO: Student Support Services is a program designed to assist students in reaching their academic goals by providing personalized assistance from program entry through graduation. Students must meet at least one of three eligibility criteria (first-generation status, low-income status according to federal levels, or a documented disability) and must be pursuing an associate degree or certificate at HCC to be eligible for the program. Upon acceptance into TRiO:SSS, students will have access to academic, financial, and transfer advising, trips to four-year colleges, specialized tutoring, cultural events, and educational workshops. Additionally, program participants also have exclusive access to the TRiO:SSS study area, a quiet study space where resources such as computers, printing, reference materials, and calculators are available. Normal hours are Monday through Friday, 8:30 a.m.-4:30 p.m. To complete an application or for more information, visit the offices in Student Center, room 131B, call 240-500-2659, or visit www.hagerstowncc.edu/trioss to apply online.

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 240-500-2519. To learn more, visit www.hagerstowncc.edu/veterans.

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.



Where to go for Assistance

Information Needed	Resource	Location	Phone
Absences from Classes	Instructor (Emergency— Dean of Students)	STC-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	STC Lobby	240-500-2225
Bills/Tuition/Fees	Finance Office	ASA	240-500-2220
Books and Supplies	Campus Store	Robinwood Center	240-500-2271 240-500-2482
Bus Schedules	Student Activities	STC-135	240-500-2225
Campus Events	Student Activities	STC-135	240-500-2225
Campus Police	Learning Resource Center	LRC-129	240-500-2312
Career Counseling	Academic Advising Office	ASA-607	240-500-2466
Change of Student Info	WebAdvisor/Registration Office	ASA	240-500-2238
Change of Major	WebAdvisor/Academic Advisor	ASA	240-500-2240
Child Care	Children's Learning Center	ASA	240-500-2322
Clubs and Organizations	Student Activities	STC-135	240-500-2225
Copying Machines	Library	LRC	240-500-2237
Course Reserves	Library	LRC	240-500-2237
Disabled Students	Disability Services Office	ASA-902	240-500-2273
Email Account	Student Help Desk		240-500-2891
Employment for Students	Human Resources	ASA-700	240-500-2589
ESSENCE Program	Admissions Office	ASA	240-500-2238
Fax Machine	Mail Center	CPB-138	240-500-2300
Financial Aid	Financial Aid Office	ASA	240-500-2473
Food Services			
Valley Eatery	Career Programs Building	CPB	240-500-2281
The Hilltop Grill	Student Center	STC	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	WebAdvisor/Registration	ASA	240-500-2238
Gymnasium Information	Athletic Offices	ARCC-214	240-500-2451
Health Concerns	Fitness Center	ARCC	240-500-2478
Honor Society - PTK	Advisor	STEM-521	240-500-2244
Honors Classes	Admissions Office	ASA Building	240-500-2238
Information Desk	ASA Building - Lobby	ASA	240-500-2609

Where to go for Assistance (continued)

Information Needed	Resource	Location	Phone
Internship	Internship and Job Services Office	ASA-801	240-500-2260
Login Help	Student Help Desk		240-500-2891
Lost and Found	Campus Police/Security	LRC-129	240-500-2312
Middle College	Program Coordinator	LRC-311	240-500-2483
Moodle	Learning Technology	LRC-134	240-500-2587
Non-Credit Classes	Continuing Education	CPB	240-500-2236
Parking Sticker	Student Activities	STC-135	240-500-2225
Placement Exam	Academic Testing Center	LRC-322	240-500-2305
Police Academy	Program Director	LRC-146	240-500-2425
Registration Information	Registration Office	ASA	240-500-2238
Scholarships and Loans	Financial Aid Office	ASA	240-500-2473
School Supplies	Campus Store	Robinwood Center	240-500-2271
Stamps	Mail Center	CPB-138	240-500-2300
Student Government	SGA Office	STC-134	240-500-2272
Student ID Cards	Student Activities	STC-134	240-500-2225
Testing	Academic Testing Center	LRC-322	240-500-2305
Transcript Request	WebAdvisor/Records Office	ASA-403	240-500-2239
TRIO: SSS	Program Manager	STC-130	240-500-2659
Tutoring	Learning Support Center	LSC	240-500-2560
Vending Machines	ARCC, ATC, STEM, CPB, LRC		240-500-2281
Veterans Certification	Records Office	ASA-403	240-500-2239
Veterans Support	Registration	ASA	240-500-2377
Voter Registration	Student Activities	SC-135	240-500-2225
WebAdvisor	Information Desk	ASA-Lobby	240-500-2609
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
LSC	Learning Support Center
STEM	Science, Technology, Engineering and Math
STC	Student Center



TRiO

STUDENT SUPPORT SERVICES

TRiO: Student Support Services (SSS) at Hagerstown Community College is an exciting program designed to help students just like you. If you have a low income, are a first-generation student, or have a disability, we are here to help. As a federally funded TRiO SSS program, we provide extra support to a select group of students to help them achieve their personal, educational, and financial goals.

For more information or to apply, visit
www.hagerstowncc.edu/triosss
or stop by the Student Center, Room-131B

Go Green, Save Green, Eat on Campus



Valley Eatery in the Career Programs Building

Spring and Fall semester hours:

Monday - Thursday 7:30 a.m. - 3 p.m.

Friday 7:30 a.m. - 1:30 p.m.

Summer semester hours:

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

Hilltop Grill in the Student Center

is available for grab-and-go selections

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

*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

Student Activities

Student Activities: Get Involved!

You won't want to miss a minute of the campus life waiting for you OUTSIDE the classroom. The Student Activities Office, located in the Student Center, offers opportunities that allow you to develop into a well-rounded student. Stay connected with classmates and instructors, or meet new friends by joining a club, going to the many campus events planned each month, and attending leadership conferences. You're missing out on the full college experience if you pass up the opportunities for social, recreational and cultural growth offered through HCC's student activities.

The mission of HCC's Student Activities Program is to develop a wide range of co-curricular opportunities for students to achieve their highest levels of personal and academic success. The department strives to support the College mission of cultivating civic-minded awareness by engaging students both on campus and in the community through cultural, social, recreational, and leadership enrichment programming.

It is policy of HCC that the administration organize and support a varied and robust student activities program. To view the Student Activities Policy, including the responsibilities of those participating in student activities, go to: www.hagerstowncc.edu/student-affairs/college-policies.

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:

- Student email notices
- Bulletin boards located in all buildings
- Events calendar on HCC's website: www.hagerstowncc.edu/calendar
- 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. The SGA Constitution can be found at www.hagerstowncc.edu/docs/student-activities/sga-constitution.

Clubs and Organizations

The students and employees of HCC are proud of the extracurricular organizations and programs offered on campus. Clubs and organizations can enrich 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. Membership is open to all current HCC credit students in good academic standing. For information on the clubs or if you would like information on how to start a club, contact the Student Activities Office at 240-500-2225. A list of current clubs can be found at www.hagerstowncc.edu/clubs.

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 Denny Mortimer
Basketball/Women Vickey Bullett
Soccer/Men Brian Eichelberger

Indoor and Outdoor Track/
Men and Women Bill Stewart
Cross Country/
Men and Women Bill Stewart
Volleyball/Women Beth Domenico
Softball/Women Thomas Burge
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.

To view the full Intercollegiate Athletic Program Policy, go to www.hagerstowncc.edu/student-affairs/college-policies

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
- 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 open gym hours. Students are required to display a current HCC student ID to use the ARCC and check out sports equipment.

Hours are: Monday - Thursday, 7 a.m. to 10 p.m.; Friday, 7 a.m. to 6 p.m.; 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.

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.

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.



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 cumulative GPA of 3.5
- Full-time students need 12 college level credits
- Part-time students need 15 college level 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:

Ashley Whaley - anwhaley@hagerstowncc.edu

Jennifer Szczesniak - jsszczesniak@hagerstowncc.edu

2014-15 President:

Ryan Tucker - ptkpresident@hagerstowncc.edu

Learn more about PTK at www.ptk.org

Join the HCC PTK Facebook group: www.facebook.com/groups/hccphithetakappa

Campus Safety

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 cellphone 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) accounts 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.

Delayed Openings

When class schedules are affected by a delayed opening, the class will meet if 30 minutes or more of the class time remains after the start of the delay. Once the college is open, the regular schedule resumes for that day.

Where to Look for Information:

- HCC website: www.hagerstowncc.edu
- Text message from e2Campus - sign up at www.hagerstowncc.edu/emergency-alerts
- HCC Facebook page: www.facebook.com/hagerstowncc
- HCC Twitter account: www.twitter.com/hagerstowncc
- WHAG-TV (NBC25)
- Local radio stations

For more information about college closings, visit www.hagerstowncc.edu/college-closings.

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

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. 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.

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.

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 on campus 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 Student Activities Office located in the Student Center. There is no 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's 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.

HCC

Services for VETERANS

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

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 work-out assessment/program
- Student Veterans Club

For more information:

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

Veterans Student Ambassador:

Gloria Hughes, 240-500-2519, veterans@hagerstowncc.edu

Veterans Benefits:

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

Veterans Fitness Plan:

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

Veterans Club Advisor:

David Bittorf, 240-500-2266, dcbittorf@hagerstowncc.edu



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 www.hagerstowncc.edu/about-hcc/campus-police. A hard copy of the report may be obtained by calling 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			PublicProperty*		
	<u>11</u>	<u>12</u>	<u>13</u>	<u>11</u>	<u>12</u>	<u>13</u>	<u>11</u>	<u>12</u>	<u>13</u>
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	1	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	2	0	3	0	0	0	0	0	0
Vehicle Theft	2	0	0	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:

<u>Crimes</u>	<u>11</u>	<u>12</u>	<u>13</u>
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:

<u>Crimes</u>	<u>11</u>	<u>12</u>	<u>13</u>
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:

<u>Crimes</u>	<u>11</u>	<u>12</u>	<u>13</u>
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		
	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13
Murder	0	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		
	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13
Murder	0	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		
	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13
Murder	0	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

Community Resources, Hotlines and Helplines

National Hotlines

National Suicide Prevention Lifeline
suicidepreventionlifeline.org with chat line
1-800-273-TALK (8255)

Veteran's Crisis Line
veteranscrisisline.net
1-800-273-8255, press 1 or text: 838255

Gay and Lesbian National Hotline
www.glnh.org with peer support chat
888-THE-GLNH (843-4564)

**National Eating Disorders
Association Helpline**
www.nationaleatingdisorders.org with chatline
800-931-2237

**SAFE Alternatives
(Self-Abuse Finally Ends)**
www.selfinjury.com
800-DONT-CUT (366-8288)

**Childhelp USA National
Child Abuse Hotline**
www.childhelpusa.org
800-4-A-CHILD (422-4453)

Alcohol/Drug Abuse Hotline
800-662-HELP (4357)

National Domestic Violence Hotline
thehotline.org
1-800-799-SAFE (4357)

Community Resources

Local Food Bank Resources
ACTS 9 (Adventist Caring Through Sharing)
301-739-3854

Bridge of Life
301-791-1674

Maryland Food Bank
www.mdfoodbank.org

Abuse/Neglect
CASA, Inc.
www.casainc.org
24 hr hotline: 301-739-8975

Healthcare
Community Free Clinic
www.cfcwc.com
301-733-9234

Housing Assistance
Assisted Housing Summary Sheet
[www.hagerstownhomestore.org/
FedAsstHsngFactSheet.pdf](http://www.hagerstownhomestore.org/FedAsstHsngFactSheet.pdf)

Transportation
County Commuter
www.washco-md/net/transit
240-313-2750

**General Health and Human Service
Community Resources**
2-1-1 Maryland
www.211md.org
Dial: 2-1-1

Washington County Community
Action Council
www.wccac.org
301-797-4161

Maryland Department of Human Resources
www.dhr.state.md.us
800-332-6347



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
- Code of Student Conduct Policy
- Communicable Disease Policy
- Dean's List Eligibility Policy
- Family Educational Rights and Privacy Act (FERPA)
- Free Speech and Demonstration Policy
- Involuntary Course Withdrawal Policy
- Parking and Traffic Policy
- Sexual Harassment Policy
- Social Media Policy

College Tobacco-Free Policy

Hagerstown Community College is committed to providing a safe and healthy working and learning environment for students, faculty, staff, and visitors on its campus, and is therefore adopting a Tobacco-Free Policy effective January 1, 2015.

The Tobacco-Free Policy applies to all HCC facilities and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco and e-cigarette products shall not be permitted on any HCC property, including all buildings and facilities, walkways, recreational and athletic areas, building entrances, and parking lots. This policy applies to all students, faculty, staff,

and other persons on campus, regardless of the purpose of their visit.

The College administration shall establish appropriate procedures and consequences, which may include fines or disciplinary measures, for violations of this policy and create an information campaign and signage. In consideration for tobacco users, college administration shall offer ongoing tobacco cessation programs to assist and encourage individuals who wish to quit. More information on this policy can be found at www.hagerstowncc.edu/tobaccofree

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 via the student handbook planner. 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 and activities are held, which includes student travel in association with a college function.

The behavior of a college employee who is also enrolled in HCC classes is guided by the provisions included in the HCC Employee handbook. The employee status supersedes student status, especially in regard to behavioral codes of conduct

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.

I. 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. Engaging in hostile, harassing, intimidating or bullying conduct or behavior that creates an imminent or perceived risk of violence or damage to property or that is likely to cause emotional harm by mocking, ridiculing or disparaging a student or group of students either in-person, online, or both.
 - J. Disruption of teaching, research, administration, or disciplinary proceedings, or other College activities, including public service functions, and other authorized activities
 - K. 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.
 - L. 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.
 - M. Use of cellular phones or electronic devices during class. Please refer to the Smart Electronic Devices within Instructional Settings Policy and the Use of Computing, Networking, and Communication Resources Policy for more information.
 - N. 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.
 - O. 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.
 - P. The act of maliciously setting off a fire alarm or the use of any fire safety equipment.
 - Q. Smoking and/or the use of other forms of tobacco products. Please refer to the College's Tobacco-Free Policy for more information.
 - R. Operation and parking of motor vehicles on HCC property in violation of College regulations.
 - S. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
 - T. Gambling except for approved charitable fund-raising activities.
 - U. 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.
 - V. 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.

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.
- 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

Student Pledge

By signing in to take an exam on campus, you are agreeing to abide by the Hagerstown Community College Honor Code and all Academic Testing Center policies and procedures.:

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.

Step 2A—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 2B—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.

Step 3—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 a student reporting 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 days² 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 days² 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 board'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 days². The President will review all documentation and may conduct further inquiries. The President shall render a decision within fifteen (15) work days² 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 2

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

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 4

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

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 6

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

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 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

- If the student does not agree with the outcome, he/she 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.

grade to the faculty member and the division chairperson/director. 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/director. As part of this appeal, the student is responsible for presenting documentation regarding the faculty/student conference.

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/director. 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.

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/director, a substitute faculty will be selected to act in his/her place throughout the process.

Step 1 The student must submit a written appeal of the final

Step 4 At this stage, the Vice President of Academic Affairs will review a file of all written materials submitted by the division chairperson/director regarding the grade appeal. The Vice President will schedule a meeting with the student, faculty and division chairperson/director 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/director 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/Director

- 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/director, 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/director, 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/director 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

Title IX Information

Title IX of the Education Amendments of 1972 states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

The Clery Act of 1990 amended federal financial aid laws to require all post-secondary schools receiving federal financial aid to annually disclose campus crime statistics and security information. The Violence Against Women Act of 1994 established federal legal definitions of domestic violence, dating violence, sexual assault, and stalking. In 2013, the Campus SaVe Act amended the Clery Act to mandate extensive “primary prevention and awareness programs” regarding sexual misconduct and related offenses.

Contact Information for the Title IX Coordinator:

Dr. Jessica Chambers,
Dean of Student Affairs
Student Center, Room 129B
240-500-2526
jjchambers@hagerstowncc.edu

The Title IX Coordinator is the designated College official with primary responsibility for coordinating the College's compliance with Title IX. This includes providing leadership for Title IX activities, providing consultation, education and training, and helping to ensure the College responds appropriately, effectively and equitably to Title IX issues.

For more information on definitions, privacy/confidentiality, submitting a complaint/report, law enforcement, policies/procedures, accommodations and how Title IX protects pregnant and parenting students, please visit www.hagerstowncc.edu/titleix.

Attention Night Owls!



Need a place in the evening to relax, study with friends, spread out, surf the net, watch the big game on TV, play video games or get a snack on campus?

The Student Center is open until 9 p.m. Monday through Thursday during the fall and spring semesters
(Grab and go snacks available until 8:30 p.m.)

Contact the Student Activities Office with ideas for evening events:
studentactivities@hagerstowncc.edu

Classroom Expectations

Tips for Classroom Success

Communicate Effectively

- Use your HCC student email account to communicate with your professor.
- If sending an email, identify yourself by name and class in the subject line.
- Ask questions and come to class prepared for discussion because many professors will add points for class participation into your final grade.
- Your grade will be affected by class attendance, and you are expected to attend every class. However, if an emergency occurs and you are unable to attend class, email your professor BEFORE YOUR CLASS to let him/her know you will be absent and ask what assignments you missed.

Classroom Etiquette

- Wait until all students/professors from the previous class leave the classroom before entering.
- Call your professor by “Professor _____” unless he/she says to call them something different.
- Come prepared with the basics: pen/pencil, paper, textbook.
- Turn cellphone to off or vibrate and excuse yourself from the classroom if you need to call/text during class time.

Assignments:

- Read your syllabus and refer to it often during the semester. This is a contract between you and your

professor so both of you know what the course expectations are.

- Anticipate two hours of homework for every hour in class. Your syllabus may outline how to spend those two hours outside of class.
- HCC offers free tutoring on campus seven days a week. Do not wait until you are behind in your class to become familiar with the Learning Success Center and the services offered there.
- Be proactive with homework and get in the habit of completing assignments soon after your class while the information is still fresh in your mind.
- Your professor will take plagiarism very seriously. If you need help with paraphrasing, plagiarism, and the proper way to cite your sources, please go to the Learning Support Center.

While these guidelines work for most classes, remember that your specific professors may have different classroom policies - always defer to the syllabus and the professor in all your courses. When in doubt, ask; all your professors want to meet you and discuss their expectations.

Spring 2015	15 wk	12 wk	1st 10	2nd 10	1st 7.5	2nd 7.5	1st 5	2nd 5	3rd 5
First day of classes	1/12/15	1/26/15	1/12/15	2/23/15	1/12/15	3/15/15	1/12/15	2/18/15	4/1/15
Last day to add:	1/20/15	1/29/15	1/15/15	2/26/15	1/14/15	3/17/15	1/14/15	2/20/15	4/3/15
Last day for 100% refund:	1/20/15	1/29/15	1/15/15	2/26/15	1/14/15	3/17/15	1/14/15	2/20/15	4/3/15
Last day from audit to credit:	2/1/15	2/10/15	1/24/15	3/6/15	1/21/15	3/24/15	1/17/15	2/23/15	4/6/15
Last day drop w/no grade	2/1/15	2/10/15	1/24/15	3/6/15	1/21/15	3/24/15	1/17/15	2/23/15	4/6/15
Last day to withdraw:	3/27/15	3/26/15	3/3/15	4/10/15	2/16/15	4/17/15	2/4/15	3/17/15	4/23/15
Last day from credit to audit:	3/27/15	3/26/15	3/3/15	4/10/15	2/16/15	4/17/15	2/4/15	3/17/15	4/23/15
Last day of classes	5/5/15	4/26/15	3/30/15	5/5/15	3/7/15	5/5/15	2/16/15	3/31/15	5/5/15

Summer 2015	15 wk	12 wk	1st 10	Mid-10	8 wk	1st 7.5	2nd 7.5	1st 5	2nd 5	3rd 5
First day of classes	5/11/15	5/26/15	5/11/15	6/8/15	6/15/15	5/11/15	7/5/15	5/11/15	6/15/15	7/20/15
Last day to add:	5/18/15	5/29/15	5/14/15	6/11/15	6/17/15	5/13/15	7/7/15	5/13/15	6/17/15	7/22/15
Last day for 100% refund:	5/18/15	5/29/15	5/14/15	6/11/15	6/17/15	5/13/15	7/7/15	5/13/15	6/17/15	7/22/15
Last day from audit to credit:	5/30/15	6/10/15	5/23/15	6/20/15	6/24/15	5/20/15	7/13/15	5/16/15	6/20/15	7/25/15
Last day drop w/no grade	5/30/15	6/10/15	5/23/15	6/20/15	6/24/15	5/20/15	7/13/15	5/16/15	6/20/15	7/25/15
Last day to withdraw:	7/17/15	7/18/15	6/24/15	7/22/15	7/20/15	6/14/15	8/6/15	6/11/15	7/6/15	8/11/15
Last day from credit to audit:	7/17/15	7/18/15	6/24/15	7/22/15	7/20/15	6/14/15	8/6/15	6/11/15	7/6/15	8/11/15
Last day of classes:	8/23/15	8/17/15	7/20/15	8/16/15	8/9/15	7/4/15	8/23/15	6/14/15	7/19/15	8/23/15

Important Fall dates have already been added to your planner

Student Daily Planner



August

14



S M T W T F S

1

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 29 30

31

Notes

SUNDAY

3

MONDAY

4

TUESDAY

5

New Student Campus Tour, 2 p.m. starting in the Student Center lobby. Register by email at studentactivities@hagerstowncc.edu.

WEDNESDAY

6 *New Student Campus Tour, 10 a.m. starting in the Student Center lobby. Register by email at studentactivities@hagerstowncc.edu.*

THURSDAY

7

FRIDAY

8

SATURDAY

8

August

14



S M T W T F S

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31							

Notes

SUNDAY

10

MONDAY

//

TUESDAY

12 New Student Campus Tour, 2 p.m., starting in the Student Center lobby. Register by email at studentactivities@hagerstowncc.edu.

WEDNESDAY

13 *New Student Campus Tour, 10 a.m., starting in the Student Center lobby. Register by email at studentactivities@hagerstowncc.edu.*

THURSDAY

14

FRIDAY

15

SATURDAY

16

August

14



S M T W T F S

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	29	30
31						

Notes

SUNDAY

17

MONDAY

18

TUESDAY

19 **New Student Orientation, 12:30 – 3 p.m. starting in Kepler Theater.**

Register online at www.hagerstowncc.edu or

by email: studentactivities@hagerstowncc.edu.

WEDNESDAY

20 ***New Student Campus Tour, 10 a.m., starting in the Student Center lobby. Register by email at studentactivities@hagerstowncc.edu.***

THURSDAY

21 ***New Student Orientation, 6 to 8 p.m. starting in Kepler Theater. Register online at www.hagerstowncc.edu or by email: studentactivities@hagerstowncc.edu.***

FRIDAY

22

SATURDAY

23 ***New Student Orientation, 1 to 4 p.m. starting in Kepler Theater. Register online at www.hagerstowncc.edu or by email: studentactivities@hagerstowncc.edu.***

August

14



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	29	30	
31							

Notes

SUNDAY

24

MONDAY

25

TUESDAY

26

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

WEDNESDAY

27

THURSDAY

28

**Last day to drop a class for a refund for first 7.5 and
5 week sessions**

FRIDAY

29

Last day to drop a class for a refund for first 10 week session

SATURDAY

30

September 14



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	29	30				

Notes

SUNDAY

31

MONDAY

/ COLLEGE CLOSED - Labor Day

TUESDAY

2

WEDNESDAY

3

Last day to drop a class for a refund for first 15 week session

THURSDAY

4

FRIDAY

5

SATURDAY

6



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	29	30				

Notes

SUNDAY

7

MONDAY

8

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

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	29	30				

Notes

SUNDAY

14

MONDAY

15

TUESDAY

16

Classes begin for 12 week session

Document Design writing workshop,

Learning Support Center, 9 to 10 a.m.

WEDNESDAY

17 Document Design writing workshop,
Learning Support Center, 7 to 8 p.m.

THURSDAY

18 Document Design writing workshop,
Learning Support Center, 10 to 11 a.m.
SGA meeting at 3 p.m. – Student Center conference room

FRIDAY

19 Document Design writing workshop,
Learning Support Center, 1 to 2 p.m.

SATURDAY

20

September 14



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	29	30				

Notes

SUNDAY

21

MONDAY

22

Last day to drop a class for a refund for first 12 week session

TUESDAY

23

WEDNESDAY

24

THURSDAY

25

FRIDAY

26

SATURDAY

27



Notes

28

29

Last of classes/finals for first 5 week session

30

Classes begin for second 5 week session

WEDNESDAY

/ First day of classes for second 10 week session

THURSDAY

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

FRIDAY

3

SATURDAY

4

October

14



S M T W T F S

5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Notes

SUNDAY

5

MONDAY

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

TUESDAY

7

WEDNESDAY

8

THURSDAY

9

FRIDAY

10

SATURDAY

11

October

14



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	29	30	31	

Notes

SUNDAY

12

MONDAY

13

TUESDAY

14

WEDNESDAY

15

THURSDAY

16

Fall Transfer Fair, Elliott Center Room 211, 10 a.m. to 1 p.m.

SGA meeting at 3 p.m. - Student Center conference room

FRIDAY

17

SATURDAY

18

October

14



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	29	30	31	

Notes

SUNDAY

19

MONDAY

20

Last day of classes/finals for first 7.5 week session

TUESDAY

21

Classes begin for second 7.5 week session
Citing Sources, Avoiding Plagiarism writing workshop,
Learning Support Center, 9 to 10 a.m.

WEDNESDAY

22

**Citing Sources, Avoiding Plagiarism writing workshop,
Learning Support Center, 7 to 8 p.m.**

THURSDAY

23

**Last day to drop a class for a refund for second 7.5 week session
Citing Sources, Avoiding Plagiarism writing workshop,
Learning Support Center, 10 to 11 am.**

FRIDAY

24

**Citing Sources, Avoiding Plagiarism writing workshop,
Learning Support Center, 1 to 2 p.m.**

SATURDAY

25

October

14



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	29	30	31	

Notes

SUNDAY

26

MONDAY

27

TUESDAY

28

WEDNESDAY

29

THURSDAY

30

FRIDAY

31

SATURDAY

/ **Deadline to apply for Fall graduation**

November 14



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	29
30						

Notes

SUNDAY

2

MONDAY

3

Last day of classes for first 10 week session and second 5 week session

TUESDAY

4

Classes begin for third 5 week session

WEDNESDAY

5

THURSDAY

6

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

FRIDAY

7

SATURDAY

8



Notes

9

10

//

WEDNESDAY

12

THURSDAY

13

FRIDAY

14

SATURDAY

15

November 14



S	M	T	W	T	F	S
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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	29
30						

Notes

SUNDAY

16

MONDAY

17

TUESDAY

18 **Final Exam Study Skills workshop,
Learning Support Center, 9 to 10 a.m.**

WEDNESDAY

19

**Final Exam Study Skills workshop,
Learning Support Center, 7 to 8 p.m.**

THURSDAY

20

**Final Exam Study Skills workshop,
Learning Support Center, 10 to 11 a.m.
SGA meeting at 3 p.m. - Student Center conference room**

FRIDAY

21

**Final Exam Study Skills workshop,
Learning Support Center, 1 to 2 p.m.**

SATURDAY

22

14



S M T W T F S

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	29
30						

Notes

SUNDAY

23

MONDAY

24

TUESDAY

25

WEDNESDAY

26 NO CLASSES; COLLEGE CLOSES AT NOON
for Thanksgiving

THURSDAY

27 COLLEGE CLOSED for Thanksgiving

FRIDAY

28 COLLEGE CLOSED for Thanksgiving

SATURDAY

29



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	29	30	31			

Notes

30

/

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY

6



Notes

7

8

Last day of classes/finals for 12 week session

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

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	29	30	31			

Notes

14

MONDAY

15

Last day of classes for 15, second 10, second 7.5, and third 5 week sessions

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

19

SATURDAY

20



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	29	30	31			

Notes

21

22

23

WEDNESDAY

24

THURSDAY

25

FRIDAY

26

SATURDAY

27



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	29	30	31			

Notes

28

29

30

WEDNESDAY

31

THURSDAY

1

FRIDAY

2

SATURDAY

3

January

15



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	29	30	31

Notes

SUNDAY

4

MONDAY

5

TUESDAY

6

WEDNESDAY

7

THURSDAY

8

FRIDAY

9

SATURDAY

10

New Student Orientation, 10 a.m. - 1 p.m.

Register online

January

15



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	29	30	31

Notes

SUNDAY

11

MONDAY

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

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

16

SATURDAY

17

January

15



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	29	30	31	

Notes

SUNDAY

18

MONDAY

19 COLLEGE CLOSED - Martin Luther King Day

TUESDAY

20 Last day for refund for 15 week class

WEDNESDAY

21

THURSDAY

22

FRIDAY

23

SATURDAY

24

January

15



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	29	30	31

Notes

SUNDAY

25

MONDAY

26 Classes begin for 12 week session

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

FRIDAY

30

SATURDAY

31

February

15



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

1

MONDAY

2

TUESDAY

3 Document Design writing workshop,
Learning Support Center, 9 to 10 a.m.

WEDNESDAY

- 4 Document Design writing workshop,
Learning Support Center, 7 to 8 p.m.

THURSDAY

- 5 Document Design writing workshop,
Learning Support Center, 10 to 11 a.m.

FRIDAY

- 6 Document Design writing workshop,
Learning Support Center, 1 to 2 p.m.

SATURDAY

7

February

15



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

8

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

FRIDAY

13

SATURDAY

14

February

15



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

15

MONDAY

16

Last day of classes for first 5 week session

TUESDAY

17

WEDNESDAY

18

Classes begin for second 5 week session

THURSDAY

19

SGA meeting at 3 p.m. Student Center conference room

FRIDAY

20

SATURDAY

21

February

15



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

22

MONDAY

23

Classes begin for second 10 week session

TUESDAY

24

WEDNESDAY

25

THURSDAY

26

FRIDAY

27

SATURDAY

28

March

15



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
29	30	31				

Notes

SUNDAY

1 **Deadline to apply for Spring Graduation**

MONDAY

2

TUESDAY

3 **Citing Sources, Avoiding Plagiarism writing workshop,
Learning Support Center, 9 to 10 a.m.**

WEDNESDAY

- 4** **Citing Sources, Avoiding Plagiarism writing workshop,
Learning Support Center, 7 to 8 p.m.**

THURSDAY

- 5** **Citing Sources, Avoiding Plagiarism writing workshop,
Learning Support Center, 10 to 11 a.m.**

FRIDAY

- 6** **Citing Sources, Avoiding Plagiarism writing workshop,
Learning Support Center, 1 to 2 p.m.**

SATURDAY

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

March

15



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
29	30	31				

Notes

SUNDAY

8 Spring Break Week

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

FRIDAY

13 **COLLEGE CLOSED - Spring Break**

SATURDAY

14

March

15



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
29	30	31				

Notes

SUNDAY

15 Classes begin for second 7.5 week session

MONDAY

16

TUESDAY

17

WEDNESDAY

18

THURSDAY

19

SGA meeting at 3 p.m. – Student Center conference room

FRIDAY

20

SATURDAY

21



15

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
29	30	31				

Notes

SUNDAY

22

MONDAY

23

TUESDAY

24

WEDNESDAY

25

THURSDAY

26

FRIDAY

27

SATURDAY

28

March

15



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

29 30 31

Notes

SUNDAY

29

MONDAY

30 Last day of classes for first 10 session

TUESDAY

3/ Last day of classes for second 5 week session

WEDNESDAY

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

THURSDAY

2

FRIDAY

3

SATURDAY

4

April

15



S M T W T F S

	1	2	3	4
1	0	0.2	0.3	0.4
2	0.2	0	0.1	0.2
3	0.3	0.1	0	0.1
4	0.4	0.2	0.1	0

5 6 7 8 9 10 11

12 13 14 15 16 17 18

19 20 21 22 23 24 25

26 27 28 29 30

Notes

SUNDAY

5

MONDAY

6

TUESDAY

7

WEDNESDAY

8

THURSDAY

9

FRIDAY

10

SATURDAY

11

April

15



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	29	30			

Notes

SUNDAY

12

MONDAY

13

TUESDAY

14 Final Exam Study Skills workshop,
Learning Support Center, 9 to 10 a.m.

WEDNESDAY

15 Final Exam Study Skills workshop,
Learning Support Center, 7 to 8 p.m.

THURSDAY

16 Final Exam Study Skills workshop,
Learning Support Center, 10 to 11 a.m.
SGA meeting at 3 p.m. – Student Center conference room

FRIDAY

17 Final Exam Study Skills workshop,
Learning Support Center, 1 to 2 p.m.

SATURDAY

18

April

15



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	29	30		

Notes

SUNDAY

19

MONDAY

20

TUESDAY

21

WEDNESDAY

22

THURSDAY

23

FRIDAY

24

SATURDAY

25

April

15



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	29	30		

Notes

SUNDAY

26 Last day for classes for 12 week session

MONDAY

27

TUESDAY

28

WEDNESDAY

29

THURSDAY

30

FRIDAY

1

SATURDAY

2

May

15



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	29	30
31						

Notes

SUNDAY

3

MONDAY

4

TUESDAY

5

Last day of classes for 15 week, second 10 week,
second 7.5 week and third 5 week sessions

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

SATURDAY

9

May

15



S M T W T F S

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	29	30
31						

Notes

SUNDAY

10

MONDAY

//

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

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

Honors Convocation 7 p.m. - ARCC

FRIDAY

15

SATURDAY

16

Commencement 9:30 a.m. - ARCC

Nurse Pinning Ceremony 1:30 p.m. - ARCC

May

15



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	29	30
31						

Notes

SUNDAY

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

MONDAY

18

TUESDAY

19

WEDNESDAY

20

THURSDAY

21

FRIDAY

22

SATURDAY

23

May

15



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	29	30
31						

Notes

SUNDAY

24

MONDAY

25 COLLEGE CLOSED - Memorial Day

TUESDAY

26 Classes begin for 12 week session

WEDNESDAY

27

THURSDAY

28

FRIDAY

29

SATURDAY

30

June

15



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	29	30				

Notes

SUNDAY

31

MONDAY

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY

6

June

15



S M T W T F S

	1	2	3	4	5	6
1	0	0.5	0.5	0.5	0.5	0.5
2	0.5	0	0.5	0.5	0.5	0.5
3	0.5	0.5	0	0.5	0.5	0.5
4	0.5	0.5	0.5	0	0.5	0.5
5	0.5	0.5	0.5	0.5	0	0.5
6	0.5	0.5	0.5	0.5	0.5	0

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30

Notes

SUNDAY

7

MONDAY

8 Classes begin for mid-10 week session

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

13

June

15



S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Notes

SUNDAY

14 Last day of classes for first 5 week session

MONDAY

15 Classes begin for 8 week and second 5 week sessions

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

19

SATURDAY

20

June

15



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	29	30				

Notes

SUNDAY

21

MONDAY

22

TUESDAY

23

WEDNESDAY

24

THURSDAY

25

FRIDAY

26

SATURDAY

27

June

15



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	29	30				

Notes

SUNDAY

28

MONDAY

29

TUESDAY

30

WEDNESDAY

/ Last day to apply for Summer graduation

THURSDAY

2

FRIDAY

3 COLLEGE CLOSED - Independence Day

SATURDAY

4 Last day of classes for first 7.5 week session

July

15



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	29	30		

Notes

SUNDAY

5

Classes begin for 2nd 7.5 week session

MONDAY

6

TUESDAY

7

WEDNESDAY

8

THURSDAY

9

FRIDAY

10

SATURDAY

11

July

15



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	29	30		

Notes

SUNDAY

12

MONDAY

13

TUESDAY

14

WEDNESDAY

15

THURSDAY

16

FRIDAY

17

SATURDAY

18

July

15



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	29	30		

Notes

SUNDAY

19 Last day of classes for second 5 week session

MONDAY

20 Classes begin for third 5 week session

Last day of classes for first 10 week session

TUESDAY

21

WEDNESDAY

22

THURSDAY

23

FRIDAY

24

SATURDAY

25

July

15



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	29	30		

Notes

SUNDAY

26

MONDAY

27

TUESDAY

28

WEDNESDAY

29

THURSDAY

30

FRIDAY

1

SATURDAY

2

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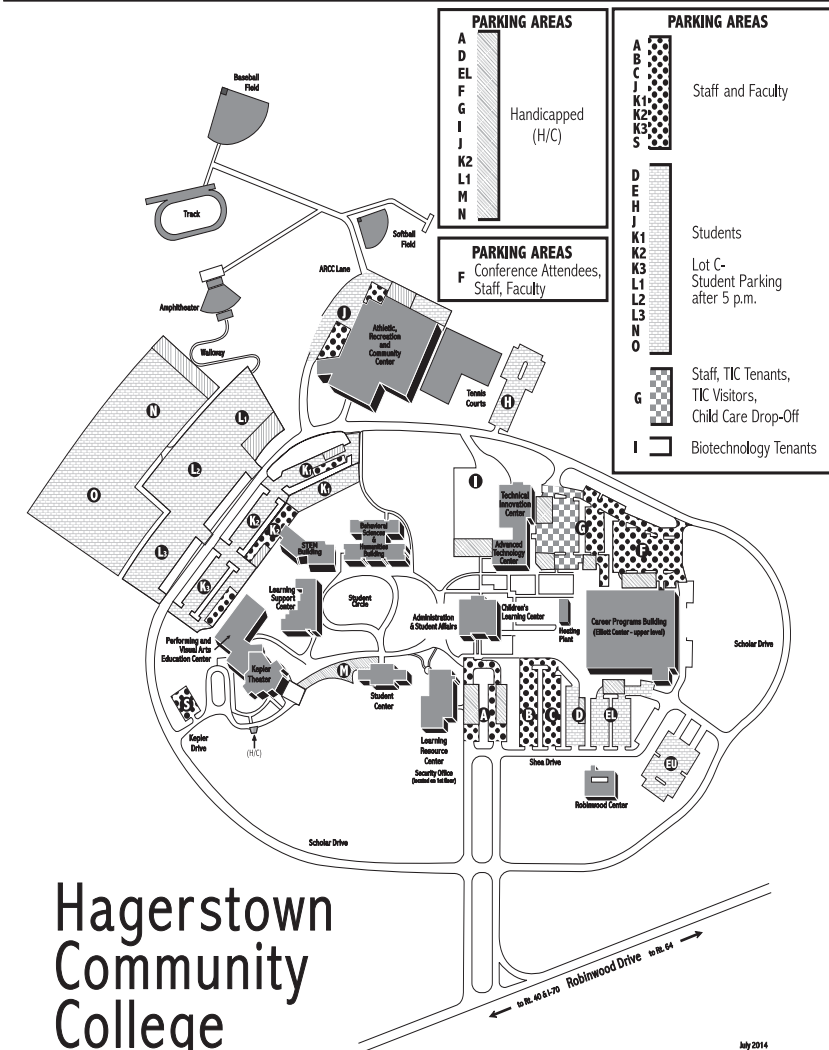
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CAMPUS MAP



OPERATION: GRADUATION

Important 2014-15 Dates

Graduation application deadlines:

Fall - **November 1**

Spring - **March 1**

Summer - **July 1**

2015 Commencement
Saturday, May 16
9:30 a.m.



Watch your
HCC email
for graduation
information
and updates!



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



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