

GENERAL INFORMATION

ACADEMIC CALENDAR

The College's Academic Calendar which shows holidays, dates for final exams, and the last day to withdraw from a class without obtaining a failing grade is found in both the College Bulletin and the Class Schedule. The College Bulletin and the Class Schedule can be obtained at the Admissions & Records Office and the Welcome/Advising Center.

BULLETIN BOARDS

ACCD Policy - FLAA

Only recognized campus organizations, college offices, governmental or educational agencies, students, faculty, and staff will be allowed to utilize official, non-departmental bulletin boards or other designated posting areas. Personal, one-of-a-kind notices will be limited to those authorized areas marked "personal notices." All materials posted on bulletin boards must be approved prior to posting by the Student Activities Office which is located in the Student Center. Materials posted on doors and windows must also be approved by the President's Office.

BUS CARDS

Bus cards are available to students registered in college-credit courses only. A VIA representative is on campus during the first two days of each semester to issue bus cards. Times and dates will be posted. Students who do not obtain bus cards at this time may obtain them from the Student Activities Office or the VIA Metropolitan Transit Office. A complete schedule of bus routes is located in the Student Center.

CHILDREN ON CAMPUS

Students are **urged not** to bring children to either a class or a lab. Minors under the age of 12 **must not** be left unattended on campus. Individual instructors may include additional restrictions or waivers for their particular classrooms or labs, which will be included in instructors' syllabi.

COLLEGE ORIENTATION

All new students and students entering Palo Alto with less than 15 hours of college-level credit are required to enroll in SDEV 0170, Strategies for Succeeding in College. (Hours taken as Dual Credit or Early Admissions do not exempt a student from enrolling in SDEV 0170.) SDEV 0170 is designed to acquaint students with administrative policies and regulations, student activities, grading, financial aid, TSI regulations, academic programs, links to faculty advisors, use of campus resources, student services, study skills, advisement options, and career exploration. Courses are taught by faculty in the Counseling Center. For additional information see the college catalog or contact the Counseling Center.

CONFIDENTIALITY OF RECORDS

ACCD Policy-FJ

Inquiries about the review of academic records should be addressed to the Director of Enrollment Management. Please refer to the Student Information Release Policy in this handbook.

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DRESS CODE

ACCD POLICY-FLBA

Students' dress or grooming may not materially and substantially interfere with normal school operations. Calbillo v. San Jacinto Junior College, 305 F. Supp. 857 (S.D. Tex. 1969)

EVACUATION/SAFETY PLAN

ACCD POLICY CGC (LOCAL)

Safety evacuation plans are prominently displayed in sufficient campus locations to allow for proper evacuation in the event of emergency. A central file of safety plans is maintained at the campus Department of Public Safety Office.

Students shall, insofar as possible:

1. Learn, accept and follow all safety regulations.
2. Be aware of and ready to follow evacuation procedures.

Safety Zones Used During Evacuation Procedures:

Northside-Last row of parking slots on Lot A and Lot D (along Villaret Street)

Eastside-Last row of parking slots on Lot E (by the General Education, Building R)

Westside-Last row of parking slots on Lot B (lot facing the natatorium)

Southside-In grassy area beyond Staff Parking Lot C (by the Administration Building)

Responsibilities of administrators in promoting and developing a safety program are to:

1. Assist in providing a safe and healthful environment free from recognized hazards that are likely to cause injury or illness.
2. Ensure that safety and health precautions and instructions are available to faculty, staff, and students.
3. Conduct a periodic review of the College safety program to ensure its effectiveness.
4. Incorporate pertinent safety information into the new employee orientation program.
5. Hold one safety meeting per year to update safety techniques.

Faculty members shall, insofar as possible:

1. Recognize that they are key individuals in the safety program because they are in constant contact with students.
2. Make every reasonable effort to prevent accidents in the classroom since they exercise supervision over actions within this environment.
3. Encourage students insofar as possible to recognize safety hazards and to appreciate the benefits to be gained from following safe practices.
4. In the event of an emergency evacuation, have a predetermined plan for handling handicapped/incapacitated individuals, and remain with and assist in the evacuation of all students under their responsibility, according to the evacuation plan for their area.
5. Be familiar with and prepared to assist in implementing the life safety information described in the Alamo Community College District Safety Plan.

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EVACUATION/SAFETY PLAN (cont'd)

All employees and students of the District shall, insofar as possible:

1. Comply with all safety and health standards, rules, and regulations established for the College.
2. Report any accident or injury promptly to the appropriate campus health center.
3. Take immediate corrective action or report to proper authority any unsafe condition or practice.

FACULTY CONFERENCE HOURS

Faculty, including part-time faculty, must be available to students for conferences. Instructors are encouraged to be available for their students at least fifteen minutes before class.

GENERAL EMERGENCIES

If an emergency occurs when you are on campus, please contact Campus Security at 208-8099 or 222-0911 or pick up the receiver of any red phone found in the hallways of every campus building. These red phones directly ring security and are only for emergency purposes. Report the nature and location of the emergency. The President's office should be notified of any emergency on campus during the hours of 8:00 a.m. to 5:00 p.m. and the Office of Evening & Weekend Operations should be notified in the evening and weekend hours. Fire and Bomb Threats are to be taken very seriously, and if directed by Security to evacuate the building, you must do so promptly.

GYMNASIUM/NATATORIUM

The Gymnasium/Natatorium Complex is available for student use during the semester. Students must have an accurate, valid student ID. Hours of operation vary from semester to semester. Facilities available include the swimming pool, weight room (weight machines, free weights, and aerobic equipment), gymnasium (volleyball and basketball) and tennis courts. Intramural activities are also scheduled during each semester.

HOURS OF OPERATION

A schedule of the hours of operation for various services and offices is posted on bulletin boards and by each office. For more information, contact each office. A directory of helpful telephone numbers is listed on the last page of this handbook.

HOUSING

Palo Alto College is a commuter college, and no college dormitories are available. The College does not maintain a list of available housing. Students assume responsibility for locating appropriate housing.

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LOST AND FOUND

Lost and Found items may be turned in or claimed at the Campus Department of Public Safety Office. Proper identification of items is required before claiming items. Items unclaimed after thirty (30) days will be donated to public charities or disposed of by the college.

PARKING PERMITS

Parking is not guaranteed, however, parking is available. Permits may be purchased at the College Bursar's Office and are valid at all ACCD campuses. Students with a permanent or temporary disability requiring designated disabled parking must obtain a disability placard through Bexar County Tax Office.

More information on Traffic/Parking appeal procedures can be found in the Student Rights and Responsibilities Section of this Handbook.

PERSONAL INFORMATION

Changes in personal information (i.e., name, address, subject major, telephone number) can be made by completing the appropriate forms and providing the required documentation at the Office of Admissions and Records.

PHOTOCOPIERS

Coin-operated copiers for student use are located in the Ozuna Learning Resources Center and Student Center.

SMOKING

ACCD POLICY CGD (LOCAL)

Smoking is prohibited in all classrooms, laboratories, offices, conference rooms, and all other rooms in all buildings of the College. Smoking is permitted in **designated** areas at each college and ACCD buildings. All smoking areas are marked with appropriate signage.

STUDENT EMERGENCIES

We advise you to provide your family with the CORRECT COURSE NAME, SECTION, DAY, TIME AND LOCATION OF YOUR CLASS. Should an emergency arise, this information is essential in locating you.

STUDENT IDENTIFICATION CARDS

Official Palo Alto College photo identification (ID) cards may be obtained at the Office of Admissions and Records after tuition and fees are paid. ID cards must be validated each semester/session with official validation stickers. ID cards are required for college functions.

GENERAL INFORMATION

STUDENT HEALTH INSURANCE

The Alamo Community College District sponsors a blanket accident plan of benefits that insures all students registered for college credit hours. Students may purchase supplemental medical plans and include their eligible dependents upon request for an additional cost. For additional information on insurance coverage, contact the Health Center.

STUDENT NEWSPAPER

THE PULSE

The Pulse is a student newsletter produced twice each semester by students in the Communications Department for the students of Palo Alto College. Its purpose is to inform the community of people, news, and activities on and around campus. The views of The Pulse are not necessarily those of the ACCD Board of Trustees, the PAC administration, the faculty, the staff or the student body. Visit the website: <http://www.accd.edu/pac/pulse>

TELEPHONES

Pay phones are available in most buildings. Emergency phones are located in some Palo Alto College Buildings and at strategic locations throughout the campus, including parking lots. Instructions for their use are posted by each emergency phone. Students are to use these phones during emergencies only.

TEXT TELEPHONE/TELETYPEWRITER

A payphone Text Telephone/Teletypewriter (TTY/TDD) is located in the Student Center near the Bookstore. Access to Relay Texas is available through all campus payphones. Information on these services is available through Disability Support Services.

THEFT AND VANDALISM

Discovery of personal or college theft or any act of vandalism should be reported immediately to the campus Department of Public Safety. Individuals reporting will be asked to assist in the completion of a police report providing basic information about the incident.