The Islander Ring
Earn It! Wear It!

Texas A&M University
Corpus Christi™

Alumni Relations Office
(361) 825-5787
To view the Islander rings or to order, please visit the Woo Sung Lee Alumni Welcome Center on Ennis Joslin.

For more information visit us online at www.balfour.com or call us at 1-877-225-3687.
It is a privilege to be a member of the community of scholars at Texas A&M University-Corpus Christi.

As an Islander, I pledge to:

- Strive for personal and intellectual growth and excellence
- Demonstrate integrity and accountability
- Lead with courage and innovation
- Exhibit pride in my university and its traditions
- Embrace our unique identities and
- Commit to life-long learning.

With these values held true, we are ISLANDERS!
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Purpose and Use of this Handbook

This handbook is to be used as a reference guide for students, faculty, and other members of the Texas A&M University-Corpus Christi community. All efforts were made to provide updated information; however, each academic year, changes are made to policies, procedures, and guidelines. These changes may affect the information included in this handbook and in the rules and procedures. Please check with appropriate offices or officials to make sure you have accurate and up-to-date information. Additionally, there are other publications at the University which contain vital information: Class Schedule (Fall, Spring & Summer), Texas A&M University-Corpus Christi Catalog (Undergraduate & Graduate), and the Student Academic Information Link (S.A.I.L.) web site. Please refer to the A&M-Corpus Christi Catalog for academic-related policies and information. Academic policies in the A&M-Corpus Christi Catalog supersede the academic information in The Islander Student Handbook if in conflict. The Student Code of Conduct is located on the web at ses.tamucc.edu Please review this web site and familiarize yourself with the University’s policies. Students are expected to know and abide by these standards and policies. If you have any questions regarding this year’s edition of The Islander Student Handbook, please contact the Office of Student Engagement and Success at 361-825-2612. We welcome any suggestions you may have.

Information Subject to Change

The information contained in the 2013–2014 Student Handbook and Code of Conduct is true and correct at the time of publication to the best knowledge of the administration. These provisions are not to be regarded as an irrevocable contract between the student and University. The regulations and requirements herein, including fees, are subject to change without notice at any time at the discretion of the administration. For the most recent version of the 2013–2014 Student Handbook and Code of Conduct, please visit tamucc.edu/~students/handbook.html.
Welcome to Texas A&M University-Corpus Christi

Welcome, fellow Islander!

It is my privilege to officially welcome you to Texas A&M University-Corpus Christi on behalf of the entire campus community! I hope you are as excited to begin your college journey as our staff and faculty are to have you here. We cannot wait to share with you the numerous services, programs and activities our great University has to offer.

As you know, Texas A&M-Corpus Christi has built a solid academic reputation for its challenging curriculum and highly-rated degree programs. Our students explore the depths of the Gulf of Mexico, perform on the finest stage in the Coastal Bend, undertake innovative study and research that improves lives, and engage in partnerships with the community. Now you have the opportunity to add to your success and ours.

Throughout the next two days you will learn a wealth of information that will serve you through your years as a student. I highly encourage you to take advantage of everything our beautiful Island University has to offer. Visit the library for some quiet study time, enjoy one of our many eateries, join an organization, or root our Islanders on to victory at one of the various sporting events. Your opportunities are only limited by your imagination.

Again, welcome to our campus...we can’t wait to see all of the amazing things you will accomplish during your time here at Texas A&M University-Corpus Christi!

Sincerely,

Flavius C. Killebrew
Dr. Flavius C. Killebrew
President/CEO of the University
Fellow Islanders,

Welcome to Texas A&M University-Corpus Christi! Whether this is your first semester on campus, or your last, we want to wish you the best of luck and success! On behalf of the Student Government Association (SGA), we are honored and privileged to represent your voice at this institution. SGA’s duty is to act as the official liaison between students and administrators at TAMU-CC.

The priority issues we look to address within SGA are the issues that you bring fourth to our association, so we urge you to give us your feedback and opinions on any matters regarding your stay at the Island University. There exists a variety of executive, legislative, and judicial positions within SGA that are structured to organize efforts to address any existing issue you may have.

The Student Government Association has a great impact on many things that affect the students at the university so we encourage all students to consider becoming a member. It is important to get involved at the university level, so please feel free to contact us by visiting us in the University Center, Room 206, emailing us, or calling us at 361.825.5745.

This is going to be an amazing year on the Island, and we have future plans that will improve your Islander experience. From fun on-campus events, to working closely with you and administrators, we plan to improve the university’s atmosphere both physically and spiritually. Remember, you are always invited and welcome to voice any concerns at our weekly meetings held on Wednesdays at 12:15pm. For meeting locations, please visit: sga.tamucc.edu. Have a great year, Islanders!

Sincerely,

Evan Paret
President
SGA.President@tamucc.edu

Rene Zamora
Vice President
SGA.VP@tamucc.edu
The University promotes green initiative efforts. You may follow the latest tips, news or offer suggestions for our Green Initiative at http://islandergreen.tamu.edu. For more eco-friendly tips, check the environmental awareness resource section in this handbook.
# Campus Telephone Guide

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ALMA MATER
Texas A&M University-Corpus Christi

From the East, From the West, From the North, the South,
Alma Mater we praise your name.
As a fire in hearts none shall ever doubt,
That your spirit is kept aflame.
Many people are heard the whole land through,
All lifting their voices praising you.
To the ends of the earth we your worth will hail!
Alma Mater our A&M-CC.
Islander Spirit & Traditions

Traditional Islander Events

Islander Tribute: A memorial dedicated to honor students that have passed away the past year. Traditionally the first Tuesday in April.

President’s Picnic: The official picnic to welcome students and kick off the year with some Islander spirit, free food and games.

Late Night Breakfast: The Office of Student Engagement and Success sponsored event, held every Fall semester in the UC Commons on the last class day of the semester. A stress-free night filled with free food, door prizes and entertainment.

Ring Ceremony: The Official Ring Ceremony is a celebration where students who have earned 75 or more hours toward their undergraduate degree or 25 or more hours towards their graduate degree are honored. The National Alumni Association President present the rings to the honorees.

Homecoming: Homecoming at TAMUCC is celebrated in the spring semester of every year and culminates with a basketball game featuring our Islanders Men’s Basketball Team. It is a time for the faculty, staff and students as well as Alumni to gather to celebrate Islander spirit and traditions. Our Homecoming day is filled with fun and activities aside from the basketball game such as our Homecoming Parade, Pep Rally and Tailgate. Some of the signature traditions of the week-long festivities include the Tip-off Picnic, Multicultural Greek Council Showcase, the Faculty/Staff VS. Student Basketball Game, the Lighting of the “I,” CAB’s Islander-ino and SGA’s Friday Fiesta. For more information, please visit: http://homecoming.tamucc.edu.

Islander Lights: The annual lighting of campus tradition is hosted by the Office of Student Engagement and Success. Donate a new unwrapped, non-violent toy for children in need and celebrate the kick-off to the holiday season with free refreshments, music, and activities for students and the whole family!

The “Shaka”
It has many meanings. Originally it meant to “hang loose” or to chill and be laid back. It can also be used as a positive reinforcement. You can give someone a shaka as a sign of approval or praise. It can be used as a welcome/goodbye sign too.

University History
1947: University of Corpus Christi established.
1971: The University became a state supported institution.
1977: The name of the institution was changed to Texas A&M University-Corpus Christi.
1994: Marked the transformation of the institution to a four year university.

Islander Fight Song
Fight for A and M, A and M CC
Highest Honor, Brave and Strong
Ever true will be,
Onward to Victory
Islanders will prevail,
We’ll fight, fight,
Fight Forever
A and M CC!
2013–2014 Academic Calendar

Fall Semester 2013
August 8, Thursday
September 4, Wednesday
September 11, Wednesday
November 15, Friday
November 28–29, Thursday–Friday
December 9, Monday
December 10, Tuesday

December 11, Wednesday
December 12–13, Thursday–Friday
December 16–18, Monday–Wednesday
December 21, Saturday

Last day to apply for December 2013 graduation
Classes begin
Last day to register or add a class
Last day to drop a class
Thanksgiving Holidays
Last day to withdraw from the University
Last day of classes, Last day to apply for May 2014 graduation
Reading Day
Final Examinations
Fall Commencement

January Session 2014
January 3, Friday
January 16, Thursday
January 17, Friday

Registration and first day of class
Last day of classes
Final Examinations

Spring Semester 2014
January 20, Monday
January 22, Wednesday
January 29, Wednesday
March 10-14, Monday–Friday
April 11, Friday
May 5, Monday
May 6, Tuesday

May 7, Wednesday
May 8-9, Thursday–Friday; May 12-14, Monday–Wednesday
May 17, Saturday

Martin Luther King Jr. Holiday
Classes Begin
Last Day to register or add a class
Spring Break
Last Day to Drop a Class
Last Day to Withdraw from University
Last Day of Classes
Last Day to Apply for August 2014 graduation
Reading Day
Final Examinations
Spring Commencement
Maymester 2014

May 15, Thursday
Maymester registration & first day of classes
May 26, Monday
Memorial Day Holiday
May 29, Thursday
Last day of Maymester
May 30, Friday
Maymester final examinations

Summer Session I 2014*

June 2, Monday
Classes begin
June 3, Tuesday
Last day to register or add a class
June 20, Friday
Last day to drop a class
July 1, Tuesday
Last day to withdraw from the University
July 3, Thursday
Last day of classes
Summer Session I final examinations

Summer Session II 2014*

July 4, Friday
Independence Day Holiday
July 7, Monday
Classes begin
July 8, Tuesday
Last day to register or add a class
July 25, Friday
Last day to drop a class
August 5, Tuesday
Last day to withdraw from the University
August 7, Thursday
Last day of classes
Summer Session II final examinations
August 9, Saturday
Last day to apply for December 2014 graduation
Summer Commencement

August Session 2014

August 12, Tuesday
Registration and first day of class
August 25, Monday
Last day of classes
August 26, Tuesday
Final Examinations

*Some summer session courses will follow a different schedule. Please see the class schedule for information on when particular courses are offered.

Note: Dates of holidays are tentative, pending approval by the Texas A&M University System Board of Regents. For the latest information on dates and deadlines, please consult the appropriate class schedule.
Code Blue Emergency Notification System

Texas A&M University-Corpus Christi uses a comprehensive alert system to send students, faculty and staff messages during emergency situations. The notifications include emails and text as appropriate. These emergencies can include hurricane warnings, school closures, delays and evacuations.

Students must submit a form requesting their phone and email for such notifications when they register. Updates can also be made through SAIL. Faculty and Staff can update their Code Blue contact information through HR Connect.

Code Blue Emergency Notification System
The University uses a third-party emergency notification system that has the ability to contact students and employees by work phone, cell phone, text message and/or email. The severity of the emergency will determine how many forms of contacts are used.

A phone or text message will come from:
- 361-825-7777 emergency
- 361-825-5700 non-emergency

An email alert will come from:
- TAMUCC Code Blue (codeblue@tamucc.edu)
- Texas A&M-Corpus Christi (notices@tamucc.edu)

The Code Blue Emergency Notification system can also reach classroom telephones and each of the residences at Camden Miramar. For more information call Institutional Advancement at 361-825-2420.

Code Blue Emergency Notification System will also be notified through:

Outdoor Voice & Sound Alarm  Campus Monitors
University Web Site, Social Media  Area Television Stations, Radio
Campus Work Phones  Stations and the Caller-Times
Classroom Telephones  Outdoor Emergency Phones
Special Campus Announcements  Emergency Information Hotlines

FMI go to the following website: codeblue.tamucc.edu
2013-2014 Events
Sponsored by Career Services

All Major Career Fair
Wednesday, October 9, 2013
Wednesday, February 26, 2014
10AM-2PM
University Center Ballroom

Graduate and Professional School Fair
Tuesday, October 22, 2013
10AM-2PM
University Center Ballroom

Teacher Job Fair
Wednesday, November 6, 2013
Wednesday, April 2, 2014
10AM-2PM
University Center Ballroom

Join us:

FMI: Contact Career Services
Phone: 361.825.2628 Fax: 361.825.5729
6300 Ocean Dr. UC 304, Corpus Christi, TX 78412
career-services.tamucc.edu

THE ISLANDER APPRENTICE

WHO: Texas A&M Corpus Christi Students
WHERE: Throughout Community and Campus
WHEN: Spring Semester
APPLY: Career Services-UC 304 (361)-825-2628 career-services.tamucc.edu

University Center 304
6300 Ocean Drive Unit 579S
O 361-825-2628 F 361-653-5729
The long, complex thesis paper was utterly abstruse.
MEGALOMANIA delusion of grandeur
Her boyfriend’s megalomania eventually drove her away.

<table>
<thead>
<tr>
<th>Monday, September 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30-10:30am, Senior Breakfast, UC Ballrooms</td>
</tr>
<tr>
<td>Women’s Volleyball vs. UT-San Antonio 7p.m.</td>
</tr>
<tr>
<td>Alternative Spring Break Applications Available UC 226</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuesday, September 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-6pm President’s Picnic, East Lawn</td>
</tr>
<tr>
<td>5pm ICA Meeting, Cayo Room (210)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wednesday, September 11</th>
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</thead>
<tbody>
<tr>
<td>Last day to register or add a class</td>
</tr>
<tr>
<td>6pm SVC Meeting, Tejas A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Thursday, September 12</th>
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</thead>
<tbody>
<tr>
<td>11-1pm Islander Community Expo, Dugan Wellness Center Gym</td>
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</table>

<table>
<thead>
<tr>
<th>Friday, September 13</th>
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<tbody>
<tr>
<td>3pm CAB Fest, East Lawn</td>
</tr>
<tr>
<td>Women’s Volleyball @ UT-Arlington Tournament</td>
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<tr>
<td>Women’s Soccer @ Elon</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Saturday, September 14</th>
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</thead>
<tbody>
<tr>
<td>UCSA Leads Islander Leadership Conference</td>
</tr>
<tr>
<td>Women’s Volleyball @ UT-Arlington Tournament</td>
</tr>
</tbody>
</table>

Islanders Lead, Step Up & Take Action!
EXCORIATE to express strong disapproval of Anne’s mother was quick to excoriate her decision.
His otiose plan left the group scrambling for another strategy.
LOGORRHEA  excessive talkativeness

His logorrhea kept others in the group from sharing their thoughts.
APPURTENANCE accessory
She felt like the appurtenance in the marriage.

Islanders Lead, Step Up & Take Action!
something enormous

The behemoth paper seemed to take weeks to complete.
Islanders Lead, Step Up & Take Action!

NARCISSISM  excessive admiration or love of oneself
Her narcissism kept her from building strong relationships with others.

ICA’s LGBT History Month Celebration
• 12pm UCSA Leads Leadership Hour
• 5pm ICA Meeting, Cayo Room (210)

Women’s Volleyball @ Oral Roberts 7p.m.
• 12pm UCSA Leads Leadership Hour
• 6pm UCSA Leads Leadership Hour
• 6pm SVC Meeting, Tejas A
• 2pm, UCSO Meeting, UC Oso 221

Women’s Volleyball @ Central Arkansas 2p.m.
• 5pm UCSO Meeting, UC Oso 221

11am CAB October Carnival, UC Ballrooms
• Women’s Volleyball @ Central Arkansas 2p.m.
 Doug tried to besmirch his rival’s reputation.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>27 Oct</td>
<td>- Women’s Soccer @ Houston Baptist</td>
</tr>
<tr>
<td>28 Oct</td>
<td>- Aloha Days Applications Available UC 226</td>
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<tr>
<td>29 Oct</td>
<td>- 12pm UCSA Leads Leadership Hour</td>
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<tr>
<td></td>
<td>- 5pm ICA Meeting, Cayo Room (210)</td>
</tr>
<tr>
<td></td>
<td>- Women’s Volleyball vs. Prairie View A&amp;M 6p.m.</td>
</tr>
<tr>
<td>30 Oct</td>
<td>- 12pm UCSA Leads Leadership Hour</td>
</tr>
<tr>
<td></td>
<td>- 6pm UCSA Leads Leadership Hour</td>
</tr>
<tr>
<td></td>
<td>- 6pm SVC Meeting, Tejas A</td>
</tr>
<tr>
<td>31 Oct</td>
<td>- Women’s Volleyball vs. Nicholls 7p.m.</td>
</tr>
<tr>
<td>1 Nov</td>
<td>- 2-4pm UCSA Leads Weekend Leadership</td>
</tr>
<tr>
<td></td>
<td>- Women’s Soccer vs. Stephen F. Austin</td>
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<tr>
<td>2 Nov</td>
<td>- Women’s Volleyball vs. McNeese State 1p.m.</td>
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</tbody>
</table>

**Besmirch** to stain or soil.
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</tbody>
</table>

**Islanders Lead, Step Up & Take Action!**

**Diwali**

- Women’s Soccer vs. Northwestern State

**Truculent**

*His truculent actions kept potential friends away.*

4

**Monday**

- UCSA Leads Leadership Hour
- ICA Meeting, Cayo Room (210)

5

**Tuesday**

- UCSA Leads Leadership Hour
- ICA Meeting, Cayo Room (210)

6

**Wednesday**

- UCSA Leads Leadership Hour
- SVC Meeting, Tejas A

7

**Thursday**

- Southland Conference Women’s Soccer Tournament hosted by McNeese State

8

**Friday**

- Southland Conference Women’s Soccer Tournament hosted by McNeese State

9

**Saturday**

- ICA’s Culture Fest
- Southland Conference Women’s Soccer Tournament hosted by McNeese State
- Women’s Volleyball vs. Houston Baptist 1p.m.

- TRUCULENT: hostile or aggressive

- HOSTILE: antagonistic or unfriendly

**Baptist 1p.m.**

His truculent actions kept potential friends away.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 November</td>
<td>• Southland Conference Women’s Soccer Tournament hosted by McNeese State</td>
</tr>
<tr>
<td>11 November</td>
<td>• Recycle Week until Nov 15</td>
</tr>
<tr>
<td>12 November</td>
<td>• 12pm UCSA Leads Leadership Hour</td>
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<tr>
<td></td>
<td>• 5pm ICA Meeting, Cayo Room (210)</td>
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<td></td>
<td>• Women’s Volleyball @ Nicholls 7p.m.</td>
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<td>13 November</td>
<td>• 12pm UCSA Leads Leadership Hour</td>
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<td>• 6pm UCSA Leads Leadership Hour</td>
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<tr>
<td></td>
<td>• 6pm SVC Meeting, Tejas A</td>
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<tr>
<td>14 November</td>
<td>• Women’s Volleyball vs. Lamar 7p.m.</td>
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<tr>
<td>15 November</td>
<td>• Last day to drop a class</td>
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<tr>
<td></td>
<td>• 2-4pm UCSA Leads Weekend Leadership</td>
</tr>
<tr>
<td>16 November</td>
<td>• Women’s Volleyball vs. Sam Houston State 1p.m.</td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
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<tr>
<td>17 Nov</td>
<td>Homeless and Hunger Awareness Week until Nov 22</td>
</tr>
<tr>
<td>18 Nov</td>
<td>• Islands Lead, Step Up &amp; Take Action!</td>
</tr>
<tr>
<td></td>
<td>• Homeless and Hunger Awareness Week until Nov 22</td>
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<tr>
<td>19 Nov</td>
<td>• ICA’s International Men’s Day Celebration</td>
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<td></td>
<td>• ICA Movie Night</td>
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<tr>
<td></td>
<td>• 12pm UCSA Leads Leadership Hour</td>
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<td></td>
<td>• 5pm ICA Meeting, Cayo Room (210)</td>
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<tr>
<td>20 Nov</td>
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<tr>
<td></td>
<td>• 2pm, UCSO Meeting, UC Oso 221</td>
</tr>
<tr>
<td>21 Nov</td>
<td>• 5pm UCSO Meeting, UC Oso 221</td>
</tr>
<tr>
<td>22 Nov</td>
<td>• Southland Conference Tournament Women’s Volleyball hosted by TAMUCC</td>
</tr>
<tr>
<td>23 Nov</td>
<td>• Southland Conference Tournament Women’s Volleyball hosted by TAMUCC</td>
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</tbody>
</table>

**WONT accustomed; likely**

*She’s wont to take her time on projects.*
% November 2013

<table>
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<tr>
<th>Sun</th>
<th>Mon</th>
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</table>

**COMPLAISANT** desiring to please

Most of the students were complaisant with their instructor.

- 24 November: Southland Conference Tournament Women's Volleyball hosted by TAMUCC
- 25 November: 5pm ICA Meeting, Cayo Room (210)
- 26 November: 6pm SVC Meeting, Tejas A
- 28 November: Thanksgiving Day
- 29 November: Hanukkah
- 30 November:
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>DECEMBER</th>
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<table>
<thead>
<tr>
<th>TUESDAY</th>
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<tr>
<td>5pm ICA Meeting, Cayo Room (210)</td>
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<table>
<thead>
<tr>
<th>WEDNESDAY</th>
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<tr>
<td>6pm SVC Meeting, Tejas A</td>
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<table>
<thead>
<tr>
<th>THURSDAY</th>
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<table>
<thead>
<tr>
<th>FRIDAY</th>
<th>DECEMBER</th>
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<tr>
<td>5pm Islander Lights, East Lawn</td>
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<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>DECEMBER</th>
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Islanders Lead, Step Up & Take Action!

GAINSAW to deny or oppose
Jeff felt he had to gainsay John’s theory.

Islanders Lead, Step Up & Take Action!
The dichotomy of conservative and liberal democracy can be overwhelming.
INCHOATE at an early stage; undeveloped
Bob's plan to reorganize the company was inchoate and could be changed.

• Final examinations until 12/18/2013

• Fall Commencement
persons knowledgeable about computers

Greg was a digerati who could help us with our database.
ÉLAN enthusiastic vigor; distinctive style

Her élan for life was contagious and drew plenty of friends.

Islanders Lead, Step Up & Take Action!
<table>
<thead>
<tr>
<th>Day</th>
<th>Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sunday</strong></td>
<td>5pm ICA Meeting, Cayo Room (210)</td>
</tr>
<tr>
<td><strong>Monday</strong></td>
<td>6pm SVC Meeting, Tejas A</td>
</tr>
</tbody>
</table>
| **Tuesday**| - Women's Basketball vs. Northwestern State  
|           | - Men's Basketball vs. Northwestern State                             |
| **Wednesday**| - Women's Basketball vs. Stephen F. Austin  
|             | - Men's Basketball vs. Stephen F. Austin                             |

**Facetious**: playfully humorous

His facetious stories always entertained at gatherings.
I tried to posit a different idea, but was rebuffed.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>Jan 19</td>
<td><strong>SUNDAY</strong></td>
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<tr>
<td>Jan 20</td>
<td><strong>MONDAY</strong> (MARTIN LUTHER KING JR. DAY)</td>
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<tr>
<td>Jan 21</td>
<td><strong>TUESDAY</strong></td>
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<tr>
<td>Jan 22</td>
<td><strong>WEDNESDAY</strong></td>
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<tr>
<td>Jan 23</td>
<td><strong>THURSDAY</strong></td>
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<tr>
<td>Jan 24</td>
<td><strong>FRIDAY</strong></td>
</tr>
<tr>
<td>Jan 25</td>
<td><strong>SATURDAY</strong></td>
</tr>
</tbody>
</table>

**FLOUR** to show contempt for
*She flouted the rules of her workplace, often showing up late.*

*School Specialty*
Islanders Lead, Step Up & Take Action!

Her argument wasn’t germane to the topic of discussion.

- 5pm ICA Meeting, Cayo Room (210)
- 6pm SVC Meeting, Tejas A
- Last day to register or add a class
- Women’s Basketball @ Sam Houston State
- Men’s Basketball @ Sam Houston State
- Women’s Basketball @ Lamar
- Men’s Basketball @ Lamar
enthusiast or fan
He was a video game aficionado.
**HISTRONIC**  
overly dramatic or theatrical

*Her histrionic gestures when she speaks often are distracting.*

<table>
<thead>
<tr>
<th>MONDAY</th>
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<tbody>
<tr>
<td>10 FEBRUARY</td>
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</table>

- **SVC’s Can Food Drive for Love until Feb 14**

<table>
<thead>
<tr>
<th>TUESDAY</th>
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<tr>
<td>11 FEBRUARY</td>
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</table>

- **12pm UCSA Leads Leadership Hour**
- **5pm ICA Meeting, Cayo Room (210)**

<table>
<thead>
<tr>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>12 FEBRUARY</td>
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</table>

- **ICA’s African American History Month Celebration**
- **12pm UCSA Leads Leadership Hour**
- **6pm UCSA Leads Leadership Hour**
- **6pm SVC Meeting, Tejas A**

<table>
<thead>
<tr>
<th>THURSDAY</th>
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<tr>
<td>13 FEBRUARY</td>
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- **Women’s Basketball vs. Central Arkansas**
- **Men’s Basketball vs. Central Arkansas**

<table>
<thead>
<tr>
<th>FRIDAY</th>
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<tr>
<td>14 FEBRUARY</td>
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<th>SATURDAY</th>
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<td>15 FEBRUARY</td>
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</table>

- **Women’s Basketball vs. Oral Roberts**
- **Men’s Basketball vs. Oral Roberts**
coolness in trying circumstances

The policeman showed admirable sang-froid during the shootout.
The professor's hubris grated on some of his students when he talked of his accomplishments.
impossible to refute
We all had doubts, but his point was irrefragable.
Islanders Lead, Step Up & Take Action!

Jan’s choleric attitude frightened some friends.
JOCULAR  habitually joking

His jocular mood could be entertaining, but frustrating.
KISMET

A little bit of kismet brought the plan together.

Islanders Lead, Step Up & Take Action!

- Women’s Tennis vs. University of New Orleans
- Baseball vs. Southeastern Louisiana
- Softball vs. McNeese State

fate; fortune

A little bit of kismet brought the plan together.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>30 March</td>
<td>Women's Tennis @ Nicholls</td>
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<tr>
<td></td>
<td>Baseball @ University of New Orleans</td>
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<tr>
<td></td>
<td>Softball @ Abilene Christian</td>
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<tr>
<td>31 March</td>
<td>ICA's Tunnel of Oppression until Apr 3</td>
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<tr>
<td>1 April</td>
<td>12pm UCSA Leads Leadership Hour</td>
</tr>
<tr>
<td></td>
<td>5pm ICA Meeting, Cayo Room (210)</td>
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<tr>
<td>2 April</td>
<td>12pm UCSA Leads Leadership Hour</td>
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<td></td>
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<tr>
<td>3 April</td>
<td>Women's Tennis vs. Sam Houston State</td>
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<tr>
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<td>Baseball vs. Stephen F. Austin</td>
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<tr>
<td>4 April</td>
<td>Softball @ Nicholls</td>
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<td>Baseball vs. Stephen F. Austin</td>
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KOWTOW to show servile deference

He didn’t want to kowtow to his lab partner.

Islanders Lead, Step Up & Take Action!
LEITMOTIF

dominant, recurring theme

The leitmotif of the play was the passing of time.

APRIL 2014

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13  SUNDAY  APRIL

• Women's Tennis @ Oral Roberts
• Baseball @ Houston Baptist
• Softball vs. Stephen F. Austin

14  MONDAY  APRIL

15  TUESDAY  APRIL

• ICA Movie Night
• 12pm UCSA Leads Leadership Hour
• 5pm ICA Meeting, Cayo Room (210)

16  WEDNESDAY  APRIL

• 12pm UCSA Leads Leadership Hour
• 6pm UCSA Leads Leadership Hour
• 6pm SVC Meeting, Tejas A

17  THURSDAY  APRIL

• Baseball @ Northwestern State

18  FRIDAY  APRIL

• Softball @ Lamar
• Baseball @ Northwestern State

19  SATURDAY  APRIL

• Women's Tennis @ Incarnate Word
• Softball @ Lamar
• Baseball @ Northwestern State
Islanders Lead, Step Up & Take Action!

I returned the recondite draft and asked for a revision.
lack of vitality and energy
His sudden lassitude was a result of his exhaustion.
The maelstrom of the mayoral race gave plenty of fodder for newspapers.

Islanders Lead, Step Up & Take Action!
May 11

Mother's Day

- Baseball vs. Lamar

May 12

- Baseball vs. Lamar

May 13

- Maymester registration & first day of classes

May 14

May 15

- Maymester registration & first day of classes

May 16

- Baseball @ Sam Houston State

May 17

- Baseball @ Sam Houston State
- Spring Commencement

Feckless

The feckless ordinance needed a revision.
### May 2014

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**MALAPROPISM**

*unintentional misuse of a word*

*His malapropism caused confusion within the conversation.*

---

**Islanders Lead, Step Up & Take Action!**

- **May 18**
  - Baseball @ Sam Houston State

- **May 19**
  - Baseball @ Sam Houston State

- **May 20**
  - Southland Conference Baseball Tournament hosted by Central Arkansas

- **May 21**
  - Southland Conference Baseball Tournament hosted by Central Arkansas

- **May 22**
  - Southland Conference Baseball Tournament hosted by Central Arkansas

- **May 23**
  - Southland Conference Baseball Tournament hosted by Central Arkansas

- **May 24**
  - Southland Conference Baseball Tournament hosted by Central Arkansas
ACCOLADE

award, honor, or praise

His success earned him accolades from his peers.

MEMORIAL DAY

Southland Conference Baseball Tournament hosted by Central Arkansas

Last day of Maymester

Maymester final examinations
Mores  customs or habits
The teen’s mores had taken a sudden turn for the worse.

Islanders Lead, Step Up & Take Action!
NONPAREIL having no equal

His ability to say just the right thing at the right time was nonpareil.
DEBACLE  
*The mayoral campaign was a complete debacle.*
He thought he’d found the nostrum to the group’s frustrations.
Islanders Lead, Step Up & Take Action!

ONEROUS excessively burdensome
The rules attached to the process were onerous.

• Last day to withdraw from the University

• Last day of classes & Summer Session I final examinations

Independence Day

59
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
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</table>

**SUMMER II Classes begin**

**Last day to register or add a class**

**UMBRAGE** offense; resentment

*I took no umbrage of his criticism.*

School Specialty

60
OUTMODED  no longer in style; obsolete
The process they were using was outmoded.
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>20</td>
<td>PANOPLY splendid or impressive array</td>
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<tr>
<td>Monday</td>
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<td>The panoply of flowers in the garden was amazing.</td>
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<td>Wednesday</td>
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<td>Friday</td>
<td>25</td>
<td>• Last day to drop a class</td>
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<td>Saturday</td>
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</table>
EXPEDITIOUS characterized by speed and efficiency
He was expeditious with his work.
PLEONASM using more words than necessary
The writer's editor was tired of his pleonasm.

- Last day to withdraw from the University
- Last day of classes, Summer Session II final examinations, last day to apply for December 2014 Graduation
- Summer Commencement
QUIDDITY  nature of a thing; quibble
The quiddity of the process was its simplicity.

Islanders Lead, Step Up & Take Action!
The toothsome display attracted a crowd from miles around.
Islanders Lead, Step Up & Take Action!

VENEER
façade or outward appearance
The argument had a pleasing veneer, but still wouldn’t hold up in court.
The long, complex thesis paper was utterly abstruse.
MEGALOMANIA  delusion of grandeur
Her boyfriend’s megalomania eventually drove her away.

Islanders Lead, Step Up & Take Action!
EXCORIATE to express strong disapproval of
Anne’s mother was quick to excoriate her decision.
His otiose plan left the group scrambling for another strategy.
excessive talkativeness

His logorrhea kept others in the group from sharing their thoughts.
<table>
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**Islanders Lead, Step Up & Take Action!**

**APPURtenance** accessory

*She felt like the appurtenance in the marriage.*
Student Responsibility

The student must seek advice about degree requirements and other University policies when necessary. The student is held responsible for knowing and abiding by University regulations regarding the standard of work required to continue in the University, as well as those dealing with academic integrity, scholastic probation, suspension, and dismissal. Additionally, the student is expected to comply with the rules in the Student Handbook and Student Code of Conduct, as well as the process in the latter, which are administered by the Office of Student Engagement and Success. The Student Handbook and Student Code of Conduct are accessible at ses.tamucc.edu. The University reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. An admission on the basis of false statement or document is void upon discovery of that fraud, and the student is not entitled to any credit for work that he/she may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due at the University will be considered receivable and will be collected.

Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.
Student Services and Resources

At Texas A&M University-Corpus Christi we want you to succeed, have an array of opportunities to get involved on campus, and have a little fun while you’re working on your degree. A variety of services are offered to you so that you can get involved, stay healthy (mind, body and spirit) and achieve your ultimate goal: GRADUATING! Try something new and fun! Check out the following offices to get involved with the campus community. You are guaranteed to find something exciting to do.

University Center & Student Activities (UCSA)
UC 204/UC 215/UC 226
825-3239/825-5200/825-2707
ucsa.tamucc.edu

UCSA is the department committed to engaging students in meaningful experiences outside of the classroom. UCSA is located in the University Center, which is THE place to hang out and relax since we are the “living room” of the university. The UC is also the place to find information about any student organization on campus from Greek organizations to honor societies, and everything else in between! There are over 75 organizations on campus, and if you can’t find one that suits your interest you can start your own. Multicultural programs are offered to help you learn how to embrace differences, and we also offer leadership training through UCSA L.E.A.D.S. If you’re looking for student employment, we may have positions available. We’d love to have you as part of our team! Can’t find what you want? Come by and talk to use to see how we can help YOU! (UC 204)

Campus Activities Board (CAB)
UC 123
825-2363
cab.tamucc.edu

CAB is a student organization that is responsible for providing a variety of cultural, social, recreational, and educational programs for the campus community. Students involved in CAB choose programs, make facility and food arrangements, promote events, and provide assistance to performers and artists. Examples of CAB programs can include concerts, movies, hypnotists, magicians, virtual reality rides, lectures, festivals, dance lessons, and much more.

Islander Cultural Alliance (ICA)
UC 204
825-2539
ica.tamucc.edu/ICA

ICA provides opportunities for the campus to learn and participate in activities representing different cultures. These activities relate to Hispanic heritage, disabilities awareness, Women’s history, Asian cultures, Native American heritage, Black history and more. Along with providing opportunities to celebrate the diversity of TAMUCC, ICA brings cultural awareness and diversity education to campus. Students involved in ICA help coordinate campus wide events and initiatives as members and in leadership positions.

UCSA L.E.A.D.S.
UC 226
825-2182
ucsa.tamucc.edu/ucsaleads

UCSA L.E.A.D.S. is a service provided by the professional staff of the University Center and Student Activities department. Leadership Hour, a leadership certification program, is an eight week series of workshops with three tracks for Emerging, Intermediate and Advanced student leaders. The UCSA L.E.A.D.S. Conference provides a variety of workshops on general leadership topics, as well as a keynote address by a featured speaker. The Workshops To-Go service is for any on-campus including, but not limited to, student organization meetings, department meetings, and classes. These programs are offered to students with the intent to improve leadership skills, to become more marketable and global leaders.
Aloha Days – First Year Transition Camp
UC 204
825-2707
Alohadays.tamucc.edu

Aloha Days, a First Year Transition Camp, is a three day experience to help welcome new students into the TAMUCC culture. The camp is responsible for providing peer to peer leadership, resources on involvement, school pride and traditions, diversity, and educational components that will help new students be successful on campus. Students also have the opportunity, even if they did not attend camp, to take on a leadership role, join and help create and implement the next summer’s Aloha Days.

Student Volunteer Connection (SVC)
UC 204
825-2707
Svc.tamucc.edu

The Student Volunteer Connection is a student departmental organization responsible for providing a variety of volunteer opportunities, programs and events, and resources to get involved in the University, the Corpus Christi community, and beyond, to aid in service. Students involved in SVC can choose to participate or take on leadership roles in volunteer events, help coordinate and program Islander Clean-up, Alternative Spring Break, and BIG Event.

Alternative Spring Break (ASB)
UC 204
825-2707
svc.tamucc.edu

Alternative Spring Break is a SVC program that provides an opportunity for college students and staff members to engage in direct “hands on” service that addresses the needs of the location in areas such as community service, social services, environmental conversation, etc. ASB programs establish educational objectives in collaboration with the host location, which will aid in participants having a sense of understanding about the region and population they serve. This is an opportunity to volunteer and to experience culture of an area and population different from your own.

Island Waves Student Newspaper (IW)
UC 204G
825-5862
islandwaves.tamucc.edu

Want to know the scoop about what is happening on campus from a student perspective? Then pick up a free copy of the Island Waves Student Newspaper from a stand around campus! The paper is produced entirely by students, and is out on stands every Thursday. Let your voice be heard! Paid positions, volunteer opportunities, and internships are available to aspiring journalists or anyone who likes to write, take photos, and/or dabble in graphic design.

Waves of Welcome (WOW)
UC 226
825-2707
calendar.tamucc.edu

Waves of Welcome (WOW) is designed to assist you in becoming more familiar with your campus and the resources available to succeed at Texas A&M University-CC. There are many events and activities to take part in during the fall and spring semesters and we encourage you to do so. At these events you will meet many of your fellow Islanders as well as network with faculty, staff, and student leaders. GET INVOLVED. STAY CONNECTED!

Islanders Athletics
Dugan Wellness Center, 2nd Floor
361-825-3415
GoIslanders.com

Texas A&M University-Corpus Christi competes in 15 NCAA Division 1 sports: men’s & women’s basketball, baseball, softball, women’s volleyball, men’s and women’s cross country, women’s soccer, women’s golf, men’s and women’s tennis, men’s and women’s indoor and outdoor track and field. The Islanders are a member of the Southland Conference, which includes institutions from Texas, Louisiana, and Arkansas. Islanders students receive FREE admission to athletic events with a valid $andDollar$ ID card. In addition, all students are invited to join the Blue Crew, the official student section of Islanders Athletics. Blue Crew members receive a Blue Crew shirt and invitations to special events. Visit GoIslanders.com for more information and to register.
Recreational Sports
Dugan Wellness Center/Hike & Bike Trail/Pool/
Multipurpose Fields
825-2454/825-2170
recsports.tamucc.edu

Do you want to be healthy and fit? Do you love sports? Come to the Wellness Center to participate! Get in shape by working out with weights and cardio equipment. Drop by to play basketball or volleyball or jog on the indoor track. Open Rec times are available at the Tennis Center, too. If you need motivation, our personal trainers and group exercise classes can help! Come and play intramural sports with your classmates and friends – basketball, softball, flag football, etc. Join one of our Sport Clubs to learn a new sport or meet new friends with similar interests. You can even rent equipment for surfing, kayaking, and camping. Check out our website for additional programming information and details.

Campus Services

Business Office
Student Services Center (Round Building)
825-2600
falcon.tamucc.edu/~business/BusinessOffice.htm

The Business Office serves as the central point for most of your financial transactions and products and provides several ways for you to make payments for items such as tuition and fees, parking permits, parking fines, etc. If transactions on your account result in us owing you money, we ensure timely processing of your refund. Higher One, at your request, will send this money via a paper check, direct deposit (ACH) to your account at your financial institution or a deposit into a debit card from Higher One. All students will receive an Easy Refund Card from Higher One, which is to be used to sign up for one of three refund choices. If you are having trouble coming up with the cash to pay your tuition bill, you should visit the Business Office for information on installment payment plans and emergency loans. Remember, you are responsible for all of your bills (including parking fines), so make sure you pay everything you owe prior to attempting to register for the next semester. Failure to pay your financial obligations by the due dates may result in your removal from the University, exclusion from final exams, graduation, the release of transcripts, and/or further enrollment. If you are having financial problems, call or stop by the Business Office to discuss payment options. Tuition bills are not mailed prior to payment due dates but email notifications are sent to your university issued email address.

Career Services
UC 304
825-2628
career-services.tamucc.edu

Need a part-time job? Not sure about your major? Want to begin working on that resume or find a cool summer internship? Come by Career Services. We’ve got it all. Not sure what you want to do with that degree? Use the computer programs and other resources to discover all the possibilities!

Credit Counseling of South Texas
854-4357
www.cccsstx.org

All college students are in a perpetual need of funds, and it is important that you manage your money well. A rule of thumb is to keep your expenditures less than the amount of money you bring in from any source: jobs, parents, financial aid, etc. As a college student, you will receive numerous offers for pre-approved credit cards. It is tempting to use credit cards for impulse purchases, and failure to pay off debt can ruin your credit. If you get into credit card debt, you may want to call Consumer Credit Counseling Services of South Texas. The financial counselors at CCCS can help you set up a monthly budget and manage your payments.
Office of Student Engagement and Success
UC 318
825-2612
studentaffairs.tamucc.edu

If you are having a problem, but don’t know how to solve it, Office of Student Engagement and Success can help! The Vice President for Student Engagement and Success and the Dean of Students serve as student advocates and are available to guide you through your student experience.

Regional Transportation Authority
If you don’t have a car, life won’t be so bad. The university has an agreement with the Corpus Christi Regional Transportation Authority. You can go anywhere the bus goes in the city free of charge. The University also has a special shuttle which stops at some area apartment complexes. Just bring your SandDollar$ ID card. For more information visit www.ccrra.org.

University Counseling Center
Driftwood Building, Room 107
825-2703
counseling.tamucc.edu

Are you...overwhelmed by stress? Worried about your grades? Having relationship problems? Feeling depressed or anxious? Not sure how to help a friend? If so, you’re not alone. Many college students struggle with these same concerns. The University Counseling Center (UCC) can help with these and many other personal and academic issues. We provide free and confidential services to currently enrolled students. Our services include individual and group counseling, phone consultation, and substance abuse education and treatment. We also offer limited psychiatric services. Visit our website to see a complete description of our services and to access a variety of helpful on-line resources. To make an appointment or consult with a counselor, just stop by our office. We’re here for you!

Sand Dollar$ Office
UC 134
825-5978
sanddollars.tamucc.edu

One card, many services! The SandDollar$ card is your student ID and passport to an array of services at Texas A&M University-Corpus Christi and at participating local businesses partners. The SandDollar$ card allows you to leave the cash and carry the card for convenience and security. You may deposit money to your SandDollar$ card and use it all campus dining locations, the campus bookstore, convenience store, library, vending machines and Sandpaper pay-for-print printers and copiers campus wide.

Use the card to utilize library services and gain access to athletics events, computer labs, residence halls and the fitness and wellness center. Ride Regional Transit Authority (RTA) buses, without charge, to your favorite spots in the city and access the services of our off-campus business partners including restaurants, pharmacies, fuel stations and more. For on the go convenience, you can check your balance, view your transaction history, and make deposits online at tamucc.managemyid.com. You also have the option to invite others to make deposits to your account. How cool is that?

Open a new Wells Fargo account or use your existing Wells Fargo account to link your SandDollar$ card to your Wells Fargo checking account for the convenience of using your SandDollar$ card as your ATM and PIN based debit card. This allows access to your SandDollar$ account and your Wells Fargo checking account with one card!

New and transferring students may get their SandDollar$ card during orientation. Returning students can visit the SandDollar$ office to replace lost or stolen cards. There is a nominal fee for replacing lost cards, so protect your card.

If your SandDollar$ card is lost or stolen, deactivate it IMMEDIATELY online at tamucc.managemyid.com (See sanddollars.tamucc.edu for more information) or
report it to the SandDollar$ Office at 361-825-5978 and prevent unauthorized use. When a replacement card is issued all privileges and values are transferred to the new card and the old card is rendered useless.

Financial Aid/Assistance Office
Student Services Center (Round Building)
825-2338
osfa.tamucc.edu

Did you know that there is money available to help you pay for school? Grants, scholarships, work-study and student loans are awarded and processed through the Office of Student Financial Assistance (OSFA). The OSFA is prepared to help make the financial aid process as easy as possible. The OSFA offers personal counseling to student and parents concerning aid opportunities, application requirements, program guidelines, and student eligibility. Students and parents may call, e-mail, or visit the office for any needed assistance. Remember to apply for financial aid by the priority deadline (March 31) to ensure your funds are received by the time school starts. You must reapply for financial aid each year.

TALK2ME
361TALK2ME
361-825-5263/361TALK2ME

361TALK2ME is a resource on campus designed to help students with their transition to the University. We are designed to help answer questions and guide students to appropriate campus resources. Have a question? Give us a call at 361-825-5263 or 361TALK2ME.

Office of International Education
Classroom East (CE) 213
International Students: 825-3922
Study Abroad: 825-2789
http://oie.tamucc.edu/

The Office of International Education (OIE) is geared to help international students in dealing with common adjustments to a new culture, to provide advice on non-academic issues of daily life, and to guide all international students to the services and functions of the university. This office organizes events and social activities for the international students to engage in and help them feel part of the university as well as raise the profile of international students and their many cultures for the rest of the student community. In addition, the Office of International Education, through the Study Abroad Programs, is responsible for promoting and supporting international educational opportunities for the Texas A&M University-Corpus Christi community by developing and administering well-run and academically challenging programs that complement the Texas A&M-Corpus Christi curriculum. The Study Abroad Team works to provide Study Abroad programs that are affordable and accessible to Texas A&M-Corpus Christi students in all academic disciplines. Visit us at http://oie.tamucc.edu/.

International Student Special Requirements
International Student Advising Student Services
Classroom East (CE) 213
825-2258
oie.tamucc.edu

International students are required to report to the Coordinator, International Student Services located in the Round Building Room 100 at the beginning of each semester and to provide a current U.S. address, phone number and email address, and all their visa particulars. All international students must provide proof of health insurance if they choose not to accept the University Health Insurance. The Coordinator helps students with forms and paperwork required to maintain their F1 status.
law enforcement agency on the campus of TAMU-CC. The University Police Department employs commissioned police officers who are licensed by the Texas Commission on Law Enforcement Officers Standards and Education. University police officers enforce the rules and regulations of the University and are empowered by the Code of Criminal Procedures to enforce all state and local laws. It is the responsibility of the University Police Department to respond to all emergencies and promote a safe and orderly campus. UPD offers several crime prevention programs that are available to the campus community and also provides pedestrian escorts. UPD has a crime victim’s advocate available to all victims of crime. For emergency services call 4444 or 911 from any campus phone.

**Campus Parking**

(361) 825-PARK

http://police.tamucc.edu//parking_permit_forms.html

You must have a valid General/Resident parking permit to park a vehicle on any campus surface parking lot. The permit must be clearly visible from the vehicle’s front windshield. Parking is also available in the Bayside Parking Garage as a pay by the hour fee or ANNUAL parking garage permit fee. All vehicles are registered through your SAIL account. You may print a temporary permit when you register your vehicle that is valid for five days. The permanent permit or renewal validation sticker can be picked up at the University Police Department (UPD) or SandDollar office. Permits may be purchased for the full year, or by semester, or a combination of semesters. Payment are made at the Business Office, or through SAIL account. Keep your parking permit hangtag from year to year and purchase validation stickers as needed. Replacement cost is $25.00. To appeal a parking citation, visit the UPD website and follow the instructions. All appeals must be made no later than 10 business days after the citation issue date in order for the appeal to be reviewed. You are responsible for any citations issued to you or your vehicle. Failure to pay parking fines may result in a hold on your registration and possible disciplinary action.

**Health Center**

Sandpiper Building
825-2601
healthcenter.tamucc.edu

Feeling ill? Need a physical? Have a health question? Call or come by the University Health Center. The Health Center is staffed with a team of nurses, nurse practitioners and physicians who offer services similar to your family doctor’s office. Visits are free and confidential. Supplies, lab tests and medications are available at minimal cost. The Health Center also has a convenient on-site pharmacy with affordable pricing. The University encourages students to keep their immunizations current. Recommended immunizations include Tetanus/Diphtheria; Measles, Mumps and Rubella (MMR); Varicella; Meningitis; Gardasil; Hepatitis A and B vaccination series and annual flu shots. Certain academic programs, and some campus jobs, require students to follow a specific immunization schedule. Check with your advisors or employers about their requirements. Immunizations are available at the Health Center at a minimal cost.

Texas state law requires all students that live on campus, all new incoming freshmen and transfer students under the age of 30 to submit confirmation of meningitis vaccination. The vaccine must be given at least 10 days prior to moving into campus housing and 10 days prior to the start of classes. Bacterial meningitis is a serious and potentially deadly disease. To increase awareness of this illness, the University provides students access to the document “Important Information about Bacterial Meningitis” which reviews symptoms, disease transmission risks, consequences and treatment of meningitis. All students must submit online signed proof that they have read this document prior to enrollment. Without signed proof of receipt, a hold is placed on the student’s registration. You can receive an optional hard copy of the meningitis document by calling 825-2601 or by visiting the personal information tab in your SAIL account.
Bell Library
Administrative Office 825-2643
Circulation Desk 825-2340
Media Center 825-2311
Reference Desk 825-2609
rattler.tamucc.edu

The Mary and Jeff Bell Library provides resources and services to assist you with your research and information needs. Over ½ million items are listed in Portal, the online catalog, and many more items are accessible through our electronic resources. Over 180 online databases and 120,000 electronic journals contain scholarly material to assist students in completing research projects or assignments. The library provides reference service person, by phone, and online to assist students with research. We also provide instruction in the use of library resources. Interlibrary loan is available to obtain items the library does not own. A media lab allows students to make use of the library’s audio-visual collections. More than 150 computers provide access to the Internet and can be used to complete research and course assignments. Multimedia Presentation Rooms are available for use when the Media Center is open. Each room is equipped with a video camera, 22” camera monitor, computer, and SmartBoard. Laptop computers are also available for use within the library Monday through Thursday from 10am-6pm. Special Collections and Archives houses a wealth of resources focusing on Corpus Christi, the Coastal Bend, and South Texas. The atrium of the library contains popular magazines and a selection of daily newspapers. Group study rooms are available for checkout at the circulation desk by two or more students. The quiet study area is available for use by all library patrons.

Campus Housing Information
Camden Miramar
825-5000
housing.tamucc.edu
tamucc.loc101.com

Need a new place to live? Then visit Camden Miramar for information about on-campus housing. On-campus housing is limited and assigned on a first-come, first-served basis with priority given to traditional first-time freshmen. For on-campus housing information, contact Camden Miramar at 825-5000. For off-campus housing information, go to Living Off Campus 101 at www.tamucc101.com.

Lost and Found
University Center Information Desk
825-5282
ucsa.tamucc.edu

Stop by the University Center Information Desk to find your lost item. Should you happen to find something around campus, turn it in to the University Center Information Desk so that others who have lost their items can stop by to find them. The UCSA staff strives to find the rightful owners of lost items so that they may be returned. Items of value (i.e. wallets, credits cards, or identification) are kept in a controlled holding area in Suite 215. Sanddollar cards that are turned in will be taken to the Sanddollar office. Items which are not claimed by the end of each semester are sold at the Lost and Found sale.
Veterans Affairs Office
Student Services Center (Round Building) 101
825-2331
vets.tamucc.edu

The Texas A&M University – Corpus Christi has been awarded the designation of “Military Friend School” by GI Jobs Magazine © for 2010, 2011, 2012, and 2013 for our outstanding support of military service members, Veterans, and their dependents. The Office of Veterans Affairs assists Veterans and their dependents to achieve their education goals by providing help and guidance on applying for and processing claims for Veterans education benefits under the Federal GI Bill Program and the State of Texas Hazlewood Act and Hazlewood Legacy Act. We also provide assistance for Veterans in transitioning from military to college life with advice, guidance, and information about college life, local programs, and benefits available to Veterans. For more information on educational programs and updates on the Post-9/11 GI Bill and the Hazlewood Act and Hazlewood Legacy, please visit the Veterans Office as soon as possible.

Disability Services
Corpus Christi Hall 116
(361) 825-5816
disabilityservices.tamucc.edu

Disability Services (DS) office coordinates services and academic accommodations for Texas A&M University-Corpus Christi students with documented disabilities to ensure equal access to facilities, programs, services, and resources of the university. In order for you to qualify for and receive academic accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, you must be registered with the DS office. The first step in the process is to make an appointment with our office and we will provide you with the information and support you need to have a successful classroom experience. In most cases students with temporary disabilities can also be accommodated. We welcome all students and/or student organizations interested in community service, practicum, internships, and special class projects to work with us.

S.A.I.L. Web Registration
Office of the University Registrar
Student Services Center (Round Building)
sail.tamucc.edu

The SAIL student portal allows you to manage your student account and register for classes via the web. You are eligible to register for classes using SAIL if you are a newly accepted or returning student in good academic standing with no registration holds on your account. To access the portal, you must know your Student ID and PIN (as a new student your PIN is auto-set to your date of birth in the format MMDDYY). Course schedules for each semester are available on the SAIL home page, via the Class Schedules link. For questions regarding class registration, please contact the Office of the University Registrar at 361-825-7024.

University Computers
Library/Corpus Christi Hall/Center for Instruction/S
ience & Technology,
Business Computer Lab
825-5618
labs.tamucc.edu

Need a place to write a paper, do your homework, browse the Internet or check your e-mail? Then visit one of the various computer labs on the TAMUCC campus. For new Islander e-mail accounts, Wi-Fi access or password resets, visit newuser.tamucc.edu. While you are there, please be sure to review the Usage Agreement regarding computer accounts and lab equipment because your adherence to these policies is imperative to maintaining access. If you should need additional assistance obtaining your student computer accounts including Islander E-mail, Islander Accounts (local computer and Wi-Fi account), visit the computer labs located in Corpus Christi Hall 201 and Center or Instruction buildings room 227.
The Center for Academic Student Achievement (CASA), winner of the National Tutoring Association Excellence Award, is committed to providing academic support services to help you reach your educational goals and succeed in the University and beyond. Our mission is to help students develop the skills necessary to achieve academic success and independence in a supportive learning environment that fosters intellectual growth. At CASA, students work collaboratively with our staff to achieve success by setting educational goals, gaining an understanding of individual learning styles, and mastering learning strategies. Our support services include the Writing Center, Tutoring, Supplmental Instruction, Peer Mentoring, and Developmental Education & Retention.

**Writing Center**
Our Writing Center is staffed with professional, graduate, and peer consultants to help all writers at any stage of the writing process. We offer support for various genres of writing and writing in different disciplines. We encourage you to make a 30-minute appointment, but we do also welcome walk-ins. We also offer online writing consultations if you are unable to come to campus. To better serve you, it is always helpful to have your assignment instructions with you when you visit with us. Any student can utilize up to a total of three hours of Writing Center services per week. Please visit http://casa.tamucc.edu/wc.php to schedule an appointment.

**Supplemental Instruction**
Supplemental Instruction is an academic assistance program that is connected to entry-level courses providing regularly scheduled out-of-class, peer-facilitated sessions. Sessions cover subject mastery as well as general study skills.

**AIM Peer Mentoring**
CASA’s Academic Insight Mentors (AIM) can also provide academic assistance to all first year students. The mentors are academically successful upper-division and graduate students who are waiting to help you succeed.

**Retention Specialists and Developmental Education Program**
Retention Specialists located in the center can provide you with information about academic success and provide advising with regard to the Texas Success Initiative (TSI) and developmental education course work and requirements.

Our motto reflects that of the National Association of Developmental Education: We help unprepared students to prepare, prepared students to advance, and advanced students to excel.

For hours of operation and tutor schedules, please visit casa.tamucc.edu.
Academic Information

Academic Advising Services
Islander Transition Center
361-825-5931
aatc.tamucc.edu

Academic Advising centers are housed in each college and staffed by full-time academic advisors. Undeclared/exploratory students and prospective transfer students are advised through the Islander Transition Center (ITC). Full-time academic advisors are available to assist students with their educational plans, course selections, degree requirements and other academic matters. Academic advisors support students from the time of their initial enrollment to the successful attainment of the educational goals. Students should set an appointment with their academic advisors during their first semester. An additional feature of the academic advising program is the direct involvement of University faculty as career mentors. To locate your academic advisor and/or to find out more information about academic advising, please contact the Islander Transition Center by calling 361-825-5931.

Retroactive Withdrawal
VP Academic Affairs Office
Corpus Christi Hall (CCH) 291C
825-3060

A student may request that all grades in an academic period be retroactively removed and replaced by entries of “W” on his/her transcript. A retroactive withdrawal may be granted only when a student has experienced circumstances of such serious and compelling nature that s/he could not reasonably have been expected to satisfactorily complete the academic period or submit a petition for regular withdrawal by the deadline specified in the university catalog. Such serious and compelling circumstances may include (but are not limited to) hospitalization, incarceration, debilitating mental illness, or sudden absence at the end of the semester due to family crisis. Failure to academically perform due to factors such as bad habits, poor judgment, time management issues, failed relationships, roommate conflicts, or ignorance of university policies would not generally qualify a student for retroactive withdrawal.

To withdraw retroactively from the university, the student must request this action in writing through the Office of the Associate Vice-President for Academic Affairs. The request must be accompanied by supporting documents which demonstrate serious and compelling reasons why action was not taken through the regular withdrawal process during the academic period in question. The time limit for making this request is the end of the next long semester following the academic period in question. If retroactive administrative withdrawal is granted, the Office of Admissions and Records will set all grades for the relevant term to a non-punitive mark of “W.” If the student should wish to appeal a decision on retroactive withdrawal, an appeal can be made, in writing, to the Provost and Vice-President for Academic Affairs within 14 days of the date of notification.

Medical Incapacitation /Extended Class Absence
University Center 318
825-2612
studentaffairs.tamucc.edu

If for unforeseen events (hospitalization, death in the family, incarceration, etc.) a student will miss an extended amount of class meetings he/she should contact the Office of Student Engagement and Success. The Office of Student Engagement and Success does not excuse a student from class; however, if the student is out for an extended period of time, the office will notify professors of absences as a courtesy. The student will have to provide written documentation to verify the reason for the absences. Ultimately, it is the professor’s decision as to whether or not he/she will allow a student to make up any class assignments. For further assistance, please contact the Office of Student Engagement and Success.

Office of the University Registrar
Student Services Center (Round Building)
825-7024
registrar.tamucc.edu

Add/Drop a Class: You can add/drop classes from your schedule before classes start via the SAIL student portal. Once classes have started and are in session, you will need to visit the Office of the University Registrar to add/drop courses. Log on to SAIL or see the class schedule booklet to learn when the option to add/drop classes via the web is available. If you are having doubts about your class, visit with the professor. Talking with them may ease your concerns. If you still wish to drop the class, you can do so by completing a Class Scheduling form (pre-census) or Course Drop Form (post-census) at the Office of the University Registrar. However, you will not be permitted to drop ANY classes (by web or in person) after the tenth week of classes in the fall and spring semesters and after the third week of classes during summer sessions. Remember: you can only drop six classes (after census date) during your entire college career (here or at any other Texas institution). Contact the Office of the University Registrar for more information on this mandate. Dropping classes can affect your financial aid, so be sure to ask your financial advisor before you drop!
DUGAN WELLNESS CENTER

This facility offers two NCAA regulation basketball courts, two multipurpose rooms for group fitness and clubs, and over 9,000 square feet of weight and cardio equipment. Other venues include an indoor 1/7 mile track, outdoor 1.3 mile hike and bike trail, outdoor pool, and multipurpose outdoor fields.

SandDollar$ ID
Required For
Entry Every Time!

RECSPORTS.TAMUCC.EDU
361.825.2454
Facebook: : TAMUCC RECSPORTS

I-CARE
University’s Behavioral Intervention Team

Concerned about the well-being of a fellow student?
I-CARE can help!
We provide early intervention to students who may be struggling with some aspect of college life.

For more information contact 361.825.2612
University Center 318
icare.tamucc.edu
Attending Class: Students are held responsible for class attendance and are advised that excessive absences may adversely affect their grades. Every instructor should clearly explain the policy on class attendance at the beginning of each course. If students are absent from class on approved university business (e.g., intercollegiate athletics competition/travel, field trips, student research conferences, Board of Regents meetings), faculty members should count this as an excused absence and should not penalize the student for it. Students should be allowed to make up any required course work in advance or after their return to campus. Students are responsible for informing their instructors about the trip in advance so that the faculty members can make plans accordingly. If you have any doubt as to whether that activity in question is considered official university business, you should contact the Provost’s Office.

Incompletes: If the course content allows, a professor may allow you to receive a grade of incomplete or “I” in a course. Incompletes are given to students at the end of the semester if they have almost finished the semester, and if they have a valid reason. This means that the student's work in the course was satisfactory but incomplete. The decision to grant an incomplete is at the professor’s discretion. All coursework must be completed by the last day of the next regular (fall or spring) semester, unless the professor designates an earlier date for completion. Please be aware if you don’t finish the coursework on time, you could receive an F in the course. For details, see “Removing the Grade of Incomplete” in the catalog section titled “General Academic Policies and Regulations.” For more information visit online at http://catalog.tamucc.edu.

Mistakes on Official Transcripts: If information pertaining to your official academic transcript is incorrect, you need to write a letter to the Office of the University Registrar describing the error. The Office of the University Registrar and any other pertinent academic personnel will investigate the issue. A response will be sent to you no later than 20 days after your letter is received. Please see the Challenge to an Academic Record section in the University Catalog for more information.

Called to Active Duty: If you get called to active duty during the middle of an academic semester, it is crucial that you notify the Office of the University Registrar to withdraw from the University. Please contact 361-825-7024 as soon as you are called to active duty. For more information, see Students Called to Active Duty and Removing Grade of Incomplete—Military (IM) section in the University Catalog under General Academic Policies and Regulations.

Appealing Grades: Refer to the following websites for rules and procedures regarding grade appeals.


If you believe that you have been given an unfair grade in a course, the first thing you should do is set an appointment with the instructor to discuss the matter informally. Most problems or complaints can be resolved through discussions between the student and the instructor. In those instances in which the problem cannot be resolved at this level, the student may follow the steps below.

1. Presentation of grievance to instructor (This step must be taken within fourteen calendar days after the beginning of the next term).
2. Appeal to department chair or area coordinator.
3. Written appeal to the University Academic Standards Grievance Committee.
4. Preliminary review and advising by an ombudsman appointed by the Provost.
5. Submission of file by department chair to University Academic Standards Grievance Committee.
6. Review of file by committee chair and submission of case to committee.
7. Proceedings of the University Academic Standards Grievance Committee. (Committee hold hearing, reviews data, presents findings to all parties, and makes recommendation to Provost.)
8. Decision by Provost.
9. Final appeal in writing to the Provost if student or instructor thinks appropriate procedures have not been followed.
Is your dream to go to graduate school and on to a Ph.D.?

How would you like $2500 for doing summer research in your field?

Come by Mary & Jeff Bell Library Room 220 or call 361-825-3835.

You can also visit our website www.mcnaire.tamu.edu

This program is for low-income and first-generation college students or underrepresented students in higher education. All services are free.

Services provided: academic counseling, research activities, workshops, conference travel and graduate school visits.
Please visit the web sites provided for complete details regarding the Student Grade Appeal Rule and Procedure, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process. For assistance and/or guidance in the grade appeal process, students may contact the Office of Student Engagement and Success. If you think your grade has been miscalculated or entered incorrectly, speak to your instructor. A grade change can only occur if there has been a miscalculation or incorrect recording of the grade or if a chance has been ordered as the result of the grade appeal process. Refer to the academic catalog for more information about grade changes.

* The primary source of information on academic rules is the University Catalog.

The 6-Drop Rule: Under section 51.907 of the Texas Education Code (beginning Fall 2007), all first-time freshmen students enrolled at any Texas public institution are limited to six course drops during their academic career. Any course a student drops after the posted census date is counted toward the six-course limit unless specifically identified as being exempt. This includes student and faculty initiated drops and courses dropped while enrolled at other Texas public institutions. This policy does not apply to courses dropped prior to census day or to complete withdrawal from all courses for the semester. You may drop the first two courses during your academic career without penalty. Once you drop a third course, a registration hold will automatically be placed on your records. In order to have the hold removed, you will need to schedule a meeting with your academic advisor. No further holds will be placed on your record unless you drop another course. Each subsequent drop will cause a registration hold to be placed on your record and will require you to meet with your advisor to have it lifted. Your advisor will explain the implications of approaching the six-drop course limit and advise you on course choices accordingly. If you drop a sixth course, your academic advisor, prior to lifting the hold, will inform you that no further holds will be processed by the Registrar. Should you attempt to drop a seventh class, your request will be denied by the Registrar and the drop not processed due to exceeding the six-drop limit. As a result, you will have to accept a grade in all courses in which you are enrolled and should plan your schedule accordingly.

EXEMPTIONS AND EXCLUSIONS: Any students enrolled at a Texas public institution prior to the Fall 2007 semester is exempt from this legislation. Students who elected to use the provisions of Academic Fresh Start and who have coursework prior to the Fall 2007 semester are also exempt. Students who have completed a baccalaureate degree at any recognized public or private institution are not considered affected students whether or not taking additional undergraduate courses.

Drops from the following types of courses are excluded from the course drop limit:

1. Courses taken by students while enrolled in high school – whether for dual credit, early college credit, or for college credit alone
2. Courses dropped at private or out-of-state institutions
3. Remedial or developmental courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree
4. Aerospace Studies courses not eligible for formula funding
5. Courses taken as required co-requisites such as a lecture class with a required laboratory are counted as one drop whether or not identified as separate courses or as separate sections of a course.
6. Courses which meet the definition of complete withdrawal

EXCEPTIONS: Students may petition to drop more than the 6-course limit, or to drop a course and not have the drop count against the 6-course limit. These petitions will be reviewed by Provost's Office. The following circumstances will be considered:
1. A severe illness or other debilitating condition that affects the student’s ability to satisfactorily complete the course. Supporting documentation must be provided.

2. The student’s responsibility to provide the care of a sick, injured, or needy person such that providing the care affects the student’s ability to satisfactorily complete the course. Supporting documentation must be provided.

3. The death of a person considered to be a member of the student’s family or someone who is otherwise considered to have a sufficiently close relationship to the student. Supporting documentation must be provided.

4. The student’s active duty service as a member of the military or of a person considered to be a member of the student’s family or someone who is otherwise considered to have a sufficiently close relationship to the student. Supporting documentation must be provided.

5. A change of the student’s work schedule that is beyond the control of the student and that affects the student’s ability to satisfactorily complete the course. Supporting documentation must be provided.

6. Other good causes as determined by the Office of the Provost.

The following circumstances will not be considered valid reasons for requesting an exception to the 6-course drop limit:

1. An attempt to avoid scholastic probation
2. Failing a course
3. Possibility of receiving a grade that will lower the grade point average.

Called to Active Military Service
Registrar and Veterans Affairs Offices, Student Services Center (Round Building)
 vets.tamucc.edu
825-7024/825-2331

Original deployment orders and military ID should be presented to the Office of the University Registrar and also the Veterans Affairs Office when a student withdraws due to active military duty. Withdrawal options for a student called to active military service include:

1. Refund of tuition and fees paid by the student for the semester in which the student withdraws;

2. Grant a student who is eligible under the University’s guidelines, an incomplete grade in all courses by designating “withdrawn-military” on the student’s transcript; or

3. As determined by the instructor(s), assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and who has demonstrated a sufficient mastery of the course material.
University Counseling Center

Are you stressed out?  
Worried about grades?  
Having relationship problems?  
Feeling Down?  
Need someone to talk to?  

We’re here for you!

361.825.2703  ·  6300 Ocean Dr, Unit 5716  ·  Driftwood Building  
http://counseling.tamucc.edu

W.O.W.  
GET INVOLVED.  
STAY CONNECTED!

For a list of all events go to:

http://calendar.tamucc.edu

• Welcome Week!  
• Passport to the Island  
• President’s Picnic  

Contact: 361.825.2231
Rights & Responsibilities

Equal Access and Opportunity
Texas A&M University-Corpus Christi does not exclude any qualified individual from participation in, deny the benefits of, or subject anyone to discrimination based on their race, color, national origin, sex, age or disability under any program or activity receiving Federal financial assistance.

Student Right-to-Know Act 1990
(Clery Act)
You have the right to know about campus crime statistics, security resources and rules and regulations. The TAMU-CC Campus Security and Fire Safety report includes statistics for the previous three years concerning fires reported at student housing and reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by TAMU-CC, and on public property within, or immediately adjacent to and accessible to the campus. The report also includes institutional policies concerning campus security, sexual assault, and other matters. You can obtain a copy of this report by contacting the University Police Department at (361) 825-4444 or on the UPD website http://police.tamucc.edu/campus_security_act.html.

I-ADAPT
Islander’s Alcohol and Drug Abuse Prevention Team
University Center 318
825-2612
iadapt.tamucc.edu

I-ADAPT is committed to promoting healthy choices among the TAMUCC campus community in order to reduce the negative consequences of alcohol and drug use/abuse.
FMI: http://iadapt.tamucc.edu/.

Student Records
It is your responsibility to inform the Office of the University Registrar if your telephone number and/or local address changes. To change your address, go to the Office of the University Registrar in the Student Services Center (Round Building) or login to Student Services at http://sail.tamucc.edu/. You also should maintain current emergency notification information on file so that we can contact a relative or friend in case of a crisis. The Family Educational Rights and Privacy Act (FERPA) afford you certain rights with respect to your education records. These rights include:

1. The right to inspect and review your education records within 45 days of the day the University receives a request for access. You should submit to the registrar, dean, or head of the academic department, or other appropriate official a written request that identifies the record(s) you wish to inspect. The University official will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise you of the correct official to whom the request should be addressed.

2. The right to request the amendment of your education records that you believe is inaccurate or misleading. You should write the University official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by you, the University will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials or another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

5. For more information about your rights under FERPA, contact the Office of the University Registrar at 361-825-7024 or visit the University’s website at http://registrar.tamucc.edu/ferpa.html.

Campus Sex Crimes Prevention Act
The Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education or working or volunteering on campus. The act requires sex offenders to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The act also requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems. For more information, contact Lt. Melissa Wright at 825-3791 or 825-4444.

Bacterial Meningitis
In accordance with Texas Senate Bill 1107 (SB 1107), beginning January 1, 2012, Texas A&M University-Corpus Christi will require all new students under the age of 30 to provide certified proof from a health practitioner that they have received a valid bacterial meningitis vaccination or booster within the last five years. Students must submit their proof of vaccination or a booster at least 10 days prior to the first day of class for the intended term of enrollment.

A new entering student includes a first-time student of an institution of higher education or private or independent institution of higher education and includes a transfer student, or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

All documents pertaining to compliance with the bacterial meningitis vaccination policy should be mailed, faxed, emailed, or hand-delivered to Texas A&M University-Corpus Christi Office of Admissions.

Mailing Address:
Texas A&M University-Corpus Christi
Office of Admissions
6300 Ocean Drive, Unit 5774
Corpus Christi, TX 78412-5774

P: 361.825.2624 or 1.800.4.TAMUCC | F: 361.825.5887, Fax Cover Sheet
E-mail: admiss@tamucc.edu (Please type Meningitis Vaccination in the Subject Line)
Hand-Delivered: Student Services Center, Office of Admissions, Customer Service Kiosk
Monday – Thursday (8 a.m. to 7 p.m. CST) | Friday (8 a.m. to 3 p.m. CST)
The Texas A&M University System is dedicated to adhering to the highest ethical standards and principles. If you have factual information suggestive of fraudulent, wasteful or abusive activities, we want you to report it. Examples of reportable issues include fraud; misuse of resources or information; violations of safety rules; inappropriate conduct, harassment or discrimination.

We encourage you to report such issues through the Risk, Fraud & Misconduct Hotline, a telephone and web-based reporting system. 1-888-501-3850 or select “file a report” at the top of the page at www.ethicspoint.com. The hotline is independently operated and available 24 hours a day, 7 days a week. Reports can be submitted anonymously, and will be forwarded to the appropriate institution or agency official for action.

**i THINK**

hard work and dedication is the engine to success

**i CHOOSE**

to live free from drugs to motivate myself and others

**i GRADUATE**

Evan Paret
College of Science and Engineering

http://iadapt.tamucc.edu/
Rules & Regulations

You are expected to comply with the rules and regulations of the University. The following section provides information on nonacademic rules affecting students. The primary source of information on academic rules is the University Catalog. For information on academic matters not discussed below, please see the catalog. The University also has a code of conduct that define what student behaviors are acceptable and how unacceptable behaviors will be investigated and adjudicated. It is your responsibility to become familiar with the code of conduct. For more information, visit online at http://falconf.tamucc.edu/

Reporting a Complaint
Please report incidents of harassment, and sexual harassment to the Office of Student Engagement and Success (UC 318) at 825-2612, or Sam Ramirez, Director, Equal Opportunity Office at 825-5462. The following website provides more information about the procedure to report any type of harassment: www.tamucc.edu/provost/university_rules/safety/340199C101.html. Complaints and/or incidents concerning physical abuse, assault, sexual assault and rape must be reported immediately to the University Police at 825-4444.

Concealed Firearms & Explosives
Possession or use of firearms, any type or ammunition, and other dangerous weapons, are prohibited on all University property and in residence facilities. This includes BB guns. The sale, use, or possession of fireworks, explosives, noxious materials, incendiary devices or other similar dangerous items are also prohibited on University premises.

Alcohol & Illicit Drugs

Alcohol is not allowed on the A&M-Corpus Christi campus, except in the University residential facilities. If you are at least 21 years old, you may possess and/or consume alcoholic beverages in the privacy of your room in the University residential facilities. However, you and your guests must comply with state and local statutes concerning possession, sale and consumption of alcoholic beverages. Please be aware that even if you are 21, possessing or consuming alcohol in the same room with any roommate or guest under the age of 21 is a violation of state law. You will be considered to be providing alcohol to a minor and they will be considered a minor in possession. Any use of alcoholic beverages should be in moderation. Therefore, bulk quantities of alcohol (kegs, cases, party balls, etc.) are not allowed on campus or in residence facilities. Loud or disruptive behavior or drinking habits that are harmful to the health or education of an individual or those around him/her are reasons for disciplinary action.

You are also expected to abide by all state and federal laws pertaining to controlled substances and illicit drugs. Standards of conduct strictly prohibit the unlawful manufacture, distribution, possession, or use of controlled substances, illicit drugs, look-alike drugs or drug paraphernalia on University property or at University sponsored activities. Please be aware that any person who distributes, possesses with intent to distribute, or manufactures a controlled substance in or on, or within one thousand feet of, the real property comprising a public or private college, junior college, or university is subject to twice of that authorized may be imposed. Individuals may use prescription medications that are medically necessary and prescribed by a licensed physician only in the manner in which it is prescribed. Improper or illegal use, possession or distribution of narcotics or other controlled substances may result in immediate expulsion from University residence facilities. If you are expelled from housing, you are still responsible for your rent under your lease agreement. For more information regarding the alcohol and drug policy, visit http://academicaffairs.tamucc.edu/Rules_Procedures/PDF/340201C1.pdf

Required Islander Alcohol Education Program
All incoming students under the age of 21 are required to complete an on-line alcohol education program before or during the first semester of attendance. Completion of this course is required to continue enrollment and receive grades at the university. FMI: http://iadapt.tamucc.edu/.

Pets on Campus
www.tamucc.edu/provost/university_rules/employment/499C1.htm

There are significant health and safety hazards and nuisances created by unrestrained animals on campus. Accordingly, the following guidelines shall be enforced to animals.

• Animals shall not be brought on to the University property unless they are under the control of the owner and present no hazard to people. The wearing of a muzzle by a dog shall not be regarded as control by its owner.
• Dogs may not be brought onto the campus ground except where: they are secured to a leash, cord, chain or similar direct physical control of a maximum length of six (6) feet, the other end of which is retained by a person or securely confined in a vehicle, cage or similar restrictive convenience.
• Animals including dogs may not be tethered on campus.
• Animals are not permitted in any campus building even though leashed except for: guide dogs and service dogs for disabled persons, animals involved in authorized research or police operations.
• Dogs and cats must have a valid license as evidence of current rabies vaccinations. The University manages a Feral Cat Program.
• Animals including dogs and cats found running at large or without evidence of current rabies vaccination are subject to being removed from the campus by the City of Corpus Christi Animal Control.

Grievance Procedures

If you have a grievance involving allegations of University related conflicts, you may file a complaint against a student or recognized student organization. You must submit a written or verbal harassment complaint addressing the actions or behavior that has occurred to the Office of Student Engagement and Success (UC 318). Any charge should be submitted within 90 days after the event takes place or becomes known, and 365 days for harassment. Campus Complaint Resolution:
Not sure where to get help for a problem? Have an issue or complaint you haven’t been able to resolve?

The University is committed to appropriate resolution of complaints as efficiently and effectively as possible. We believe providing a mechanism for complaints to be heard gives us the opportunity to improve our service. The University does have established rules and procedures for reporting and resolving grade appeals, faculty and non-faculty grievances, student grievances, sexual harassment and research misconduct. You can access information about these rules and procedures at:

Compendium of Policies, Rules and Regulations
tamucc.edu/marcom/complaints/compendium.php

If you’re not sure how to proceed, you’ve tried and failed to resolve an issue informally, or your complaint is more general in nature, we encourage you to use this confidential on-line system to obtain help.

Complaint Form
tamucc.edu/marcom/complaints/Complaint_Form.pdf

The Texas A&M University System also maintains an on-line system for reporting waste, fraud, abuse or other serious ethics violations. It is available at: www.ethicspoint.com or by calling 888-501-3850.
UNIVERISTY HEALTH CENTER

Sandpiper Building
Monday | Wednesday | Thursday: 8am–5pm
Tuesday: 8am–7pm
Friday: 8am–3pm

Phone: 361.825.2601
Nurse Line: 361.825.5735
Pharmacy: 361.825.6079

Call for an Appointment

Your Health Is Important To Us!
Hazing

Hazing is any intentional, knowing or reckless act occurring on or off campus, by one person alone or acting with others, which endangers the mental or physical health or safety of an individual for the purpose of pledging, being initiated into, affiliating with, holding office, or maintaining membership in any organization. Although hazing is commonly associated with fraternities and sororities, it can occur in any type of organization or group. Hazing not only violates University rules, but also Texas law. It does not matter if someone agrees to participate in a hazing activity—it is hazing whether someone agrees to it or not. Examples include, but are not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activities.
2. Any type of physical activity that subjects an individual to an unreasonable risk or harm or that adversely affects the mental health, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics or similar activities, or physical health or safety of an individual.
3. Any activity involving the consumption of food, liquid, alcoholic beverages, drug, or other substance which subjects the individual to unreasonable risk of harm or which adversely affects the mental or physical health or safety of the person.
4. Any activity which intimidates or threatens the person with ostracism, subjects the individual to extreme mental stress, shame, or humiliation, or adversely affects the mental health or dignity of the individual.
5. Any activity that induces or requires the student to perform a duty or task which involves a violation of the State of Texas Penal Code or Texas Education Code Sec. 37.150 and 37.153.

Please be aware that the following activities are considered to be hazing by Texas A&M University-Corpus Christi: wearing clothes that one would not normally wear, collecting signatures of members, drinking excessively, cleaning another member’s house, apartment or car in order to achieve or maintain membership in the organization, etc. If you have firsthand knowledge of this planning or occurrence of a specific hazing incident, you must report it or you have committed a hazing offense. For additional information or to report any incidence of hazing contact the Office of Student Engagement and Success in UC 318, or call 825-2612.
Disability Services
(361) 825-5816

Are you a student with a disability in need of academic accommodations, accessibility assistance, sign language interpreters, and materials in alternative format and/or assistive communication devices?

OR

Are you experiencing cognitive and/or physical access issues in the classroom or on campus?

“We are here to assist you!”

6300 Ocean Drive, Unit 5717
Corpus Christi Hall 116 (CCH-116)
http://disabilityservices.tamucc.edu

UCSA
University Center & Student Activities

Dedicated to enhancing student experience.

- Aloha Days First Year Transition Camp
- Alternative Spring Break
- Breakers Game Room
- CAB (Campus Activities Board)
- Greek Life
- Homecoming
- ICA (Islander Cultural Alliance)
- Island Waves Student Newspaper
- SVC (Student Volunteer Connection)
- UCSA L.E.A.D.S.
- UCSO (University Council of Student Organizations)
- Waves of Welcome

ucsa.tamucc.edu tamucc.orgsync.com /tamuccucsa @tamucc.edu /tamuccucsa
I-CARE
Are you concerned about the well-being of a fellow TAMU-CC student (roommate, friend, classmate, etc)? I-CARE can help. I-CARE is the University’s behavioral intervention team, coordinated by the Office of Student Engagement and Success. The purpose of I-CARE is to provide early intervention for students who may be struggling with some aspect of college life, which in turn has a negative impact on their overall well-being. Some behaviors that may warrant a referral to I-CARE include (but are not limited to): unusual changes in behavior and/or appearance; verbalizing or exhibiting depressive symptoms; unusual emotional responses (persistent sadness, extreme irritability, etc.); unusually high energy, rapid speech, and/or racing thoughts; extreme difficulty in organizing thoughts or communicating clearly; expressing feelings of hopelessness; and expressing thoughts of doing harm to self or others. The I-CARE team is not designed to deal with cases of immediate threats to the safety of the student or others. In these cases, the University Police Department should be contacted immediately at 825-4444. To make a referral to I-CARE or for any further questions, please contact the Student Engagement and Success Office.

Voluntary or Involuntary Leave Policy
In cases where a student leaves the institution, whether voluntarily or involuntarily, the University reserves the right to set a registration hold on your account and place mandatory conditions upon your return. This may include, but is not limited to, an assessment by an outside provider and/or completion of disciplinary sanctions. Other criteria from other departments may be required as well prior to your return to the University. For questions pertaining to this section, please contact the Office of Student Engagement and Success at 825-2612.
Classroom Conduct
Students and faculty each have responsibility for maintaining an appropriate learning environment. Faculty has the professional responsibility to treat students with understanding, dignity and respect, to guide classroom discussion and to set reasonable limits on the manner in which students express opinions. Disruptive students in the academic setting hinder the educational process. Disruption, as applied to the academic setting, means behavior that a reasonable University employee would view as interfering with normal academic functions. Examples include, but are not limited to, persistently speaking without being recognized or interrupting other speakers, behavior which distracts the class from the subject matter or discussion, or in extreme cases, physical threats, harassing behavior, or refusal to comply with faculty direction. Students are expected to refrain from disruptive behavior at all times. Students who fail to adhere to behavioral standards may be subject to disciplinary action. Reports involving classroom conduct are to be submitted to the Office of Judicial Affairs for review and appropriate action.

Physical Abuse
Physical abuse includes but is not limited to rape, sexual assault, sex offenses, and other physical assaults; threats of violence; or conduct that threatens the health and safety of any person. Sexual assault or rape is the use of physical force or emotional coercion to force sex. Sex without conscious and total consent is rape. Taking sexual advantage of a person who is mentally or physically incapable of giving consent (e.g., is intoxicated) is rape.

Harassment
Harassment is verbal, physical, written, or other conduct that denigrates or shows hostility or aversion to an individual on the basis of gender, race, color, religion, age, national origin, ethnicity, disability, veterans status, or any basis prohibited by law when from the object standpoint of a reasonable person such conduct substantially interferes with an individual’s work or school performance, creating an intimidating, hostile, or offensive working or learning environment even if the person engaging in the conduct does not intend to interfere, intimidate, or be hostile or offensive. Examples include: racially (or other protected category) motivated physical attacks, epithets scrawled on school walls, and organized hate activity directed at students. Additionally, the President’s Annual Reaffirmation of Commitment to Equal Opportunity outlines that every Islander is responsible and accountable for providing a work and academic environment where everyone feels included and is treated with dignity and respect.” (tamucc.edu/about/assets/reaffirmation.html)

Sexual Harassment
Sexual harassment means unwelcome sexual advance, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature, submission to which is made a condition or a person’s exercise or enjoyment or any right, privilege, power, or immunity, either explicitly or implicitly. Sexual harassment may range from unthinking and unintentional verbal denigration of a person on the basis of his/her gender to actual physical assault. Some behaviors that may constitute sexual harassment include, but are not limited to, offensive sexual flirtations, advances, or pressure for sexual activity; unwanted touching, pinching, or unnecessary brushes; unwanted exposure to sexual graffiti, photographs or suggestive objects; signed or anonymously sent sexually explicit electronic messages or displayed screens; sexual innuendos or statements made at inappropriate times or disguised as humor; obscene gestures; disparaging remarks about one’s gender; or any offensive or abusive physical contact. Conduct, whether on or off University and/or System property or at University sponsored activities will constitute sexual harassment when: (1) submission to, or toleration of, such conduct is made (either explicitly or implicitly) a term or condition of employment or participation in other University activities; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academically-related decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s ability to function normally, or of creating an intimidating, hostile, or offensive work and/or learning environment.

For any questions regarding incidents of sexual harassment or violence please contact the Title IX coordinators, Mr. Sam Ramirez and Ms. Rosie Ruiz via phone at 825-5826 or visit the Equal Opportunity Employee Relations Training and Development office in Corpus Christi Hall room 130. Additional information can also be found in the document Sexual Harassment and Violence as a Prohibited Form of Discrimination Under Title IX. This document can be viewed in electronic form at studentaffairs.tamucc.edu or paper copies may be obtained in the Office of Judicial Affairs, UC 318.

A&M System Policies & Procedures
Texas A&M-Corpus Christi is a part of the Texas A&M University System and is required to follow all system policies and procedures. For more information visit www.tamus.edu.
Student Code of Conduct

The Student Handbook and *Student Code of Conduct* are available online at www.ses.tamucc.edu. Copies are available at the beginning of the Fall term for students to pick-up in the Office of Student Engagement and Success and at several other offices across campus.

The *Student Code of Conduct* is reviewed on an annual basis and is printed each August. The code is not a contract between the student and the University. The University reserves the right to publish such revisions on the University’s website, and students will be held accountable for knowledge of these revisions. The University will attempt to keep students informed via students’ Islander email account of all changes in rules and procedures which may affect them.

Texas A&M University-Corpus Christi strives to protect its educational community and to maintain social discipline among its students and student organizations. All members of the University community are entitled to freedom from suffering deliberate hurt, injury, or loss regardless of race, ethnicity, religion, gender, sexual orientation, or disability. The University endeavors to foster the development of students who are ethically sensitive and responsible community members.

Since students serve as representatives of the A&M-Corpus Christi campus community, inappropriate behavior, whether occurring on or off campus, will, at the discretion of the University, be investigated and adjudicated in a manner pursuant with the institution’s education and community development goals. Consistent with this purpose, reasonable efforts will be made to foster the personal and social development of those students who are found responsible for violations of the University regulations and local, state, or federal law.

Article I. Jurisdiction

The *Student Code of Conduct* defines a conduct system for the efficient administration of justice for the student body of Texas A&M University-Corpus Christi. The *Student Code of Conduct* establishes standards of behavior, both scholastic and behavioral, for the student body of Texas A&M University-Corpus Christi. The established standards of behavior may be applied to student behavior both on and off campus, on campus being defined as any grounds or building under University control, when relevant to the lawful mission, processes, and functions of Texas A&M University-Corpus Christi.

The newest version of the *Student Code of Conduct* is the official document regarding student conduct policies, procedures, rules and regulations and supersedes all previous conduct codes, policies, or procedures in regards to students conduct. Action taken under the student conduct process does not preclude prosecution in the criminal courts. Similarly, prosecution in the criminal court does not preclude action taken under the student conduct process. The Texas A&M University-Corpus Christi Office of Judicial Affairs handles all cases of student misconduct. The *Student Code of Conduct* applies to the on-campus conduct of all students and registered organizations and/or University sponsored events that are held off campus. In addition, the University reserves the right to exercise jurisdiction for events or actions occurring off campus in those instances in which the University's community interest and/or the pursuit of its objectives is affected. Other entities may have additional jurisdiction over areas including the following:

1. **Academic Misconduct**: Academic misconduct is a violation of the Student Code of Conduct and is resolved through the Procedures for Academic Misconduct Cases (see University Rules & Procedures Section 13.02.99.C3.01).

2. **Financial Disputes**: Disputes over financial concerns or complaints of University rules and regulations regarding the payment of bills and loans are resolved through the appropriate office or department.

3. **Parking Violations**: Violations of the University parking policy as outlined in the Motor Vehicle and Parking Regulations Handbook are handled by the Parking Division of the University Police Department.
4. **Contractual Obligations:** Violations of non-disciplinary contractual obligations between students and the University and/or its affiliates are handled by the appropriate University office.

5. **Camden Miramar Lease Contract:** Lease violations maybe resolved by Camden Miramar personnel.
   Lease violations that are simultaneously violations of the *Student Code of Conduct* will be addressed by the student conduct process in communication/conjunction with Camden Miramar, where appropriate.

6. **Sexual Misconduct Violations:** Alleged violations identified in the *Student Code of Conduct* as sexual misconduct and other alleged violations when gender based may be processed under the Student Sexual Misconduct Process in communication/conjunction with the Title IX coordinator, where appropriate.

**Article II. Definitions**

For the purpose of this code only, the following definitions will be utilized:

1. **Alleged Violator** is an individual who is charged with committing a violation of the *Student Code of Conduct*.

2. **Appellate Board** is any person or persons authorized by the Associate Dean of Students to consider an appeal of the outcome from a hearing body.

3. **Charge** is an allegation of a potential violation of the *Student Code of Conduct*. Charges are issued after a Student Conduct Officer has determined sufficient information exists to hold a hearing to determine whether or not a student has violated the *Student Code of Conduct*.

4. **Conduct Hearing** is a proceeding before a hearing body in which the reporting party, the alleged victim and/or the alleged violator may have the opportunity to present testimony, evidence, and arguments.

5. **Faculty Member** is any person hired by the University to conduct classroom/laboratory activities.

6. **Incident Report** is a written or electronic report indicating that an individual or group may have committed a violation.

7. **Investigation** is a process used to ascertain details and circumstances associated with an incident. Investigations may result in charges, mediation or dismissal.

8. **Failure to Comply Hold** is a restriction placed on a student’s account which may prevent a student from registering, obtaining enrollment and/or receiving an official transcript.

9. **Good Disciplinary Standing** is when a student is not currently on disciplinary probation, suspension or expulsion resulting from academic and/or behavioral misconduct.

10. **Hearing Body** is any person or persons authorized to determine whether a student has violated the *Student Code of Conduct* and to impose sanctions. Hearing Bodies may include, but are not limited to the Student Conduct Board, the Student Conduct Officer, and any other person or persons as deemed appropriate by the Associate Dean of Students. The Student Conduct Board is a select group of students, staff and/or faculty appointed and specifically trained to administer conduct hearings.

11. The term **May** is used in the permissive sense.

12. **Member of the University Community** is any person who is a student, faculty member, resident, University official, guest of the University, person employed by the University or employed on University grounds or off campus sites. A person’s status in a particular situation shall be determined by the Vice President for Student Engagement and Success or his/her designee.

13. **Notice/notification** is verbal notification, electronic mail, letter delivered in person to on campus property or correspondence sent by mail, addressed to the addressee at the location shown in University records.

14. **Notice of Charges** is a written or electronic statement identifying the alleged violator, the specific violations of the *Student Code of Conduct* that has/have allegedly occurred, and a short summary of information leading to the charges.

15. **Premises** are a building or a portion of a building. The term does not include any public or private driveways, streets, sidewalks, walkways, parking lots, parking garages, or other parking area.

16. **Preponderance of Information** is a standard of proof that indicates that the information provided leads the hearing body to the conclusion that “more likely than not” a violation did or did not occur.

17. **Presenter** is a University official who was appointed to investigate and present the case to the hearing body on behalf of the University.

18. **Reporting Party** is any person who submits information indicating that a student may have violated the *Student Code of Conduct*. Information brought forth by the individual may result in an investigation.
19. Rule/Regulation is the written policy of the University as found in, but not limited to, the Student Code of Conduct, Camden Miramar Lease Contract, Graduate/Undergraduate Catalog, University Rules and Procedures, and Texas A&M University System Policies/Procedures.

20. Sanction is an outcome imposed for the violation of the Student Code of Conduct. Generally, sanctions are typically educational in nature and intended to modify the student’s behavior as well as build an awareness of personal responsibility and community standards.

21. The term Shall is used in the imperative sense.

22. Student is an individual who has accepted his/her officer of admission, and/or who is taking courses from the University, either full-time or part-time. Individuals who withdraw after allegedly violating the Student Code of Conduct are still considered to be students. Individuals who are not officially enrolled for a particular term, but who have a continuing relationship with the University are considered students. In addition, persons who are living in University residence halls and apartments, although not enrolled in this institution, may also be considered students.

23. Student Conduct Officer is a University official authorized to initiate charge letters, articulate charges in hearings, present information to support charges, to conduct hearings, and to impose sanctions upon any student(s) found to have violated the Student Code of Conduct.

24. Student Organization is any number of persons who have complied with the formal requirements for University recognition.

25. University means Texas A&M University-Corpus Christi.

26. University Official is any person employed or authorized by the University to perform assigned administrative or professional responsibilities.

27. University Sponsored Activity is any activity on or off-campus that is initiated, aided, authorized, or supervised by the University.

Article III. Violations of the Student Code of Conduct

The following acts or omissions to act are violations of the Student Code of Conduct. These sections are not inclusive, and students are subject to additional rules and regulations of Texas A&M University-Corpus Christi. Students who attempt to abuse any portion of the Student Code of Conduct may be charged under the code accordingly.

Student Conduct in Relation to Federal, State and Local Law

The student conduct process may be instituted against a student charged with violation of a law which is also a violation of the Student Code of Conduct (for example, if both violations result from the same factual situation) without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. However, if the alleged offense is also the subject of a proceeding before a hearing body under the Student Code of Conduct the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the condition imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
Prohibited Conduct

The following actions, or the aiding, abetting, inciting of, or attempt to commit these actions, constitute violations of the Student Code of Conduct. Any student found to have committed or to have attempted to commit the following prohibited conduct is subject to the disciplinary sanction(s) outlined in Article VIII of the Student Code of Conduct.

Specific violations of the Student Code of Conduct include, but are not limited to:

1. **Academic Misconduct**: engaging in an act that violates the standards of the academic integrity policy as described in the Student Code of Conduct and Procedure for Academic Misconduct Cases. Any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. Additionally, possessing, using, buying, stealing, transporting, selling or soliciting in whole or in part items including, but not limited to the contents of an unadministered test, test key, homework solutions or possession at any time of current or previous test materials without the instructor’s permission will be considered academic misconduct.

   a. **Cheating**: intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise.

   Examples:
   - Copying from another student’s paper or receiving unauthorized assistance during a quiz, test or examination.
   - Using books, notes or other devices (e.g., calculators, cell phones, or computers) when these are not authorized.
   - The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
   - Unauthorized collaboration on exams.
   - Selling, giving or exchanging completed exams to a student who has not yet taken the test.

   b. **Plagiarism**: intentionally and knowingly presenting the work of another as one’s own with the exception of information that is generally accepted as common knowledge.

   Examples:
   - Using another’s work from print, web or other sources without acknowledging the source.
   - Quoting from a source without citation.
   - Using facts, figures, graphs, charts or information without acknowledgement of the source.
   - Using a past assignment the student has completed as a portion of a new assignment, without providing citation. Please note that without instructor permission this is also considered a multiple submission violation.

   c. **Multiple Submissions**: submission of substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructors for which the student submits the work.

   Examples:
   - Submitting the same paper for credit in two courses without instructor permission.
   - Making minor revisions in a credited paper or report (including oral presentations) and submitting it again as if it were new work.

   d. **Collusion**: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonest. This includes, but is not limited to, the unauthorized collaboration with another individual in progressing forward on academic assignments.

   Examples:
   - Knowingly allowing another to copy from one’s paper during an examination or test.
• Distributing test questions or substantive information about the material to be tested before a scheduled exercise.
• Deliberately furnishing false information in regards to an academic integrity investigation.
• Working with another student on a take home test or homework assignments without permission from the instructor.
• Discussing the contents of a completed exam or other assignments with a student who will take the exam or complete the assignment in the future.

c. **Fabrication, Falsification, or Misrepresentation:** intentional altering or investing of any information or citation that is used in assessing academic work.

Examples:
• Inventing, counterfeiting or omitting data and/or results such that the research is not accurately represented in the research record.
• Falsely citing the source of information.
• Altering the record of or reporting false information about the practicum or clinical experiences.
• Altering grade reports or other academic records.

2. **Endangerment:**
   a. Committing or threatening to commit any act of violence or bodily harm.
   b. Action(s) that endanger the health, safety, or well-being of one’s self or others.

3. **Brawling:** Willfully participating in, or contributing to, an incident of physical harm.

4. **Harassment:** Conduct (physical, verbal, graphic, written, or electronic) that is sufficiently severe, pervasive or persistent so as to unreasonably interfere with, deny or limit someone’s ability — physically or mentally — to participate in or benefit from the University’s education program, services and/or activities. This includes, but is not limited to, behavior that is aggressive in nature and intended to hurt and/or control another individual. (See University Rules and Procedures 34.01.99.C1)

5. **Stalking:** Behavior in which an individual willingly, maliciously and repeatedly engages in a knowing course of conduct directed at a specific person and/or group which reasonably and seriously alarms, torments, or terrorizes the person(s). This conduct makes the victim fear:
   a. Bodily injury or death.
   b. Bodily injury or death of another individual.
   c. That an offense will be committed against their property.

6. **Use of Force:** Using violence, the threat of violence, intimidation, implied threats, coercion or blackmail to obtain a desired outcome or behavior from another individual and/or group.

7. **Retaliation:** Any behavior and/or adverse action taken against a person and/or group because of participation in a complaint or investigation.

8. **Sexual Misconduct:** behavior and/or action that includes but is not limited to:
   a. Sexual Harassment: Unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone’s ability — physically or mentally — to participate in or benefit from the University’s education program, services and/or activities.
   b. Non-Consensual Sexual Contact: Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.
   c. Non-Consensual Sexual Intercourse: Any sexual intercourse, however slight, with any object, by a man or woman upon a man or woman that is without consent and/or by force.
d. Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another individual for advantage or benefit, or to benefit or advantage anyone other than the one being exploited and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Behaviors which may be included in this category include, but are not limited to: invasion of sexual privacy, prostituting another individual, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent, engaging in voyeurism, knowingly transmitting an STI or HIV to another person, exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals, sexually-based stalking and/or buying.

**Note:** For the purpose of this policy consent must be freely and actively given through mutually understood terms of actions. A person is deemed incapable of giving consent when the person is a minor, is coerced, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent any time during a sexual act. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent. Additionally, the process for which alleged violations of this nature are addressed may vary from other alleged violations. Please see the document: Student Sexual Misconduct Process which can be found online at judicialaffairs.tamucc.edu for more information.

9. **Hazing:** any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes, but is not limited to:
   a. Any type of physical brutality, such as shipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
   b. Any type of physical activity, such as sleep deprivation, exposure to the elements, and confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
   c. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
   d. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institutions rather than submit to acts described in this subdivision.
   e. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Texas Education Code Sec. 37.152 and 37.153.

   • The intent of the act or the consent or cooperation of the hazing recipient will not constitute a defense. The University or the hazing recipient may charge an individual and/or the officers of a recognized organization with responsibility for the hazing act(s) both on or off-campus. Hazing is also a violation of Texas state law. See the Texas Education Code, sections 37.151 and 51.936 at www.stophazing.org/laws/tx_law.htm. A person may be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing, or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Student Conduct Officer.

**Note:** Texas law provides any person reporting a specific hazing incident to the Student Conduct Officer or other appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.
10. **Weapons and Explosives**: Intentionally, knowingly, or recklessly possessing a firearm, illegal knife or prohibited weapon (with or without a concealed handgun permit) on the physical premises of the University, to include any buildings or passenger transportation vehicles under the direct control of the University. Prohibited weapons include, but are not limited to, unauthorized firearms, pellet guns, bb guns, air-soft guns, tasers, stun guns, slingshots, martial arts devices, illegal knives and clubs.

11. **Fire and Safety**
   a. Knowingly, recklessly, or negligently setting or attempting to set a fire on University property.
   b. Creating a fire hazard or endangering the safety of persons or property.
   c. Improper use or possession of hazardous substances.
   d. False reporting of a fire.
   e. Failing to report a fire.
   f. Interfering with the response of University or city officials to emergency calls.
   g. Misuse or removal of, damage to or tampering with fire prevention or other emergency equipment and signage.
   h. Use or possession of any electrical appliance which is not authorized.
   i. Possession of candles, extension cords, strip plugs without surge protectors, halogen lamps and other potential fire hazards.
   j. Refusing to comply with fire alarm and fire drill procedures.

12. **Drugs**: Any of the following: possession, purchase, use, manufacture, sale, distribution, being in the proximity or being under the influence of any illegal and/or synthetic drug(s).
   b. Improper or illegal use, possession, distribution, sale, transfer, or manufacture of controlled substances; to include, but not limited to prescription drugs.
   c. Possession or being in the proximity of any paraphernalia associated with the use and/or possession of any illegal drug(s).

   **Note**: The presence of any prohibited item in a location which is under your control, such as an apartment, residence hall space or vehicle is also defined as possession.

13. **Alcohol**: Any of the following: possession, purchase, use, consumption, manufacture, sale, distribution, being in the proximity or being under the influence of alcohol and/or empty alcohol containers by any one under 21 years of age.
   b. Providing alcohol beverages to an individual who is under the age of 21.
   c. The possession, use, consumption, manufacture, sale, or distribution of alcohol in violation of any applicable law and/or University policy or procedure.
   d. Unauthorized possession, use, consumption, manufacture, sale, or distribution of alcohol in any building, facility, or property under University control.
   e. Any alcohol use, possession or the possession of empty alcohol containers in a common area of on campus housing if the student, roommate, or any guests are under 21 years of age.
   f. Intoxicated behavior that causes a public or private disturbance. Indicators of this may include slurred speech, loud and/or inappropriate behavior, loss of coordination, and/or glassy or bloodshot eyes.
   g. Unauthorized possession of beer kegs in any building, facility or property under University control.

   **Note**: The presence of any prohibited item in a location which is under your control, such as an apartment, residence hall space or vehicle is also defined as possession.

   **Note**: For information regarding the 911 Lifeline Law please see Article VI.

14. **Throwing Objects**: throwing objects out of windows, roofs, stairwells, balconies, etc of any building on University property where there is a reasonable threat of injury involved.
15. **Property:** the maintenance and preservation of the resources of the University, including its grounds, academic buildings, residences, dining facilities, and other structures are obligations of all members of the Texas A&M University-Corpus Christi community.
   a. **Unauthorized Removal, Possession or Use:** Unauthorized use, possession or removal of property from a designated area under the control of the University and/or its community members, guests or vendors.
   b. **Unauthorized Entry:** Unauthorized entry to property under University control. No student shall remain in a University building beyond its normal operating hours unless duly authorized by a University official.
   c. **Damage, Destruction or Defacement of Property:** Damage, destruction, or defacement of property, including unauthorized painting or staining under the control of the University, residences and/or any of its community members, guests or vendors.
   d. **Unauthorized Duplication and/or Use:** Unauthorized possession, duplication of or use of key, student ID cards, parking permits, etc.
   e. **Unauthorized Posting of Announcements:** Posting of announcements which do not abide by established University guidelines.
   f. **Unauthorized Business:** Unauthorized use of University property, facilities (including on campus housing), and resources for personal gain.

16. **Technology Misuse:**
   a. Unauthorized access, use, misuse or abuse of computer equipment, technology, programs or data.
   b. Any attempted or successful transport, access or copy of programs, records and/or data belonging to the University or another user without permission.
   c. Any attempted or successful breach of the security of another user’s account or to deprive another user of access to the University’s computing resources.
   d. Using the University’s computer resources for personal or financial gain.
   e. Any attempted or successful destruction or modification of programs, records and/or data belonging to the University or to another user.
   f. Copy, install or use of any software or data files in violation of applicable copyrights or license agreements including, but not limited to, downloading and/or distribution of music, movies, or any media via the Internet on any University computer.
   g. Use of University computer facility and/or technology that results in a violation of the Student Code of Conduct.

17. **Information and Identification:**
   a. **Personal Misrepresentation:** Representing oneself and/or another in person, verbally, in writing or through means of electronic communication, with intent to obtain a benefit or to injure or defraud.
   b. **Unauthorized Representation:** Alleging to represent the University or any of its organizations without specific prior consent of the respective officials and with intent to obtain a benefit or to injure or defraud.
   c. **Inaccuracy of Records and Information:** Falsifying, tampering, altering, forging, or misusing any University record or official document or knowingly supplying false or misleading information to University officials.
   d. **Registration Tampering:** Tampering or attempts to tamper with the registration or records of another student or one’s own including, but not limited to, dropping and/or addition courses.
   e. **Election Tampering:** Tampering with the election or referendum process of any University entity or recognized student organization.
   f. **Dishonesty in Judicial and Administrative Matters:** Dishonesty before hearing bodies, University boards or committees, or University officials; or knowingly misrepresenting the nature of events or the identification of persons coming before designated individuals or bodies.
   g. **False reports:** Falsely reporting a crime, a conduct violation, and/or safety threat.
18. **Failure to Comply:**
   a. Failure to follow the reasonable instructions given by any properly identified University official including residence life personnel and other partners of the University.
   b. Failure to present personal identification to a University official upon request.

19. **Breach of Peace:**
   a. **Disruptive Behavior:** Any action that impacts interferes or obstructs operations, processes and/or functions of the University or any of its members. This may include disruption of learning, study, sleep, work or any other appropriate activity.
   b. **Obstruction or Disruption of University Activities:** Obstructing or disrupting classes, research, administration, disciplinary proceedings, or authorized activities under the control of the University or inciting others to do the same.
   c. **Classroom Disruptions:** Classroom behavior that interferes with the instructor's ability to conduct the class and/or the ability of other students to profit from the instructional program.

20. **Accessory Responsibility:**
   a. **Accessory to a Violation:** Aiding or abetting another individual in the commission of an offense as defined by the Student Code of Conduct. A person may be charged under this section even though the alleged perpetrator of the original offense may be found “not in violation.”
   b. **Guest Responsibility:** Students are responsible for ensuring that all guests know and behave consistently with this Code while on campus. Students are also responsible for the activities that occur in their rooms and the shared living space in their on-campus housing. Students are expected to properly secure their living area(s) at all time. All assigned occupants of a room or suite may be subject to the same sanctions under this Code as the actual violators.

21. **Traffic Obstruction:** Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised activities.

22. **Violation of Rights:** Abuse of the Student Conduct System including, but not limited to:
   a. Falsification, distortion and/or misrepresentation of information before a Hearing Body.
   b. Disruption or interference with the orderly conduct of a judicial proceeding.
   c. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
   d. Attempting to influence the impartiality of a member of a Hearing Body.
   e. Harassment (Verbal or physical) and/or intimidation of a member of a Hearing Body.
   f. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
   g. Influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct.
   h. Breaching the FERPA rights of any person involved in a conduct proceeding.

23. **On Campus Housing Violations:** Violations of the rules that govern behavior regarding the campus residence halls or apartments.
   a. **Restricted Behavior:** Behavior that is prohibited in the Camden Lease Contract. Additionally, gambling inside of an on campus residence is prohibited.
   b. **Restricted Possession:** Possession of an item that is prohibited in the Camden Lease Contract.
   c. **Violation of Agreement:** Failure to adhere to the Camden Lease Contract which includes but is not limited to violating the substance free housing addendum.

24. **Other violations:** Violation of federal, state, or local law. Violation of University, or University affiliates, policies, rules or regulations.
   a. Violation of published University rules including, but not limited to, on campus housing contracts and rules, University rules, motor vehicle rules, rules relating to the use of student identification cards, entry to and use of University facilities.
   b. Arrest for violation of federal, state or local law, occurring on or off campus.
Article IV. Judicial Authority

The Student Conduct Officer shall determine the composition of the Hearing Bodies and Appellate Boards and determine which Hearing Body and Appellate Board shall be authorized to hear each case. The Student Conduct Officer shall develop policies for the administration of the conduct program and procedural rules for the conduct of hearings which are consistent with the provisions of the Student Code of Conduct. Decisions made by a Hearing Body and/or Student Conduct Officer shall be final, pending the normal appeal process. A Hearing Body may be designated as mediator of disputes within the student community in cases which do not involve a violation of the Student Code of Conduct. All parties must agree to mediation and to be bound by the decision with no right of appeal.

Article V. Parental Notification for Alcohol and Drug Violations

The Office of Judicial Affairs may notify parents/legal guardians of students, under the age of 21, who have been found in violation of the Student Code of Conduct if their violation(s) has (have) involved alcohol or illegal substances.

Article VI. 911 Lifeline Law

In 2011 the Texas Legislature passed a law providing a partial amnesty program for individuals who are under the age of 21 and call 911 because someone might have alcohol poisoning. Texas A&M University-Corpus Christi holds student safety as the number one priority. In order to ensure that students are able to call for help when needed, the Office of Judicial Affairs may not issue charges under the Student Code of Conduct for alcohol possession or consumption by a minor in certain circumstances. This amnesty may be applied when a student is the first person to contact emergency personnel (911 or 825-4444 on campus), remains on the scene until medical personnel arrives and fully cooperates with EMS and law enforcement. Charges may still be filed if other code allegations and/or violations of law occurred. For more information on the 911 Lifeline Law and the signs of alcohol poisoning, please visit our website at www.judicialaffairs.tamucc.edu

Article VII. Disciplinary Proceedings

1. Charges:
   a. Any member of the University community may file an incident report against any student for misconduct. Incident reports shall be prepared, in writing or electronic format, and directed to the Student Conduct Officer responsible for the administration of the Student Conduct Process. Any incident report should be submitted within ninety (90) days after the incident takes place. However, in the event that an incident becomes known after the ninety (90) day period it must still be reported within ninety (90) days of receiving knowledge and one year of the date of incident.

   b. The Student Conduct officer may conduct an investigation to determine if the incident report has merit and/or if it can be disposed of administratively by mutual consent of the parties involved in a manner acceptable to the Student Conduct Officer. Such disposition shall be final and there shall be no subsequent proceedings. If the incident report cannot be disposed of by mutual consent, the Student Conduct Officer may later serve in the same matter as the Hearing Body or member thereof.

   c. If the incident report is substantiated, charges shall be presented to the accused student in written and/or electronic form. A time shall be set for a pre-conference meeting, not less than one but not more than fifteen business days after the notification has been provided. Maximum time limits for scheduling of meetings may be extended at the discretion of the Student Conduct Officer.
2. **Pre-Conference Meeting:** Prior to a formal disciplinary hearing, the accused student will be given the opportunity to meet with a Student Conduct Officer in a pre-conference meeting to review the summary of the student's rights. In addition, the Student Conduct Officer may use this meeting to conduct further investigation of the incident. During this meeting the Student Conduct Officer will request that the student respond to the alleged charges and the student may have the option to select an administrative hearing. If the option of an administrative hearing is available and selected by the student, the hearing will usually take place immediately following the pre-conference meeting. If a formal conduct hearing is scheduled, this will occur not less than three, but not more than fifteen business days after the notification has been sent to the student. Students may request to waive the three day waiting period for formal hearing, when available, at the discretion of the Student Conduct Officer. Maximum time limits for scheduling of hearing may be extended at the discretion of the Student Conduct Officer.

3. **Formal Hearing Guidelines:** Every student in the Texas A&M University-Corpus Christi community shall have the right to a hearing. Except in the event of interim suspension (see Article X), sanctions shall not be imposed upon any student without a hearing. Hearings shall be conducted by a Hearing Body according to the following guidelines:
   a. Hearings normally shall be conducted in private.
   b. Admission of any person to the hearing shall be at the discretion of the Student Conduct Officer.
   c. In hearings involving more than one accused student all students may participate in one hearing together. In special circumstances, the Student Conduct Officer may permit the hearings concerning each student to be conducted separately.
   d. The accused student(s) is responsible for presenting his or her own case. However, accused students, reporting parities, witnesses and victims all have the right to be assisted by an advisor of their choice, at their own expense.
      i. The advisor may be an attorney.
      ii. Advisors are restricted to an advisory role and are not permitted to participate directly in any hearing. Advisors may speak ONLY to the student they are assisting.
      iii. Advisors are required to maintain strict confidentiality regarding information provided at the conduct proceedings.
   e. The victim, the accused student and the Hearing Body shall have the privilege of requesting witnesses and have the right to communicate questions to one another via the Chair of the Hearing Body. It is the responsibility of the individual requesting the witness(es) to notify the individual(s) of the hearing date, location and time.
   f. Relevant documentary information may be accepted as evidence for consideration by a Hearing Body at the discretion of the Student Conduct Officer.
   g. All procedural questions are subject to the final decision of the Student Conduct Officer.
   h. When a possible sanction of a case includes suspension or expulsion, a notice will be sent (certified letter and/or email) to the hearing board members, accused and victim(s) notifying them of when they are able to review information that will be presented at the hearing. The hearing package will include the original incident report will be available at least three business days prior to the hearing. Additional relevant information, not known and/or not available at the time the hearing package was prepared, may be presented at the hearing. In cases that are unlikely to result in suspension or expulsion the student may request for a packet to review. This request should be made to the Student Conduct Officer no less than five business days prior to the scheduled hearing.
   i. After the hearing, the Hearing Body shall determine (by majority vote if the Hearing Body consists of more than one person) whether the student has violated the Student Code of Conduct. The accused student will be sent notification outlining the outcome of the hearing within 5 business days.
j. The Hearing Body’s determination shall be made on the basis of “preponderance of information”. A
determination as to “in violation” or “not in violation” of the alleged offense will be based upon the
information presented at the hearing, and if the alleged violator is found “in violation”, appropriate
sanctions will be levied.
k. A complete and confidential record (i.e., recordings, notes) may be kept of all hearings.
   i. There may be a single verbatim record of all hearings before a Hearing Body.
   ii. The Student Conduct Officer shall decide which hearings will be recorded.
   iii. All recordings shall be the property of Texas A&M University-Corpus Christi.
   iv. If an appeal is not submitted to the Office of Student Engagement and Success, all re-
cordings may be erased fifteen (15) calendar days after a decision by the Hearing Body. If
an appeal is submitted, the recordings may be kept five business days after a decision has
been rendered by the Appellate Board. (For appeals process see Article XI)
v. When the sanction issued is suspension or expulsion from the University, the recordings
of the hearings may be kept until the end of the following semester.
l. If a student fails to appear, information regarding the charges shall be presented, considered and a
decision may be rendered in the student’s absence.

Article VIII. Sanctions

Sanction(s) may be imposed upon a student after he or she either has admitted to or has been found in vi-
olation by a Hearing Body of having committed a violation of the Student Code of Conduct. Sanctions should
relate to the character of the offense with further consideration given to the possibility of the wider effect of
the offense on the University community and any past incidents of misconduct. When possible, sanctions will
be given for a particular offense as established by previous decisions in similar cases. The sanctions listed below
are not inclusive, but merely serve as guidelines. These sanctions may be levied in any combination. Sanctions
will be imposed in an active and educational manner. Any of these sanctions listed below may be imposed on
individuals as deemed appropriate. Failure to comply with sanctions given may result in more severe sanctions
and a hold may be placed on the student’s record. The hold will remain on the student’s record until sanction(s)
are completed. (NOTE: Holds will prevent a student from registering for classes and/or receiving transcripts.)

1. Education: Involvement in educational activities designed to increase self-awareness such as self-directed
   research, online courses, referrals to campus resources and any other assignments deemed appropriate.

2. Disciplinary Warning: A letter of reprimand stating the student violated the Student Code of Conduct and
   indicating that any future violation of the Student Code of Conduct will subject the student to further
   judicial proceedings, in which the original violation will be considered when determining the sanctions to
   be imposed.

3. Community Service: Service determined by the Student Conduct Officer and given to a student to fulfill
   the requirements of an available work assignment. Failure to complete any assignment satisfactorily will
   result in a hold upon the student’s academic records.

4. Restitution: Payment for damage to the University’s property. The dollar amount is determined by the cost
   of materials to repair the item damaged, including any labor needed to replace or restore the item.

5. Restricted Access: Restricting or banning from entering certain designated areas and use of specific equip-
   ment as defined by the Student Conduct Officer for a specified period of time. Restricting or banning may
   include, but is not limited to, access to a University facility and services, academic related programs and/or
   opportunities, internships, access to on campus housing, participating in University-sponsored activities,
or contact with a specified University community member(s).
6. **Disciplinary Probation**: A written reprimand that defines a student as “not in good disciplinary standing” for a specific period of time as a result of academic and/or behavioral misconduct. If a student violates any other rules and regulations within the jurisdiction of the judicial system while under University Disciplinary Probation, that student will be subject to further disciplinary proceedings. If a student is found in violation of the new offense, a more severe sanction may be imposed than would normally be imposed for the new offense alone.

7. **Housing Eviction**: Permanent separation of the student from university on-campus residence facilities. A student who is removed from on-campus housing as the result of this sanction may be required to pay the full room charge and may other fees that are owed as stipulated in the lease agreement.

8. **Suspension**: Temporary loss of the privilege of being enrolled as a student at Texas A&M University-Corpus Christi, for a definite period of time, as a result of academic and/or behavioral misconduct, after which the student is eligible to return. Conditions for readmission may apply. Suspended students may not reside in on-campus housing and will be considered to be “not in good disciplinary standing”. Suspension will commence immediately unless otherwise noted by the Hearing Body.

9. **Expulsion from the University**: Permanent loss of the privilege of being enrolled as a student at Texas A&M University-Corpus Christi. Expulsion will commence immediately unless otherwise noted by the Hearing Body.

10. **Deferred Sanction**: The deferral of a sanction for a definite or indefinite period. If a student pleads in violation or is found in violation of a further violation(s) of the Student Code of Conduct the deferred sanction may be imposed. In determining whether to impose the deferred sanction, the student's judicial record, as well as the nature and circumstances of the subsequent offense, will be considered.

11. **Banned from Campus**: In addition to being suspended/expelled from the University, the student is banned from entering the grounds and/or facilities owned and maintained by the University, including on-campus housing facilities. An individual can also be banned from campus independently from being suspended or expelled. Individuals who violate this sanction may be arrested and/or have additional charges filed against them under the Student Code of Conduct.

12. **Interim Suspension**: Refer to Article X for definition and procedural guidelines.

**Article IX. Student Organizations**

Allegations of misconduct regarding student organizations will be addressed through the University Center and Student Activities Office. More information regarding this process can be found in the Student Organization Conduct Process online at www.usca.tamucc.edu. For questions regarding this process please contact the Assistant Director of Student Activities. Upon finding that a student organization has violated any regulation listed in the Student Organization Handbook, Greek Handbook, and/or Scheduling and Reservations Handbook, the appropriate University official or Hearing Body may apply one or more disciplinary measures within the restrictions provided in the Student Organization Conduct Process. The severity of the sanction shall be consistent with the nature of the offense and in consideration of past violations.

Individuals within a student organization may be found in violation of the Student Code of Conduct and subject to the appropriate sanctions which may include criminal charges. Other than University suspension or expulsion, disciplinary sanctions shall not be made part of the student’s permanent student record, but shall become part of the student organization’s record.

Student organizations may face additional disciplinary actions from their national organizations.
Article X. Authority and Procedures Related to Exigent Circumstances and Public Safety on Campus

The University may utilize either one of the following procedures to insure the safety of members of the campus community and University property. The discretion as to which procedure to utilize rests solely with the University.

1. Interim Suspensions: In certain circumstances, the Chief Student Conduct Officer, or designee, may impose a University and/or residence hall suspension prior to the hearing.
   a. Interim suspension may be imposed only:
      i. To ensure the safety and well-being of members of the University community or preservation of University property, and/or
      ii. To ensure the student’s own physical or emotional safety and well-being, and/or
      iii. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
   b. During the interim suspension, a student shall be denied access to the residence halls and/or the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Student Conduct Officer may determine to be appropriate.
   c. The University may impose an interim suspension without notice or hearing, as long as the notice and hearing follow as soon as practicable (but not less than three days). The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a hearing, if required. After imposing an interim suspension, the student should be notified in writing of this action and the reasons for the suspension. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat (and at which they may contest whether a campus rule was violated.) An interim suspension shall not last longer than 10 class days.

2. Maintaining Campus Order During Periods of Disruption: The Texas Education Code permits the president of a state University to suspend a student for up to 14 days during periods of disruption whenever the president believes there is reasonable cause to demonstrate the student has willfully disrupted the orderly operation of the campus and the student’s presence on the campus will constitute a substantial and material threat to the orderly operation of the campus. Texas Education Code §§ 51.231-.244. The statute define a period of disruption as “any period in which it reasonably appears that there is a threat of destruction to institutional property, injury to human life on the campus or facility, or a threat of willful disruption of the orderly operation of the campus of facility”. If the president of the University invokes this power, s/he will follow the statutory process requirements.

Article XI. Appeals

1. A request for appeal must be made within five business days of notification (electronic, certified letter, or hand delivered letter) being provided outlining the decision rendered during the student conduct process. Any decision that does not receive a request for appeal within the designated timeline will be considered final and binding upon all involved.

2. Request for appeals must be in writing, addressed and delivered to the Office of Student Engagement and Success. Students must follow the appeal procedures and complete necessary forms found online at www.judicialaffairs.tamu.edu.

3. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the hearing and supporting documents for one or more of the following purposes:
   a. Guidelines: To determine whether the hearing was conducted in conformity with prescribed guidelines. Deviations from designated guidelines will not be a basis for sustaining an appeal unless significant prejudice to the alleged violator results.
   b. New Information: To consider new information sufficient to alter a decision or other relevant facts not brought out in the original hearing because such information and/or facts could not have been known to the alleged violator at the time of the original hearing.
4. Once a request for appeal is received it will be reviewed to determine if the materials were properly compiled and if an appropriate ground for appeal has been specified and met. The student and other relevant parties will be notified if the request for appeal has been accepted or denied. Any request for appeal that is accepted will be sent to the Appellate Board along with all relevant materials regarding the case. Any decision made to deny a request for appeal is final and binding on all involved individuals.

5. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Hearing Body for re-opening of the Hearing to allow reconsideration of the original determination. Upon re-hearing, the deciding authority is free to assess the same sanction, a lesser sanction, or a greater sanction. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

Article XII. Disciplinary Records

Disciplinary records are maintained by the Division of Student Engagement and Success in the following manner:

1. Records resulting in suspension or expulsion may be maintained permanently.
2. Records included in the federally required Campus Safety Report may be purged seven (7) years after the student’s last enrollment date.
3. Other records may be purged five (5) years following the student’s last enrollment date.

These retention periods will be adjusted as needed based on the Texas A&M University System, federal and/or state mandated requirements.

Transcript Notation: When a sanction of suspension or expulsion is levied as a result of a violation of the Student Code of Conduct a notation will be made on the student’s academic transcript. The notation will differentiate between cognitive and non-cognitive violations that lead to the assigned sanction.

Access to disciplinary records is provided in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. See also the Confidentiality of Student Records policy for additional information. A student may request verification of disciplinary records by providing written authorization to release the records through completion of the proper paperwork at the Public Information Office. Expunged records may be retained by the University for two additional years solely to comply with federal law.

Article XIII. Hearing Bodies

1. Chief Student Conduct Officer: The University Chief Student Conduct Officer and/or his/her designee(s) shall have total responsibility for the administration, implementation, efficient coordination of the student conduct process and will determine on a case by case basis which appointee or group will hear the case.

2. The Student Conduct Board (SCB) Composition: This group, which may serve as a Hearing Body, is composed of currently enrolled students, faculty and/or staff of Texas A&M University-Corpus Christi. Based on the needs of the case the Associate Dean of Student and/or his/her designee(s) shall determine the composition of each individual board, however a minimum of three individuals is needed in each case to meet quorum.
   a. Chair: From the SCB a chair is appointed by the Chief Student Conduct Officer and/or his/her designee to preside over the hearing and ensure that the prescribed procedures are followed.
   b. Scope of Authority: The SCB will be utilized, at the discretion of the Chief Student Conduct Officer and/or his/her designee, in hearing Student Code of Conduct cases and appeals. The SCB provides a decision to the Student Conduct Officer who then notifies the accused student.

3. The Chief Student Conduct Officer and/or his/her designee have the authority to appoint other bodies to hear cases when deemed appropriate.
Article XIV. Interpretation & Revision

1. Any questions of interpretation regarding the Student Code of Conduct shall be referred to the Office of Judicial Affairs for final determination.

2. The Student Code of Conduct shall be reviewed annually under the direction of the Associate Dean of Students. In keeping with normal University policy approval processes, the Student Code of Conduct and Student Handbook may, at the sole discretion of the University, be amended at any time.
Introduction
Texas A&M University-Corpus Christi (TAMUCC) is committed to ensuring an environment in which members of the University community, guests and visitors have the right to be free from sexual misconduct. When an allegation of sexual misconduct is brought to the attention of the University and an individual is found to have violated this policy, serious sanctions will be used as an effort to reasonably ensure that such actions are minimized and prevented whenever possible. These procedures have been developed to reaffirm these principles, to serve as complimentary function of the Student Code of Conduct and to provide recourse for those individuals whose rights have been violated. These procedures establish a mechanism for determining when the sexual misconduct policies have been violated.

Additionally, Title IX of the Higher Education Amendments of 1972 requires TAMUCC to:
*Ensure the campus environment and/or events are free from sexual harassment and sex/gender based violence,
*Create and publicize to all employees and students a policy prohibiting sexual harassment and sex/gender based violence; and
*Establish complaint procedures.

This procedure only applies to students that have allegedly engaged in sexual misconduct. All definitions, including that of the term ‘student’, that are described in the most recent version of the Student Code of Conduct are applicable for this policy. If a student is adversely affected by sexual misconduct perpetrated by a staff or faculty member, the student should utilize the procedures set forth in TAMUS 08.01.01, Civil Rights Compliance.

At TAMUCC the Title IX Coordinator/Investigator is:
Mr. Samuel Ramirez, Director, Employee Development & Compliance Services  
(361) 825-2765, Corpus Christi Hall (CCH) 130

Title IX Investigators:

Ms. Rosie Ruiz, Associate Director, Employee Development & Compliance Services  
(361) 825-2765, Corpus Christi Hall (CCH) 130

Mr. Ralph McFarland, Assistant Director for Disability Services  
(361) 825-2658, Corpus Christi Hall (CCH) 116a

Mr. Lionel Cassin, Information Security Officer  
(361) 825-2124, Corpus Christi Hall (CCH) 105a

Ms. Angela Walker, Associate Dean of Students (faculty and staff only)  
(361) 825-2612, University Center (UC) 318d

Ms. Kristina Yzaguirre, Student Conduct Officer (faculty and staff only)  
(361) 825-2612, University Center (UC) 318c

Dr. David Billeaux, Associate Vice President for Academic Affairs  
(361) 825-2393, Corpus Christi Hall (CCH) 291c
Prohibited Forms of Sexual Misconduct

Overview of Expectations Regarding Sexual Misconduct:
For the purpose of these procedures the term 'student' shall be defined as: an individual who has accepted his/her offer of admission, and/or who is taking courses from the University, either full-time or par-time, pursuing undergraduate, graduate, or professional studies. Individuals who withdraw after allegedly violating the Student Code of Conduct or who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered students. In addition, students who are living in University residence halls and apartments, although not enrolled in this institution, are also considered students. Any and all individuals that the most recent version of the Student Code of Conduct regards as a student are subject to the sexual misconduct policies described in this process. A copy of the Student Code of Conduct can be found online at http://judicialaffairs.tamucc.edu.

Sexual misconduct offenses include, but are not limited to:
1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

Sexual Harassment is:
- Unwelcome, gender-based verbal or physical conduct that is,
- Sufficiently severe, persistent or pervasive that it,
- Has the effect of unreasonably interfering with, denying or limiting someone's ability – physically or mentally – to participate in or benefit from the University's education program, services and/or activities.

Examples of Sexual Harassment may include, but are not limited to:
- Each day as a student employee arrives to work the office supervisor makes an unwelcome comment about the fit of the student's clothing and the way their body looks.
- Professor probes into student's past sexual behaviors even though it is not directly related to any class topic. The instructor continues to demand answers from the students, even when they are visually uncomfortable and unwilling to respond.
- One student continually hugs another group member in such a way that their two bodies are touching and the hug lingers longer that what is normally socially acceptable and makes the student feel uncomfortable.
- One student sends multiple unwelcome texts each day to their ex-partner's current significant other explicitly describing alleged current sexual activity between the two.

Non-Consensual Sexual Contact is:
- Any intentional sexual touching,
- However slight,
- With any object,
- By a man or a woman upon a man or a woman,
- That is without consent and/or by force.

Examples of Non-Consensual Sexual Contact may include, but are not limited to:
- An instructor asks a student to meet after class. During this meeting the instructor touches the student on the buttocks area without consent.
- While eating lunch and goofing around a student grabs another student's breast without consent.
- One roommate hugs the other, tightly, pressing their body up against the other individual's groin area without consent.
Non-Consensual Sexual Intercourse is:
- Any sexual intercourse,
- However slight,
- With any object,
- By a man or woman upon a man or woman,
- That is without consent and/or by force.

Examples of Non-Consensual Sexual Intercourse may include, but are not limited to:
- A student passes out at a party. Several students proceed to have intercourse with the individual who was clearly passed out.
- A student organization uses broomsticks to penetrate inductees against their will as a requirement for membership.
- Two students utilize illegal substance together and then one student initiates penetration with the other incapacitated student without receiving consent to do so.

Sexual Exploitation occurs when:
- A student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited and that behavior does not otherwise constitute one of other sexual misconduct offenses. Behaviors which may be included in this category include, but are not limited to:
  - Invasion of sexual privacy
  - Prostituting another individual
  - Non-consensual video or audio-taping of sexual activity
  - Going beyond the boundaries of consent
  - Engaging in voyeurism
  - Knowingly transmitting an STI or HIV to another student
  - Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals
  - Sexually-based stalking and/or bullying may also be forms of sexual exploitation

Examples of Sexual Exploitation may include, but are not limited to:
- One student gives another multiple beverages that contain alcohol without telling them before attempting to engage in intercourse.
- A student uses a webcam to record their roommate’s sexual activities without their knowledge.
- Two staff members intentionally engage in sexual conduct where another staff member is forced to watch or leave their workspace.

Additional Applicable Definitions:
Other Forms of Sexual Misconduct (will fall under this process when gender-based):
- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person
- Discrimination, defined as actions that deprive other members of the community of education or employment opportunities on the basis of gender
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, imitation, pledging, joining, or any other group-affiliation activity (as defined further in the Student Code of Conduct)
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment)
- Violence between those in an intimate relationship to each other
- Stalking: Behavior in which an individual willingly, maliciously and repeatedly engages in a knowing course of conduct directed at a specific person and/or group which reasonably and seriously alarms, torments, or terrorizes the person(s). This conduct makes the victim(s) fear either bodily injury or death, bodily injury or death of another individual and/or that an offense will be committed against their property.
Consent:
For the purpose of this process consent must be freely and actively given through mutually understood terms of actions. A person is deemed incapable of giving consent when the person is a minor, is coerced, physically helpless, under the influence of alcohol or drugs to the point of being unable to make a rational decision, unconscious or asleep. A person always retains the right to revoke consent any time during a sexual act. An individual who is mentally incapacitated, unconscious, or unaware that the sexual assault is occurring is considered unable to give consent.

Use of Force is:
Using violence, the threat of violence, intimidation, implied threats, coercion or blackmail to obtain a desired outcome or behavior from another individual and/or group.

Examples:
• Have sex with me or I’ll tell your professor that I saw you cheating.
• Send me photos of you in the shower or your face won’t look that great at next week’s formal.
• I won’t give you a good review on our group project unless you make out with me.

Retaliation is:
Any behavior and/or adverse action taken against a person and/or group because of participation in a complaint or investigation.

Examples:
• I know you filed that report about me – hope you didn’t plan on passing this course.
• A group refuses to admit a new member because the student filed a report regarding their behavior at a new member event.
• A supervisor begins limiting a student worker’s weekly hours after a complaint is filed regarding the supervisor’s behavior.

The University will not tolerate instances of retaliation. To report retaliation, contact the University’s Title IX Coordinator and/or the Office of Judicial Affairs.

Sanctions
Any individual found to be “in violation” of the policies regarding sexual misconduct may be subject to one or more of the following sanctions depending on the severity of the offense and whether the alleged offender has a history of misconduct. In rare instances, in an effort to protect the University community, sanctions and/or other action may be taken prior to a finding of “in violation” on an interim basis as deemed appropriate by the Vice President for Student Engagement and Success, or designee.

A. Education: Involvement in educational activities designed to increase self-awareness such as self-directed research, on-line courses, referrals to campus resources and any other assignments deemed appropriate.

B. Disciplinary Warning: A letter of reprimand stating the student violated the Student Code of Conduct and indicating that any future violation of the Student Code of Conduct will subject the student to further judicial proceedings, in which the original violation will be considered when determining the sanctions to be imposed.

C. Community Service: Service determined by the Student Conduct Officer and given to a student to fulfill the requirements of an available work assignment. Failure to complete the work assignment satisfactorily will result in a hold upon the student’s academic records.
D. Restitution: Payment for damage to the University's property. The dollar amount is determined by the cost of materials to repair the item damaged, including any labor needed to replace or restore the item. The student will be responsible for payments assessed by the Hearing Body or a hold will be placed on the student's record.

E. Restricted Access: Restricting or banning from entering certain designated areas and use of specific equipment as defined by a Student Conduct Officer for a specified period of time. Restricting or banning may include, but is not limited to, access to a University facility and services, access to on-campus housing, participation in University-sponsored activities, or contact with a specified University community member(s).

F. Disciplinary Probation: A written reprimand that defines a student's status for a specific period of time. If a student violates any other rules and regulations within the jurisdiction of the judicial system while under University Disciplinary Probation, that student will be subject to further disciplinary proceedings. If a student is found in violation of the new offense, a more severe sanction may be imposed than would normally be imposed for the new offense alone.

G. Housing Eviction: Permanent separation of the student from University on-campus residence facilities. A student who is removed from on-campus housing as the result of this sanction may be required to pay the full room charge and any other fees that are owed as stipulated in the lease agreement.

H. Suspension: A sanction whereby the student temporarily loses the privilege of being enrolled as a student at Texas A&M University-Corpus Christi for a definite period of time, after which the student is eligible to return. Conditions for readmission may apply. Suspended students may not reside in on-campus housing. Suspension will commence immediately unless otherwise noted by the Hearing Body.

I. Expulsion from the University: A sanction whereby the student permanently loses the privilege of being enrolled as a student at Texas A&M University-Corpus Christi. Expulsion will commence immediately unless otherwise noted by the Hearing Body.

J. Deferred Sanction: The deferral of a sanction for a definite or indefinite period. If a student pleads in violation or is found in violation of a further violation(s) of the Student Code of Conduct, the deferred sanction may be imposed. In determining whether to impose the deferred sanction, the student's judicial record, as well as the nature and circumstances of the subsequent offense, will be considered.

K. Banned from Campus: In addition to being suspended/expelled from the University, the student is banned from entering the grounds and/or facilities owned and maintained by the University, including on-campus housing facilities. Entrance onto campus and into those facilities will be viewed as a violation of this sanction and the student may be charged for trespassing and failure to comply.

L. Interim suspension: Refer to Article X in the Student Code of Conduct for definition and procedural guidelines.

**Reporting Procedures and Confidentiality**

All alleged incidents of sexual misconduct should be reported within 60 calendar days of the most recent incident, or the report may be considered untimely filed and dismissed.

If you or someone you are aware of has experienced sexual misconduct*, you have multiple reporting options regardless of the location of the incident, on or off campus. The University may choose not to issue charges for other policy violations, which may include alcohol and/or drug possession or use, when the individual is providing information regarding an incident of alleged sexual misconduct.

*Note: All incidents of Sexual Harassment (pg. 2) should be reported to the Title IX Coordinator.
Off campus incident not involving a member of the University Community:
If the accused individual is not a student and the incident occurred off campus at a non-University sponsored event or at a non-University owned or controlled facility, the incident should be reported to the local police who will serve as the primary investigators. The reporter may also choose to follow up with the University Police Department.

Off campus incident involving one or more members of the University Community:
All other reports regarding incidents of sexual misconduct which involve an alleged member(s) of the University community and occurred off campus at a non-University sponsored event or at a non-University owned or controlled facility should be reported to the University Police Department.

On campus incidents:
All other reports regarding incidents of sexual misconduct which occurred on University owned or controlled property or at a University sponsored events should be reported to the University Police Department.

University Police Department
Physical Plant/Police Department Building
361-825-4444
http://police.tamucc.edu/index.html

The University Police Department provides a crime victim's advocate to all victims of crime. The advocate provides guidance to the victim with medical, emotional, or financial needs, and makes referrals to the appropriate counseling agencies. The advocate also serves as a liaison between law enforcement and the victim as well as during the judicial process. For more information contact University Police Department, SGT. Wright 361-825-4444.

Individuals may also be able to file a formal report with the Office of Student Engagement and Success or the Title IX Campus Coordinator. These resources are expressly there for you to report sexual misconduct and policy violations and they will take action when you report your complaint to them. Reports made to these individuals are considered official notice of the incident to the University. Please note that if you speak with other University employees regarding the incident they may be forced to disclose the information to the Title IX Campus Coordinator and/or a Student Conduct Administrator.

If you would like to discuss this issue in a confidential manner you may do so by contacting a mental health professional on or off campus. The University Counseling Center and the University Health Center have trained professionals able to assist our students with these types of issues. These offices may offer you confidentiality, sharing options and advice without any obligation to tell anyone who you are unless you want them to. Contact them at the following:

University Health Center
Sandpiper Building
361-825-2601
Nurse Line – 361-825-5735
http://healthcenter.tamucc.edu/index.html

University Counseling Center
Driftwood Building 107
361-825-2703
http://counseling.tamucc.edu/index.html

Once a formal report is made, the University will initiate an investigation and a resolution may be determined within 60 days. If the alleged victim does not wish for the University to investigate the incident, information may still be gathered regarding the claim. The ability of the University to respond to the incident may be limited.
Falsely reporting a crime, conduct violation and/or safety threat is prohibited and appropriate action will be taken. TAMUCC will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

**Timely Warning**

Schools are required to provide “timely warnings” when the school considers a crime to pose an ongoing “threat to students and employees”. This warning may or may not include personally identifiable information about the alleged victim.

**Process**

**Timeline**

Once the University receives notice of an allegation of sexual misconduct every attempt will be made to bring resolution to the incident within 30-60 calendar days. Delays to this timeline may result due to criminal investigations, holiday breaks, final examinations and other circumstances as deemed appropriate. Interim actions to remedy the situation may occur during the investigatory process. Please see the ‘Provisions’ and ‘Sanctions’ sections in this process for more details.

**Investigation:**

Once a complaint is received, the Title IX Coordinator will initiate a prompt, thorough and impartial investigation if there is reasonable cause to believe that a sexual misconduct violation may have occurred. The Title IX Coordinator may work in conjunction with the Office of Student Engagement and Success and/or the University Police Department throughout the process. This investigation is designed to provide a fair and reliable determination about whether the University’s sexual misconduct policy has been violated.

Once the University receives notice of an incident of concern an investigation will begin. This investigation may include the interviewing of multiple parties, compiling and verifying statements, obtaining and gathering documentation including the outcomes of medical evidence testing, speaking with expert witnesses, research and writing an executive summary of facts regarding the alleged incident. Pending the outcome of that investigation charges may be issued to the accused(s). The investigation may not substantiate charges under this sexual misconduct policy, however may indicate other violations of the Student Code of Conduct, which may be referred to the Office of Judicial Affairs to proceed with the standard judicial process. If the investigation of sexual misconduct is unsubstantiated and no evidence of other violations is presented, no hearing will occur and the case will be closed.

**Pre-Conference Meeting:**

Once a charge has been issued, the accused will be given notice to attend a pre-conference meeting. During this meeting the alleged charges, the conduct process and student rights will be discussed. A pre-conference meeting will also occur with the alleged victim to discuss the process and their rights as well.

**Hearing**

A hearing date may then be set and all individuals who are to be in attendance will be notified of the day, time and location. This notice will include the names of any witnesses that will be requested to attend to provide information.

A notice will be sent (certified letter and/or email) to the hearing board members, accused and alleged victim(s) notifying them of when they are able to review information that will be presented at the hearing. The hearing package will include the full investigator’s report and will be available at least three business days prior to the
hearing. Additional relevant information, not known and/or not available at the time the hearing package was prepared, may be presented at the hearing. If this new information is made available, it should be given to the Title IX Coordinator. This new information may then be provided to the investigator(s) for further review.

Those present may consist of trained board members, the investigator, a representative from the Office of Judicial Affairs, the alleged victim(s), the accused and any applicable witness, which may include expert witnesses. Additionally the alleged victim and the accused may bring one advisor each. Hearings are typically conducted in a closed session to ensure as much privacy as possible.

During the hearing, the investigator, or designee, will provide an oral summary of the final investigation report. The investigator, or designee, will also respond to questions from the panel, the accused and the alleged victim. The board will review the information provided. The accused and the alleged victim may be able to ask questions during the hearing.

If the board needs to review additional information an executive session may be called by the chair to allow time for additional witnesses to be called before the panel or to address procedural questions. In rare circumstances, a hearing may be tabled and scheduled to reconvene at another time.

**Deliberation:**

In a closed door session the hearing body will deliberate and based on information presented, using a standard of preponderance of information, a determination regarding each individual alleged violation will be made along with any applicable sanctions and/or remedies.

**Outcome & Notification:**

Notification of the outcome, any applicable sanctions and/or remedies of the hearing will be provided in writing via certified letter and/or email to both the accused and alleged victim.

**Appeal Process:**

Both the accused and alleged victim will be given 5 business days from the issue date of the hearing outcome correspondence to file a written request for an appeal. If a request for an appeal is filed properly within the 5 business days the request will be reviewed by the appellate board. The burden is on the student to demonstrate that one or both of the following affected the outcome of their case:

- **Guidelines:** To determine whether the hearing was conducted in conformity with the prescribed guidelines. Deviations from designated guidelines will not be a basis for sustaining an appeal unless significant prejudice to the alleged violator results.

- **New Information:** the student now possesses new information, which may impact the decision in the case that they did not have access to at the time of the hearing.

If one of the parties submits an appeal both parties will be notified of the status of the appeal.

If the request for appeal is denied, barring a request for appeal by the other party, the original decision in the case will be considered final.

If the request for appeal is granted, the accused and the alleged victim will be sent notification of the appeal outcome within 5 business days of the appellate board review. The decision of the appellate board will be final.
If the accused is found to be in violation during the original hearing process and appeals the decision, action may be taken in the interim to limit the accused student’s access to the University and its resources until a final decision is rendered by the appellate board.

Once the window to file an appeal has closed the original decision made in the case is final.

Provisions

Provisions: Alleged Victim
The following are provisions that the University may provide to the complainant and/or alleged victim:
- An investigation into the complaint along with an appropriate resolution made in good faith effort by University administrators.
- The right to have an advisor (parent, friend, victim advocate, attorney, etc.) present during specified campus proceedings regarding the incident.
- The right to be informed of the outcome and sanction of any disciplinary hearing involving the misconduct offenses discussed in this policy, usually within 3 business days of the end of the conduct hearing.
- Student will be informed of reporting options including on campus and local police.
- Student will be informed of available resources including counseling, mental health or student services for victims of sexual assault, both on campus and in the community.
- The student will be notified of options for changing academic and living situations after an alleged sexual misconduct incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations, when available and appropriate may include:
  - Change of an on-campus student’s housing to a different on-campus location
  - Arranging to dissolve a housing contract and pro-rating a refund
  - Exam (paper, assignment) rescheduling
  - Taking incomplete in a class
  - Transferring class sections
  - Alternative course completion options
  - Assisting with withdrawal
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing. However, prior history and/or instances of sexual misconduct may be considered relevant and submitted before the hearing body.
- The right to have any complaint of sexual misconduct adjudicated.
- The right to make a written victim-impact statement which would be provided to the hearing body after a finding of in violation has been made, but prior to sanctions being assigned.
- The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- The right to appeal the outcome of the hearing based upon guideline error or new significant information that was not known at the time of the hearing.
- The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 3 business days prior to the hearing. If evidence is discovered after the documentation has been presented to the victim, arrangements may be made to provide the victim with the additional information.
- The right to be informed of the names of all witnesses who will be called to give statements, within three business days, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons until the time of the hearing.
- Maintaining confidentiality as much as possible, while still fully investigating and administering the conduct process.
• The right to a closed hearing.
• The right to request that any member of the conduct body be removed on the basis of demonstrated bias. This request will be made during a scheduled meeting, prior to the start of the hearing. Any decision made regarding the possible removal of a hearing body member is final.
• Accommodations may be made in the hearing facility to avoid face-to-face viewing between the victim and the accused. Not being present for the hearing and/or written statement will not be deemed as an appropriate accommodation. Note: If any individual chooses not to attend the hearing, proceedings may continue in their absence, without their oral statements.
• The right to attend a meeting and/or receive notification prior to the hearing during which they will be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint.
• The right to the opportunity (if desired) to ask questions, indirectly, of witnesses (including the accused student), and the right to discuss and/or question the accuracy documentary evidence.
• The right to be present for all statements given and evidence presented before the conduct body.

Provisions for the Accused
The following are provisions that the University may provide to the accused:
• An investigation into the complaint along with an appropriate resolution made in good faith effort by University administrators.
• The right to have an advisor (parent, friend, victim advocate, attorney, etc.) present during specified campus proceedings regarding the incident.
• The right to be informed of the outcome and sanction of any disciplinary hearing involving the misconduct offenses discussed in this policy, usually within 3 business days of the end of the conduct hearing.
• Student will be informed of reporting options including on campus and local police.
• Student will be informed of on and off campus resources for medical, counseling, and advisory services.
• The student will be notified of options for changing academic and living situations after an alleged sexual misconduct incident, if so requested by the accused and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations, when available and appropriate may include:
  o Change of an on-campus student’s housing to a different on-campus location
  o Arranging to dissolve a housing contract and pro-rating a refund
  o Exam (paper, assignment) rescheduling
  o Taking incomplete in a class
  o Transferring class sections
  o Alternative course completion options
  o Assisting with withdrawal
• The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing. However, prior history and/or instances of sexual misconduct may be considered relevant and submitted before the hearing body.
• The right to have any complaint of sexual misconduct adjudicated.
• The right to make a written impact statement which would be provided to the hearing body after a finding of in violation has been made, but prior to sanctions being assigned.
• The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
• The right to appeal the outcome of the hearing based upon procedural error or new information that was not known at the time of the hearing.
• The right to be provided with the accused with the additional information.
• The right to be informed of the names of all witnesses who will be called to give statements, within three business days of the hearing, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons until the time of the hearing.
• Maintaining confidentiality as much as possible, while still fully investigating and administering the conduct process.
• The right to a closed hearing.
• The right to request that any member of the conduct body be removed on the basis of demonstrated bias. This request will be made during a scheduled meeting, prior to the start of the hearing. Any decision made regarding the possible removal of a hearing body member is final.
• Accommodations may be made in the hearing facility to avoid face-to-face viewing between the victim and the accused. Not being present for the hearing and/or written statement will not be deemed as an appropriate accommodation. Note: If any individual chooses not to attend the hearing, proceeding may continue in their absence, without their statements.
• The right to attend a meeting and/or receive notification prior to the hearing during which they will be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint.
• The right to the opportunity (if desired) to ask questions, indirectly, of witnesses (including the complainant), and the right to discuss and/or question the accuracy documentary evidence.
• The right to be present for all statements given and evidence presented before the conduct body.
• The right to a conduct panel comprised of representatives of both genders.
• The right to a campus conduct outcome based solely on evidence presented during the conduct process.
• Sanctions will be determined based upon the character of the offense with further consideration given to the possibility of the wider effect of the offense on the University community. Past history of misconduct, on record with the University, will be a consideration when determining appropriate sanctions.

Drafted by:

Angela Walker, Associate Dean of Students

Rosie Ruiz, Associate Director, Equality Opportunity/Employee Relations, Training & Development

Kristina Yzaguire, Student Conduct Officer

Resources utilized to create this policy include:
Title IX Coordinator and Administrator Training and Certification Course Materials (2011) Association of Title IX Administrators, and The National Center for Higher Education Risk Management.

ATIXA Gender-Based and Sexual Misconduct Model Policy (2011) NCHERM Partners: Brett A. Sokolow, J.D. W. Scott Lewis, J.D. Saundra K. Schuster, J.D.

Civil Rights Grievance and Investigation Process: Complaints Concerning Discrimination and/or Harassment (2012). Title IX Certification Training. San Antonio, TX.


Drafted on December 2012

Approved by President’s Cabinet
How to Calculate Your Collegiate G.P.A.

Grade Point Averages are often used to determine your eligibility for honors programs, graduate programs or university entrance, and also used for minimum graduation or pass standards.

To calculate your G.P.A., set up six columns. In the first & second, list your course numbers and courses. In the third column, write your letter grade. In the fourth column, enter your credit hours earned for the course, in the fifth column, record your grade points by multiplying the numeric grade value times the credit hours earned.

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<td>3</td>
<td>x</td>
<td>2.67</td>
</tr>
<tr>
<td>ARH102</td>
<td>Renaissance Through Contemporary Art</td>
<td>A-</td>
<td>3</td>
<td>x</td>
<td>3.67</td>
</tr>
<tr>
<td>BIO102</td>
<td>General Biology (Non-Majors)</td>
<td>C+</td>
<td>4</td>
<td>x</td>
<td>2.33</td>
</tr>
</tbody>
</table>

(4.0 scale shown in example)

**TOTALS** 25 82.34 82.34 total points ÷ 25 total credit hours = 3.29 G.P.A.

Add up the total credit hours and the total grade points, divide the total points by the total credit hours earned. This will give you your G.P.A.

You may find that you need to improve certain grades in order to get a better G.P.A. Write down what you will do to improve your marks.

The marks assigned to a test, quiz, project or essay are important indicators of your performance. However, they do not tell the entire story. Which areas do you need to improve on in order to excel? Save relevant comments and remarks made on tests by your professors. Review them periodically.

**Track your G.P.A. performance:**

<table>
<thead>
<tr>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>LETTER GRADE</th>
<th>CREDIT HOURS</th>
<th>NUMERIC GRADE</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**TOTALS**

Total points ÷ number of credit hours equals my G.P.A. ____________________________________________

**Note:** Point values may differ slightly in different colleges and universities or parts of the country; please verify these values with your advisor.
Healthy living is a challenge, but taking the time to pursue wellness is an investment—in yourself, your future, and your college success—that you can’t afford not to make. Need some help to make it happen? Look inside.

THE CHALLENGE OF BALANCE
WELLNESS: WHAT IS IT?
PHYSICAL HEALTH
MENTAL & SPIRITUAL HEALTH
SOCIAL & EMOTIONAL HEALTH
COMMITTING TO YOUR PERSONAL HEALTH

“Life is not merely to be alive, but to be well.”
MARCUS VALERIUS MARTIALIS
The challenge of balance

Do any of these sound like you—even sometimes?
Check all that apply:

- I want to eat healthier, but am usually too busy or tired to do so.
- I want to exercise regularly, but often can’t find the time or motivation.
- I get very little sleep during the week, and rely on weekends to catch up.
- I seem to be fighting off one cold or flu after another.
- I have a bad habit I know I should kick, but there’s never a good time to focus on trying.
- Just getting through the day seems to take up all my energy.
- I’m vaguely depressed, but don’t know why.
- I feel trapped in a routine that’s too busy and unbalanced, but can’t afford to work fewer shifts or drop any classes.
- Thinking long-term makes me feel stressed.
- Friends and family say I’m neglecting them.

*How do you stay balanced*...when there just aren’t enough hours in the day for everything you need and want to do?

*How do you make the right choices*...when the options are almost overwhelming, and no one’s telling you how to take responsibility for your own health and wellbeing?

*Staying healthy and balanced is a challenge in college, but choosing to do so will go a long way toward helping you get the most out of—and enjoy—your college experience. If you checked “yes” for any of the statements above, it may be time to re-prioritize!*

**POINT TO PONDER**

If you were in perfect health physically, mentally, and emotionally, what would that look like?

- physically
- mentally
- emotionally
Wellness: What is it?

Is it a habit?  Is it a lifestyle?  Is it a choice?  Is it all of the above?  

College life is busy—too busy not to think about your health. Too often we neglect exercise, sleep, or a balanced diet when life gets hectic, but at the end of the week or month or term, are we really better off?

“No, because we’re simply not as effective when we’re not functioning in top form. And we can’t ignore one area of our life (physical, mental, spiritual, social, emotional) without affecting the others.

For example, did you know that lack of sleep can hurt your memory, your concentration, your mood (!), and even your body’s ability to stay well?

Habits of wellness and a healthy lifestyle are choices you can’t afford not to make, as you pursue success in college and beyond.

Based on your self-assessment on the previous page, in what areas are you noticing imbalances, neglect, or harmful habits? In the boxes, jot down some specific points that need your attention.

For more information, go to www.premierplanner.org/compass
Physical health

“Don’t take your body to the doctor as if he were a repair shop.”
Dr. Quentin Regenstein

Your body is your vehicle through life, so it just makes sense to maintain it! Unlike a car, however, your body doesn’t come equipped with a “check engine” light—so you need to learn to read your body’s signals, as well as take preventative measures that ensure good physical health.

EATING RIGHT

One of the most logical ways to maintain your body is by giving it healthy fuel—something that can become a challenge in college! Classes, homework, activities, friends, and jobs, often take priority over eating a balanced meal. But, beware! If left for long, an unbalanced diet can contribute to poor health, and can also lead to the legendary... “Freshman 15”!

[ Freshman 15 ]
Due to a combination of stress, poor eating habits, and lack of time and money, first year students gain an average of fifteen pounds.

POINT TO PONDER

Gaining weight in the first year of college is common, but not necessary, and usually occurs because of poor planning and bad choices. How are your choices affecting your health?

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ARE YOU ON THE ROAD TO THE “FRESHMAN 15”?  
Do you:  

1. Skip meals because you don’t have enough time to eat?  
2. Skip breakfast to try to make up for your unhealthy food choices the day before?  
3. Eat fast food because it’s easy and affordable?  
4. Think that after a long day of studying, it’s easier to pick up something quick rather than prepare a meal?  
5. Eat late at night?  
6. Feel that you don’t have enough time to eat a healthy, well-balanced diet?  
7. Believe that your eating habits won’t have any effect on your performance in school?  
8. Think that your eating habits won’t affect your health?  

Yes  
No  

If you answered “yes” to any of the above questions, you may be compromising your health and putting yourself at risk for the “Freshman 15.” First, identify the reason(s) you’re not eating well. Then, reevaluate your choices and make a new plan.  

Reason #1: Lack of time—If you have a busy day ahead, plan in advance when, where, and what you’re going to eat, and pack some healthy snacks.  

Reason #2: Lack of money—If you find many of the supermarket’s prices a little too high for your “student” budget, check out the dining hall. As well, look for a produce market in the area, and find grocery options that are non-instant but are still quick and healthy.  

Reason #3: Lack of energy—If eating a healthy diet is a hassle because you’re tired, that should be a clear indication that now, more than ever, you need healthy food in your body!  

POINT TO PONDER  
You might think you’re saving time, money, and energy by skipping meals, or by eating fast, convenient foods, but your health will pay the price in the long run! Is it really worth it?
MAKING THE MOST OF YOUR MEALS

- Energize your brain by eating complex carbohydrates. Try choosing whole-wheat bread, brown rice, or vegetables.
- Improve your concentration and alertness by including low-fat sources of protein in your diet. You don’t have to eat meat to stay healthy, but make sure you’re still getting enough protein from other sources, such as nuts, lentils, and tofu.
- Keep your body functioning at its peak by getting enough vitamins and minerals. Fruits, veggies, and dairy products are full of the good things your body needs.
- Maintain your mood and energy levels by stabilizing the amount of sugar in your blood. Skipping meals, especially breakfast, can affect the way you feel and how well you perform throughout the day.

HELPFUL HINTS

For more information about healthy eating habits, check out the newly-updated Food Pyramid from the U.S. Department of Agriculture: www.mypyramid.gov/

Junk food cheats your body of what it needs to function well, so it’s important to make the healthiest choices possible. Therefore, if you’re going to eat out, consider the following advice for making your meal a healthy one:

- Choose foods from the healthy choice menu whenever possible.
- Eat baked or broiled foods, such as baked potatoes or broiled chicken breasts.
- Have a salad topped with low-fat dressing instead of fries.
- Drink water instead of high-sugar beverages (like soda or pop). Water is cheaper, and it’s better for you!
AN EXERCISE IN EXERCISE

Read the following statements, and choose the answer that is most true for you.

1. To me, exercise is:
   a) A luxury—something I rarely have time for.
   b) A goal—something I want to do more often.
   c) A way of life—something that keeps me in top form mentally and physically.

2. The average amount of time I spend exercising is:
   a) Thirty minutes, once a month.
   b) Thirty minutes, once a week.
   c) Thirty minutes, three to five times a week or more.

3. The reason I exercise is:
   a) Because the doctor says I have to.
   b) Because it keeps me healthy.
   c) Because it renews my body and mind.

If you chose mostly As: Get up and move! Exercise fights off depression, stress, and certain forms of disease. Check out your campus facilities, teams, or intramural activities.

If you chose mostly Bs: You’ve got the right idea! However, exercise does more than just keep your heart pumping—it also revives your spirit and your mind. So, keep on moving!

If you chose mostly Cs: You know what your body needs! Your attention and interest in your physical health will translate into an overall healthier life.

POINT TO PONDER
Physical exercise relieves stress, boosts your immune system, helps with concentration, improves your mood and memory, and helps you maintain a healthy body weight.

Get to know your exercise options! Jot down the locations, times, and details of exercise options on and off campus.

<table>
<thead>
<tr>
<th>Locations</th>
<th>Activities/options available</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student recreation center</td>
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<tr>
<td>On-campus paths, trails, and parks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off-campus paths, trails, and parks</td>
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<tr>
<td>Sports clubs and teams</td>
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<td>Intramural activities</td>
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<tr>
<td>Drop-in activities</td>
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</tbody>
</table>
DON'T FORGET TO SLEEP

Sleep—one of the first things to go by the wayside when there are tests to study for, assignments to complete, and new friendships to develop. However, lack of sleep can cause all sorts of physical, psychological, social, and academic problems.

POINT TO PONDER

It’s been said that a person will die from lack of sleep sooner than from starvation. Death can occur after about ten days without sleep, whereas it can take up to a few weeks to die from starvation!

Make getting a good night's sleep a priority!

- Know how much sleep you need, and get it!
- Make your room a comfortable sleep environment by regulating noise, light, and temperature.
- Unwind before going to bed—take a few minutes for “you time” before settling down for the night.
- Maintain regular sleep patterns.

THE CHOICES ARE YOURS

In college, there isn’t anybody looking over your shoulder watching every move you make. It’s because you are an adult, responsible for making—and living with the consequences of—your own decisions.

One of the choices you may now be facing, more than ever, is whether or not to use alcohol, tobacco, or drugs. Keep in mind that tobacco, drugs, and alcohol hurt your mind and body, and can be the destroyers of dreams and goals. Don’t let bad choices prevent you from having the future you desire and deserve!
STAYING SAFE

Pace yourself; you’re just beginning your journey. Don’t live your life in excess!

- **Know your limits.** Excessive use of alcohol puts your personal health and safety at risk. Alcohol is often the cause of accidents, abuse, academic problems, unsafe sex, suicide attempts, and incidents of drunk driving. Protect yourself by knowing when to draw the line.

- **Keep reasonable hours.** Don’t let your activities overrun your life; prioritize! Keeping long, late hours will catch up with you.

- **Don’t use too much of a good thing.** It may be tempting to use caffeinated beverages to help you keep working into the wee hours of the morning, but too much caffeine can make you irritable, jittery, and anxious.

- **Don’t lose sight of why you’re here.** New relationships, fun social activities, and newfound freedom are exciting things. However, don’t lose sight of the real reason you’re in college. Make sure your decisions support your long-term goals.

Are you watching out for your personal safety?

1. Do you lock the door after you’ve entered your apartment or residence hall room?
2. Do you plan your route for walks at night, and try to walk with others?
3. Have you registered or written down the serial numbers of your important possessions?
4. Do you have insurance that will replace your possessions if they’re lost or stolen?
5. Do you keep an eye on your bag in class, the dining hall, and the library?
6. Do you let someone know where you’re going and when you’ll be back?
7. Do you limit your intake of alcohol, ensuring that you’re always in control?
8. Do you know where you can go if you’re in need of help?

If you answered “no” to any of the above, what steps could you take to improve your personal safety?
Mental & spiritual health

TAKING CARE OF YOUR MIND

The state of your mind is just as important as the state of your body; one cannot work well without the other. In fact, some believe that the state of your body relies on the state of your mind.

What is your definition of stress, and how does stress affect you?

Are you stressed? Answer the following questions.

1. Do you often feel irritable for no apparent reason?  
2. Do you feel like you are always working hard, but find it difficult to finish something?  
3. Is it difficult for you to fall asleep at night?  
4. Is it difficult for you to laugh at jokes or funny movies?  
5. Is it difficult for you to participate in discussions because you just don’t have anything to say?  
6. Do you feel nervous and tense, like you can’t relax?  
7. Are you too busy to do activities with your family and friends?  
8. Do you feel overwhelmed?  
9. Do you feel like your energy has been drained from your body?  
10. Has anyone told you lately that you looked stressed?

If you answered “yes” to less than four of the questions, you’re doing fine. Keep up the good work by continuing to monitor and control your stress level.

If you answered “yes” to more than four, but less than eight, you’re starting to stress out. Be careful; if your stress level keeps increasing, ask someone for help.

If you answered “yes” to more than eight, you need to get help. Talk to a health care provider, counselor, family member, or friend about your level of stress. Know that you don’t have to go through this alone!
MANAGING STRESS

Stress can have a strong effect on your health. It can decrease mental and physical ability, decrease academic performance, and decrease memory and concentration. Interesting, considering those are the skills you need to do well in school…

*By doing what you can to prevent stress, you can greatly reduce the effect it has on your health.*

**Decision-making**
- Make choices that avoid stress. For example, don’t procrastinate.
- Identify your priorities and manage your time accordingly. Effective time management reduces stress.

**Actions**
- Control your life and actions. The outcome of your life relies on you!
- Take care of your body: eat right, exercise, and get enough sleep.
- Avoid harmful temporary solutions—such as alcohol and drugs.

**Feelings**
- Deal with the root causes of problems. Don’t gloss things over—take care of problems and move forward.
- Spend time with positive people, and those who care about you.

**Thoughts**
- Have a positive outlook on life. Imagine your success, and then work toward it.
- Surround yourself with people and things that make you laugh…a lot!

**HELPFUL HINTS**

When you come upon an unexpected time of stress, try:

**Deep breathing:** Take deep breaths, and release. You should feel your stomach, not just your chest, rising. Imagine all of the built-up stress rushing out of your body.

**Visualization:** Create a mental picture of a place you’d love to be. Focus on your picture, removing yourself from the stress of the moment.
TA K I N G  C A R E  O F  Y O U R  S P I R I T

Even in the midst of your busy college life, it’s important to step back once in a while and just breathe. Take a few minutes, or even an afternoon, to reflect on where you are and where you’re going. Take some time to renew!

HELPFUL HINTS

Ways to renew:
  • Meditate or pray in a peaceful location
  • Spend time forming meaningful relationships
  • Get exercise by taking a nature walk
  • Read an inspirational book
  • Write in a journal or weblog
  • Pursue a passion through a hobby
  • Help others by volunteering

Ask yourself:

1. How do I feel about the choices I’ve made recently?

2. Have I been taking care of myself? If not, how can I improve?

3. How have I rewarded myself for my recent hard work? How can I reward myself in the future?

4. What steps have I taken to reach my goals recently? What steps will I take in the near future?

Keep your goals in perspective by writing them down in your planner.
SEEKING HELP WHEN YOU NEED IT

College can be a difficult journey sometimes. However, no matter how difficult it gets, there are always people and resources for you to turn to—you just need to know where to go.

Don’t know whom to contact when you need help? Your college or university probably offers services for many of these issues free of charge—find out and make use of them when you need to!

WHEN YOU:

Are having trouble managing stress.

Are feeling ill.

Are having trouble with a roommate.

Would like information about your school’s clubs and activities.

Would like to get involved with campus outreach or service programs.

Are looking for a part-time job.

Would like to get a tutor.

Need some help with writing assignments.

Need help solving a personal or relationship problem.

Would like information about careers.

Need some money to pay for tuition and books.

Are feeling threatened or scared.

Are feeling depressed or suicidal.

Have an eating disorder.

Are having trouble with tobacco or alcohol abuse.

YOU CAN CONTACT:
Social & emotional health

C R E A T I N G  A  H E A L T H Y  E M O T I O N A L  S T A T E

College life often feels like a whole other world—and your experience here will greatly depend on your sense of self. The more secure you feel about who you are, the more likely you are to make your experience in college more memorable.

How do you feel about yourself?

*Read the statements, and mark the boxes that are appropriate for you.*

<table>
<thead>
<tr>
<th>Statement</th>
<th>Rarely</th>
<th>Sometimes</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I avoid trying new things for fear of failure.</td>
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<tr>
<td>2. I have trouble making eye contact when talking to people.</td>
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<tr>
<td>3. I worry that people are talking behind my back.</td>
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<tr>
<td>4. I have trouble accepting compliments.</td>
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<tr>
<td>5. I feel like a failure if I make mistakes—even small ones.</td>
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<tr>
<td>6. I have trouble dealing with problems or making decisions.</td>
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<tr>
<td>7. I have trouble keeping commitments to myself.</td>
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<tr>
<td>8. I don’t take criticism from others well.</td>
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<tr>
<td>9. I feel insecure if I have different ideas or opinions than others.</td>
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</table>

Assuming that you have at least one area in your life that could use a boost, here are some helpful tips to enhance your self image:

- *Get to know yourself!* Know your goals, values, likes, and dislikes. Remember, what makes you different is also what makes you interesting!
- *Accept your strengths and weaknesses.* Realize that you can’t be talented at everything.
- *Challenge yourself to take risks.* Remind yourself that everyone feels uncomfortable when trying something for the first time.
- *Surround yourself with positive people.* Don’t spend time with people who make you feel inadequate.

Jot down several things you love about yourself.

---

*Don’t let this be your final list. Update it often!*
BEING A WORD WATCHER

“Language shapes the way we think, and determines what we think about.”
Benjamin Lee Whorf

Language determines how we see the world and how the world sees us. The words we choose are a conscious choice, although we’re so programmed to use the same words that often we speak without thinking. It’s important to really listen to the words we speak, because language not only contributes to the quality of our relationships, but also to our personal health.

How does the language you choose shape the way you see the world?

Do your word choices reflect a healthy outlook on life?

In general, there are two different types of language: reactive and proactive.

• **Reactive language** takes control away from the speaker. It often makes someone else responsible for what’s happening.

• **Proactive language** gives the speaker control. Proactive language is used to show that we can’t always control what’s happening to us, but that we can control how we react to what is happening.

![HELPFUL HINTS](Image)

Try it for yourself. Instead of saying,
• “I have no choice,” say, “I have made the choice.”
• “I don’t think I can do it,” say, “I’ll find a way to do it.”
• “You make me feel...” say, “I am responsible for how I feel.”
CREATING A HEALTHY SOCIAL LIFE

“Good friends are good for your health.” Irwin Sarason

Even though college is a short period of time in the grand scheme of things, the relationships formed here can be extremely strong and often last a lifetime.

Create the healthiest relationships possible:

• **Learn what it means to be a friend.** Listen well, be open and honest, and give support.

• **Respect different perspectives.** Be willing to listen to new ideas—you may even embrace a few!

• **Resolve conflict.** When you’re having conflict with someone, talk about it. Negotiation, compromise, and control are all important skills needed for healthy relationships.

• **Learn to recognize unhealthy relationships.** Watch for signs of unhealthy relationships, such as disrespect, physical or emotional abuse, or pressure to do things you’re not comfortable with.

HELPFUL HINTS

• Learn what is expected of you—and deliver.

• Consider the best way to communicate based on the other person’s personality type.

• Remain polite and professional.

CONFRONTING CONFLICT

At some point you will confront conflict. How you address the problem will affect how it’s resolved, and how the relationship is impacted.

Try resolving conflict by talking about it and finding a solution that benefits both parties. It takes a little creative thinking, but once you develop this skill, your chances of resolving problems greatly increase. Give it a try!
CONNECTING WITH CAMPUS AND COMMUNITY

Getting involved in campus life can enhance your experience in college. It gives you a chance to:

• discover new talents and interests
• nourish personal growth
• challenge yourself
• release stress
• combat isolation
• develop new friendships
• create balance in your life

So, what’s stopping you?

FIND THE CONNECTION THAT’S RIGHT FOR YOU

1. Consider your interests. What clubs and activities does your school offer that would give you a chance to do what you love?

2. Consider your schedule. Realistically, how much time do you have to spend on campus activities?

3. Consider your priorities. What’s most important to you, and how can your campus community contribute to what’s important?

HELPFUL HINTS

Some excellent ways to connect with your campus community are: student government, campus ministries, team sports, performance arts groups, and campus newspapers.
Committing to your personal health

**ASSESSING YOUR PERSONAL WELLNESS**

Consider each of the following aspects of your life. If you feel an area could use a little help, check the box labeled “I could improve in this way,” and start brainstorming ways to change your life.

<table>
<thead>
<tr>
<th>I am:</th>
<th>I’m doing my best</th>
<th>I could improve in this way</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participating in physical activity on a regular basis.</td>
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<tr>
<td>Getting adequate amounts of restful sleep.</td>
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<tr>
<td>Developing strong study habits and staying up-to-date on assignments.</td>
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<tr>
<td>Being socially active and trying to make new friends.</td>
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<tr>
<td>Becoming an active member in campus clubs and activities.</td>
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<td></td>
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<tr>
<td>Maintaining healthy relationships with family members and/or my partner.</td>
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<tr>
<td>Avoiding the use of drugs, alcohol, and tobacco.</td>
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<tr>
<td>Keeping an upbeat outlook on life.</td>
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<tr>
<td>Creating a nurturing spiritual life.</td>
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<tr>
<td>Getting my daily nutritional requirements.</td>
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<tr>
<td>Protecting my emotional wellbeing.</td>
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<tr>
<td>Managing my stress levels.</td>
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<tr>
<td>Developing my self-esteem.</td>
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<tr>
<td>Feeling safe.</td>
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</table>
PERSONAL WELLNESS COMMITMENT

It takes a lot of effort to maintain your personal wellness, but what could be more important than your own self-preservation? A college education won’t mean much if you’re too “sick” to use it.

Now is a good time to think about your future. Who do you want to be and where you want to go? Are the choices you’re making going to help you reach your dreams?

CONTRACT WITH MYSELF

This is not a requirement. No one is watching if you are going to make this commitment, and no one is going to monitor or grade your success. You are accountable for your personal success.

Based on my responses to my personal wellness assessment, I want to make a commitment to myself to change

because it is not contributing to my health and well-being. I realize that I’m responsible for making this change, and no one can do it for me. I commit to doing my personal best each day, realizing that change does not happen overnight. I also promise not to be discouraged if I make mistakes. Instead, I will renew my commitment and keep trying until I reach success.

Date  Signature
COLLEGE CAN BE AN INCREDIBLE JOURNEY IN ITSELF, BUT IT’S IMPORTANT TO REMEMBER THAT SCHOOL IS A PART OF A MUCH LARGER TREK: LIFE.

Today’s steps can become much more meaningful when you keep your final destination in mind, ensuring that what you do now contributes to the bigger picture of where you eventually hope to be.

WHERE ARE YOU GOING?
MANAGING YOUR TIME
STUDY SMARTER
HEALTH
MONEY SENSE
CELEBRATE!

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It is not the mountain we conquer but ourselves.
Where are you going?

THE BIG-PICTURE PLAN

When you have a clear picture of what you want out of this part of the journey, it’s easier to stay focused. You can also more easily make good choices for yourself.

Start by taking a few minutes to jot down answers to the following questions:

What do I hope to get out of college?

What kind of person do I hope to become?

What qualities do I want to develop in myself and in my life?

What skills will I need for the future?

What contributions do I want to make?
Learn anything new about yourself?  
Are there things you need help to learn?  
How could you get the kind of help you’ll need?  
What steps can you take to develop the skills you’ll need?

*By starting with a clearer picture of the direction you are hoping to head, taking the first steps can be that much easier. When making decisions ask yourself, Will this help me be the person I want to be? Will this help me achieve the things I want to achieve? Need help? Consider starting with your professor or perhaps the counseling center, academic advising center, career center, financial aid office, or writing center. Remember, this is your opportunity to define your future. Why not have the best experience possible?*

**GOAL-SETTING 101**

Why are goals so important?  
Goals help you define where you’re going and what you want to accomplish, and make it easier to identify the necessary steps and choices. Long-term goals are important, but so are weekly and daily goals.

**Write them down!**

Your planner offers you places on the monthly as well as the weekly pages to help you stay focused on your goals. You might even want to keep this question posted close at hand:  
Are my actions helping me be the person I want to be and getting me to the place I want to go?

**HELPFUL HINTS:**

- First, don’t set too many goals.
- Second, break your goals into small steps.
  
  Remember, Rome wasn’t built in a day!  
  Take it one step at a time.
Managing your time

BALANCING THE OPTIONS

SO MANY CHOICES

College offers opportunities, new chances, and many choices. If you know what you’re trying to accomplish, it’s easier to manage the possibilities and make good decisions—instead of getting thrown off track by the many unhelpful options, or by procrastination.

If you take advantage of all of the distracting choices, or if you procrastinate a little too much, it is easy to fall behind. Each day that you fall further behind makes it that much harder to catch up. So you say, I’m not in school for the competition. You don’t have to be, but the better question is: who and what are you in it for? Are your actions getting you to the place you want to be?

What if you treated school like a 9-5 job—budgeted time in your daily schedule for classes, a couple of breaks, and a thirty-minute lunch, and then used the rest of the your “workday” for study time? Imagine how much free time you’d actually have each night if you dedicated a good portion of each day to reading, reviewing, studying, and homework. Need an office? The library might be a great “office space” to work from each day.

Try mapping it out…

What would your schedule look like if you set your day up like a 9-5 job?
MAKING THE MOST OF TIME

College offers many options. Can you do everything? Of course not. Remember, time management isn’t about doing more things; it’s about doing the right things.

THE KEY IS TO PLAN.

1. **List the things you need to do.**
   
   You might make separate columns—“this month,” “this week,” “today” “by the time I’m 80,” whatever. Write down assignments, work, personal stuff, errands, everything.

2. **Determine how important and urgent everything is.**
   
   Label each item with these two words (or their opposites): important, urgent. Important, meaning it matters. If it affects your final grade, your health, your relationships, or one of your goals, it’s important. Urgent, meaning it needs to be done now or soon.

3. **Number the items on your list.**
   
   Things that are important and urgent get number 1’s. The 2’s will be things that are important but not urgent. Unimportant stuff (more and less urgent) get 3’s and 4’s.

4. **Schedule.**
   
   Use your agenda to help you keep track of your priorities for the month, the week or the day. Copy the little numbers you assigned to each item on your list too, and stick to the 1—2—3 order when you actually get down to business.

5. **Get to it.**
   
   Put your plans into action. Do important things first so that they don’t become big issues.

HELPFUL HINTS:

Remember, one of the most important things you can do to be successful in school is to go to class... every time!
Study smarter

ORGANIZATION WORKS

“Things which matter most must never be at the mercy of things which matter least.”

JOHANN W. GOETHE

TIPS FOR GETTING ORGANIZED:

- Plan ahead for big assignments, breaking them down into small tasks.
- Plan for your upcoming week on Sunday evening.
- Plan a specific time and place each day to study.
- Plan time for yourself.
- Plan for unscheduled time to just hang out.

If you were to do three things this week that would make a significant difference in helping you become better organized, what would they be?

1. 

2. 

3. 

Interested in learning more about prioritizing and beating procrastination? Go to www.premierplanner.org/compass
## Studying with Style

**Discovering Your Learning Style**

Someone gives you a phone number, but you don’t have a pen handy. How will you remember it?

<table>
<thead>
<tr>
<th>A. You repeat it out loud.</th>
<th>B. You picture it in your head.</th>
<th>C. You “write” it with your finger on your hand or some other surface.</th>
</tr>
</thead>
<tbody>
<tr>
<td>You might be an auditory learner.</td>
<td>You might be a visual learner.</td>
<td>You might be a tactile/kinesthetic learner.</td>
</tr>
</tbody>
</table>

**If you are an auditory learner**...

You remember stories better if you hear them than if you read them; can follow spoken instructions better than written ones; and say every word in your head as you read silently.

**If you are a visual learner**...

You learn best from reading; like to see things written out; and picture things in your head to remember them.

**If you are a tactile/kinesthetic learner**...

You enjoy hands-on learning; you’re good at puzzles and mazes; and you can often put things together without instructions.

**If this is you, try**...

- reading and repeating important points out loud
- listing the steps of a task out loud
- learning from lectures and tapes
- discussing concepts with others

**If this is you, try**...

- watching the instructor and taking notes during lectures to stay focused
- drawing out diagrams, charts, or tables
- organizing, rewriting, highlighting, or color-coding notes
- visualizing words or facts to be memorized

**If this is you, try**...

- memorizing or drilling while walking, pacing, or exercising
- making lists or writing things out several times
- using computers and hands-on study aids
- learning by doing and practicing, or by role-playing
LISTENING TO LEARN

When you’re really listening, you’re not just being a passive information-absorbing sponge; you’re interacting with everything that comes at you.

How? By …

1… being a critical thinker. Judge and analyze everything. Does what you’re hearing make sense? Is it fact or opinion? Does anything you know prove or disprove it?

2… making connections. How does what you’re hearing fit in with what you already know?


4… taking notes on the main ideas. Again, don’t just copy down everything you hear; sift out the important points, and use your own words.

READING TO REMEMBER

Have you ever gotten to the end of a textbook page, only to realize that you have no idea what you just read?

Just like listening, reading requires a brain that’s fully in gear. To kick-start your mind, try the SQ4R method:

• **Survey** the material. Scan it and read the headings. This will set up your brain to process what you read.

• **Question** yourself. What will you be learning? What do you already know about this? Will you be reading for main ideas or for all the details?

• **Read**, section by section. At the end of each section:

• **Reflect**. Stop and think about what you’ve just read. What were the most important points? Can you think of examples or connections?

• **Record** the main points in your own words.

• **Review** the main ideas. Say them aloud or in your head.
THE ART OF NOTE-TAKING

• Write down only the main points and some supporting facts.
• When reading, summarize the introduction as well as the conclusion to capture the main topic or idea.
• Keeping the main subject in mind, listen or watch for key points, and give each one a new section in your notes. Under each main point in your notes, jot down just a few bits of “proof,” examples, or important details.
• Try the Cornell method of note taking. Draw a margin on the left side of your page, about one-third of the way in, and leave the left-hand column this creates blank. Write your notes on the remaining two-thirds of the page. Later, use the blank column to fill in quick summaries, important definitions, key words, questions, examples, illustrations, or mnemonic devices.

MEMORY MANAGER

STORING AND RETRIEVING YOUR MENTAL “FILES”

Try using these four keys.

1. Learn it well in the first place.
Make sure you really understand the material, and then reinforce it by reviewing your notes or re-skimming the information.

2. Give yourself time.
Review information the same day you learn it. Spend five or ten minutes making sure that you understand the new concepts. After that, regularly review the information to store it in your long-term memory.

After reading a section of information, quickly summarize what you’ve read, in writing or out loud.

4. Use “handles” to help you remember.
• Before you learn something new, think about what you already know about the topic. If the new information connects with previous knowledge, it will be easier to remember.
• Learn new things as part of the big picture; organize the information. Make a mental outline of the main points and their sub-points.
• Make it memorable by thinking of examples, pictures, metaphors, or mnemonics.
TESTING 1... 2... 3...
PREPARING TO TACKLE A TEST OR EXAM

The big tip-off
Before a test or exam, find out …
• What type of test will it be? (multiple choice, essay …)
• How much of your grade will it be worth?
• What will be covered? Write down which topics, textbook chapters, etc. to study.

Five-star review
• Gather all your materials (handouts, notes, books); organize them by topic.
• Make a study schedule; remember, several shorter review periods help more than one panicky night-before study session.
• If you plan to study with a group, do it well before the test.
• Make study aids based on the type of test it will be (e.g., make flashcards of definitions; make a “cram sheet” of formulas).
• Try different study strategies:
  - turn textbook headings into questions, and then answer them out loud or in your head
  - practice defining or explaining things in your own words
  - highlight key facts in your notes, using different colors for different types of facts
  - work through review questions.
• Get a good night’s sleep—even if it means studying a bit less—and don’t skip breakfast!

HELPFUL HINTS FOR MULTIPLE CHOICE QUESTIONS:

• Watch out for absolutes like “always,” “never,” and “only.”

• Longer, more detailed answers are often correct. If there are two very similar answers, one of them is usually right.

• Find out if there’s a penalty for guesses; if not, don’t leave any blanks.
Managing your health wisely

Ever notice that, now that you’re an adult, there isn’t anyone to tell you when to go to sleep or when to get up, or when you should go to class, or to be safe? That’s because this is nobody else’s journey but yours. Sure, others may be interested in seeing you succeed, but ultimately the choice is yours. It’s up to you to decide what kind of college experience you’ll have, what you hope to gain, and what kind of life you want to lead.

Your health can be a contributing factor to your overall college success. For instance, lack of sleep can actually hurt your memory, your concentration, and even your body’s ability to stay well.

Ask yourself:
If I was in perfect health—emotionally, physically, and spiritually—what would that look like?

Write about a time when you felt the healthiest. What were you doing?

Are you doing all of those things now?

If not, what is getting in the way?

What could you do differently?
COUNTING SHEEP
Yes, you really do need eight hours of sleep, just like you’ve always heard. Going to bed and getting up around the same time every day is also beneficial.

SITTING STILL MAY BE HAZARDOUS TO YOUR HEALTH
Did you know that exercise is a super way to fight off depression and stress? Even a short, brisk walk each day can raise energy levels and decrease tension.

FEEDING YOUR BRAIN
In order for you and your brain to thrive, your body needs a balanced diet—one that includes a combination of:
• complex carbohydrates (think grains), which give your brain energy.
• protein, which improves your concentration and alertness.
• vitamins and minerals found in fruits, vegetables and dairy products, essential for a number of functions.

Remember…
• too much junk food “cheats” your body of what it needs to function well, and just adds empty calories.
• skipping meals (especially breakfast) messes with your blood sugar (glucose) level, and deprives your brain of fuel.
• caffeine isn’t evil, but don’t overdo it. “Wired” is not the same as “alert.”
• drugs and alcohol? Don’t fool yourself. They can hurt your mind and body, and can seriously get in the way of your goals. Be safe.

STAYING SAFE
Taking good care of yourself
Nobody is going to tell you how to stay safe or what is best for your body. It is up to you to make choices that are sensible for you and, once again, get you to your desired goal. When making choices, ask yourself, Will this help me be the person I want to be? Will this help me achieve the things I want to achieve? Do I know that I will be safe?
BALANCE

Balance: A principle of living which says that you need to keep your activities in all aspects of your life—physical, mental, emotional, and spiritual—in balance.

“To keep the lamp burning, we have to keep putting oil in it.” Mother Teresa

LIFE’S FOUR DIMENSIONS

THE PHYSICAL DIMENSION

body

Exercise, eat healthy, sleep well, and relax.
What are your plans to renew your body this week?

THE MENTAL DIMENSION

brain

Read, write, and learn new skills.
What are your plans to mentally sharpen up this week?

THE EMOTIONAL DIMENSION

heart

Build relationships, give service, laugh, write a note of appreciation.
What are your plans to renew emotionally this week?

THE SPIRITUAL DIMENSION

soul

Meditate, keep a journal, pray, spend more time with whatever inspires you.
What are your plans to spiritually renew yourself this week?

Personal balance comes from renewing the physical, social, mental, and spiritual areas of your life.
RENEWAL

Renewal: Taking time for yourself, to renew your energies, to relax and enjoy.

What’s your plan? Write it in your agenda, and then stick to it. Seeing your plan and goals in writing helps you stay motivated and committed.

Do you:

Sleep enough? ............................................ YES .... N0
Eat right? .................................................... YES .... N0
Pay attention to taking care of yourself? .......... YES .... N0
Engage your mind? ........................................ YES .... N0
Take time off to renew and recharge
yourself in peace and quiet? ......................... YES .... N0
Drink enough water? .................................... YES .... N0
Physically exercise regularly? ........................ YES .... N0
Have a financial plan in place? ..................... YES .... N0
Have a positive attitude and outlook on life? ..... YES .... N0

If you answered no to any of the above … what steps could you take this week to change this?

1

2

3

HELPFUL HINT:

Getting connected with other students, your instructors, and campus offerings can enrich your college experience.
MANAGING YOUR STRESS

Tests, studying, and deadlines all add stress to your life. Decisions, learning, choices, and freedom are all great—but they all come with responsibility. Developing strategies to take care of yourself overall will also help you better handle stress.

STRESS MANAGEMENT QUICK TIPS

1. Assess.
Take control of the situation in your mind and figure out where the stress is coming from. Choose to deal with the situation in a positive way; make a plan.

2. Imagine and seek success.
It is important to keep your thoughts positive, calm, and confident. If you are feeling low, surround yourself with upbeat people.

3. Exercise.
Building up your body’s endurance helps you fight stress.

4. Laugh.
When you smile, you release endorphins—your body’s natural “happy drug.” The more endorphins, the less chance for stress to take over.

5. Sleep.
Fatigue slows your ability to deal well with stressful situations.

6. Eat right.
Choose fruits, vegetables, complex carbohydrates, and low-fat protein, going easy on junk and high-sugar foods. This way you’ll avoid sugar highs and lows and the mood swings that follow.

7. Take time out to rejuvenate yourself: relax, renew, and enjoy.
Plan fun into your day.

8. Seek support from other people.
Talking to others or seeking advice from family, friends, a counselor, or your advisor can often help you clear your mind, sort things out, and help you make better decisions. Don’t be afraid to reach out.
Money sense

MANAGING YOUR FINANCES

Manage: To succeed in accomplishing one’s purpose, to direct or control the use of.

“I have the greatest of all riches: that of not desiring them.” ELEANORA DUSE

College is expensive. Achieving your goals takes financial planning and management skills.

Do you know how to stay out of financial trouble, and what to do if you slip up?

Using money wisely can mean different things to different people, but there are a few basics that aren’t up for grabs.

Smart money management means:

• Stepping up and owning what’s yours. Got bills? Pay them, and do it on time. Got a job? Be there, and do the work for the money. In the red? Talk to the people you owe and make a plan to fix it.

• Working it. Make your money last and do what you want it to. Know your goals, and think about them when you make spending decisions.

• Figuring out the difference between “gotta have” and “wanna have.” Don’t buy impulsively; wait a day or even a week to determine if you really need it.

• Deciding what you won’t buy. Sometimes not spending is the best way to make your money work for you.

BUDGETING

Budgeting: The process of planning expenditures based on available money; a plan for what you’re going to do with your money.

Money enters almost every equation in life. Knowing how to deal with bills and work smart with cents will get you where you’re going in one piece with more than just the shirt on your back.
GETTING STARTED

Building your budget starts with taking a look at where you get your money (what is coming in... hence the word in-come) and where it goes (expenses). Use the space in your planner to write down every single thing you spend money on, every single day, for a month. Also record any money that comes your way. Then, crunch the numbers—estimating how much you’ll spend each year—and divide by 12 to come up with an estimated monthly budget.

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<th>Expenses (What)?</th>
<th>Per Year?</th>
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HELPFUL HINTS:

1. Be real. A useful budget is based on your financial reality, not the account balance you wish you had. Be honest with yourself.

2. Pay attention to the little things. A magazine here, a pack of gum there, a few lattes a week—little stuff adds up. Make sure your budget accounts for and can handle it.

3. Currency counts. Your financial situation will change throughout the year. Track your budget regularly and be prepared.
ADD IT UP

Do you have more expenses than income? If so, what can you cut out?

How can you add income?

Need more help with budgeting? Go to www.premierplanner.org/compass

DEBIT CARDS AND CREDIT CARDS

Be cautious, it is not free money. And remember, what you do now can have major consequences later in life. As soon as you start using credit, you will also start accumulating a credit history. It doesn’t matter that you’re young and new at this. Credit bureaus will watch how much debt you rack up and how you handle paying it back. Your habits will be converted into a score, called a credit rating. Banks and other lenders will look at your credit rating to decide if they should loan you money. A bad score follows you and can be really tough to shake. Use plastic wisely and sparingly.

HELPFUL HINTS:

• Sometimes the best defense is a good offense. Figure out your spending traps and plan ahead to keep yourself out of trouble.
• Think first and buy later.
• Buy bargains and make do.
• Buy bulk and savor it for a long time.
• Hit second-hand stores.
• Borrow if someone will lend it and you’re not going to break it.
• Combine your spending power and purchase with a friend.
• Avoid take-out and make lunches and snacks at home.
Celebrate good times... and your successes

It’s important to regularly celebrate your successes, to give yourself a little pat on the back and recognize the goals you’ve achieved. Review your accomplishments in your agenda, weekly.

PORTFOLIOS

Another way to capture your successes is through a portfolio which shows prospective employers or graduate schools what you’re capable of doing. You might include examples of your best class work, skills you’ve developed, and volunteer, internships, or work experiences.

Many people pursue college with the intent to develop their skills for a future career. While education is a vital part of skills acquisition, the more you do to balance your class work with practical experience the better shot you’ll have at that dream career.

“You alone decide who you will be.
In small steps your character is formed every day.”

Anne Dotson & Karen Wisont
Bibliography (APA Style)

What is a bibliography?

A bibliography is a list of sources used in compiling a document. You should arrange the bibliography in alphabetical order by the author’s last name or, if there is no author, by the first main word of the title. You can ignore “A,” “And,” and “The” in a title.

There are several bibliographic styles, and your instructor may prefer a specific one. Be sure to find out which style you should use. Don’t mix styles because you may confuse your reader. The examples in this bibliography are written in the American Psychological Association (APA) style, which is commonly used in psychology and other social sciences.

Examples

Below are example entries for different kinds of materials you might need to include in a bibliography.

A BOOK WITH ONE AUTHOR

A BOOK WITH TWO OR MORE AUTHORS

A BOOK WITH AN EDITOR

A TRANSLATION OF A BOOK

AN ANONYMOUS BOOK

A WORK IN MORE THAN ONE VOLUME

A SIGNED ARTICLE IN A JOURNAL

A SIGNED ARTICLE IN A MONTHLY MAGAZINE

A SIGNED ARTICLE IN A DAILY NEWSPAPER

AN UNSIGNED ARTICLE

AN ENTRY IN AN ENCYCLOPEDIA

A BROCHURE (CORPORATE AUTHOR)

The rules for creating an APA-style bibliography are:

- Double-space all entries (the examples on this sheet are single-spaced to save space)
- Use hanging indent paragraph style (align the first line with the left margin, and indent all subsequent lines .5 inches from the left margin)
- Type all authors’ names with the last name first, separated by a comma. Use only initials for the first and middle names, and an ampersand (&) rather than “and” before the last author’s name.
- In titles of books and articles, begin only the first word of each title, subtitle, and proper name with a capital letter. In the titles of journals, begin all significant words with a capital letter.
- Use italics or underlines for the titles of books and periodicals.
- Do not underline or use quotation marks around the titles of periodical articles.
- Give the full names of publishers, excluding “Co.,” “Inc.,” and the like.
- Use the abbreviation “p.” or “pp.” before page numbers in books, magazines, and newspapers, but not for scholarly journals.
- Separate each portion of each bibliography entry with a period followed by one space.
A GOVERNMENT DOCUMENT

COMPUTER SOFTWARE

A FILM OR VIDEOTAPE

A PUBLISHED OR BROADCAST INTERVIEW
*There is no approved style for interviews. You may cite an interview within the text as a personal communication.*

A DOCUMENT ON THE INTERNET

AN ARTICLE FROM AN ONLINE MAGAZINE OR JOURNAL (ACCESED DIRECTLY)

Annotated bibliography

While a bibliography provides readers with the basic details of a source (author, title, publication date), an annotated bibliography adds a summary, or annotation, below each source. This summary includes a few phrases about the work and provides enough information so readers will understand the source’s purpose, context and value within the paper. Begin each phrase with a capital and end with a period, even if it is not grammatically a complete sentence.

HOW TO WRITE AN ANNOTATED BIBLIOGRAPHY:

1. Locate sources (books, periodicals, documents, etc.) that may contain useful information or different perspectives on your topic.

2. Cite the source using the APA reference style.

3. On the lines following the source information, briefly summarize the document (in 150 words or less) doing one or more of the following:
   - Describe the source content, purpose or central theme
   - Note the relevance of the information and the authority or background of the author
   - Indicate the intended audience
   - Explain anything that makes this source unique
   - Make readers aware of any weakness or bias

Examples


I got all the facts about Mother Teresa’s life from this book. From the time she was 12 years old, Mother Teresa (born Agnes Gonxha Bojaxhiu) knew she had to be a missionary to spread the love of Christ. She is most well known for her devotion and service to the poor and disaster-stricken, and for founding the religious order, “The Missionaries of Charity.” The author is very readable and includes a detailed bibliography.


In analyzing the great debate between Mac and PC computers, this article helped me gather facts on each side’s innovations. While PCs have a larger hold on the “at home” market, Macs have quickly gained status in educational and business realms. It seems the two camps have found a way to coincide in this industry by each dominating their own spheres—though which dominates their sphere the most is still at question. PC makers continue to develop cheaper, faster computers for home, office and gaming use, while Apple has developed faster, stronger computers that can easily handle high-resolution graphics and endless media formats. This article is unbiased in nature, letting the facts speak for themselves. It was helpful to see these statistics presented side-by-side as well as the different perspectives offered by experts in the industry.

COPYRIGHT: http://www.library.cornell.edu/copyright.html
What is a bibliography?

A bibliography, or “Works Cited” page, is a list of sources used in compiling a document. You should arrange the bibliography in alphabetical order by the author’s last name or, if there is no author, by the first main word of the title. You can ignore “A,” “And,” and “The” in a title.

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Examples

Below are example entries for different kinds of materials you might need to include in a bibliography.

A BOOK WITH ONE AUTHOR

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AN UNSIGNED ARTICLE

AN ENTRY IN AN ENCYCLOPEDIA

A BROCHURE (CORPORATE AUTHOR)

The rules for creating an MLA-style bibliography are:

- Double-space all entries (the examples on this sheet are single-spaced to save space)
- Use hanging indent paragraph style (the first line of the paragraph is aligned with the left margin, and all subsequent lines are indented .5 inches from the left margin).
- Type authors’ last names first, with the last and first names separated by a comma, unless there are two or more authors. For references that have multiple authors, type the last name first for the first author, and type subsequent names with the first name first.
- Type full titles and begin each important word with a capital letter.
- Use italics for the titles of books, periodicals, films, etc.
- Enclose titles of periodical articles in quotation marks.
- Type publication information (place of publication, publisher’s name, year, and so on) after each reference title.
- In using spaces after periods at the end of a sentence, be consistent and follow your instructor’s advice.
- When no publisher name appears on the website, write N.p. for no publisher given. When sites omit a date of publication write n.d. for no date. For sources found only online (no print version) or on databases that do not provide pagination, write n. pag. for no pagination.
A GOVERNMENT DOCUMENT

A CD ROM

A FILM OR VIDEOTAPE

A PUBLISHED OR BROADCAST INTERVIEW

AN ONLINE-ONLY PUBLICATION

A WEB PAGE

AN ARTICLE FROM AN ONLINE MAGAZINE (ACCESSSED DIRECTLY)

Annotated bibliography

While a bibliography provides readers with the basic details of a source (author, title, publication date), an annotated bibliography adds a summary, or annotation, below each source. This summary includes a few phrases about the work and provides enough information so readers will understand the source’s purpose, context and value within the paper. Begin each phrase with a capital and end with a period, even if it is not grammatically a complete sentence.

HOW TO WRITE AN ANNOTATED BIBLIOGRAPHY:

1. Locate sources (books, periodicals, documents, etc.) that may contain useful information or different perspectives on your topic.
2. Cite the source using the MLA reference style.
3. On the lines following the source information, briefly summarize the document (in 150 words or less) doing one or more of the following:
   - Describe the source content, purpose or central theme
   - Note the relevance of the information and the authority or background of the author
   - Indicate the intended audience
   - Explain anything that makes this source unique
   - Make readers aware of any weakness or bias

Examples


I got all the facts about Mother Teresa’s life from this book. From the time she was 12 years old, Mother Teresa (born Agnes Gonxha Bojaxhiu) knew she had to be a missionary to spread the love of Christ. She is most well known for her devotion and service to the poor and disaster-stricken, and for founding the religious order, “The Missionaries of Charity.” The author is very readable and includes a detailed bibliography.


In analyzing the great debate between Mac and PC computers, this article helped me gather facts on each side’s innovations. While PCs have a larger hold on the “at home” market, Macs have quickly gained status in educational and business realms. It seems the two camps have found a way to coincide in this industry by each dominating their own spheres—though which dominates their sphere the most is still at question. PC makers continue to develop cheaper, faster computers for home, office and gaming use, while Apple has developed faster, stronger computers that can easily handle high-resolution graphics and endless media formats. This article is unbiased in nature, letting the facts speak for themselves. It was helpful to see these statistics presented side-by-side as well as the different perspectives offered by experts in the industry.

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**Multi-Cultural Calendar 2013-2014**

In North America, many special days are observed and/or recognized. There are legal holidays, religious celebrations, special cultural days, and many more. The listings on these pages have been carefully compiled, and while Premier has attempted to ensure the correctness of these dates, we cannot guarantee complete accuracy. Please note that for some special days, the observance starts on the evening of the day before (e.g., Jewish and Muslim holidays). Some religious holidays are difficult to determine as they are based on lunar and astrological variables.(esp. Hindu holidays) Your comments, suggestions, or corrections are kindly invited; please write to premier@premier.us

### July 2013
- **Jul 1** Canada Day—Fête du Canada Canada
- **Jul 4** Independence Day USA
- **Jul 9** Akash Pahal Day India
- **Jul 10** Mexico Independence Day Mexico
- **Jul 11** Feast of St. Benedict Catholic
- **Jul 13** Assumption Day Catholic
- **Jul 14** Eid al-Fitr (end of Ramadan) Islamic
- **Jul 17** Eid al-Adha Islamic
- **Jul 21** Christmas Day Christian
- **Jul 24** Canada Day Canada
- **Jul 25** Constitution Day, 1952 Puerto Rico
- **Jul 26** New York—11th State, 1788 NY
- **Jul 27** Rhode Island—5th State, 1790 RI
- **Jul 31** Feast of St. Ignatius of Loyola Catholic

### August 2013
- **Aug 1** Colorado—38th State, 1876 CO
- **Aug 1** Dormition Fast (14 days) Orthodox
- **Aug 2** Quds Day Islamic
- **Aug 3** Lag BaOmer Jewish
- **Aug 4** American Family Day AZ
- **Aug 5** Civic Holiday Canada
- **Aug 5** Colorado Day CO
- **Aug 6** Hiroshima Day Historical
- **Aug 6** Transfiguration of the Lord Catholic / Orthodox
- **Aug 8** Eid al-Fitr (end of Ramadan) Islamic
- **Aug 10** Missouri—24th State, 1821 MO
- **Aug 12** Victory Day, VI Day RI
- **Aug 15** Assumption Mass in San Antonio Catholic
- **Aug 15** Dormition of the Theotokos Orthodox
- **Aug 16** Bennington Battle Day Vermont
- **Aug 19** Discovery Day, 1896 Canada / YT
- **Aug 19** National Aviation Day USA
- **Aug 21** Hawaii—50th State, 1959 HI
- **Aug 21** Raksha Bandhan Hindu
- **Aug 27** Lyndon B. Johnson’s Birthday TX
- **Aug 28** Sri Krishna Jayanti Krishen Dham (Canada)
- **Aug 30** Hue P. Long Day LA

### September 2013
- **Sep 1** A8, SK Confederation, 1905 Canada
- **Sep 1** Installation of Scriptures (Birthday) Sikh
- **Sep 1** Orthodox New Year Orthodox (East)
- **Sep 2** Labor Day / Labour Day USA / Canada
- **Sep 3** Revolution Day ends, 1783 USA
- **Sep 4** St. Louis Day Catholic
- **Sep 5** Rush Hashanah (Jewish New Year) Jewish
- **Sep 5** International Literacy Day U.N.
- **Sep 6** Nativity of the Virgin Mary Christian
- **Sep 7** Torahkos (Nativity of the Virgin Mary) Orthodox
- **Sep 9** Ganesh Chaturthi Hindu
- **Sep 9** California—31st State, 1850 CA
- **Sep 10** Nativity of St. Francis of Assisi Catholic
- **Sep 10** Nativity of St. John the Baptist Christian
- **Sep 11** Nativity of St. John the Baptist Christian
- **Sep 11** Nativity of the Virgin Mary Christian
- **Sep 11** Nativity of the Virgin Mary Christian
- **Sep 12** Nativity of the Virgin Mary Christian
- **Sep 13** Independence Day, 1776 USA
- **Sep 16** Discovery Day, 1896 Canada
- **Sep 16** First Day of Winter Bihar
- **Sep 17** Citizenship Day, 1787 USA
- **Sep 18** Michigan Day USA
- **Sep 19** San Gennaro Day Italian-American
- **Sep 20** Jordan Day Jordan
- **Sep 20** Independence Day Canada
- **Sep 20** Independence Day USA
- **Sep 21** Independence Day USA
- **Sep 22** Autumn Equinox (Fall begins) Seasonal
- **Sep 26** Shemini Atzeret Jewish
- **Sep 27** Simchat Torah Jewish
- **Sep 28** Frances Willard Day WI
- **Sep 29** St. Michael and All Angels Catholic / Christian

### October 2013
- **Oct 4** Feast of St. Francis of Assisi Catholic
- **Oct 5** Navratri (9 days) Hindu
- **Oct 6** World Communion Day Christian
- **Oct 7** National Child Health Day Cultural
- **Oct 7** World Habitat Day U.N.
- **Oct 8** Sing for Water Day USA
- **Oct 8** Birth of Guru Ram Das Sikh
- **Oct 9** World Day of Prayer U.N.
- **Oct 9** Lefk Erikson Day Cultural
- **Oct 14** Columbus Day USA
- **Oct 14** Columbus Day USA
- **Oct 14** Columbus Day USA
- **Oct 14** Columbus Day USA
- **Oct 15** Thanksgiving Day—Action of graces Canada
- **Oct 15** Eid al-Adha Islamic
- **Oct 16** World Food Day U.N.
- **Oct 17** Alaska Day, 1867 AK
- **Oct 18** Avadaana Buddhist
- **Oct 19** Sweetest Day cultural
- **Oct 19** Yorokon Victory Day, 1781 VA
- **Oct 20** Birth of the Báb, 1819 Bahá’í
- **Oct 21** World Peace Day USA
- **Oct 24** World Peace Day USA
- **Oct 24** World Peace Day USA
- **Oct 25** Nevada Day—34th State, 1864 NV
- **Oct 31** Reformation Day, 1517 Protestant
- **Oct 31** Halloween (All Hallows Eve) Cultural

### November 2013
- **Nov 1** All Saints’ Day Catholic / Christian
- **Nov 1** Thanksgiving Day USA
- **Nov 1** Thanksgiving Day USA
- **Nov 1** Thanksgiving Day USA
- **Nov 2** D. Hamilton Jackson Day Virgin Islands
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- **Nov 2** D. Hamilton Jackson Day Virgin Islands
- **Nov 3** Deepavali (Dipavali, Diwali) Buddhist / Hindu
- **Nov 4** will Rogers Day OK
- **Nov 4** Bondfire Night (Guy Fawkes Night) Britain
- **Nov 5** Al-Hijra / Muharram (New Year) Islamic
- **Nov 6** Veterans’ Day (Presidents Day) USA
- **Nov 7** Thanksgiving Day USA
- **Nov 7** Thanksgiving Day USA
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- **Nov 7** Thanksgiving Day USA
- **Nov 7** Thanksgiving Day USA
- **Nov 8** Montana—41st State, 1889 MT
- **Nov 9** Marine Corps Birthday, 1775 USA
- **Nov 11** Veterans’ Day (Presidents Day) USA
- **Nov 11** Veterans’ Day (Presidents Day) USA
- **Nov 11** Veterans’ Day (Presidents Day) USA
- **Nov 11** Veterans’ Day (Presidents Day) USA
- **Nov 12** Birthday of Baha’u’llah Bahá’í
- **Nov 14** Ashura (Ashoora) Islamic
- **Nov 15** Nativity Fast (40 days) Orthodox
- **Nov 16** International Day of Tolerance U.N.
- **Nov 17** Birthday of Guru Nanak Sahib Singh
- **Nov 18** Veterans’ Day (Presidents Day) USA
- **Nov 19** Discovery Day, 1492 Puerto Rico
- **Nov 20** Sir Wilfrid Laurier Day Canada
- **Nov 20** Universal Children’s Day U.N.
- **Nov 21** North Carolina—12th State, 1789 NC
- **Nov 24** Feast of Christ the King Catholic
- **Nov 25** St. Catherine’s Day Catholic
- **Nov 26** Day of the Covenant Bahá’í
- **Nov 28** Thanksgiving Day USA
- **Nov 28** Ascension of Abdul-Bahá Bahá’í
- **Nov 29** Hanukkah / Chanukah (Festival of Lights) (8 days) Jewish
- **Nov 29** Nellie Taylor Ross’s Birthday WY
- **Nov 30** St. Andrew’s Day Catholic

### December 2013
- **Dec 1** Advent (through Dec 24) Catholic / Christian
- **Dec 1** World AIDS Day U.N.
- **Dec 3** Illinois—21st State, 1818 IL
- **Dec 5** St. Nicholas Day Cultural / Europe
- **Dec 7** Pearl Harbor Remembrance Day, 1941 Historical
- **Dec 8** Bohdi Day (Rahula) Buddhist
- **Dec 9** Immaculate Conception Catholic
- **Dec 10** International Human Rights Day U.N.
- **Dec 12** Kentucky—6th State, 1792 KY
- **Dec 15** Bill of Rights Day, 1791 USA
- **Dec 16** Canada adopts Maple Leaf Flag, 1964 Canada
- **Dec 17** Utah—4th State, 1850 UT
- **Dec 18** Christmas Day Catholic / Cultural
- **Dec 25** Christmas Day (Nativity of Christ / Noel) Christian / Cultural
- **Dec 26** Boxing Day Canada / UK
- **Dec 26** Boxing Day Canada / UK
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### January 2014
- Jan 1: Emancipation Proclamation, 1863 USA
- Jan 1: Feast of St. Basil Orthodox
- Jan 1: Feast of the Circumcision Byzantine
- Jan 1: Ganpati (New Year) Shinto
- Jan 1: New Year’s Day — Jour de l’an Canada / USA
- Jan 1: Sol-nal (Korean New Year) Korea
- Jan 2: Georgia — 4th State, 1788 GA
- Jan 3: Alaska — 49th State, 1959 AK
- Jan 4: Utah — 45th State, 1896 UT
- Jan 5: Birthday of Guru Gobind Singh Sikh
- Jan 5: Twelfth Night Festival Catholic
- Jan 6: Epiphany / Three Kings Day Catholic
- Jan 6: Feast of Theophany Orthodox (Mk 1:1-11)
- Jan 6: New Mexico — 17th State, 1912 NM
- Jan 7: Nativity of Christ (Julian cal.) Orthodox
- Jan 8: Battle of New Orleans Day, 1815 LA
- Jan 9: Connecticut — 5th State, 1788 CT
- Jan 11: St. John A. Macdonald Day Canada
- Jan 12: Baptism of the Lord Jesus Orthodox / Christian
- Jan 13: Birthday of Eugenio Maria de Hostos Puerto Rico
- Jan 13: Maghi Sikh
- Jan 13: Mawlid al-Nabi (Sunnī) Islamic
- Jan 14: Orthodox New Year Orthodox (West)
- Jan 15: Tu B’Shevat (Tu Bishvat) Jewish
- Jan 16: Mahasaya Buddhist New Year Buddhist
- Jan 17: Lee-Jackson Day VA
- Jan 18: Mawlid al-Nabi (Sh'ia) Islamic
- Jan 19: Confederate Heroes Day TX
- Jan 19: Feast of Theophany (Julian cal.) Orthodox (East)
- Jan 19: Robert E. Lee’s Birthday AR FL KY LA SC
- Jan 19: World Religion Day Bahá’í
- Jan 19: Waving Equality Day WN
- Jan 20: Robert E. Lee Day AL MS
- Jan 20: Idaho Human Rights Day ID
- Jan 21: Civil Rights Day AZ
- Jan 21: Dr. Martin Luther King, Jr Day USA
- Jan 25: Burns Night Scottish
- Jan 26: Michigan — 26th State, 1837 MI
- Jan 27: Signing of the Vietnam Peace Agreement, 1973 USA
- Jan 29: Kansas — 34th State, 1861 KS
- Jan 30: F. D. Roosevelt’s Birthday KY
- Jan 31: Birthday of Guru Har Rai Sikh
- Jan 31: Chinese New Year, 4712 — Year of the Horse Chinese

### February 2014
- Feb 1: National Freedom Day USA
- Feb 1: St. Brigid of Kildare Celtic / Christian
- Feb 2: Candlemas Orthodox (West)
- Feb 2: Groundhog Day Cultural
- Feb 4: Vasant (Basant) Panchami Hindu / Sikh
- Feb 6: Massachusetts — 6th State, 1788 MA
- Feb 6: Ronald Reagan’s Birthday USA
- Feb 7: Laura Ingalls Wilder’s Birthday Cultural
- Feb 8: Boy Scout Day Cultural
- Feb 12: Abraham Lincoln’s Birthday USA
- Feb 12: Georgia Day GA
- Feb 14: Arizona — 48th State, 1912 AZ
- Feb 14: Oregon — 33rd State, 1859 OR
- Feb 14: Valentine’s Day — Saint Valentine Cultural
- Feb 15: Nirvana Day Buddhist
- Feb 15: Candlemas Orthodox (East)
- Feb 15: National Flag of Canada Day Canada
- Feb 15: Susan B. Anthony Day CO FL MN WI
- Feb 17: Daisy Gatson Bates Day AR
- Feb 17: Family Day Canada
- Feb 17: Heritage Day Canada
- Feb 17: Louis Riel Day Canada
- Feb 17: Presidents’ Day USA
- Feb 22: George Washington’s Birthday USA
- Feb 23: Iwo Jima Day USA
- Feb 24: Dia de la Bandera (Flag Day) Mexico
- Feb 26: Ayyavazhi Bahá’í
- Feb 28: Maha Shivaratri Hindu

### March 2014
- Mar 1: Nebraska — 37th State, 1867 NE
- Mar 1: Ohio — 17th State, 1803 OH
- Mar 2: Texas Independence Day, 1836 TX
- Mar 3: Florida — 27th State, 1845 FL
- Mar 3: Casimir Pulaski Day Polish
- Mar 3: Great Lent (40 days) Orthodox
- Mar 4: Vermont — 14th State, 1791 VT
- Mar 4: Town Meeting Day VT
- Mar 4: Shrove Tuesday (Mardi Gras) Catholic / Christian
- Mar 5: Ash Wednesday Catholic / Christian
- Mar 5: Lent (40 days) Catholic / Christian
- Mar 8: International Women’s Day U.N.
- Mar 10: Harriet Tubman Day Cultural
- Mar 10: Commonwealth Day Canada
- Mar 14: Nanakshahi Sikh New Year (Chet 1) Sikh
- Mar 15: Maine — 23rd State, 1820 ME
- Mar 16: Magha Puja Day Buddhist
- Mar 16: Purim Jewish
- Mar 16: Youth Day OK
- Mar 17: Evangelization Day MA (Suffolk Co.)
- Mar 17: St. Patrick’s Day Irish / Cultural
- Mar 17: Holi Hindu
- Mar 20: Vernal Equinox (spring begins) Seasonal
- Mar 21: Naw-Ruz Bahá’í
- Mar 21: World Poetry Day Cultural
- Mar 22: Akshaya Tritiya Hindu / Sikh
- Mar 23: World Meteorological Day U.N.
- Mar 25: Annunciation Orthodox
- Mar 25: Maryland Day, 1634 MD
- Mar 26: Penuen kanaka Kalanaianaole Day Hawaii
- Mar 31: Seward’s Day AK
- Mar 31: César Chávez’s Birthday Cultural
- Mar 31: NL Confederation, 1949 Canada
- Mar 31: Transfer Day Virgin Islands
- Mar 31: Ramayana (7 days) Hindu

### April 2014
- Apr 1: April Fool’s Day Cultural
- Apr 1: Nú Confederation, 1999 Canada
- Apr 2: Fasca Florida Day FL
- Apr 4: Rev. M. L. King, Jr. assassinated, 1968 USA
- Apr 5: Booker T. Washington’s Birthday Cultural
- Apr 13: Thomas Jefferson’s Birthday Al, OK
- Apr 8: Rama Navami Hindu
- Apr 9: Civil War ends, 1865 USA
- Apr 10: National Siblings Day Cultural
- Apr 13: Entrance into Jerusalem Orthodox (East)
- Apr 13: Palm Sunday Christian
- Apr 14: Khalsa Day — Vaisakhi Sikh
- Apr 14: Pan American Day Americas
- Apr 15: Pulitzer Prize Peyton (8 days)
- Apr 16: José de Diego’s Birthday Puerto Rico
- Apr 17: Holy Thursday (Maundy Thursday) Christian
- Apr 18: Good Friday / Holy Friday Catholic / Christian
- Apr 18: Birthday of Guru Angad Dev Sikh
- Apr 18: Birthday of Guru Tegh Bahadur Sikh
- Apr 20: Easter Sunday — Pâques Christian
- Apr 20: Pascha (Orthodox Easter)
- Apr 21: Easter Monday Christian
- Apr 21: Patriots’ Day, 1775 MA
- Apr 21: Ridvan (12 days) Bahá’í
- Apr 21: San Jacinto Day, 1836 TX
- Apr 22: Earth Day Cultural
- Apr 22: Oklahoma Day OK

### May 2014
- May 1: May Day Cultural
- May 3: World Press Freedom Day U.N.
- May 5: Cinco de Mayo Mexico
- May 5: Yom haZikaron Jewish
- May 6: Yom haAtzmaut Jewish
- May 7: National Teacher Day USA
- May 10: Memorial Day USA
- May 15: International Day of Families U.N.
- May 17: Armed Forces Day USA
- May 17: Lag B’omer Jewish
- May 19: Victoria Day Canada
- May 20: Meikleburg Independence Day, 1775 NC
- May 23: Birthday of Guru Amar Das Sikh
- May 24: Declaration of the Báb Bahá’í
- May 25: South Carolina — 8th State, 1788 SC
- May 27: Memorial Day USA
- May 29: Ascension of Bahá’u’lláh Bahá’í
- May 29: Rhode Island — 13th State, 1790 RI
- May 29: Wisconsin — 30th State, 1848 WI
- May 29: Ascension Day Catholic / Christian
- May 29: Ascension of the Lord Orthodox
- May 30: Feast of St. Joan of Arc Catholic
- May 31: World No-Tobacco Day U.N. / Cultural

### June 2014
- Jun 1: Kentucky — 15th State, 1792 KY
- Jun 1: Tennessee — 16th State, 1796 TN
- Jun 3: Jefferson Davis’s Birthday USA
- Jun 4: Shavu’ot Jewish
- Jun 5: World Environment Day U.N.
- Jun 6: World Environment Day U.N.
- Jun 8: Pentecost Orthodox
- Jun 8: Pentecost Christian
- Jun 11: King Kamehameha I Day HI
- Jun 12: Lailat al Bara’ Islamic
- Jun 13: Pousam / Dhamma Vijaya Buddhist
- Jun 13: Yukon Confederation, 1898 Canada
- Jun 14: Flag Day USA
- Jun 14: Robert La Follette, Sr. Day WI
- Jun 15: Arkansas — 25th State, 1836 AR
- Jun 15: Separation of Church and State DE
- Jun 15: Trinity Sunday Catholic / Christian
- Jun 15: Father’s Day — Fête des Pères Catholic
- Jun 16: Apostles’ Fast (ends Jun 29) Orthodox
- Jun 16: Trinity Test, 1945 Historical
- Jun 17: Bunker Hill Day, 1775 MA (Suffolk Co.)
- Jun 19: Emancipation Day, 1865 TX
- Jun 19: Juneteenth, 1865 Cultural
- Jun 19: Corpus Christi Catholic / Christian
- Jun 20: West Virginia — 35th State, 1863 WV
- Jun 21: Summer Solstice Seasonal
- Jun 24: National Aboriginal Day Canada
- Jun 24: New Hampshire — 9th State, 1788 NH
- Jun 25: John Cadot Discovery Day, 1677 USA
- Jun 25: Virginia — 10th State, 1788 VA
- Jun 28: Ramadan (begins) Islamic
- Jun 29: Feast of Saints Peter and Paul Catholic / Orthodox
Student Volunteer Connection (SVC) is a student organization that aims to get TAMUCC students actively involved and committed to community service, make community service opportunities more accessible to students and to connect the campus to the community.

MEETINGS ON WEDNESDAYS @ 6PM

FMI: svc@tamucc.edu / 825-2707
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FMI: FACEBOOK.COM/TAMUCC.ART

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Student Government is a student-run, campus-wide organization developed to provide students with a voice in the decision-making processes of the university. SGA members are encouraged to discuss their opinions, criticisms, and expectations to promote a student-friendly environment and uphold the general welfare of the student body.

For information on elections or joining a committee visit:

sga.tamucc.edu
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