Student Services

Imee Smith
Paralegal Student
Student Services

Advising Services
The first step in a person's collegiate career is going through the admissions and advising process. The staff in the Enrollment Services Center and Advising Services office work to ensure that this first step is thorough and that areas of concern are addressed. All first-time in college students are required to meet with a counselor or academic advisor prior to their first registration. Once admitted, students are encouraged to maintain contact with the college counselors and advisors. Academic advising services provided include:

- Assistance for undecided students in selecting a program of study
- Interpretation of TSI or approved placement test scores
- Assistance with the registration process
- Assistance with course selection
- Transfer information for those who plan to attend another institution of higher education
- Orientation to college services and resources
- Assistance with the career planning process
- Assistance with college study skills

Counseling Services
Advising Services employs counselors who can assist students with issues that may negatively impact academic success. Counseling services offered include referrals to community resources, academic counseling, disability counseling, career counseling, career assessments, crisis intervention, short-term personal counseling, and study skills training and enhancement. Consultation and referrals are kept confidential. Exceptions to confidentiality include if there is evidence that a person is a danger to him/herself or others, or if there is evidence of abuse or neglect of a child, an elder, or a person with disabilities. In those instances, the Texas state law requires that Licensed Professional Counselors notify the proper authorities.

Additionally, because the college strongly believes that the abuse of alcohol and/or drugs negatively impacts a person's abilities to meet educational goals, the college offers a program of drug education/prevention for the benefit of students and faculty.

Drug and Alcohol Prevention Programming
The Dean of Students, Office of Student Activities, and Advising Services coordinate the campus Alcohol and Drug Prevention Program for Alvin Community College. Guest speakers, interactive displays, brochures, referral services and classroom activities are offered and are available throughout the academic year.

Statistics for campus alcohol and drug violations may be found on the college homepage and are published in the Alvin Community Student Handbook.

Counseling services are offered to students through Advising Services.

Career Services
A variety of services and formats are available which utilize a process of self-assessment (testing), career exploration and information gathering. In targeting a specific goal, individuals can explore career preparation, possible routes of training and gaining education, attainment of marketable skills and career management. Individuals who need to decide or clarify a major, and individuals who need to identify new job possibilities, are highly encouraged to make use of this service.

Career Center Lab
The Career Center is located near the Learning Lab on the second floor of Building A, room 205. Career Services is available Monday through Thursday 8:00am – 3:30pm or by appointment by calling 281-756-3560 or 281-756-3534. Stop in for career planning, career testing and assistance with employment services-all at one location.

The Career Planning Program
The Career Planning Program helps define and explore career options which are compatible with an individual's personal goals, abilities, and interests. The program includes two online assessments (Myers-Briggs Type Indicator and the Strong Interest Inventory). These on-line tests can be completed at home. Once completed an individual career counseling session is required to go over the results. There is a fee of $25.00 to cover the cost of the assessments. Call 281-756-3560 or stop by the Career Center in Building A, room 205 to find out more.

Career Assessments
In addition to the Career Planning program, two free on-line career assessments are available through the Choices Planner, a career planning program. The Choices Planner includes an interest inventory (Interest Profiler) and a personality typing checklist (Myers-Briggs Checklist), descriptions of occupations, Texas labor market information and much more! Stop by the Career Center, A-205 and request assistance or visit Career Services on college's website (www.alvincollege.edu).

Employment Services
Job Fairs and Career Events
All Alvin Community College students and alumni of college and continuing education programs may register and access the online job database. This free service is accessible 24/7. Local, regional, national employers and college departments register and post jobs daily seeking to fill part time and/or full time employees, internships, work-study and student assistant positions. Many employment opportunities are related to degree plans offered at Alvin Community College. Registered students and alumni have the ability to post resumes and cover letters for employers to review, to search for jobs, send online inquiries, locate job fair information and receive employment bulletins. JobLink may be accessed by clicking on the JobLink logo at HYPERLINK "http://www.alvincollege.edu" www.alvincollege.edu. Alvin Community College makes no recommendations or guarantees regarding employers or employees and act as a referral service only.
On-Campus Student Jobs and Resume Assistance

All on campus student jobs are posted on the bulletin board outside Career Services, room A-205. In addition, all on campus job postings for Work Study and Student Assistant positions can be found at HYPERLINK "http://www.alvincollege.edu", click on JobLink and then below the logo see “Available Positions.” Students can inquire through Career Services the steps for applying for on campus jobs and request resume development assistance. A resume is required for all on and off campus jobs.

Employers Services

Employers may list current job openings in the college employment database, JobLink. There is no fee for this service. To post a job, go to HYPERLINK "http://www.alvincollege.edu" www.alvincollege.edu and click on the JobLink logo. Read the Employers Guidelines to JobLink found in the Employer Career Services link and then register in Employer Services. Once a job posting is approved by Career Services, students and alumni have access to the information. If a student or graduate chooses, registered employers can print resumes. Other employer services include job fairs and career expos and on-campus recruitment by appointment. All jobs posted in JobLink are reviewed and approved in compliance with college policy (See Employers Guideline to JobLink) and the U.S. Equal Employment Opportunity (EEO) Commission.

New Student Orientation Requirements

Advising Services coordinates New Student Orientation. Students who are attending college for the first time, as well as those who are new to ACC, will benefit from the information presented in this program. Orientation is required for all first time college students. Orientation must be completed during the first semester of attendance. Orientation may be completed through either of the following formats:

- Web based program found on the college home page
- Attend New Student Orientation held prior to the beginning of the fall and spring terms

Honors Program

The Alvin Community College Honors Program offers highly motivated, academically exceptional students the opportunity to enrich their intellectual experience by exploring subject areas in greater depth. In exchange for accepting additional responsibility, students receive greater individual attention from their instructors and a high level of intellectual stimulation. Students who qualify for the program may choose from the following courses:

- ARTS 1303
- ARTS 1312
- ARTS 2326
- ARTS 2333
- ARTS 2346
- ARTS 2349
- ARTS 2356
- ARTS 2357
- ARTS 2348
- ARTS 2377
- BIOL 1406
- BIOL 1407
- BIOL 2402
- BIOL 2420
- CHEM 1412
- DSAE 1303
- DSAE 1340
- DSAE 2335 – Advanced
- DSAE 2404
- DSAE 2437
- DSVT 1300
- DYST 2418
- DYST 2461
- Echocardiography
- ECON 2301
- ECON 2302
- EDUC 1301
- EDUC 2301
- ENGL 1301
- ENGL 1302
- ENGL (any 2000 level course)
- GEOL 1403
- GEOL 1404
- GEOL 1405
- GOVT 2301
- GOVT 2302
- HIST 1301
- HIST 1302
- HIST 1301
- HIST 1321
- HUMA 1301
- HUMA 1302
- MATH 1342
- MATH 2412
- MATH 2413
- MATH 2414
- MATH 2431
- PHYS 2301
- PHYS 2426
- PHIL 1301
- PHIL 2306
- PSYC 2301
- PSYC 2314
- RNSG 1215
- RNSG 1441
- RNSG 1443
- RNSG 1512
- RSPT 1331
- SOCI 1301
- SPAN 2321
- SPCH 1315
- TECA 1301
- TECA 1311
- GEOL 1401

Honors Credit may be received for additional classes if approval is granted by both the course instructor and the Honors Committee. Admission to the Honors Program is available to full and part time students who meet at least one of the following criteria:

- ACT composite score of 26 or higher
- SAT combined score of 1100 or higher
- Graduated in top 20% of high school class
- GPA of 3.0 or higher on a minimum of 12 semester hours excluding developmental courses
- Recommendation(s) from ACC instructor(s)
- Individual approval based on personal interview with the Honors Committee

To earn Honors Program Graduate status, a student must complete a minimum of 12 semester hours of honors credit. For additional information contact Dr. Ann H. Guess at 281-756-3974 or aguess@alvincollege.edu.
DUAL CREDIT -
College Enrollment for High School Students

Dual Credit is designed for high school students who want to get a head start on their college program. In many cases, students may receive dual credit. Dual credit allows students to earn both high school and college credit for the college course.

Steps to Enroll:
1. Meet with a H.S. counselor to determine eligibility for the Dual Credit Program.
2. Take a TSI approved exam or be exempt from TSI requirements.
3. Obtain a passing score on an approved exam in the required subject area.
5. Complete the ACC Admission Application.
6. Provide an official high school transcript.
7. Meet with an academic advisor.
8. Students less than junior year standing must pass the Reading and Writing sections of the placement tests and obtain approval for enrollment from the Alvin Community College Director of Advising Services or Dean of Students.
9. Register for college classes.

Students are restricted to six semester hours in the fall and spring and 14 in the combined summer terms. Students requesting enrollment in more than two courses in the fall or spring semesters must attain the approval of the high school principal and ACC's Dean of Academic Programs or designee.

Dual Degree Program

To help students get a jump start on a college education, school districts, and Alvin Community College will offer qualified students the opportunity to earn a high school diploma and an Associate of Arts degree at the same time. Participating students may be able to enter a Texas state supported university as a college junior. The Dual Degree Program is a rigorous program that will require extra time and dedication to academic study. Interested students should contact their high school counselor or Alvin Community College, Advising Services (281-756-3531). Information is also available at www.alvincollege.edu.

Services for Students with Disabilities

Alvin Community College is committed to providing accessibility to its educational programs, activities and facilities for individuals with disabilities. The Office of Disability Services (ODS) focuses on assisting students with disabilities make a successful transition to college and giving continued support while in college. ODS also acts as a referral source for students on campus and in high school, as well as for agencies and the community.

All students with disabilities are encouraged to register with the ODS and provide appropriate documentation in order to determine support services and accommodations. Appointments with the Coordinator of the Office of Disability Services should be made at least 60 days prior to the beginning of the semester they plan to attend to ensure accommodations will be in place at the beginning of the semester. More information and resources regarding transition, documentation, and services provided can be found on the Alvin Community College webpage under Office of Disability Services.

Information and assistance is available by calling 281-756-3533 (voice), 281-756-3845 (TTY) or e-mailing HYPERLINK "mailto:ODS@alvincollege.edu".

Upward Bound Program

Upward Bound is a year-round federally funded program that provides college preparation skills to highly motivated students in grades 9-11. Students selected for the program receive tutoring, financial aid information, ACT/SAT preparation, study skills, exposure to college and university life and a summer activity program. Participant selection is based on many factors such as family income, teacher recommendations, test scores, grades and personal interviews. Contact the Upward Bound Program Director for details, 281-756-3849.

Financial Aid

For detailed information go to www.alvincollege.edu/financialaid/

The student financial aid program at Alvin Community College provides financial assistance to students who otherwise would be unable to attend college. Although the College constantly seeks additional support for student loans, scholarships and grants, funds are limited in some of these areas.

Financial aid is awarded in the form of grants, scholarships, loans and jobs according to financial need, academic grades, and academic load. A student's personal and family resources are considered in determining the student's financial need.

Students who apply for financial aid must:

- complete the Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.ed.gov
- complete all requirements for admission to the College, including providing academic transcripts from all previous colleges attended;
- choose a major (degree or certificate);
- complete the college's application for financial aid

Students must apply for financial aid online and submit a new application for re-evaluation each year. Application should be made as soon as family income tax information is available and as early in the year as possible. Application forms and additional information are available in the Enrollment Services Center. All information provided to this office remains confidential.

The Financial Aid Office will determine if a student's academic progress has preserved his eligibility for financial assistance. In addition, financial aid recipients who need developmental courses must also be enrolled in at least one college level course.

All tuition and fees must be paid in full before a student may attend classes. Therefore, if a student's financial aid is not available when tuition payment is due, the student is personally responsible for tuition and fees. Thus, students needing financial assistance should apply to the Financial Aid Office early in order to satisfy deadlines.
Priority Deadlines
Applications for financial aid including supplemental forms and any additional documentation should be submitted before the priority deadline. The Financial Aid Office will continue to process applications after the deadline, but funds may not be available before the start of the school term.

Fall semester - April 1
Spring semester - October 1
Summer semester - March 1

Financial Aid for Mini Semesters
Students may be awarded financial aid for mini semester terms under the following conditions:

• Students at Alvin Community College, who enroll in the first mini semester, may receive aid before classes begin (if all deadlines and other requirements are met).
• FIRST TIME students at Alvin Community College, who enroll in the second mini semesters, may receive aid before classes begin (if all deadlines and other requirements are met).
• CONTINUING students at Alvin Community College, who enroll in the second mini semester, will be awarded aid at the end of the term based on the classes successfully completed.
• No aid is awarded before classes begin for third mini semester classes, but students may be awarded aid at the end of the term based on the classes successfully completed.

Federal Assistance Programs

Federal Pell Grant: This grant makes funds available to eligible undergraduate students who are enrolled at least half-time. All students who desire to participate in this program must submit an application. Students will receive a Student Aid Report (SAR) which must be submitted to the Financial Aid Office for consideration for Pell and other types of aid.

Federal Supplemental Educational Opportunity Grants: Supplemental Educational Opportunity Grants are awarded to students with financial need. Although these funds are limited, students applying for the Federal Pell Grant will automatically be considered for this program.

Federal Work-Study Program:
This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, and show a need for the earnings to pay for college expenses.

Loans:
Federal Family Education Loan Program (FFELP) - funds come from a bank, credit union, or other lender that participates in the program.

Direct Lending Program (DL) - funds come directly from the federal government.

Eligibility rules and loan amounts are identical under both programs, including need requirements. You must complete a FAFSA for the appropriate year to begin the process of applying for a loan under either program.

Return of Federal Title IV Funds:
Alvin Community College returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34CFR, section 668.22 (d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board, and with board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes before completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If the student does not officially withdraw classes, and stops attending all classes, a prorated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.
4. If the student fails to earn a passing grade in any of their classes.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the Business Office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45 day period, the amount of overpayment will be reported to the U.S. Department of Education (USDE) via the National Student Loan Database (NSLDS) and the student will be referred to the USDE for resolution of the debt.
Federal Satisfactory Academic Progress Requirements

Federal regulations require standards of satisfactory progress for students who receive federal funds. NOTE: Even if a student has not yet applied for financial aid or has applied but is not receiving aid, these regulations will affect the student’s future eligibility for aid. Standards of satisfactory progress require:

- **FULL-TIME:** 12+ hours
- **THREE QUARTER TIME:** 9-11 hours
- **HALF-TIME:** 6-8 hours

A signed copy of the Satisfactory Academic Progress Requirements is required to complete all financial aid applications at ACC.

General Information

- The Federal Satisfactory Academic Progress Requirements apply to all hours (ACC and transfer hours) and degree/certificate programs attempted, regardless of whether or not financial aid was received for those hours.
- Official transcripts from all previous schools must be received and evaluated by ACC before financial aid eligibility can be determined.
- ACC checks Satisfactory Academic Progress at the end of each semester (fall, spring, and summer).
- Students are not eligible to receive aid if only enrolled in developmental/remedial coursework.
- Financial Aid funds one repeat of a previously passed course.
- Students may receive aid at one institution per semester.
- Financial aid may be used for mini semester courses if the student has funds remaining from the term in which the course is taken.
- Students who drop or withdraw from courses may have to repay financial aid. Students should contact the Financial Aid Office before dropping a class or withdrawing from the college.

Completion Rate

- Students must maintain a 67% overall completion rate of all hours attempted. Example: 30 overall hours attempted x .67(completion rate) = at least 21 hours completed.
- All attempted and completed hours from ACC and previous schools will be calculated in my completion rate. This includes all letter grades (A, B, C, D, and F), withdraws (W), incompletes (I), repeats (R), credit by exam (S), and in-progress classes (IP). Grades of W, I, R, S, and IP will have a negative effect on the completion rate calculation.

Minimum GPA

- Students must maintain a minimum 2.0 cumulative GPA while attending ACC.

Failure to Meet the Completion Rate or Minimum GPA

Financial Aid Warning (formerly probation):

- Students will be notified via email of the Financial Aid Warning status.
- Students will be eligible to receive financial aid for one semester while on Financial Aid Warning status.
- Students who do not meet the 67% overall completion rate and 2.0 cumulative GPA requirements by the end of the semester in which they were placed on Financial Aid Warning will be placed on Financial Aid Probation.

Financial Aid Probation (formerly suspension):

- Students will be placed on Financial Aid Probation if the 67% overall completion rate and 2.0 cumulative GPA requirements is not met by the end of the semester in which Financial Aid Warning status occurred.
- Students will be notified via email of the Financial Aid Probation status.
- Students may submit a written appeal (form available on the ACC website) to request reinstatement of financial aid eligibility. Only students with documentable and extenuating circumstances (Example: death or illness of a loved one) will be considered for an appeal. Appeals submitted without documentation will not be considered.
- All appeals must include a thorough explanation of the circumstances with documentation; also include an explanation of any circumstances that have changed which allow students to meet all requirements in the future.
- Grades of “I” cannot be appealed. A final grade must be posted before eligibility for aid can be determined.
- Students must meet with an Academic Advisor to establish an academic plan to facilitate completion of the degree/certificate while meeting all Satisfactory Academic Progress Requirements. A copy of the academic plan must be submitted with the appeal. As part of the appeal decision, the ACC Appeal Committee has the authority to limit the number of courses taken, and require enrollment in specific courses.
- The appeal will be reviewed by the ACC Appeal Committee. Students will be notified via email of the decision. The decision of the Appeal Committee is final.

Reinstatement of Financial Aid Eligibility:

- If an appeal is denied, students must pay from personal resources until Satisfactory Academic Progress Requirements are met.

Degree/Certificate Plan

- Students must have a declared a program (degree or certificate) to receive financial aid.
- Students are restricted to one active degree and corresponding certificate program at a time.
- Students must enroll in classes that are required for the active degree/certificate program.
- Financial aid may be reduced or cancelled if students enroll in classes that are not required by the active degree/certificate program.
• Students are allowed one degree or certificate program change while attending ACC. All degree/certificate program changes will be counted, regardless of whether or not financial aid was received.
• All attempted and completed hours from ACC and previous schools will be applied to the degree/certificate program. This includes all letter grades (A, B, C, D, and F), withdraws (W), incom

State Assistance Programs

Texas Public Education Grants: State legislation has made grant funds available to students with financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

State Student Incentive Grant: All eligible students may be considered for this grant program, which is based on financial need. Although these funds are limited, students applying for other financial aid will automatically be considered for this program.

Texas Grants (toward Excellence, Access and Success) are need-based grants authorized by the State of Texas. Students must have completed the Recommended or Advanced high school curriculum, and it must be stamped on the high school transcript, or verified by the high school in writing. Students must enroll at least three-quarter time (9 hours) within 16 months of high school graduation. To be eligible to receive a renewal grant, the student must be in compliance with satisfactory academic progress requirements and must have successfully completed 24 hours during the calendar year. Students must not have been convicted of a crime involving a controlled substance.

Texas Education Opportunity Grant (TEOG) is also a need-based grant authorized by the State of Texas. To receive consideration, students must be a Texas resident, be enrolled at least half-time (6 hours) in a certificate or associate degree plan at a two-year institution, demonstrate financial need, not have been convicted of a felony or crime involving a controlled substance, not have an associate degree or baccalaureate degree, and not be eligible for a Texas Grant.

Texas Work-Study Program
This program provides on-campus employment for students who qualify on the basis of financial need. To be considered for employment under this program, the student must first apply for the Pell Grant, be enrolled at least half-time, show a need for the earnings to pay for college expenses, and be a Texas resident.

Hazlewood Act:
The Hazlewood Exemption provides exemption of payment for tuition and certain fees to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. Veterans must meet the following requirements:
• Must show DD-214.
• Must confirm entrance (home of record or place of entry) from the State of Texas.
• Letter of ineligibility for the Montgomery G.I. Bill from the Depart-ment of Veterans Affairs, if discharge was after September 11, 2001.
• Receipt of an honorable or under honorable conditions discharge
• Must have served at least 180 days of active duty (excluding basic training time).
• Resident of Texas for a minimum of 12 months prior to college registration.
• Not be in default for any educational student loan (veteran and/or dependent child).
• Eligible veterans are limited to 150 attempted semester credit hours of eligibility.

The new “Hazlewood Legacy Act” permits eligible veterans to assign their unused hours to their dependent children (one child at a time). Children of eligible veterans must meet federal requirements for Satisfactory Academic Progress in order to continue receiving their parent’s Hazlewood benefits. The deadline for first time Hazlewood applicants is two weeks prior to the payment deadline of the term. If application is not approved by the payment deadline, the student must make arrangements to pay from personal funds. The student will be reimbursed for the payment made once approved for Hazlewood Benefits. Students who have used their Hazlewood benefits previously at ACC may apply through late registration of the term.

Applications submitted after the deadline will be processed for the subsequent semester. The Registrar’s Office will process the application for benefits and contact the student directly by mail. For additional information and applications for the Hazlewood Benefits Act, please visit the College for Texans website.

Other Assistance Programs

Workforce Investment Act of 1998: The Houston-Galveston Area Council, through the WorkSource in the Gulf Coast area, provides tuition, fees, books, career counseling, and other services related to employment. To determine eligibility, individuals should contact the nearest WorkSource office.

Athletic Grants-in-Aid: For information on athletic grants-in-aid, contact the Athletic Director.

Departmental Academic Scholarships: These competitive scholarships are provided to qualified students in:
Art
Child Development/Early Childhood
Communications
Computer Information Technology
Court Reporting
Criminal Justice
Diagnostic Cardiovascular Sonography
Electroneurodiagnostics
Emergency Medical Technology
English
Foreign Languages
Industrial Design Technology
Law Enforcement
Math
Veterans Administration Benefits

Alvin Community College has been approved for VA educational training. Prospective students who are veterans or eligible veterans’ dependents should contact either the VA Regional Office or the Veterans Benefits Counselor in the ACC Advising Services office for applications and information. Students are encouraged to apply for benefits online at www.gibill.va.gov. VA recipients are expected to comply with standards of academic progress listed below. VA certification is not an automatic process; veterans must request certification each semester.

Standards of Academic Progress for Students Receiving VA Benefits

Satisfactory Progress: VA students must maintain a Cumulative Grade Point Average (CGPA) of 2.0.

Probation: Failure to maintain a 2.0 Cumulative Grade Point Average (CGPA) will result in the student being placed on probation. Students under probation status who achieve a 2.0 semester GPA can remain under this status until the Cumulative GPA rises above 2.0.

Unsatisfactory Progress: Probation students who fail to maintain a semester GPA of 2.0 will be placed on VA Suspension. Any student making a ZERO semester GPA will automatically be placed on VA suspension. Suspensions will be reported to the VA and the student will not be certified for enrollment.

Reinstatement of VA Education Benefits: Students under VA suspension may choose to continue taking classes without being certified for VA Benefits. If a student completes a semester of at least ½ time status, achieves a semester GPA above a 2.0, they can be certified for VA benefits the next semester under the probation guidelines.

Learning Lab

The Learning Lab is located on the second floor of building A, the Learning Resources Center. The Learning Lab is an open-concept learning center that serves ACC students and community patrons. Its purpose is to provide academic assistance for students in a relaxed, informal environment. Math tutoring is provided for developmental math classes through calculus classes. Tutoring for writing assignments is offered and additional tutoring is offered in areas such as English, Reading, History, Geography, Government, Economics, Physics, Chemistry and Biology (Anatomy & Physiology). Lab services include developmental classes to better prepare students for their chosen programs, individual tutoring, and computer usage and printing, including internet service. The Learning Lab provides assistance with study skills and serves as a testing facility for distance education classes.

Library

The library is located on the second floor of Building A. The automated catalog, the Internet, and subscription databases are accessible from anywhere the Internet is available. Off-campus access of the databases requires login access, which is obtained from the library. The library's mission is to support the ACC curriculum with additional research materials and to provide personal enrichment materials. The library has over 11,000 books, 146 current periodical subscriptions, a scanner, and a coin-operated photocopier. Computer print jobs are sent to the central server with coin-operated print control software. Printing is done at the cost of ten cents per page. Six (6) study rooms are available for individual and group study as well as viewing course dvd’s. Materials not housed in the library are available through Interlibrary Loan or Document Delivery. Students must show a valid student ID card to borrow materials or use the computers. Contact the Library for more information. Wireless Internet access is available in the library and throughout the campus. See an assistant in the Cyber-Student Computer Lab to register for this service.

ACC belongs to Texshare, a statewide system allowing reciprocal borrowing privileges at all participating college and university libraries in Texas. Through Texshare the college has access to over 70 content and periodical databases enabling patrons to access the full contents of thousands of magazine articles. In addition to the databases offered by Texshare, the college accesses three databases -Literary Reference Center, JSTOR and Fergusons Career Center. We are adding several thousand electronic books through Ebrary. Articles can be ordered from other libraries and sent to the ACC library. The inter-library loan program allows library patrons to borrow books from other libraries.

Internet or bibliographic instruction is provided to patrons in the college’s electronically equipped multi-media classroom. Powerpoint assistance is given to interested groups to aid them in their class presentations. Students are responsible for clearing their library records before the end of each semester. Failure to do so will result in the student's records being placed on hold. Official transcripts will not be released or registration allowed until the hold is cleared in the library.
activities are open to every ACC student and the College encourages attending college occur outside the classroom. These extra-curricular activities are reserved for registered faculty and staff vehicles.

Parking
Automobiles must be registered with the College Police to park on campus. Students are issued parking permits and the published traffic regulations as part of registration. Visitors and participants in special programs must obtain a temporary permit from the College Police Office. Parking spaces marked with yellow stripes are reserved for student and registered visitor parking. Those spaces painted white with “Faculty and Staff Parking” signs at the heads of the rows are reserved for registered faculty and staff vehicles.

Student Activities
Some of the most valuable experiences a student will have while attending college occur outside the classroom. These extra-curricular activities are open to every ACC student and the College encourages its students to participate and get involved. Activities range from health & wellness to cultural awareness; entertainment, as well as intramural sports. throughout the year special events take including Fall Festival & Carnival, Festival of Lights and the Open House. The Student Activities Office maintains a calendar of campus events which can be accessed through the college website.

Student Organizations
Alvin Community College offers a variety of student organizations classified as service, religious and social. Potential student leaders are encouraged to join the Student Government Association (SGA). SGA is an organization that represents the student body, and maintains communication between the students and the administration. Other campus organizations include:

- ACC Dance Club
  Sponsor: Roger Bell  rbell@alvincollege.edu
- ACC Empowering People to Embrace Disabilities (ACCEPTED)
  Sponsor: Eileen Cross  281-756-3533
- ACC Writer's Club
  Sponsor: Linda Matteson  281-756-3573
- Alvin Nursing Students Association (ANSA) - Nursing Students
  Sponsor: Sally Durand  281-756-5611
- Alvin Paralegal Association (APA) - Paralegal Students Only
  Sponsor: Karen Barnett  281-756-3642
- American Association of University Women
  Sponsor: Marjorie Nash  281-756-3731
- Anime Club
  Sponsor: Chris Chance  281-756-3948
- Baptist Student Ministries (BSM)
  Sponsor: Charles Kilgore  281-756-3704
- Broadway Wannabes
  Sponsor: Kevin Moody  281-756-3587
- Catholic Newman Association
  Sponsor: Amalia Parra  281-756-3709
- Church of Christ Fellowship
  Sponsor: Coach Gary Coffman  281-756-3693
- Equality Now: ACC’s Gay Straight Alliance
  Sponsor: Chris Chance  281-756-3587
- Health Occupation of Students of America (H.O.S.A)
  Sponsor: Patty Stemmer  281-756-5641
- History Club
  Sponsor: Chris Chance  281-756-3948
- Phi Theta Kappa - Invitation
  Sponsor: Donna Payne  281-756-5633
- Polysomnography Club
  Sponsor: Georgette Goodwill  281-756-5655

Health Insurance
Alvin Community College does not participate in a group student insurance plan. Student health insurance is available for purchase through private companies. Students may obtain written publications and contact information regarding various plans from the Dean of Students. Students should carefully study the terms of the policy before purchasing coverage.

Study Grounds Coffee Bar
Study Grounds serves a variety of coffees, teas, specialty drinks and gourmet desserts. Mr. C’s cold salads and sandwiches are available each evening. Study Grounds is a great place to meet with other students to relax, study or just hang out while having your favorite drink made by one of our friendly baristas. Located in the bookstore and open Monday – Thursday , 7:30 am to 7 pm and Friday, 7:30 am to 2 pm.

Cafeteria
Mr C’s Deli and Bistro is located in the Student Center. This full service cafeteria offers an array of tasty and healthful food items. The daily menu includes a full breakfast, fresh salads, wrap sandwiches, pizza, grill items and a daily hot lunch special. It is open each class day Monday – Friday . Salad, wraps and sandwiches are available after hours in the College Store.

Fitness Center
The ACC Fitness Center, including the gym, racquetball courts, tennis courts, weight training rooms, locker rooms and saunas, is open to students, faculty, staff and the residents of the college district who purchase a membership. The center operates seven days a week during the fall and spring semesters except when the College is closed. For summer hours and membership information call 281-756-3691.

Campus Services

Student Services
Sonography SonoClub
Sponsor: Jessica Murphy 281-756-5650

Student Government Association (SGA)
Sponsor: Amanda Smithson 281-756-3688

Student Organization for Respiratory Care (SORC)
Sponsor: Marby McKinney 281-756-5661

Student Veterans of America (SVA)
Sponsor: Toby Herzog 281-756-3530

Study Abroad Club (SAC)
Sponsor: Amalia Parra 281-756-3709

Word Droppers- Court Reporting
Sponsor: Robin McCartney 281-756-3762

Athletics
The College is a member of the National Junior College Athletic Association (NJCAA) and participates in intercollegiate competition in men’s baseball and women’s fast-pitch softball. Soccer is offered as a club sport. Students have the opportunity to participate in intramural and extramural sports, as well as an extensive sports and human performance program.

Student Handbook
The student handbook provides information about student activities and organizations, student services, the grievance procedure, and college regulations. It also contains the official publication of the Student Code of Conduct, which defines forms of discipline such as suspension and expulsion. The student handbook is available online at www.alvincollege.edu and in the Student Activities office.

Stay Connected!
Alvin Community College has many methods that help you stay connected, not only to your education but to fun campus activities.

ACC’s Website - www.alvincollege.edu
ACC’s website is your online resource for information available at your fingertips. Constantly updated and changing, our website provides you with the information and service that you need from your college website including class schedules, campus calendars, online registration, and much more.

Email
Email is the official means of communication at Alvin Community College. Please ensure you have a valid email address on file in the ESC. The ACC Google email service provides students with a "name@stu.alvincollege.edu" email address if desired. Assistance is available for students to get a free e-mail address through Yahoo.com, Hotmail.com or Gmail.com. For additional assistance contact the IT Help Desk at 281.756.3544 or come by the Cyber Lab in A-173 to obtain an e-mail address.

BlueTube
BlueTube is the ACC Communication System that informs students of activities, new classes and of campus emergencies by displaying on television sets around campus. They are located in hallways and lounge areas of every building at ACC.

Facebook
“Like” us on Facebook and stay in the know in real time. ACC’s Facebook Fan page provides many benefits such as instant information, fun contests, and much more! Link available on ACC’s homepage.

Twitter
ACC’s Twitter is a different way to connect with others and network by keeping you informed on your time. Follow ACC’s tweets today! Link available on ACC’s homepage.

Blackboard Mobile™ Learn (App)
The Distance Education Department of ACC now offers Blackboard Mobile™ Learn enabling students to learn wherever and whenever they want on their mobile devices via Wi-Fi.

What is Blackboard Mobile Learn?
Blackboard Mobile Learn™ extends and enriches the course experience of Blackboard Learn™ in native mobile applications built for a range of mobile devices.

What can students do on Blackboard Mobile Learn?
Through your mobile devices, you can view and post back to your Blackboard® courses and organizations, including the key areas of Announcements, Discussion Boards, Blogs, and Journals.

Which devices are supported by Blackboard Mobile Learn?
Blackboard Mobile Learn™ is available on select Android and BlackBerry® devices as well as over Wi-Fi only on the Apple iPad™, iPod touch® and iPhone®.

How do I get Blackboard Mobile Learn on my mobile device?
Visit the application store for your device, search for “Blackboard Mobile Learn,” and simply download the FREE mobile app.

Help
Take advantage of all the features of Blackboard Mobile Learn™.
If you have questions, here are some valuable resources you can check out:

• Blackboard Mobile Learn Resource Center: www.blackboard.com/mobilelearnwith FAQs and video demos of Blackboard Mobile Learn on eligible devices
• MyBlackboard Student Lounge. See the Mobile Learn Folder
• Video Demos http://www.blackboard.com/Platforms/Mobile/Resources/Demos.aspx