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Information and event dates in the handbook are subject to change. Visit the college website at www.hagerstowncc.edu for the most up-to-date information.

Public Disclosure: In accordance with federal regulations, HCC readily provides and makes public academic, institutional, and financial information. This information can be viewed at www.hagerstowncc.edu/public-information/hea-public-disclosure

Important Numbers

Emergency Phone Numbers

Campus Police Office.....	240-500-2312
Campus Police Emergency 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 and Student Services....	240-500-2231
Dean of Students.....	240-500-2526

Campus Departments

Admissions & Enrollment Management.....	240-500-2238
Advising & Registration.....	240-500-2240
Alumni and Foundation.....	240-500-2348
Athletics.....	240-500-2451
Campus Store.....	240-500-2271
Children's Learning Center.....	240-500-2322
Continuing Education.....	240-500-2236
Disability Support Services.....	240-500-2273
Finance.....	240-500-2220
Financial Aid.....	240-500-2473
Fitness Center.....	240-500-2478
Human Resources.....	240-500-2589
Internships and Job Services.....	240-500-2260
IT Student Help Desk.....	240-500-2891
Job Training Student Resources.....	240-500-2392
Learning Support Center.....	240-500-2560
Learning Technology.....	240-500-2587
Library.....	240-500-2237
Maintenance.....	240-500-2339
Public Information.....	240-500-2262
Student Activities.....	240-500-2225
Testing Center.....	240-500-2398
Transcripts.....	240-500-2239
TRiO Student Support Services.....	240-500-2659
Veterans Services.....	240-500-2377

Welcome

Dear Students:

Welcome to Hagerstown Community College! From the thousands of higher education choices that you could have made, we are grateful that you chose HCC. This booklet should provide you much of the information that you need to know to be a successful student here. Also, check out our website at www.hagerstowncc.edu for more information on programs, courses, and degrees.



We are proud to be Maryland's first community college, and we still lead the state in the high quality of our programs and the caring nature of our faculty and staff. If you should need any help, there are people here to help you succeed. All you have to do is ask!

Again, thank you for choosing Hagerstown Community College. It is a wonderful place that allows you to stay close and go far!

Yours truly,



James S. Klauber, Ph.D.
President

A message from the 2018-19 SGA President



Hello!

My name is Heather, and I am completely pleased to be your 2018-2019 Student Government Association president. The entire student government team and I would like to welcome you to what will be an amazing year at Hagerstown Community College!

In this handy book, you will find information on where to get a parking pass and an I.D., campus policies, the HCC Honor Code, and so much more! Pretty much anything you can think to ask about the school is in here, if not it will tell you how to find out.

Don't forget to get involved! Your college experience is up to you, but there's so much you can do to get the most out of your time here at HCC. Join a club where you can meet people with similar interests and share what makes you so passionate about

the subject. It doesn't even have to have anything to do with your major, you can simply explore everything that makes you uniquely you!

Make sure to peruse this book for all it has to offer, and if the Student Government can do anything for you, please never hesitate to reach out. After all, we're here for you!

Our office is located in the Student Center, room 171. You can e-mail me at sgapresident@hagerstowncc.edu.

*Sincerely,
Heather Wallen
SGA President
English and Theater Major*

Be the Change

Meet your 2018-19 Student Government Association



Makayla Smith,
Vice President
Theater Major



Marta Delgado-Seguino,
Treasurer
Graphic Design Major



Ashley Gallo
Secretary
Accounting Major

Senators



Deanna Dopson
*Math and Business
Administration
Major*



Renato Herrera
*Alternative Energy
Major*



Bailey Martin
Math Major



**Jamichael
Smart**
*Administration of
Justice
Major*



**You Want to See
in the World**

Getting Started

Campus Card (Student ID)

All credit students are required to have a student photo ID card, called a Campus Card, with a current semester sticker. Campus Cards are issued in the Student Activities Office, located in the Student Center. Students must show a class schedule and photo ID to receive an HCC Campus Card.

Your Campus Card:

- 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, cash only, fee to replace

Use your Campus Card to:

- Use campus copiers/printers
- Take tests in the Testing Center
- Check out library materials
- Receive student child care rates
- Obtain certain student records
- Use ARCC facilities
- Be admitted to college-sponsored activities
- Obtain an HCC parking sticker
- Use financial aid in the Campus Store
- Use the Learning Support Center
- Store money for use at the HCC eateries

For information about how to load your HCC Campus Card with funds for use on campus, go to www.hagerstowncc.edu/student-services/food-services. Receive an additional 10% when \$50 or more is added.

Parking Permit

Every credit student must have a parking sticker on his/her vehicle. Application for parking permits can be completed on-line once you have registered for classes by going to the HCC website, under www.hagerstowncc.edu/parkingpermit. Bring your Campus Card to the Student Activities Office, 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 by 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.

Parking permits are free and students should fill out a permit application for each car that will be driven to campus.

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
- Withdraw from classes before deadline
- Plan courses
- Apply for letters, certificates and degrees
- Identify your faculty advisor
- Access County Commuter information
- Apply for HCC Foundation Scholarship

WebAdvisor can be accessed at www.hagerstowncc.edu/webadvisor. A short tutorial is available that will guide you through the login process. 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. From admission to graduation, all students are expected to regularly check and respond to e-mail communication from College faculty and staff. Detailed instructions on how to sync HCC e-mail with mobile friendly apps

is available online. It is your responsibility to review HCC e-mails and check spam filters to ensure important communication is received from HCC faculty, administration and staff. Emails that are not regularly read may go into your spam folder.

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 in to your email account, go to www.hagerstowncc.edu/current-students/email and follow the directions on the website. Students are asked to be vigilant about Phishing scams coming through your HCC email account. If a suspicious email comes to your inbox that is not from a hagerstowncc.edu address, do not click on any links or open any attachments. Contact the IT Student Help Desk at 240-500-2891 for further guidance.

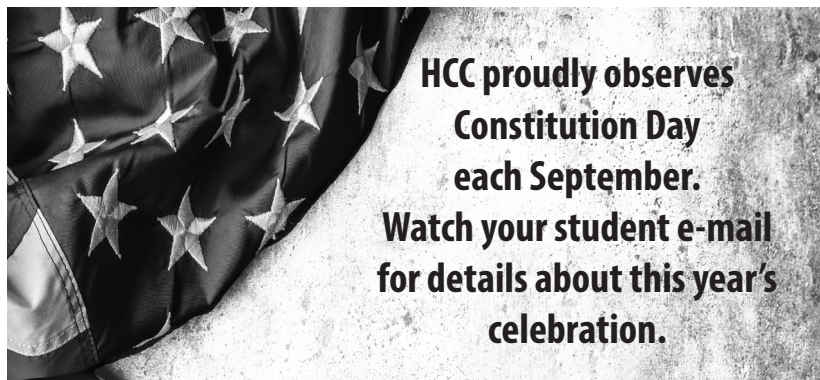
Moodle

Moodle is a course management system/e-learning 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. Accounts are only created for users who have at least one course using Moodle.

You can access Moodle from the HCC website under Quick Links and Current Students. For further Moodle assistance, check out the Student Guidebook on the login page of the Moodle website, or contact HCC's Learning Technology staff at distlearn@hagerstowncc.edu or 240-500-2587.

Campus Emergency Alert or Weather Closings

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 cellphone and HCC email account. These alerts include weather-related campus closings. Depending on your personal cellphone 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.



**HCC proudly observes
Constitution Day
each September.
Watch your student e-mail
for details about this year's
celebration.**

Student Services

Academic Advisement and Registration

All new students must meet with an Academic Advisor for their first semester before registering for classes. Academic Advising services are available for each student during his/her period of enrollment at HCC. Career planning is also included in those services. Members of the staff are regularly available for day and evening students on a walk-in basis. Students can contact the Advising and Registration Office at 240-500-2240 for basic academic advising information or email questions to advise@hagerstowncc.edu. 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. Students will be assigned a faculty advisor during their first semester at HCC.

New students will receive a WebAdvisor login in the admissions letter. All students are strongly encouraged to register online via WebAdvisor or self service, HCC's online scheduling tools. Advising 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. Transfer students may need to submit copies of transcripts (unofficial or official) in order to register for most courses.

For more information about academic advising, registration, and other services provided, please visit the advising website at www.hagerstowncc.edu/academics/advisement.

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. A retesting fee may apply.
- 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.getcollegecredit.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.

Building and Classroom Open Hours

Unless otherwise indicated, buildings and classrooms are open and available for student use Monday-Thursday, 7:30 a.m. – 7 p.m. and Fridays, 7:30 a.m. - 4:30 p.m. Outside of these times, including weekends, students are not permitted in academic buildings and classrooms unless under faculty or staff supervision (this includes during scheduled class or rehearsal time) or with permission from Vice-President for Academic Affairs & Student Services. Visitors are permitted limited use of facilities.

Students are not permitted to use classroom podium computer stations outside of scheduled class times; this includes use of computers, projectors, and overhead lamps.

Student activity in buildings and classrooms during open hours is expected to be college related and in line with the Code of Student Conduct.

- Learning Support Center – Students are encouraged to utilize the Learning Support Center (LSC) for evening and weekend study. Unless noted otherwise, the LSC is open Monday-Thursday 8:00am – 10:00pm, Friday 8:00am-5:00pm, Saturday 9:00am – 3:00pm, and Sunday 12pm-5:00pm.
- Learning Resource Center – Students can take exams in the Academic Testing Center Monday-Thursday 7:00am – 10:00pm, Friday 7:00am-5:00pm, Saturday 9:00am – 3:00pm, and Sunday 12pm-5:00pm. The first floor lobby of the Learning Resource Center is Monday-Thursday 7:00am-11:00pm, Friday 7:00am-6:00pm, Saturday 7:00am-3:00pm, Sunday 11:00am-5:00pm for students awaiting transportation.

This information is subject to change during College Closings (see page 26).

Bulletin Boards and Flyers

Posting of notices on campus bulletin boards is done by the Student Activities office, located in the Student Center. Non-student organization flyers that are generated by the College need to be approved by the Public Information Office, sports-related flyers need to be approved by the Athletic Office, and all others need approved by the Student Activities Office. The College does not post business advertisements, rental notices or help wanted notices. For more information, contact Student Activities 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 Activities Office. Students are entitled to reduced fares if they present a valid Campus Card (Student ID). For additional information on bus service, call 240-313-2750. Bus passes are available for purchase in the HCC Campus Store. Students can purchase bus passes using their financial aid.

Campus Store

The HCC Campus Store is located in the Student Center. The 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 stamps, padded envelopes, packing tape, bus passes, snacks, greeting cards, gift items, event tickets, HCC apparel and book bags. For more information email at hccstore@hagerstowncc.edu. Purchases may be made using cash, Visa, MasterCard, Discover and Financial Aid. Financial Aid can be used to purchase course materials at the Campus Store after students complete all required financial aid processes and their award is fully processed.

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 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. 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.

Copying/Printing/Scanning

HCC uses PaperCut, a fee-based print management system, for all HCC student printing, copying, and scanning services at all printers and copiers on campus. PaperCut is a separate account from the HCC Campus Card account, but the same card (Student ID) is used. Printers/copiers/scanners can be found in the Learning Support Center, Brish Library, Digital Printing and Design Services (CPB-136), and Student Activities (STC-163).

Students will be provided with 150 free pages for FT (12 credits or more) and PT (less than 12 credits) will be given 75 free pages. Printing/copying costs range from \$0.07 (one-sided) to \$0.05 (two-sided) for black and white and \$0.28 (one-sided) to \$0.25 (double-sided) for color. For more information, including how to load funds, go to www.hagerstowncc.edu/student-services/campus-card.

Disability Support Services (DSS)

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. It is expected that all DSS students will meet with the DSS office for advising questions and educational planning to ensure proper course selection and academic guidance. For detailed information about the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973 and how HCC provides accommodations, please visit www.hagerstowncc.edu/student-services/disability-services.

ESSENCE/Middle College

The ESSENCE (Early Support for Students ENTERing College Education) Program is designed to give high academic achievers the opportunity to earn college credits while still in high school. To participate in the ESSENCE Program, students must have a 2.5 high school GPA. The STEMM (science, technology, engineering, mathematics, medical) Technical Middle College (STMC) allows college-ready high school students the opportunity to earn college credits and credentials while completing their high school diplomas. Students in ninth and tenth grade are enrolled in the STMC, as recruits, and must take significant math and science coursework at their "home" high schools to prepare them for their junior and senior years as students in the middle college on the HCC campus. Please contact Admissions and Enrollment Management for more information about these programs at www.hagerstowncc.edu/earlycollege or by calling 240-500-2238.

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 NBS Tuition Payment Plan (previously FACTS) online at www.hagerstowncc.edu/finance. Students need to pay attention to the important payment and refund deadlines so they are not removed from classes due to lack of payment or find themselves responsible to pay for a class they registered for but decided not to take. These dates are outlined in the calendar in the handbook.

Financial Aid

The Student Financial Aid Office is located in the Administration and Student Affairs Building. There are many forms of financial aid available at HCC such as: grants, scholarships, loans, and work study. Federal and Maryland state aid is available to students who qualify. To determine eligibility for financial aid, students are required to complete the Free Application for Federal Student Aid (FAFSA). Ideally, students should complete the FAFSA within 2-4 weeks prior to starting classes. Students receiving federal loans should pay attention to loan disbursement and refund dates to plan accordingly for personal expenses; HCC's first disbursement date typically occurs about mid-way through the semester.

Be sure to ask for guidance from the Student Financial Aid office before you drop a class or withdraw from college. Per federal guidelines, attendance requirements for financial aid recipients are very strict. If you do not complete a class for which you received financial aid you may no longer be eligible for the full amount of financial aid received and may be required to pay back unearned funds.

HCC Foundation Scholarships are usually awarded to students with financial need and who show scholastic promise. The Foundation offers a number of scholarships each with its own criteria and dollar amounts. Specific details about the scholarship process are available on the HCC website. Please contact the Student Financial Aid Office by email at finaid@hagerstowncc.edu or call 240-500-2473.

Food Services

HCC has five 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.-1:30 p.m.

The Hilltop Grill, located in the Student Center, offers breakfast, lunch, dinner and a large selection of grab-n-go items.

Spring and Fall semester hours:

Monday - Thursday, 8:30 a.m. - 6:30 p.m.

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

Summer semester hours:

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

The Hawk Café coffee shop, located in the Student Center, offers pastry items, pre-made sandwiches, and pre-made salads and hot and cold specialty drinks.

Spring and Fall semester hours:

Monday - Friday, 8 a.m. - 6:30 p.m.

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

Summer semester hours:

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

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

All vending machines on campus are managed by the HCC Food Service Department and serviced by Black Tie Services, LLP. Vending machines are conveniently located in most buildings. If you encounter problems with a machine, please notify Food Service staff in the Hilltop Grill or HCC Coffee Shop located in the Student Center or the Valley Eatery in the Career Programs Building.

Information Technology

Information Technology at Hagerstown Community College provides computing services to students and staff. HCC maintains more than 1000 computers on campus; state-of-the-art computer labs; and over 100 smart classrooms equipped with computers, data projection; as well as VHS, DVD and CD for audio. In addition, the College is home to some of the latest equipment for use in skills labs for the health sciences programs, including imaging technology.

Open Computer Labs

Open computer labs are located in the Learning Support Center and the William Brish Library.

Hours for the Learning Support Center and Library can be found on the HCC website.

Student IT Help Desk

Academic related support is available through the Student Help Desk. Students can reach the 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.

Internships

The internship course serves as a capstone whereby students may apply the knowledge and skills they have learned in the classroom. Internships provide excellent opportunities for

students to gain career-related experiences and workplace competencies in their chosen career field, as well as to obtain skills that are valued by employers when hiring new staff. The internship application is available on the HCC website at www.hagerstowncc.edu/internships.

Internal Application Deadlines:

Fall Semester - July 31

Spring Semester - December 1

Summer Semester - April 1

Minimum eligibility requirements

- Submission of an application for internship by the publicized institutional deadline; and
- Acceptable recommendation by faculty in a related field of study; and
- Minimum overall GPA of 2.5; and
- Completion of at least 50% of the discipline-specific program requirements in a student's field of study, at least two of which courses are completed at HCC; and
- Final course grades of A, B, or C in a student's specialty program courses; and
- Acceptable review of the student's HCC conduct record by the Dean of Students (behavioral violations) and the Vice President of Academic Affairs and Student Services (academic integrity violations)

The Internship and Job Services office and faculty work collaboratively to facilitate the coordination of credit internships through the established internship procedures. In the event a suitable internship cannot be found, an alternative pathway for program completion, that meets the approval of the program director and the VPAASS, will be developed by appropriate program faculty. Internship sites must be within an acceptable distance from the college to enable site supervision by faculty and staff. Exceptions to internship requirements, that meet the approval of program faculty, the program director, and the office coordinating student internships, may be made jointly by the VPAASS and the Dean of Students.

Credit-to-Contact Hour Standards for Internships

For student workplace learning that is not governed by external accrediting bodies, the credit-to-contact hours standard is 60 hours of internship experience for each credit awarded. Students may enroll in the internship course for 1, 2, or 3 credits.

For more information contact Bonnie Saunders, Internship and Job Services Coordinator, 240-500-2260 or basaunders@hagerstowncc.edu

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 Student Center, is dedicated to providing support services to students who are enrolled and actively registered in courses towards a career program, Pell eligible, 24 years of age or older (students under 24 may still be eligible if the Financial Aid Office qualifies them as an independent student). 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, bus passes, 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 will offer resources which both students and faculty may rely on to impact course success levels.

The LSC provides academic support to all students taking credit and non-credit courses at HCC.

Services & Materials

The LSC professional staff has content area specialties of English, writing, science, math, business, accounting and economics, and computer technology. In addition, staff has several peer tutors with expertise in a vast array of subjects.

The LSC offers individual drop-in tutoring (no appointments necessary), group tutoring, workshops, and specialized assistance with specific populations, such as TRiO: Student Support Services.

Many students come to have a quiet place to study, even if help is not needed.

For a complete list of services and materials, hours of operation and additional information, please access the LSC Webpage at: www.hagerstowncc.edu/lsc.

Library

HCC's Brish Library collections include scholarly articles from more than 30 academic databases, 180,000+ e-books, nearly 20,000 streaming videos, a virtual reference collection, and approximately 3,000 books in print. Reference librarians are eager to assist students with research in person during hours of operation and via reference chat after hours. Students have access to printing/copying and computer workstations, as well as ample space for studying and leisure.

Mail Center Services

The Mail Center, located in the Career Programs Building, room 138, offers students a drop off point for pre-paid first class mail or packages. The service counter is open Monday through Friday from 8:30 a.m. - 4 p.m. All items dropped off must already have postage applied. Items shipping through the US Postal System will depart the campus daily around 1:00 p.m. UPS packages dropped off are not guaranteed to ship same day, as it is dependent on HCC's outgoing shipments, and the Mail Center cannot accept any liability for said items. Typically UPS packages ship within 1 to 2 days.

The Mail Center also provides fax service within the US for 50¢ per sheet. Payment is required at time of service by cash or check.

For more information, contact the Mail Center at 240-500-2443.

Private Restrooms / Lactating Rooms

Students have access to private restrooms at the following locations: Kepler 212 & 213, STEM 410 & 509, Learning Support Center 111. Private rooms for lactating will be made available upon request to the Human Resources Offices; scheduling of lactation rooms is also available by request.

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.

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 \$30 registration fee, and a \$13 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

Student Center

A variety of student services are located in the Student Center. Explore the options for dining at the Hilltop Grill or grab a latte at the Hawk Café. The second level deck provides outdoor covered dining space and below is a sand volleyball court. The gameroom has lounge furniture, three screens, and two gaming computers. A Veterans Connection Center has resources for students who are active military and veterans. Free career workshops are offered in the Skills Lab, and Student IDs and parking stickers are available in the Student Activities Office. There are outlets and USB ports throughout the building, along with a student lounge and numerous meeting spaces for student organizations. The Campus Store offers textbooks, HCC gear, and tech supplies.

The Student Center also houses Academic Advising and Registration, the Dean of Students, Disability Support Services, Internship and Job Services, Information Center, Job Training Support Resources, TRiO Student Support Services, Student Government Association, the Veterans Advisor and the student food pantry.

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. If a student's semester GPA falls below a 2.0, they will not be able to work on campus until they complete one semester with at least a 2.0 GPA. You may view open positions on the HCC website under www.hagerstowncc.edu/human-resources/student-jobs or you may visit the Human Resources office, located in the ASA Building, Room 700, Monday - Friday, 8:30 a.m. - 4:30 p.m.

Transcripts

The Records Office maintains student transcripts in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. Official transcripts are sent directly to the student, institutions and other agencies as requested by the student either electronically or in sealed envelopes. Students must request a transcript through HCC's authorized third-party service Transcripts Plus at www.hagerstowncc.edu/admissions/records. Allow 5-7 days for processing. During peak periods, please allow for additional time. Transcripts are available to students at a cost of \$5.25 each. Unofficial copies may be printed out from WebAdvisor.

If you need assistance with the transcript process, please contact the Records Office at 240-500-2239 or in person at the Administration and Student Affairs (ASA) Building, Room 403.

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 have a documented disability), have a need for academic assistance, meet citizenship or residency requirements for federal student aid, and be enrolled in an associate degree or certificate program at HCC to be eligible for TRiO SSS. Upon acceptance into TRiO SSS, students will have access to academic, financial, and transfer advising, trips to four-year colleges, individual tutoring, cultural events, recognition ceremonies, and educational workshops. Additionally, program participants have exclusive access to the TRiO SSS study center, a quiet study space where resources such as computers, printing, reference materials, and calculators are available. Openings in the program are limited each year and admission is selective. To complete an application or for more information, visit the TRiO SSS office in Student Center 131, call 240-500-2659, or visit www.hagerstowncc.edu/trioss to apply online.

Veterans Services

The Veterans Recruiter/Advisor is committed, from admission to graduation, to providing assistance and support to the following:

- Veteran
- Active Military
- Retirees
- National Guard
- Reserves
- Dependents

HCC participates in all VA Education Benefits and is a Yellow Ribbon Participant. If you are using these benefits or you think you may be eligible for these benefits contact the Veterans Recruiter/Advisor. Any change in education benefit, degree program, a veteran's address, and the number of credits should be reported to the Veterans Recruiter/Advisor located in the Student Center building, STC-140 or call 240-500-2377. To learn more, visit www.hagerstowncc.edu/veterans. Please visit the new Veterans Connection Center in the Student Center, room STC-169 for networking and opportunities to become involved on campus.

Voter Registration

Information about Voter Registration, including how students can register to vote is located at www.hagerstowncc.edu or in the Student Activities Office, STC-163.

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.



TRiO

STUDENT SUPPORT SERVICES



TRiO SSS is a unique program designed to assist highly motivated students at HCC who are first generation, income-eligible, or have documented disabilities. As a federally-funded program, TRiO SSS provides extra support to participants as they pursue academic, financial, personal, and career goals.

Spaces in the program are limited to 175 students each year. Admission is selective. For best consideration, apply today!

*For more information or to apply, visit
www.hagerstowncc.edu/trioss
or stop by Student Center, Room 131*

HCC

Services for VETERANS

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

HCC offers:

- More than 100 programs of study, many of which are short-term
- Flexible course schedules including online and off-campus classes
- One-on-one academic advisement
- Disability Support Services
- Tutoring services in Learning Support Center
- Financial aid opportunities
- Possible College credit for military experience
- Free access to HCC Fitness Center
- Student Veterans Organization
- Veterans Connection Center (STC-169)
- Yellow Ribbon Program Participant

Veterans Student Advisor:

Angela Ryan, 240-500-2377, alryan@hagerstowncc.edu

Veterans Student Ambassador:

Carl Blair, veterans@hagerstowncc.edu

Veterans Benefits:

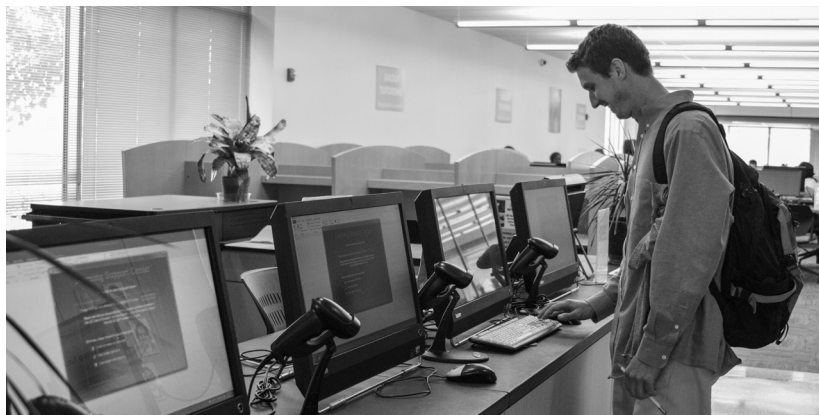
Gloria Hughes, 240-500-2519, gjhughes@hagerstowncc.edu

Veterans Club Advisor:

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

www.hagerstowncc.edu/veterans





HCC Learning Support Center

www.hagerstowncc.edu/lsc

240-500-2560

Hours

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

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

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

Sunday 12-5 p.m.

LSC services include:

- Professional staff and student peer tutors
- Drop-in tutoring (no appointments necessary)
- Group tutoring (intensive tutoring and peer study)
- Appointment-based writing improvement
- Workshops in a variety of subjects
- Study space for individuals and groups
- Printing

Materials include:

- PCs, Macs, and other technology equipment
- Textbooks, handouts, and other tools
- Science models and dissection lab

Online resources AVAILABLE 24/7 include:

- Calendar for workshops and writing sessions
- Student resources with handouts, links, and instructional help
- Online Writing Center

Where to go for Assistance

Information Needed	Resource	Location	Phone
Absences from Classes	Instructor (Emergency— Dean of Students)	STC-142	240-500-2526
Add-Drop	WebAdvisor/ Advising and Registration	STC-108	240-500-2240
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-145	240-500-2225
Bills/Tuition/Fees	Finance Office	ASA	240-500-2220
Books and Supplies	Campus Store	STC-148	240-500-2271 240-500-2482
Bus Passes and Schedules	Campus Store	STC-148	240-500-2271
Campus Card (Student ID)	Student Activities	STC-163	240-500-2225
Campus Events	Student Activities	STC-163	240-500-2225
Campus Police	Learning Resource Center	LRC-134	240-500-2312
Career Counseling	Academic Advising Office	STC-108	240-500-2466
Change of Student Info	WebAdvisor/Advising and Registration	STC-108	240-500-2238
Change of Major	WebAdvisor/Academic Advisor	STC-108	240-500-2240
Child Care	Children's Learning Center	ASA	240-500-2322
Copying Machines	Library/Learning Support Center	LRC/LSC	240-500-2891
Course Reserves	Library	LRC	240-500-2237
Disabled Students	Disability Services Office	STC-108	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	240-500-2412
Fax Machine	Mail Center	CPB-138	240-500-2300
Financial Aid	Financial Aid Office	ASA	240-500-2443
Food Pantry	Student Activities Office	STC-163	240-500-2225
Food Services			
Valley Eatery	Career Programs Building	CPB	240-500-2281
The Hilltop Grill	Student Center	STC-150	240-500-2345
Coffee Shop	Student Center	STC-145	
GED Information	Adult Education	LRC-348	240-500-2313
General Information	Information Center	STC-102	240-500-2530
Grade Change	Instructor		
Graduation Application	WebAdvisor/Advising and Registration	STC-108	240-500-2341
Gymnasium Information	Athletic Offices	ARCC-214	240-500-2451
Health Concerns	Fitness Center	ARCC	240-500-2478

Where to go for Assistance (continued)

Information Needed	Resource	Location	Phone
Honor Society - PTK	Advisor	STC-113	240-500-2244
Honors Classes	Admissions Office	ASA	240-500-2238
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-134	240-500-2312
Middle College	Program Coordinator	LRC-262	240-500-2483
Moodle	Learning Technology	LRC-138	240-500-2587
Non-Credit Classes	Continuing Education	CPB	240-500-2236
Parking Sticker	Student Activities	STC-163	240-500-2225
Placement Exam	Academic Testing Center	LRC-322	240-500-2398
Records	Registrar	ASA-403	240-500-2239
Registration Information	Advising and Registration	STC-108	240-500-2240
Scholarships and Loans	Financial Aid Office	ASA	240-500-2473
School Supplies	Campus Store	STC-148	240-500-2271
Sexual Misconduct	Dean of Students	STC-142	240-500-2526
Stamps	Campus Store	STC-148	240-500-2271
Student Government	SGA Office	STC-171	240-500-2272
Student Organizations	Student Activities	STC-163	240-500-2225
Testing	Academic Testing Center	LRC-322	240-500-2398
Title IX Coordinator	Dean of Students	STC-142	240-500-2526
Transcript Request	WebAdvisor/Records Office	ASA-403	240-500-2239
TRIO: SSS	Program Manager	STC-131	240-500-2659
Tutoring	Learning Support Center	LSC	240-500-2560
Vending Machines	ARCC, ATC, STEM, CPB, LRC, STC		240-500-2281
Veterans Certification	Records Office	ASA-403	240-500-2519
Veterans Support	Veterans Information Center	STC-140	240-500-2377
Voter Registration	Student Activities	STC-163	240-500-2225
WebAdvisor	Student Help Desk		240-500-2891
Withdrawal from Classes	WebAdvisor/Advising and Registration	STC-108	240-500-2240

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



Student Activities

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 basketball courts
- 200-meter track
- 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, call 240-500-2451.

Athletics

The Hagerstown Community College athletic program includes fifteen intercollegiate sports. A list follows of sports and coaches. To participate, call 240-500-2451.

Baseball	Scott Jennings
Basketball/Men.....	Bernard Hopkins
Basketball/Women	Bernie Semler
Soccer/Men	CJ Trammell
Soccer/Women.....	Clifton Williams
Indoor and Outdoor Track/ Men and Women.....	Mike Spinnler
Cross Country/ Men and Women.....	Mike Spinnler
Volleyball/Women.....	Ashlyn Rebok
Softball/Women	Jenna Knable
Golf/Men.....	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. 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. For more information about amateur status, please contact Athletics at 240-500-2451.

Campus Life

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 student organization, 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 Organization 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.

College Events Notifications

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

Fitness Center

The ARCC houses a full fitness center for HCC students, HCC employees and their families, and the community. When classes are in session, hours of operation are Monday-Thursday 8:00am-6:30pm and Friday 8:00am-4:30pm; summer hours are Monday-Friday, 8:00am-4:30pm. The fitness center offers diagnostic assessments and fitness prescriptive programs, using a variety of exercise equipment. Students may schedule a complete fitness/health assessment that serves as the foundation for an individualized exercise 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.

Student Government Association

The SGA is a vehicle for involvement in the college, serves as the voice of the student body on issues concerning campus life, and participates in shaping policies and student regulations.

All active 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.

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.

Student Organizations

HCC's students and employees are proud of the extracurricular organizations and programs offered on campus. Organizations can enrich your college experience by introducing you to new interests, friends and experiences. Student organizations form throughout the year, so check the website for the most up-to-date list. Membership is open to all active students. For more information on how to get involved on campus, contact the Student Activities Office, located in the Student Center, room 163, or view the Student Organization Policy at www.hagerstowncc.edu/docs/student-affairs/student-organization-policy4036

Waiver of Liability

Participation in College sponsored off-campus activities and certain on-campus activities is voluntary. Students participating 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.

*Student
Life* @



**Make the most of your college experience by getting involved
OUTSIDE the classroom**

*Student Life and
Community Volunteer Fair*

Fall 2018 Wednesday, Sept. 19
11 a.m. – 1 p.m.

Spring 2019 Tuesday, January 29
11 a.m. – 1 p.m.
at the Student Center



Visit HCC's Campus Store for fast, friendly help with:

- new and used textbooks and e-books
- school supplies
- backpacks
- HCC clothing
- computers and software
- Bus Passes
- Go Green Eatery Cards

Plus, extras such as

- greeting cards
- gifts
- personal health items
- snacks

Find us on the web at

www.hagerstowncc.edu/student-services/campus-store



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!

- Obtain a cumulative GPA of 3.5
- Accumulate 12 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

Advisors:

Ashley Whaley - anwhaley@hagerstowncc.edu

Jennifer Szczesniak - jsszczesniak@hagerstowncc.edu

Learn more about PTK at www.ptk.org

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

Campus Safety

Behavioral Intervention/ CARE Team

The goal of the Behavioral Intervention/CARE Team is to serve as a resource team to students who are in need of support beyond academics. This student outreach team is able to link students with resources in the community to provide needed assistance. Common areas of support include shelter/housing, counseling, and psychiatric assistance, among others. The BIT/CARE Team provides a proactive and holistic approach to addressing concerning behaviors in students. In these situations, the idea is to intervene and provide support before these students develop more serious problems such as attempts to commit suicide or violent actions against others. This process is separate from the Code of Conduct process which responds to students who are suspected of violating established rules of conduct. A detailed explanation and access to online reporting forms can be found at www.hagerstowncc.edu/bit.

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

The office and emergency numbers for campus police can be found on the back of your student ID card. Contact campus police if you need help with any of the following:

- Escort to your car if you feel unsafe due to weather or time of day

- Getting keys out of your locked car
- Jumpstarting your car
- Teaching you how to change a flat tire

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 134, 240-500-2312 or 240-500-2308.

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.

Classes held at off-site facilities are subject to the following cancellation or delayed start procedures:

- If HCC is closed or has a delayed opening due to inclement weather, classes scheduled at off-site locations are also cancelled or delayed.
- If HCC is closed or has a delayed opening due to an emergency situation which affects only its main campus, classes held at off-site locations will run as scheduled unless specified otherwise.
- If HCC is open and the off-site facility has issued a closing or schedule change, then HCC classes held there will follow the schedule change issued by the off-site facility.

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

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

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

Where to Look for Information:

- HCC website: www.hagerstowncc.edu
- Text message alert - sign up at www.hagerstowncc.edu/emergency-alerts

- HCC Facebook page: www.facebook.com/hagerstowncc
- HCC Twitter account: www.twitter.com/hagerstowncc
- Local radio & TV stations

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

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.

When the college has a delayed opening, the first floor entrance of the Learning Resource Center nearest the Washington County Commuter bus stop will be unlocked for students who arrive on campus prior to the college opening. This central campus location enables facility staff and campus police to communicate with students on campus as needed while providing a safe, warm location.

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. Emergency procedures are posted in all classrooms.

Hate Crimes and Bias

Hate crimes manifest when an alleged victim was intentionally selected because of the perpetrator's bias or because the perpetrator perceived the person to be in one of six protected group categories: religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability. Hate crimes that occur on campus or between students should be reported to HCC Campus Police as soon as possible, 240-500-2308. Students may also seek support from the Dean of Students Office.

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.

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 the Campus Police. The Campus Police will initiate a Property Report on all items found or recovered. Items will be held for at least 30 days. The person(s) who found the item(s) may make an application to claim the property in the event that the rightful owner(s) cannot be located.

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, 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, 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 for free at the Student Activities Office located in the Student Center. 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.

Fines and Appeals

Fines for parking violations can be appealed or paid at the Finance Office in the Administration and Student Affairs Building. Failure to request an appeal or trial within 10 days will

result in forfeiture of the right to an appeal or trial. Failure to pay the fine within the 15 day period may result in a \$25 service fee; student's grades may be held; and/or the Motor Vehicle Administration may flag the vehicle's registration. Please obey all traffic and parking laws and avoid receiving a citation.

Registered Sex Offender Information

All registered sex offenders wanting to enroll at HCC must identify to and schedule a meeting with HCC's Chief of Police; they are not permitted to be on campus prior to this meeting. At this initial meeting, standard campus procedures for sex offenders will be reviewed and signed. Following this meeting, the student may meet with Admissions and Academic Advising staff and take placement exams in the Testing Center. Following class registration, the student must meet with both the Dean of Students and Chief of Police together to review and sign specific parameters for enrollment. Prior academic, financial, campus life and conduct history will be taken into consideration. Continuing students who are registered sex offenders must meet with the Dean of Students & Chief of Police together prior to each semester of enrollment to ensure parameters are adjusted per course selection and to review registry status. The College reserves the right to adjust parameters outlined each semester based on the students' behavioral history. Registered sex offenders should allow up to four weeks to complete the process prior to starting classes.

Sex offender information can be obtained from the Maryland State Sex Offender Register (SOR) at www.dpscs.state.md.us/sor.

Title IX Information

The Clery Act of 1990 requires 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 Title IX concerns can be addressed to:

Dr. Christine Ohl-Gigliotti,
Title IX Coordinator
STC-142
240-500-2526
caohl-gigliotti@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 ensuring 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, support resources for victims, accommodations and how Title IX protects pregnant and parenting students, please visit www.hagerstowncc.edu/titleix.

Know The Law

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

- From the preamble to Title IX of the Education Amendments of 1972

If you or another student have been the victim of domestic violence, stalking, sexual harassment, gender-based harassment, or sexual violence while on campus or at an HCC-sponsored event,

help is available.

Learn more about your rights, responsibility, and support at www.hagerstowncc.edu/student-affairs/title-ix-campus-save-act-information



*Dean of Students and
Title IX Coordinator:
Dr. Christine Ohl-Gigliotti
240-500-2526*

caohl-gigliotti@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			Public Property*		
	15	16	17	15	16	17	15	16	17
Murder/Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Unfounded Reportable Crimes	0	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.

Violence Against Women Act (VAWA) Offenses

Reportable Crimes	On Campus Building/Property			Non-Campus** Building/Property			Public Property*		
	15	16	17	15	16	17	15	16	17
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence									
Stalking	2	0	0	0	0	0	0	0	0

Arrests and Disciplinary Referrals

	On Campus Building/Property			Non-Campus** Building/Property			Public Property*		
	15	16	17	15	16	17	15	16	17
Arrests	0	0	0	0	0	0	0	0	0
Weapons									
Unlawful Carrying	0	0	0	0	0	0	0	0	0
Unlawful Possession	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0
Disciplinary									
Referrals									
Weapons									
Unlawful Carrying	0	0	0	0	0	0	0	0	0
Unlawful Possession	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Arrests									
Weapons	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Liquor Law Violation	0	0	0	0	0	0	0	0	0

CRIME PREVENTION TIPS

- Keep your purse, cell phone, books, backpack, and other valuables with you at all times.
- If you have to leave valuables in your vehicle, lock them in the trunk and try not to let anyone see you do that.
- Do not leave your phone number or address visible where anyone can learn where you live.
- Check the back seat and floor of your vehicle before entering to be sure no one is hiding there.
- Walk in well-lit areas at night, preferable with someone you know and trust.
- Learn the locations of fire exits in the building(s) you go to.
- Learn the safest areas in the building(s) you are in, should you have to shelter in place due to a severe storm or other emergency.
- Trusts your instincts -- if something doesn't seem right, then it probably isn't.
- When approaching your vehicle, have the keys in your hand ready to unlock the door.
- If you think someone is following you, do not go home. Go to the nearest police station or flag down a police car if possible.

If you need police assistance on campus, contact HCC Police at 240-500-2308.

Hate Crimes on Campus

Hate Crimes	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	15	16	17	15	16	17	15	16	17	15	16	17	15	16	17	15	16	17
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		
	15	16	17	15	16	17	15	16	17	15	16	17	15	16	17	15	16	17
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		
	15	16	17	15	16	17	15	16	17	15	16	17	15	16	17	15	16	17
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

HOW TO RESPOND IF AN ACTIVE SHOOTER IS ON CAMPUS

*Quickly determine the best way
to protect your own life.*

Others are likely to follow the lead of employees and student leaders during an active shooter situation.

1. RUN

- Have an escape plan and route established
- Leave your belongings behind
- Keep your hands visible

2. HIDE

- Hide out of the active shooter's view
- Block entry to your hiding place
- Lock all lockable doors

3. FIGHT

- As a last resort when your life is in imminent danger
- Attempt to incapacitate the active shooter
- Act with physical aggression - throwing items at shooter

**CALL CAMPUS POLICE 240-500-2308
WHEN IT IS SAFE TO DO SO**

How to respond when law enforcement arrives

- Remain calm and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming, and/or yelling
- Do not stop to ask officers for help or directions when evacuating, just proceed in the direction from which officers are entering the premises.

PROVIDE INFORMATION TO OFFICERS OR 911

- Location of the victims and the active shooter
- Number of shooters if more than one
- Physical description of the shooter/s
- Number and type of weapon held by the shooter/s
- Number of potential victims at the location

Recognizing signs of potential campus violence

An active shooter may be a student, employee or campus visitor. Alert Campus Police or the Dean of Students if you believe an individual exhibits potentially violent behavior. Indicators of potentially violent behavior may include one or more of the following:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism and/or vague physical complaints
- Depression/withdrawal
- Increase severe mood swings, and noticeable unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes

Community Resources, Hotlines and Helplines

National Hotlines

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

Veterans 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.childhelp.org
800-4-A-CHILD (422-4453)

Alcohol/Drug Abuse Hotline
www.samhsa.gov
800-662-HELP (4357)

National Domestic Violence Hotline
thehotline.org
1-800-799-SAFE (7233)

Local Food Bank Resources

Community Action Council
www.wccac.org/services/foodpantry
301-797-4161

Abuse/Neglect

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

Healthcare

Community Free Clinic
www.cfcwc-md.org
301-733-9234

Housing

Hagerstown Home Store
www.hagerstownhomestore.org
301-797-0900

Transportation

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

General Health and Human Services

2-1-1 Maryland
www.211md.org
Dial: 2-1-1

Counseling and Behavioral Resources

BIT Community Resources
www.hagerstownncc.edu/docs/student-affairs/bit-community-resources

* This directory is a referral guide. Inclusion of agencies or professionals in this resource directory does not imply endorsement or recommendation. HCC does not assume liability for any acts or omissions of agencies or professionals listed herein.

Go Green, Save Green, Eat on Campus



Valley Eatery

Spring and Fall semester hours:

Monday - Thursday 7:30 a.m. - 1:30 p.m.

Hilltop Grill

Spring and Fall semester hours

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

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

Summer semester hours

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

The Hawk Café Coffee Shop

Spring and Fall semester hours

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

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

Summer semester hours

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

Policies and Regulations

Student Policies

A complete listing of policies and regulations can be found on the College website under Student Services at www.hagerstowncc.edu/student-affairs/college-policies. These policies include:

Academic Integrity Policy

The College is committed to upholding the highest standards of integrity, honesty, and ethical behavior among students, faculty, and staff. HCC has adopted a Code of Integrity to uphold standards of academic honesty and social conduct that adopts five fundamental values: honesty, trust, fairness, respect, responsibility. To view the full policy, go to www.hagerstowncc.edu/docs/student-affairs/academic-integrity-policy-4045.

Alcohol and Other Drug Prevention & Awareness Policy

The College is committed to promoting personal wellness and responsibility, recognizes that drug and alcohol abuse present serious threats to individual health and community safety, and seeks to maintain an educational environment free of alcohol and drugs. All students will have opportunities to participate in alcohol and other drug addiction and awareness throughout their time of study. For more information, please visit www.hagerstowncc.edu/docs/student-affairs/student-drug-and-alcohol-abuse-policy-4041, www.hagerstowncc.edu/docs/student-affairs/drug-alcohol-free-environment-policy-5092, www.hagerstowncc.edu/docs/student-affairs/heroin-and-opioid-addiction-and-prevention-policy-4039.

Anti-Discrimination Policy

HCC is committed to maintaining an atmosphere in which all members of the College community are free to take part in an open dialogue that furthers understanding of diverse philosophies, cultural perspectives and respect for individuals. To achieve its mission, the College will not tolerate any

language, action or behavior that is hostile to others. To view the full policy, go to: www.hagerstowncc.edu/docs/student-affairs/anti-discrimination-policy-4042.

Code of Student Conduct Policy

For details, please see page 38.

Commercial Solicitation Policy

HCC has the responsibility to provide and maintain a safe and healthy work and learning environment conducive to its mission-based programs and services. Accordingly, the College has developed a commercial solicitation policy that applies to commercial solicitation activities conducted on the grounds or within buildings under the control of HCC, including commercial solicitation using the electronic mail network (email). Approved commercial solicitation activities must be substantially and directly related to the College's mission and vision. To view the full policy, go to: www.hagerstowncc.edu/docs/presidents-office/commercial-solicitation-policy-8069.

Communicable Disease Policy

Communicable diseases are diseases which are capable of being transmitted to other individuals in various ways. It is the policy of HCC not to discriminate against any student or employee who has or is suspected of having a communicable disease. As long as the student's or employee's condition is not a threat to the health or safety of the individual, other students or employees or the campus community as a whole, he or she may continue employment or attend classes and use college services and facilities. To view the full policy, go to: www.hagerstowncc.edu/docs/student-affairs/communicable-diseases-policy-8041.

Dean's List Eligibility Policy

To qualify for the Dean's List, students who've completed 12 semester hours or more must earn a minimum quality-point average of 3.50 for the most recent semester. To view the full policy, go to: www.hagerstowncc.edu/docs/student-affairs/deans-list-eligibility-policy-4021.

Expressive Activity Policy

The term "expressive activity" includes: Meetings and other group activities by Active Students and Student Organizations, as those terms are defined in the Student Organization Policy; speeches, performances, demonstrations, rallies, vigils, and other events by Active Students, Student Organizations, and outside individuals and/or organizations invited by Student Organizations; distributions of literature, such as leaflets and pamphlets; and any other expression protected by the First Amendment to the United States Constitution. While the College shall not interfere with the rights of Active Students and Student Organizations to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint, the College has established reasonable time, place, and manner restrictions on expressive activity that applies to all buildings, grounds, and other spaces owned or controlled by HCC. To view the full policy, go to: www.hagerstowncc.edu/docs/student-affairs/expressive-activity-policy-8068.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law that protects the privacy of student education records and applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students may complete an Authorization to Release Information form to request their educational records be shared with

individuals/entities outside of the college. Students may also request that HCC not disclose directory information by contacting the Registrar directly via e-mail: records@hagerstowncc.edu or by visiting the Records office, ASA-403. To view the full policy, go to: www.hagerstowncc.edu/docs/admissions-records-and-registration/ferpa-guidelines.

General Grievance Policy

For details, please see page 50.

Hazing

Maryland statute defines hazing as "recklessly or intentionally do[ing] an act of creat[ing] a situation that subjects a student to the risk of serious bodily injury for the purpose of an initiation into a student organization of a school, college, or university." The same statute establishes hazing as a misdemeanor subject to a maximum penalty of \$500 and/or six months imprisonment. HCC complies with state law. Suspected hazing incidents at HCC should be reported to the Dean of Students or Campus Police for prompt investigation as soon as possible.

Honor Code Policy & Pledge

By entrance to the College, the student voluntarily assumes obligations of performance which are imposed by the academic community relevant to its missions, processes, and functions. These obligations may be much higher than those imposed on all citizens by civil and criminal law, and the College reserves the right to discipline students to insure compliance with these higher obligations. The responsibility for the maintenance of honesty rests upon the student.

The Student Honor Pledge reads: "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 the highest regard and will not violate them nor tolerate those who do."

To view the full policy, go to www.hagerstowncc.edu/docs/academic-affairs/honor-code-policy-4050.

Involuntary Course Withdrawal Policy

This policy gives the administration the authority to withdraw students from their classes as a last resort action to protect the safety of the student and/or others and the integrity of the College's learning environment. To view the full policy, go to: www.hagerstowncc.edu/docs/student-affairs/involuntary-student-withdrawal-policy-4011.

Parking and Traffic Policy

All campus buildings, roadways, walkways and parking areas are the property of HCC. All persons and motor vehicles entering the College campus are bound by Maryland state traffic laws and College parking and traffic policy and procedures. To view the full policy, go to: www.hagerstowncc.edu/docs/student-affairs/parking-and-traffic-policy-8050.

Sexual Harassment Policy

HCC is committed to maintaining a positive learning and working environment free from all forms of sexual harassment. Sexual harassment by any employee, student, visitor, and/or any individual who conducts business on behalf of the college is prohibited. Sexual harassment is unwanted sexual contact, unwelcome sexual advances, requests for sexual favors and/or other unwanted communications or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's academic or work performance. Such conduct is illegal and will not be tolerated. To view the full policy, go to: www.hagerstowncc.edu/docs/human-resources/sexual-harassment-policy-8070a.

Sexual Misconduct Policy

The College is committed to taking necessary measures to prevent incidents of sexual misconduct on campus and to taking action to support victims, involve police and take appropriate disciplinary action should an incident be reported. Sexual misconduct includes sexual assault, domestic

violence, dating violence, stalking, and sexual harassment. Acts of sexual misconduct in any form are not tolerated on campus. To view the full policy, go to: www.hagerstowncc.edu/docs/student-affairs/sexual-assault-policy-8071.

SGA Constitution

To meet their mission of 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 HCC students, the student elected Student Government Association (SGA) at HCC follows a Constitution and By-Laws. To view the full SGA Constitution, go to: www.hagerstowncc.edu/docs/student-activities/sga-constitution.

Social Media Policy

Social media is a powerful communication tool and it shall be the policy of HCC to actively use it to educate, inform, and collaborate with its students, staff, faculty, and alumni, as well as members of the community. This policy requires that the administration create and maintain guidelines and employ best practices as applies to employees and students posting online material on behalf of HCC. Employees and students are subject to the same laws, professional expectations, and guidelines when interacting online with students, parents, alumni, donors, and the media as they are in person. Fans and followers of official college accounts must agree to respect the terms of individual social networking sites and understand that HCC officials have the right to remove any content that is deemed to be offensive, inappropriate, of a harassing or threatening nature, or can be construed as defamation of character. To view the full policy, go to: www.hagerstowncc.edu/docs/student-affairs/social-media-policy-8095.

Student Organization Policy

HCC supports students' rights to join, form, and participate in Student Organizations as a critical component of student growth and development. The purpose of this policy is to assure that Active Students (defined as currently registered credit students not

on academic or disciplinary probation or currently registered non-credit students who have satisfactorily completed a course) and Student Organizations have reasonable access to college resources, without undue disruption to college operations, violation of protected speech activity of others, and endangerment of others or risk to college property. Two levels of engagement exist: Registered Student Groups (a group of two or more Active Students that is registered with the Dean of Student's Office but not affiliated with or sponsored by HCC) and Registered Student Funded Organizations (an organization of five or more Active Students that is registered with the Dean of Student's Office and recognized as a HCC sponsored student organization). To view the full policy, including details on how to form a Student Organization, go to: www.hagerstowncc.edu/docs/student-affairs/student-organization-policy-4036.

Use of Computing, Network and Communications Resources Policy

HCC will provide access to students, faculty, staff, and others by special arrangement and ensure that College computing, network and communication resources are used appropriately in the conduct of College-related business and activities. Use is governed by all federal, state, and local laws and any related College policies, guidelines and procedures. To view the full policy, go to: www.hagerstowncc.edu/docs/student-affairs/use-computing-network-and-communications-resources-policy-5093.

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 therefore adopted 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 Students 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 fall under this code of conduct. Some academic programs may have supplemental behavioral codes with additional requirements. Registered Sex Offenders will have other expanded expectations regarding behavior on campus.

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, 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 Students will maintain a record of imposed sanction(s) for behavioral violations and the Vice President of Academic Affairs and Student Services (VPAASS) 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 Students 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 Students 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 Students 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. *Probation*: Probation is given to an organization group/organization for a specified period of time. If violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- B. *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/organization may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
- C. *Charter Revocation*: College recognition is removed for a student group, student organization, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.
- D. *Restitution*: Student organizations/groups 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

The intent of the College is to impose sanctions in a progressive manner, beginning with the least punitive sanction. However, depending on the nature and severity of a student's violation, the College reserves the right to impose any of the above referenced sanctions at any time.

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 process.

Step 1—Instructor/Student Conference

A conference occurs between the student and the instructor to discuss details of the 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, the matter may be resolved at this level. The maximum penalty for the violation may not exceed a grade of “F” in the course.

Within three (3) work days of the instructor/student conference, the instructor completes the Academic Integrity Reporting Form online.

The Academic Integrity Reporting Form includes:

- a. Instructor name and contact information
- b. Date of alleged violation
- c. Course number and section
- d. Name of student involved and student ID number
- e. Description of alleged incident
- f. Outcome of the instructor/student meeting
- g. Supporting documentation

For all outcomes, except no violation and no resolution, the VPAASS will send a letter of reprimand to the student and a copy will be placed in the student’s file.

If the outcome determined there was no violation, the Academic Integrity Reporting Incident Form will be kept on file in the Office of the VPAASS, but not on the student’s permanent record.

If there is no resolution due to disagreement between the instructor and the student regarding the occurrence of a violation or the penalty imposed, a preliminary investigation will be conducted.

Step 2—Preliminary Investigation

If the matter cannot be resolved in Step 1, the VPAASS or his/her designee will conduct a preliminary investigation of the charge within seven (7) work days of receiving the Academic Integrity Reporting Form. If there is evidence that a violation may have occurred, the student will receive notice of the need to participate in an informal hearing.

Step 3—Informal Hearing

At the meeting, the VPAASS/designee will discuss the charges and the alleged violation. If the VPAASS/designee finds no reason to proceed, all charges will be dropped. If charges are not dropped, the accused may elect one of three courses of action:

- a. The student may admit the alleged violation and request, in writing, that VPAASS/designee take whatever action seems appropriate.
- b. The student may admit the alleged violation and request a formal hearing by the College Hearing Board to determine appropriate action.
- c. The student may deny the alleged violation, in which

case a formal hearing will be held by the College Hearing Board.

Step 4—Formal Hearing

If the matter cannot be resolved in Step 3, the Dean of Students 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 fifteen (15) work days after the informal hearing. Should the accused fail to appear at the formal hearing, the hearing will proceed. The accused has the right to be assisted by a non-legal advisor of his or her choice. The accused is responsible for presenting their own case, and the non-legal advisor is not permitted to participate in the proceeding. The non-legal advisor may confer with the student during the hearing, but may not directly address the Hearing Board. The student must notify, in writing, the Dean of Students regarding the presence of the non-legal advisor at least five (5) work days before the hearing. Following the testimony of the accused and review of all documents/information provided by the instructor and/or VPAASS/designee, the Hearing Board will deliberate privately to vote on its decision.

Step 5—Notification

The Dean of Students will first notify the VPAASS/designee after receiving Board's recommendation. The Dean of Students will notify the accused and the instructor within 24 hours of receiving the hearing board outcome and provide written notification within three (3) working days.

Outcomes of the Hearing Board will be one of the following:

-Exonerated: If the accused is exonerated, a record will be kept in the Office of the VPAASS; however, no citation will be placed in the student's permanent record, and there will be no penalty to the student.

-Not Exonerated: If the accused is not exonerated, the College Hearing Board will impose a minimum penalty of a grade of "F" in the assignment (more stringent penalties may be imposed) and one of the following three measures will be enforced:

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

6. Behavioral Violation Process

A. Responsibility

The Dean of Students¹ 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 Students¹ 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, ideally within five work days² following the incident. This form is available on the College Website and may be completed by the Dean of Students Office when reports are submitted via email. 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 fifteen (15) work days² after the charge is initiated, the Dean of Students¹ 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 Students¹ may suspend a student effective immediately for an interim period pending disciplinary proceedings.

3. *Informal Hearing:* At the meeting, only the Dean of Students¹ 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 Students¹ 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 Students 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 Students¹ 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 fifteen (15) work days² after the informal hearing. Should the accused fail to appear at the formal hearing, the hearing will proceed. The accused and the

complainant have the right to be assisted by a non-legal advisor of his or her choice. The complainant and the accused are responsible for presenting their own cases, and the advisor is not permitted to participate in the proceeding. The advisor may confer with the student during the hearing, but may not directly address the Hearing Board. The student must notify, in writing, the Dean of Students¹ 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 Students¹ will notify all parties after receiving the Board's recommendation.

5. **Notification:** The Dean of Students¹ 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 academic integrity violation cases, behavioral violation cases, and student grievances; the boards will receive evidence, deliberate and recommend 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 VPAASS, three students chosen by the Dean of Students, and a chair chosen jointly by the VPAASS and the Dean of Students. The chair will vote only in case of a tie.

General Grievance Policy and Procedures for Students

Introduction

The purpose of the General Grievance Policy for Students is to provide a formal 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 VPAASS.

Procedures

Informal Level

The intent of the informal level is to resolve student grievances in the most accurate, equitable, and timely manner. If a student feels that his/her rights have been violated, the student should submit a brief written statement outlining the concern to the Dean of Students; and indicating they want to file an official grievance, this can

be done via an online form found at <http://www.hagerstowncc.edu/student-services>, via email from the student's HCC email account to studentaffairs@hagerstowncc.edu, or in person at the Dean of Students Office in STC 142. If the student's grievance pertains to the Dean of Students or VPAASS, the college president will appoint a designee to oversee the procedure. Upon receipt of the written statement, the Dean's Office will contact the student to set up an appointment for review. The student will meet with the Dean or a designee to discuss the grievance. The Dean of Students or a designee will conduct an investigation of the alleged concern. 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. If resolution is reached, all procedures will cease. If there is no resolution, the student will receive a follow-up letter from the Dean of Students or a designee outlining optional steps for initiating formal charges.

Formal Level

Step 1 • Upon receipt of the follow-up letter from the Dean or a designee, the student must choose whether or not to begin formal grievance procedures within 10 work days. To begin formal grievance procedures, the student will need to submit to the Dean of Students a more detailed signed statement of the complaint in hard copy (electronic submissions will not be accepted). The statement should explain in detail what allegedly happened, what steps have been taken up to that point, and what action the student is requesting. The Dean will distribute copies of the formal 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.

- If deemed appropriate by the Dean, the student will meet with the Dean, the staff member named in the grievance, and the staff member's direct supervisor. This conference shall take place within 10 work days of the submission of the formal grievance 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 Students, 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 06/17

General Grievance Procedure for Students (p. 50)

Step 1

The student will submit a brief written statement to the Dean of Students. The student will meet with the Dean or a designee.

Step 3

The Dean or designee will interview the accused employee and witnesses and pursue an informal resolution. The student may be present.

Step 5

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

Step 7

The Dean of Students 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.

Step 2

The Dean or a designee shall investigate the charge.

Step 4

If the student is not satisfied with the informal resolution, the student will submit a more detailed signed written statement of complaint to the Dean of Students who will distribute copies to all parties.

Step 6

If not satisfied, the student will provide a written request to the Dean of Students 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 Students.

Student Grade Appeal Process

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.

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

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 VPAASS.

Step 4 At this stage, the VPAASS

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 VPAASS 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 VPAASS.

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 VPAASS 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 VPAASS will receive the decision in writing.

The VPAASS 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 VPAASS is unavailable, it is then the Dean of Students' 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 Students if 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

VPAASS

- 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 Students 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 Hearing 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 Students

- Consult with the VPAASS 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 VPAASS 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 VPAASS within one calendar day after the hearing
- Submit final summary to VPAASS 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 VPAASS 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

Registration and Refund Appeals

Students may need to file a registration appeal when extraordinary circumstances have prevented them from dropping their classes by the established deadline. Depending upon the situation, students can appeal for a late drop, a late withdrawal, or a refund appeal. Along with the Registration Appeal Form, students are required to submit a written statement and to provide relevant documentation to support their request.

Students may appeal their registration status up to two weeks after the end of the semester of the enrolled date of course(s).

After a student's appeal is reviewed, a student will receive a response with the outcome to the appeal in writing. HCC's complete appeal policy is found in the Catalog (<http://catalog.hagerstowncc.edu>) under the section "Paying for College." The Registration Appeal Form may be found online at

www.hagerstowncc.edu/sites/default/files/printforms/13-registration-appeal-form.pdf

Students unsatisfied with the initial response to their appeal may submit a secondary appeal in writing to the Dean of Students. Upon receipt of the secondary appeal, the Dean's Office will investigate and contact the student about the next steps.

For questions or assistance regarding the Registration and Refund Appeal Process, please contact the Registrar at 240-500-2341.

FALL 2018 IMPORTANT DATES

15 Week

Aug 27.....Classes begin
 Sept 4.....Last day to add
 Sept 4.....Last day 100% refund
 Sept 16.....Last day audit to credit
 Sept 16.....Last day drop no grade
 Nov 6.....Last day to withdraw
 Nov 6.....Last day audit to credit
 Dec 14.....Last day of classes/Finals

12 Week

Sept 10.....Classes begin
 Sept 13.....Last day to add a class
 Sept 13.....Last day 100% refund
 Sept 26.....Last day audit to credit
 Sept 26.....Last day drop no grade
 Nov 7.....Last day to withdraw
 Nov 7.....Last day audit to credit
 Dec 7.....Last day of classes/Finals

First 10 Week

Aug 27.....Classes begin
 Aug 30.....Last day to add
 Aug 30.....Last day audit to credit
 Sept 9.....Last day audit to credit
 Sept 9.....Last day drop no grade
 Oct 12.....Last day to withdraw
 Oct 12.....Last day audit to credit
 Nov 5.....Last day of classes/Finals

Second 10 Week

Oct 3.....Classes begin
 Oct 8.....Last day to add
 Oct 8.....Last day 100% refund
 Oct 16.....Last day audit to credit
 Oct 16.....Last day drop no grade
 Nov 19.....Last day to withdraw
 Nov 19.....Last day audit to credit
 Dec 14.....Last day classes/Finals

First 7.5 Week

Aug 27.....Classes begin
 Aug 29.....Last day to add
 Aug 29.....Last day 100% refund
 Sept 5.....Last day audit to credit
 Sept 5.....Last day drop no grade
 Oct 1.....Last day to withdraw
 Oct 1.....Last day audit to credit
 Oct 19.....Last day of classes/Finals

Second 7.5 Week

Oct 22.....Classes begin
 Oct 24.....Last day to add
 Oct 24.....Last day 100% refund
 Oct 31.....Last day audit to credit
 Oct 31.....Last day drop no grade
 Nov 26.....Last day to withdraw
 Nov 26.....Last day audit to credit
 Dec 14.....Last day of classes/Finals

First 5 Week

Aug 27.....Classes begin
 Aug 29.....Last day to add
 Aug 29.....Last day 100% refund
 Sept 3.....Last day audit to credit
 Sept 3.....Last day drop no grade
 Sept 19.....Last day to withdraw
 Sept 19.....Last day audit to credit
 Oct 1.....Last day of classes/Finals

Second 5 Week

Oct 2.....Classes begin
 Oct 4.....Last day to add
 Oct 4.....Last day 100% refund
 Oct 7.....Last day audit to credit
 Oct 7.....Last day drop no grade
 Oct 24.....Last day to withdraw
 Oct 24.....Last day audit to credit
 Nov 5.....Last day of classes/Finals

Third 5 Week

Nov 6.....Classes begin
 Nov 8.....Last day to add
 Nov 8.....Last day 100% refund
 Nov 12.....Last day audit to credit
 Nov 12.....Last day drop no grade
 Dec 3.....Last day to withdraw
 Dec 3.....Last day audit to credit
 Dec 14.....Last day of classes/Finals

FALL:

Tuition Payment Deadline: Aug. 11
 College Closed, Labor Day: Sept. 3
 No Classes, College Closed at Noon: Nov. 21
 College Closed, Thanksgiving: Nov. 22-23

SPRING 2019 IMPORTANT DATES

15 Week

Jan 7	Classes begin
Jan 14	Last day to add
Jan 14	Last day 100% refund
Jan 28	Last day audit to credit
Jan 28	Last day drop no grade
Mar 21	Last day to withdraw
Mar 21	Last day audit to credit
Apr 29	Last day of classes/Finals

12 Week

Jan 22	Classes begin
Jan 25	Last day to add a class
Jan 25	Last day 100% refund
Feb 8	Last day audit to credit
Feb 8	Last day drop no grade
Mar 26	Last day to withdraw
Mar 26	Last day audit to credit
Apr 25	Last day of classes/Finals

First 10 Week

Jan 12	Classes begin
Jan 15	Last day to add
Jan 15	Last day audit to credit
Jan 21	Last day audit to credit
Jan 21	Last day drop no grade
Feb 26	Last day to withdraw
Feb 26	Last day audit to credit
Mar 25	Last day of classes/Finals

Second 10 Week

Feb 12	Classes begin
Feb 15	Last day to add
Feb 15	Last day 100% refund
Feb 26	Last day audit to credit
Feb 26	Last day drop no grade
Apr 3	Last day to withdraw
Apr 3	Last day audit to credit
Apr 29	Last day of classes/Finals

First 7.5 Week

Jan 7	Classes begin
Jan 9	Last day to add
Jan 9	Last day 100% refund
Jan 16	Last day audit to credit
Jan 16	Last day drop no grade
Feb 11	Last day to withdraw
Feb 11	Last day audit to credit
Mar 2	Last day of classes/Finals

Second 7.5 Week

Mar 11	Classes begin
Mar 13	Last day to add
Mar 13	Last day 100% refund
Mar 19	Last day audit to credit
Mar 19	Last day drop no grade
Apr 12	Last day to withdraw
Apr 12	Last day audit to credit
Apr 29	Last day of classes/Finals

First 5 Week

Jan 7	Classes begin
Jan 9	Last day to add
Jan 9	Last day 100% refund
Jan 14	Last day audit to credit
Jan 14	Last day drop no grade
Jan 30	Last day to withdraw
Jan 30	Last day audit to credit
Feb 11	Last day of classes/Finals

Second 5 Week

Feb 12	Classes begin
Feb 14	Last day to add
Feb 14	Last day 100% refund
Feb 19	Last day audit to credit
Feb 19	Last day drop no grade
Mar 11	Last day to withdraw
Mar 11	Last day audit to credit
Mar 25	Last day of classes/Finals

Third 5 Week

Mar 26	Classes begin
Mar 28	Last day to add
Mar 28	Last day 100% refund
Apr 1	Last day audit to credit
Apr 1	Last day drop no grade
Apr 17	Last day to withdraw
Apr 17	Last day audit to credit
Apr 29	Last day of classes/Finals

SPRING:

Tuition Payment Deadline: Dec. 6
 College Closed, MLK Holiday: Jan. 21
 Spring Break, No Classes: Mar. 3 – 9
 College Closed for Spring Break: Mar. 8

SUMMER 2019 IMPORTANT DATES

15 Week

May 6Classes begin
May 13Last day to add
May 13Last day 100% refund
May 29Last day audit to credit
May 29Last day drop no grade
Jul 16Last day to withdraw
Jul 16Last day audit to credit
Aug 22Last day of classes/Finals

12 Week

May 20Classes begin
May 23Last day to add a class
May 23Last day 100% refund
Jun 5Last day audit to credit
Jun 5Last day drop no grade
Jul 16Last day to withdraw
Jul 16Last day audit to credit
Aug 15Last day of classes/Finals

First 10 Weeks

May 6Classes begin
May 9Last day to add
May 9Last day audit to credit
May 20Last day audit to credit
May 20Last day drop no grade
Jun 22Last day to withdraw
Jun 22Last day audit to credit
Jul 15Last day of classes/Finals

Second 10 Week

Jun 3Classes begin
Jun 6Last day to add
Jun 6Last day 100% refund
Jun 17Last day audit to credit
Jun 17Last day drop no grade
Jul 22Last day to withdraw
Jul 22Last day audit to credit
Aug 15Last day of classes/Finals

8 Week

Jun 10Classes begin
Jun 12Last day to add
Jun 12Last day 100% refund
Jun 20Last day audit to credit
Jun 20Last day drop no grade
Jul 18Last day to withdraw
Jul 18Last day audit to credit
Aug 8Last day of classes/Finals

First 7.5 Week

May 6Classes begin
May 8Last day to add
May 8Last day 100% refund
May 15Last day audit to credit
May 15Last day drop no grade
Jun 10Last day to withdraw
Jun 10Last day audit to credit
Jun 29Last day of classes/Finals

Second 7.5 Week

Jul 1Classes begin
Jul 3Last day to add
Jul 3Last day 100% refund
Jul 10Last day audit to credit
Jul 10Last day drop no grade
Aug 5Last day to withdraw
Aug 5Last day audit to credit
Aug 22Last day of classes/Finals

First 5 Week

May 6Classes begin
May 8Last day to add
May 8Last day 100% refund
May 13Last day audit to credit
May 13Last day drop no grade
May 29Last day to withdraw
May 29Last day audit to credit
Jun 10Last day of classes/Finals

Second 5 Week

Jun 11Classes begin
Jun 13Last day to add
Jun 13Last day 100% refund
Jun 17Last day audit to credit
Jun 17Last day drop no grade
Jul 5Last day to withdraw
Jul 5Last day audit to credit
Jul 18Last day of classes/Finals

Third 5 Week

Jul 19Classes begin
Jul 22Last day to add
Jul 22Last day 100% refund
Jul 24Last day audit to credit
Jul 24Last day drop no grade
Aug 9Last day to withdraw
Aug 9Last day audit to credit
Aug 22Last day of classes/Finals

SUMMER:

Tuition Payment Deadline: Apr. 18
College Closed, Memorial Day: May 27
College Closed, Independence Day: July 4

August

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
			1
5	6	6	6
12	13	14	15
19	20	21	22
26	27	28	29

2018

Thursday	Friday	Saturday	Important Dates
2	3	4	<p>6 – Red, White and Blue Concert: US 257th Army Band, 6:15 p.m., Alumni Amphitheater</p> <p>10 – Payment deadline for fall classes</p> <p>13 – Financial aid available in the College Store for textbooks</p> <p>13 – Narcan Training, 1 p.m., Student Center room 170</p> <p>14 – Mfg 4.0 conference for students. For registration info: www.hagerstowncc.edu/academics/divisions/tcs/adm</p> <p>18 – Red, White and Blue Concert: US Navy Country Current, 6:15 p.m., Alumni Amphitheater</p> <p>24 – New Student Orientation, 9 a.m. – 1 p.m., Kepler Theater</p> <p>25 – New Student Orientation, 1 – 4 p.m., Kepler Theater</p> <p>27 – First day of fall classes for 15 week, first 10 week, first 7.5 week and first 5 week sessions</p> <p>27 & 28 – SGA welcome back activities – check your student e-mail for details!</p>
9	10	11	
16	17	18	
23	24	25	
30	31		

September

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

October

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

2018

Thursday	Friday	Saturday	<i>Important Dates</i>
4	5	6	1 – First day to file 2019-20 FAFSA 1 – Deadline to apply for December graduation 10 – Washington County College Fair, 6 – 8 p.m., ARCC 11 – HCC Transfer Fair, 10 a.m. – 1 p.m., Student Center
11	12	13	19 – Mugs & Pitches entrepreneur event. Visit www.hcctic.com/mugspitches for details. 22 – First day of registration for spring 2019 classes 25 – Narcan Training, 1 p.m., Student Center room 170
18	19	20	
25	26	27	

November

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

December

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31		

2018

Thursday	Friday	Saturday	Important Dates
		1	1 – Deadline for Spring internship application
			6 – Deadline for Spring tuition payment
			14 – Last day of 15 week classes
			14 - Mugs & Pitches entrepreneur event. Visit www.hcctic.com/mugspitches for details.
6	7	8	15 – December commencement, 9:30 a.m., ARCC
			17 - Narcan Training, 1 p.m., Student Center room 170
			21 - College closes at noon for Winter Break
13	14	15	
20	21	22	
27	28	29	

January

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

February

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

2019

<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Important Dates</i>
	1	2	1 – Deadline to apply for spring graduation
7	8	9	
14	15	16	
21	22	23	
28			

March

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			

2019

<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Important Dates</i>
	1	2	3 – 9 – Spring Break 8 – College closed 11 – First day of registration for summer classes 23 – Spring Open House
7	8	9	
14	15	16	
21	22	23	
28	29	30	

April

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	

May

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
			1
5	6	7	8
12	13	14	15
21	22	23	24
26	27	28	29

2019

<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Important Dates</i>
2	3	4	
			9 – Honors Convocation
			11 – Commencement
			27 – College closed for Memorial Day
9	10	11	
16	17	18	
23	24	25	
30	31		

June

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30			

2019

<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Important Dates</i>
		<i>1</i>	
<i>6</i>	<i>7</i>	<i>8</i>	
<i>13</i>	<i>14</i>	<i>15</i>	
<i>20</i>	<i>21</i>	<i>22</i>	
<i>27</i>	<i>28</i>	<i>29</i>	

July

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

2019

Thursday	Friday	Saturday	<i>Important Dates</i> 31 – Deadline for Fall internship application UPCOMING IN AUGUST 8 – Deadline for Fall tuition payment
4	5	6	
11	12	13	
18	19	20	
25	26	27	

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