



GARDEN CITY  
COMMUNITY COLLEGE

# STUDENT HANDBOOK

2018-2019



COLLEGE LIFE  
*BUSTER LIFE*





801 Campus Drive  
Garden City, Kansas 67846  
(620) 276-7611  
[www.gcccks.edu](http://www.gcccks.edu)

Fall 2018

Students,

Welcome to Garden City Community College. You are embarking on a new experience and I want to congratulate you for your choice of Garden City Community College to further your education. Garden City Community College has been delivering quality education for nearly 100 years and we will be celebrating our centennial in 2019.

Garden City Community College exists specifically for you as students. Our mission is to produce positive contributors to society. At the very heart of GCCC is our Values which focus directly on serving you and preparing you for transfer, workforce and life. Our faculty and staff are dedicated to providing quality education and experience and making Garden City Community College a positive experience for you.

Garden City Community College provides a unique opportunity to be engaged in a number of workforce careers, transfer majors and co-curricular student organizations as well. We provide a thorough and comprehensive student experience that is not replicated at many other community colleges. The college provides over 26 student organizations to assist in developing leadership, community service and growth as an individual.

Garden City Community College is a special place and STUDENTS are the focus of all that we do at GCCC. I am excited to have you as a Broncbuster and I look forward to an enjoyable year ahead as we work together to shape and change our college, community, state and nation. Together we make a difference and Broncbusters will lead the way.

Wishing you a great and successful year,

Ryan J. Ruda  
Interim President

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# Contact Information – Student Login and Password

## Network Login Access:

- Your network login (all lowercase) is created after your initial GCCC course enrollment:  
firstname.lastname
- Check your BusterMail account to retrieve an email from the GCCC Network Administrator (administrator@gcccks.edu) to obtain your login information.
- If you have a common name (i.e., John Smith), your login may include random numbers (i.e., john.smith789).
- For assistance, please contact a Campus Technology Administrator (reverse side).

## BusterMail:

- Your e-mail address is your firstname.lastname@student.gcccks.edu (all lowercase)
- Your initial Password is the first initial of your first name (lowercase), the first initial of your last name (uppercase) and your birthdate (8 digits) in the MMDDYYYY format (i.e., if your name is 'John Doe' and your DOB is March 20, 1985, your password is jD03201985).
- If you have a common name (i.e., John Smith), your login may include random numbers (i.e., john.smith789).
- For assistance, please contact a Campus Technology Administrator (reverse side).

## BusterWeb:

- Your username is: firstname.lastname
- Your initial Password is the first initial of your first name (lowercase), the first initial of your last name (uppercase) and your birthdate (8 digits) in the MMDDYYYY format (i.e., if your name is 'John Doe' and your DOB is March 20, 1985, your password is jD03201985).
- If you have a common name (i.e., John Smith), your login may include random numbers (i.e., john.smith789).
- For assistance, please contact a Campus Technology Administrator (reverse side).

## Canvas:

- Your username is: firstname.lastname
- Your password is the same as your GCCC network password (emailed by the GCCC Network Administrator).
- For assistance, please contact a Campus Technology Administrator (reverse side).
- NOTE: Canvas classes can only be accessed once courses have started.

To access the above accounts please visit the GCCC homepage [www.gcccks.edu](http://www.gcccks.edu) and select the Students tab at the top of the page. You will find the BusterMail, BusterWeb and Canvas links under the Quick Links section.

## RAVE

Rave is an emergency notifications system that can send out messages via text message/SMS and voice broadcast.

## As a GCCC student, you are automatically registered for this service.

To make changes to your account, a written request must be made to the Records Office in the SCSC Building.

## Civic Ready

Notification system uses e-mail, text messages or phone calls to immediately notify citizens of severe weather as the information is released from the National Weather Service. To sign up, go to <http://ks-finneycounty.civicready.com> and enter your information. You can customize your settings to receive the notifications you desire.

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## For Assistance, please contact:

For students who may be experiencing Login and Password problems

(i.e., forgot password, unable to log in, etc.), please see the appropriate contact person below.

**Reset Password: Requests to reset passwords should be submitted via email to: [password.reset@gcccks.edu](mailto:password.reset@gcccks.edu). The requests must include name of student, GCCC ID, and date of birth.**

## Network Login

**Saffell Library Staff**  
Phone: 620-275-3224

**Leslie Wenzel**  
Phone: 620-275-3220  
[leslie.wenzel@gcccks.edu](mailto:leslie.wenzel@gcccks.edu)

## BusterMail (GC3 College Email Account)

**Saffell Library Staff**  
Phone: 620-275-3224

**Leslie Wenzel**  
Phone: 620-275-3220  
[leslie.wenzel@gcccks.edu](mailto:leslie.wenzel@gcccks.edu)

## Tammy Tabor

Phone: 620-276-9508  
[tammy.tabor@gcccks.edu](mailto:tammy.tabor@gcccks.edu)

## BusterWeb (Class Information, GradeBook, Transcript)

### Registrar's Office

Phone: 620-276-9530 or 620-276-9605 Email:  
[registration@gcccks.edu](mailto:registration@gcccks.edu)

## Canvas (Online eLearning Software)

### Lecia Sims

Phone: 620-276-0473      [lecia.sims@gcccks.edu](mailto:lecia.sims@gcccks.edu)  
[distancelearning@gcccks.edu](mailto:distancelearning@gcccks.edu)

## Student Services Directory

NAME	TITLE	BUILDING	PHONE 276-...
Daniel Reyes	GC3 Media	JCVT	9500
	Admin. Secretary to the Vice President of Student Services and Athletics	SCSC	9519
Rafaela Arana	Assessment Coordinator	SCSC	9654
Patricia Miller	College Health Nurse	Student Center	9601
Melanie Hands	Coordinator of Disabilities	SCSC	9671/9638
Colin Lamb	Dean of Student Services	SCSC	9683
JoAnn Garrier	Counselor	SCSC	9635
	Academic Advisor	SCSC	275-3243
Lecia Sims	Coordinator of Instructional Design	SCSC	275-3243
Ryan Ruda	Vice President for Instruction		
	and Student Services	SCSC	9597
Tammy Tabor	Director of Enrollment Management	SCSC	9508
Susan Miller	Admissions Representative and		
	International Coordinator	SCSC	9662
Samantha Garcia	Admission Representative	SCSC	9531
William Howell	Admission Representative	SCSC	9537
Melinda Harrington	Director of Financial Aid	SCSC	9598
Jill Lucas	Assistant Director of Financial Aid	SCSC	9514
Shajia Donecker	Financial Aid Advisor	SCSC	9667
Marie Bradley	Food Service Director	Student Center	9607
Nancy Unruh	Registrar	SCSC	9571
Donna Boese	Asst. Registrar	SCSC	9605
Sydney Strickert	Records Assistant	SCSC	9530
Christine Dillingham	Director of Residential Life	Residence Halls	9642
Annette Waetzig	Residential Life Office Manager	Residence Halls	9516
Kurt Peterson	SSS Director	SAFL	275-3245
Johana Gonzalez	SSS Advisor	SAFL	276-9674
Velia Rodriguez	SSS Tutor Coordinator	SAFL	276-9670
Manuela Vigil	SSS Data Coordinator	SAFL	276-9660
Caleb Young	Athletic Academic Advisor	SCSC	275-3219
Debbie Lopez	Family Crisis Campus Advocate	SCSC	276-9672
Leslie Wenzel	Director of Student Success	SAFL	275-3220
Lauren Rockhold	Coordinator of Student Activities	BTSC	0474

\*All student services are located in the Student and Community Services Center (SCSC) except where listed

## Building Abbreviations Key

ACAD - Academic Building

SCSC - Student & Community Services Center

ANNX - Gary Jarmer Annex

EGV - East Garden Village

JOYC - Pauline Joyce Fine Arts Building

SAFL - Thomas F. Saffell Library

PHYP - Physical Plant

DPAC - Dennis Perryman Athletic Center

PENK - Penka Building

FOUS - Fouse Science/Math Building

BTSC - Beth Tedrow Student Center

JCVT - John Collins Vocational Building

AOC- Access and Opportunity Center

Welding Lab

Broncbuster Housing

## The Community

Garden City, with a population of 30,000, and an average age of 31, is the largest and fastest growing city in Southwest Kansas.

With numerous feed yards and large areas of irrigated farmland, employment in Garden City and Finney County tends to be related to agriculture. In addition, Sunflower Electric Cooperative has invested close to \$500 million in Finney County through its coal-fired electric generating plant west of Garden City.

Garden City residents enjoy the advantages of many educational, medical, cultural and recreational services. In addition to the college, Garden City boasts 14 public and two parochial grade schools, two middle schools, two fifth and sixth grade centers, and one high school and a variety of nursery and pre-schools.

Garden City has the largest hospital between Wichita and Colorado Springs. There are also many churches, public parks, a zoo, a huge outdoor swimming pool, tennis courts, a municipal golf course and a public library.

## The College

The first four community colleges in Kansas were established in 1919, and GCCC is one of the two from that group which still exist. It was created by county-wide election on April 1, 1919, and opened in September of the same year. GCCC initially shared facilities with Garden City High School, and opened with a first class of less than three dozen students. The first graduate, Mildred Hope of Garden City, received her degree in the spring of 1920. The college moved to the then-new Garden City High School building in 1954, and first occupied a campus of its own in 1958 on property where Buffalo Jones Elementary School is located.

The Kansas Legislature passed the Community College Act in 1965, authorizing the establishment of 22 independent colleges including GCCC. This authorized the institution to levy taxes, conduct its own programs, and function independently of the K-12 school system. County voters elected the first GCCC Board of Trustees in July 1965, and the first college president, L.C. Crouch, was hired.

The original 13-building, 63-acre campus at 801 Campus Drive was designed between July, 1965 and January, 1966. In addition, GCCC owns 75 acres east of Campus Drive. That property includes a baseball practice building, football and soccer practice areas, and a running track. The city of Garden City added a baseball field and a softball complex to the East campus in the spring of 1996.

Voters approved a \$2.5 million bond issue, supplemented by a \$538,000 federal grant for construction. Buildings erected between 1968 and 1970 were the Residence Hall, Student Center, Academic Building, Thomas F. Saffell Library, Administration Building, Warren L. Fouse Science-Math Building, Pauline Joyce Fine Arts Building and the Physical Education Building. The John Collins Vocational Building was added in 1974. The Williams Baseball Stadium, named for Garry and Janet Williams, was added in 1986, and a residential life addition was built in 1978. The Penka Building, named for Sister Aquinata Penka, was added in 1986 when additions were completed to the Joyce, Collins and PE Buildings.

In January of 1996, a 15,000 sq. ft. 1.4 million dollar technical teaching laboratory was completed so that GCCC could provide more training for workers in area and national industries. In 2007, the Annex was renamed the Gary E. Jarmer Technical Annex.

In 2002, three new apartment style residence complexes were built and extensive renovations were made to the existing student housing. An addition to the existing Student Center was completed in January, 2004, and the Center was renamed the Beth G. Tedrow Student Center.

In January of 2005, the Physical Education Building was renamed the Dennis B. Perryman Athletic Complex. Later that same year, construction began on a three-level, two story addition to the south end of the Administration Building. The new Student and Community Service Center was completed in August, 2006. This \$3.12 million project provided a single location for student services, community services, and adult education programs. Created in partnership with the City of Garden City, the Southwest Kansas Fire Training Center opened on campus in 2008. Garden City Community College continued to grow along with the economic development in Southwest Kansas, and in 2014 GCCC realized a 7% increase in enrollment—the highest increase of the 19 Kansas Community Colleges.

In September of 2013 the residence halls were filled to capacity with students on a waiting list. Construction began on new student housing during early 2014. Just across from the college on Spruce Street, this new housing saw its first students in January of 2015. Governor Sam Brownback and over 100 people attended the

ribbon cutting ceremony for Broncbuster Housing. Continued increases in enrollment furthered the need for additional housing. During Fall 2016, GCCC purchased the Wagner Apartments complex located just south of the college behind the newer Broncbuster Housing. The apartments were named "Broncbuster Suites," and saw the first students being housed there in the fall 2016 semester.

In 2014, GCCC was recognized as "Outstanding College of the Year" by the Rural Community College Alliance (RCCA). Additionally, CNN Money Magazine ranked GCCC among the top 24 community colleges in the nation; GCCC ranked #31 in the list of top community colleges in the nation by "The 50 Best Community Colleges". In 2015, GCCC was named to Aspen Institute's top 10% of community colleges in America and has been listed as a "Military Friendly" college for 2016, 2017, and 2018.

Administration introduced a mobile classroom in 2013, funded by the TRAC 7 grant. The mobile classroom has internet access and up to 25 instructional computers which can provide on-site training at various locations in remote areas.

During fall 2014, the college opened its brand new Phase I multi-sports complex with seating for 3,000 spectators. The complex is home to Broncbuster Track and Field, Soccer, and Football. The complex is located near campus housing and all field sports offered at GCCC. The inaugural football game was played against Highland Community College on August 30, 2014. The Busters won the game 29-26. The complex has quickly become a hub for community events and hosted the 1A Regional Track meet in both 2015 and 2016. GCCC hosted the NJCAA Region VI Track & Field Championships in May 2016.

During the month of June, 2014, the Garden City Community College Board of Trustees unanimously voted to transition the existing Department of Campus Safety to a professional law enforcement agency. The licensed police department proposal included several full-time and part-time commissioned police officers, along with a current full-time position for a Campus Police Chief. After receiving state approval, the GCCC Police Department's first official day was July 1, 2014. In March, 2015, a tornado siren was installed on campus and linked with the City of Garden City system.

The summer of 2015 saw major improvements to buildings and parking lots at Garden City Community College. Several buildings were updated to make better use of space and remodeling was completed to bring campus compliant to current code.

The Broncbuster Bookstore relocated to the first floor of Beth Tedrow Student Center. A cyber café with coffee bar seating and WIFI access was added. The student lounge was also renovated and a new activities center was added.

The Dennis Perryman Athletic Center was remodeled, bringing the building to ADA compliance. A mural was also added featuring successful student athletes.

Utilizing a U.S. Department of Labor Trade Adjustment Assistance Community College and Career Training (TA-ACCCT) grant, the welding center moved to a new updated facility, expanding capacity to serve more students.

## Mission Statement

Garden City Community College exists to produce positive contributors to the economic and social well-being of society.

## Vision Statement

GCCC will be the premier educational nexus of progress, providing world class learning in a dynamic environment. From here, you can go anywhere.

## Values

**Bold Innovation**  
**Unwavering Integrity**  
**Service and Collegiality**  
**Trust, Transparency & Accountability**  
**Empowered Creativity & Academic Freedom**  
**Responsible Leadership**  
**Student-Centered Focus**

## Symbols and Seals

The Broncbuster is the college mascot, initially selected by the class of 1939 as the college symbol. A logo featuring the letters "GCCC," designed by a student, was adopted by the Board of Trustees as the official college symbol in 1989. Brown and gold are the official college colors, representative of the college flower, the sunflower.

The emblematic Seal of the College was designed by an early Fine Arts student, Thelma Whitney, and art instructor Vera L. Stone. The 32 petals of the sunflower represent the 32 members of the first class. The lamp of knowledge atop two books, the sugar beets, denoting the original name of the school newspaper, the organizing date and the motto, Plus Ultra (Ever Upward), are significant to GCCC. The seal was officially adopted for the college by the Board of Education.

## The Alma Mater

On the plains of Western Kansas  
Glorious to view,  
Stands our College Alma Mater  
Hail, Oh, Hail, to you!

Glorious, Victorious  
Famous Brown and Gold  
Hail, Oh Hail, you Broncbusters  
Hail, Oh Hail, to you.

## Athletics

The college is a member of the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association. Men's athletic programs include football, basketball, baseball, golf, rodeo, soccer, track and cross country. Women compete in volleyball, basketball, rodeo, softball, soccer, cross country and track. GCCC women athletes compete as the Lady Broncbusters; the men athletes as the Broncbusters.

Members of the conference are:

Allen CCC (Iola) Red Devils  
Butler CC (El Dorado) Grizzlies  
Coffeyville CC Red Ravens  
Cowley College (Arkansas City) Tigers  
Fort Scott CC Greyhounds  
Highland CC Scotties  
Independence CC Pirates  
Kansas City, Kansas Blue Devils  
Neosho CCC (Chanute) Panthers  
Seward CCC (Liberal) Saints

Barton CCC (Great Bend) Cougars  
Cloud CCC (Concordia) Thunderbirds  
Colby CC Trojans  
Dodge City CC Conquistadors  
Garden City CC Broncbusters  
Hutchinson CC Blue Dragons  
Johnson CCC (Overland Park) Cavaliers  
Labette CC (Parsons) Cardinals  
Pratt CC Beavers  
New Tech (Goodland) Mavericks



# Campus Directory

When you have a question or problem, there are people on campus who can help you find an answer.

<b><u>Area of Concern</u></b>	<b><u>Whom to See</u></b>	<b><u>Where/Phone</u></b>
Academic Catalog		www.gcccks.edu
Academic Problems	Advisor	Advisor Office
	Counselors	SCSC 276-9635
	Advising Center	SCSC 276-9635, 9640, 3243, 275-3219
Adding or Dropping a Course	Advisor	Advisor Office
	Registrar	276-9530
	Advising Center	SCSC 276-9640, 9635, 3243, 275-3219
Adult Support	Counselors	SCSC 276-9635, 275-3219
	Student Support Services	SCSC 276-9660
Advising	Advisor	Advisor Office
	Advising Center	SCSC 276-9640, 9635, 9638, 3243, 9662, 9508, 275-3219
Alcohol/Drug Resources	Counselors	SCSC 276-9635, 275-3219
Assessment (Placement)	Assessment Center	SCSC 276-9654
Attendance	Contact Instructor	Faculty Offices
Books/Supplies	Bookstore	Student Center 276-9790
Campus Police	Campus Police Department	SCSC (2nd floor) 272-6828
Campus Phone Numbers	Switchboard Operator	Dial "0" (zero)
Counseling and Career Information	Counselors	SCSC 276-9635, 9640 275-3219
	Career Resource Center	SCSC 276-9640, 9635, 3243, 275-3219
Cashing Checks	Business Office	Admin. Building 276-9576
Changing Advisor	Advising Center	SCSC 276-9640, 9638, 9635, 3243, 275-3219
Custodial Supervisor	Building Secretary	Appropriate Bldg
Cosmetology	Cosmetology Department	Penka Building 276-8713
Degree Checks	Advisor	Advisor Office
	Registrar	SCSC 276-9530
	Advising Center	SCSC 276-9640, 9638, 9635, 9662, 3243, 9508, 275-3219
Dining/Snacks/Catering	Food Service Director	Student Center 276-9607
Disability Services/ADA Concerns	Coordinator of Disabilities	SCSC 276-9638
Education and Occupational Info	Advisor	Advisor Office
	Counselors	SCSC 276-9635 or 9640, 275-3219
E-mail	Library Staff	SAFL 276-9511
Enrollment	Advising Center	SCSC 276-9640, 9635, 9638, 9508, 3243, 9662, 275-3219
	Registrar	SCSC 276-9605
	Advisor	Advisor Office
Financial Aid	Director of Financial Aid	SCSC 276-9519
Health or Illness and Health Insurance Help	College Health Nurse	Student Center 276-9601
	Counselors	SCSC 276-9635
	Student Support Services	SCSC 276-9660
Housing (On/Off Campus)	Director of Residential Life	Student Center 276-9516
International Students	International Coordinator	276-9662
Library Services	Library Staff	SAFL 276-9511
Loans	Asst Dir. of Financial Aid	SCSC 276-9519
Low Income/First Generation Students	TRIO Programs	SAFL 276-9515
		276-9660
Maintenance	Dir. of Physical Plant or	Physical Plant Bldg. 276-9549

## Campus Directory

Meal Tickets	Food Service Director	Student Center 276-9607
Meeting Rooms	President's Receptionist	SCSC 276-0357
Mental Health	Counselors	SCSC 276-9635
Money Payments	Business Office Clerk	SCSC 276-9576
Notary Public	President's Secretary	SCSC 276-9533
	Registrar	SCSC 276-9571
	Secretary of Student Services	SCSC 276-7611
	TRIO Programs	
	Human Resources	SCSC 276-9515
Part-Time Jobs	Counselors	SCSC 276-9640, 9635, 9638, 0453, 9531, 275-3219
	Career Resource Center	SCSC 276-9640, 9635, 9638, 275-3219
Parties, Picnics or Other Social Events	SGA Sponsors	SCSC 275-3219, 276-9531
Personal Problems	Activities Coordinator	Student Center 276-0474
	Counselors or	SCSC 276-9635
	Vice President for Instruction and Student Services	SCSC 276-9597
Phone Cards	Bookstore	Student Center 276-9790
Placement of Posters/ Announcements	SGA Sponsors	SCSC 3243
Receiving Mid-term grades	On-line	CCCC BusterWeb
Receiving Final grades	On-line	CCCC BusterWeb
Residence Halls	Residential Life Director or Res. Hall Supervisor	Student Center 276-9516
Scholarships	Financial Aid	SCSC 276-9519
Stamps	Bookstore	Student Center 276-9790
	Business Office	SCSC 276-9576
Student Complaints	Vice President for Instruction and Student Services	SCSC 276-9597
Student I.D. Cards	Broncbuster Bookstore	Student Center 276-9790
Student Support Services/TRIO	Assistance for 1st Generation College Students	SAFL 275-3268
Testing/Advan. Placement	Assessment Clerk	SCSC 276-9654
Transcripts	Registrar	SCSC 276-9530
TRIO Programs	TRIO Coordinators	SAFL 276-9515 276-9660
Tutoring & Academic Assistance	Comp. Learning Center	SAFL 276-9641
Veteran's Information	Student Support Services	SAFL 276-9660
Wi-fi Log-In	Registrar	SCSC 276-9605
Work-Study Information	Library	SAFL 276-9511
Withdrawing from College	Asst. Dir. of Financial Aid	SCSC 276-9519
	Advising Center	SCSC 276-9640, 9635, 9638, 9508, 275-3219, 3243

All-Purpose Emergency Number 911 Includes:  
Police • Ambulance • Fire Department • Sheriff • Highway Patrol

## Degree and Graduation Requirements

Garden City Community College awards four degrees, each with a special emphasis to meet individual student needs. The degrees are:

Associate in Arts (AA)                      Associate in Science (AS)  
Associate in Applied Science (AAS) Associate in General Studies (AGS)

Each student planning to graduate from GCCC is required to declare his/her intent to graduate by filing an Application for Graduation with the Registrar's office. Application deadlines are:

Fall completion.....September 1  
Spring completion ..... December 1  
Summer completion ..... February 1

Upon successful completion of 60 credit hours (minimum 16 credit hours from GCCC) including fulfillment of specified General Education Requirements, additional courses required to complete the chosen program of study, cumulative GPA of 2.0, a completed Application for Graduation and completion of the outcomes assessment, the degree seeking student will be awarded an Associate Degree.

It is the student's responsibility to be familiar with the graduation requirements for the degree he/she is seeking. Refer to the college catalog for a detailed outline of the requirements. Questions concerning these may be clarified by Advisors, Registrar or the Vice President for Instruction and Student Services.

**Certificates** - Certificates are based on completion of a course of study less than two years in length (less than 64 credit hours) with a 2.0 GPA. Students completing Technical Certificate programs in Practical Nursing, Office Technology and Cosmetology must apply for graduation to receive their certificates. They may also participate in and be recognized during the graduation ceremonies.

**Honors Recognition** - Outstanding scholastic work is recognized at the end of each semester through a President's Honor Roll, which lists names of those who have earned a 4.0 grade point average for that semester. The Vice President's Honor roll lists those who have earned a 3.2 to 3.999 GPA. Honorable Mention is given to those at 3.0 to 3.199. To be eligible for honors recognition, a student must be enrolled in and receive grades in eight or more credit hours.

At commencement, excellence in scholarship is recognized. High Honors are awarded to those with cumulative grade point averages of 3.6 or better and Honors to those with 3.2 to 3.599 cumulative GPA.

## Academic Student Policies and Procedures

***Refer to GCCC website for all policy information.***

**The Student and Academic Decisions** - Academic decisions are made by faculty members, division leaders, Dean and Vice Presidents. If a student believes an academic decision is unfair, he/she may meet with the above personnel, who will review the complaint and render a final decision.

**Student Responsibilities** - Those enrolling for college work at GCCC are considered adults and expected to assume responsibility for the following:

1. Planning a semester schedule or course of study and completion of all course requirements. Instructors, counselors and administrators will give advice. The college catalog and supplementary bulletins are authoritative sources of information on academic matters.
2. Voluntary consultation with counselors on adjustment difficulties, vocational and professional aptitude and planning, as well as personal problems pertaining to a college career.
3. Attending classes regularly.
4. Observance of all college regulations specified in the college catalog, Student Handbook, Residential Life Handbook, the Student Athlete Handbook and other information bulletins.

**Residency** - Kansas Community Colleges are funded in part through taxes paid by Kansans. Therefore, the Kansas Board of Regents specifically states that students eligible for in-state tuition rates must have been bona fide residents of the state for six continuous months or more. **A student can be a resident of only one state. If a student leaves the state and claims residency elsewhere, he/she forfeits residency in Kansas regardless of the time spent out of the state.** Inquiries about appeals, exceptions or affidavits of residency should be made to the Registrar. Refer to the college catalog for further information or clarification.

**Updating Student Information** - Students needing to change their recorded information including: name, address, or social security number must complete a "Student Data Change Form" at the Registrar's Office. Changing a name requires a copy of a marriage certificate or court order. Changing an erroneously reported social security number requires a copy of the official social security card.

**Advanced Standing Credit** - Advanced standing implies that credit will be granted for specific courses in which certain requirements or standards have been satisfactorily completed from external sources. These external sources may include: **proficiency examinations, military credits, national standardized examinations, Kansas Technical Schools, competency based programs, correspondence courses and departmental course challenges.** A maximum of 30 credit hours may be accepted by this method. (Credits transferred from regionally accredited universities/colleges are excluded from this classification; total hours applicable to fulfilling degree requirements from advanced standing and/or transfer cannot exceed 48 semester hours.) Advanced standing credit will not count for the 16 credit hour residency requirement. All external credit requests must be approved by the College Registrar. The source will also be listed on the transcript.

In most cases, a processing fee is required and the student will be notified at the time of evaluation the amount of the charge. Credit will not be awarded if:

1. A student has previously received a grade in the course.
2. A student has previously received a grade in a higher content level course.
3. A student has been awarded credit through other non-traditional programs in areas containing the same content.

The Credit by Examination Program is administered through the Mary Jo Williams Assessment Center, located in the SCSC.

**Add/Drop Policy and Procedure** - Once a student has completed registration, the only way to modify the class schedule is through the add/drop procedures (Change of Schedule form) adopted by the college. Any student who wishes to modify his/her schedule should immediately go to the Registrar's Office for instructions.

**Adding Classes** - Students wishing to add (a) class(es) during the first five (5) days of each semester may do so with the advisor's signature only. The student must secure a Change of Schedule form from the Registrar's Office or his or her advisor, obtain the advisor's signature, and return the completed form to the Registrar's Office for processing.

After the fifth (5th) day of the semester, in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. In addition, after the published 20th day of classes for a given term (or 25% of class meetings for non-standard classes), the signature of the appropriate instructional administrator is required before the Registrar's Office will process the Change of Schedule form.

If a class has reached maximum enrollment and the class is "closed," the student has the option to be placed on the waitlist (if available) for the class. If a space becomes available in the class, the student, instructor and advisor will be notified. The student will have four (4) days to respond and accept the space for enrollment. After four (4) days the student will be removed from the waitlist.

**Dropping Classes** - Students wishing to drop (a) class(es) during the first five (5) days of each semester may do so with the advisor's signature only. The student must secure a Change of Schedule form from the Registrar's Office or his or her advisor, obtain the advisor's signature and return the completed and signed form to the Registrar's Office for processing.

**After the fifth (5th) day of the semester**, in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. In addition, if the student is receiving a scholarship from any GCCC organization or team and/or is receiving financial aid and the schedule change results in the student's enrollment dropping below a total of 12 credit hours, the student must also obtain a signature of approval from the coach, organization sponsor and/or Financial Aid Office before turning in the Change of Schedule form to the Registrar's Office. Courses dropped prior to the published 20th day of classes (certification day) for a given term (or 25% of class meetings for non-standard classes) will not be recorded on the student's transcript. After the certification date, officially dropped courses will appear on the transcript with a grade of "W". Dropping courses is allowed only until



75% of course completion. After the last date to withdraw, students who do not officially drop (withdraw) from a class will receive the grade recorded by the instructor. Students may appeal to the Academic Review Committee.

**After the fifth (5th) day** of the semester, in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed and signed form to the Registrar's Office. In addition, after the published 20th day of classes for a given term (or 25% of class meetings for non-standard classes), the signature of the appropriate Vice President is required before the Registrar's Office will process the Change of Schedule form.

If a class has reached maximum enrollment and is "closed," the student has the option to be placed on the waitlist (if available) for the class. If a space becomes available in the class, the student will be notified through their GC3 email account and will have four (4) days to accept the offer of enrollment by contacting his/her advisor.

**Auditing a Class** - Students may choose to audit classes; no credit nor any grade will be assigned to audited courses. Regular tuition and fees will be charged. Students must declare their intention to audit at the time of enrollment and the option **cannot** be changed once the class begins. A course originally audited cannot later be converted to a graded or Pass/Fail basis.

**Advisement** - An academic advisor is assigned to each student according to the major declared on the the student's Application for Admission. Students who are still deciding a major will be assigned an advisor by the Advising Center. Advisors assist students in developing a degree completion plan, selecting courses each semester and monitoring academic progress toward completing the degree program. **An advisor's signature is required for the completion of a student's enrollment.** Each student is responsible for working out a plan of education with his/her advisor. The student is ultimately responsible for the success, degree requirements and transferability of his/her own educational program.

**Changing Advisor or Intended Major** - Students may change advisors or majors by completing a Reassignment of Advisor/Change of Major form available in the Advising Center or the Registrar's Office. Signatures of the previous and new advisor must be secured before the change form is brought to the Registrar's Office.

**Attendance Policy:** Students are expected to be regular and punctual in attendance of all classes. Regular class attendance is necessary for student success. Excuses for absences are not issued. The college will inform instructors of special circumstances which make an absence necessary. There is no officially recognized system allowing a certain number of absences before a student's grade is affected. Those representing the college in any capacity necessitating absence from class should obtain assignments from instructors and submit them prior to the absence or as directed by each instructor. Instructors will be provided lists of participants in college activities.

**Procedures:** Punctual attendance at all scheduled classes is regarded as integral to all courses and is expected of all students. Each faculty member will include attendance guidelines in his or her course syllabus. Students will be responsible for knowing and adhering to those guidelines. Penalties for excessive absences may include a grade reduction. It is the student's responsibility to obtain class materials missed because of absence. The matter of excessive absence and the way it affects a student's grade is to be determined by the instructor, who, in turn, should be guided by Department guidelines where applicable. For example, some Departments that offer curricula requiring structured clinical instruction have more strict attendance requirements. Students who are under obligation to participate in jury duty, a generally recognized religious observance, or activities where they are required to represent the college must give notice to the faculty member in advance of the observance. If there are questions regarding whether a religious holiday is recognized or an activity is college-sponsored, students should contact the Vice President for Instruction and Student Services. Such students shall be afforded the opportunity to independently make up coursework or work of equal value for the day(s) the event was scheduled and take a scheduled exam at an alternate time determined by the instructor. Failure to provide timely written notice may result in loss of this opportunity. Students should be aware that the quality of their learning experience may suffer as a result of their absence if coursework is not made up.

Students should be advised in the course syllabus, outline, or other handout of attendance requirements and how attendance relates to grading. Valid grading practice may vary from class to class, but the need to communicate whether grading practices apply is imperative in all classes. Attendance requirements relative to students' grades should be reasonable, capable of being supported by the department or division, and able to withstand review if protested by a student. Instructors should maintain adequate student attendance records to document student grades reflecting attendance considerations. Federal guidelines for financial aid require instructors to be able to give a student's last date of attendance. For all other absences, authorization of excuse is the province of the individual faculty member and subject to the standard appeal process. If students receive benefits from a government agency, they must follow any policy the specific agency stipulates. Lack of attendance may affect financial aid.

**Attendance Guidelines:**

1. Consistent attendance at Garden City Community College is encouraged.
2. The student is responsible for contacting each of his or her instructors regarding an absence.
3. GCCC supports the right of instructors to recommend withdrawal prior to the published withdrawal date or to fail any student whose absences are excessive in the opinion of that instructor.

**College Sponsored Activity Absence**

1. The student must notify the instructor prior to the absence.
2. The student must obtain assignments prior to the absence.
3. The student and instructor must establish a due date.
4. The student must submit completed assignments by the due date.
5. Coaches or sponsors will provide a list of participants to instructors prior to the activity.
6. If these criteria are met, coursework will be accepted.
7. Dual credit students will follow same criteria.

**Student Credit Hour Load** - The academic year consists of a fall and a spring semester, each 16 weeks. One three-week, one six-week and one two-week summer session is also available. Academic and technical credit programs are offered on a semester credit-hour basis. One hour of credit is earned for each hour per week a student attends class every semester. Laboratory classes require additional time under an instructor's supervision. Approximately two hours of study time is recommended for each hour of classroom activity. Sixteen hours of college credit is considered a standard semester load. Students may discuss with their advisors and the appropriate Vice President their desire to carry more than 18 hours a semester. Permission to enroll in over 18 hours per semester may be granted by the appropriate Vice President. An average course load for the combined summer sessions is suggested to be 12 hours or less.

**Placement Assessment** - GCCC students complete a skills assessment to determine their "best fit" course placement. This assessment underscores the college's commitment to the student's right to succeed. Earning a GCCC degree requires successful completion of a series of communication and math courses, with mandatory prerequisite skills for access. Admitting students to a course for which they are not prepared does them an injustice. Developmental course work is intended to give the student the academic skills necessary to succeed at college-level work. The placement assessment determines if the student is prepared to succeed in the required English, reading and math courses or if he/she would benefit from developmental course preparation before the required college courses. Students have opportunities to confirm or appeal course placements. To arrange for assessment, students should contact the Mary Jo Williams Assessment Center in the SCSC.

**Enrollment** - Enrollment begins well in advance of the beginning of each semester and summer session. Currently enrolled students are given the opportunity to select classes before enrollment is open to new students. Early enrollment is highly recommended for students to secure a satisfactory class schedule. Late enrollment may cause scheduling difficulties because of closed classes. Early enrollment for summer and fall semesters begins in April. Enrollment for the spring semester begins in November. Exact dates for the start of these enrollment periods are listed in the Student Handbook and on the college web site.

**Class Cancellations** - During the registration process, all course sections offered are reviewed to see if there is sufficient enrollment to justify the class. If a class is cancelled, students are contacted by mail if there is sufficient time before the end of the registration period to adjust their schedules. If a section is cancelled too late for mail notification, attempts to contact students are made by students' GCCC e-mail or by telephone and a sign is posted by the scheduled classroom door.

**Examinations** - Students absent on the day of an announced examination may be permitted to make-up the exam at the discretion of the instructor. Final examinations at the close of each semester are required for all students. In case of an emergency, such as bereavement or hospitalization, a student may be permitted to deviate from the schedule of examinations with permission from the appropriate Vice President. The academic calendar for the entire year is printed in the calendar section of this handbook as well as in each semester's course schedule and on the GCCC main website. Students should refer to the schedule **prior** to making travel arrangements so that there will be **no** conflict with the final exam schedule.

**After the fifth (5th) day** of the semester, in addition to the advisor's signature, students must also obtain a signature from the instructor(s) involved before returning the completed form to the Registrar's Office. **In addition, if the student is receiving a scholarship from any GCCC organization or team and/or is receiving financial aid and the schedule change results in the student's enrollment dropping below a total of 12 credit hours, the student must also obtain a signature of approval from the coach, organization sponsor and/or Financial Aid Office before turning in the Change of Schedule form to the Registrar's Office.** Courses withdrawn prior to the published 20th day of classes (Certification Day) for a given term (or 25% of class meetings for non-standard classes) will not be recorded on the student's transcript. After the certification date, officially withdrawn courses will appear on the transcript with a grade of "W". Dropping courses is allowed only until the published "last date to withdraw." After the last date to withdraw, students who do not officially drop (withdraw) from a class will receive an "F" for that class. Students may appeal to the Scholarship and Academic Review Committee to receive a withdraw by following these steps:

1. The student must notify the Vice President for Instructional Services of his or her desire to appeal.
2. The Vice President will give the student an appeal form which must be filled out and returned to the Vice President.
3. The Vice President will forward all appeals to the Academic Review Committee.
4. The Appeal Committee will meet to approve or deny the appeals and will send the forms back to the Vice President for Instructional Services who will notify the student of the outcome.
5. The decision of the Committee will be considered final. If the request is approved, the student will be withdrawn from the class in question and receive a "W" for the class. If the request is denied, the student will receive the grade for the class that the instructor records.

Students wishing to appeal the last day to withdraw must complete a "Course Withdrawal Appeal Request" form and return it to the Vice President for Instructional Services with appropriate documentation within two weeks of the last day to withdraw.

**Complete Withdrawal from College** - Students who find it necessary to withdraw from all classes for the remainder of the semester must meet with a counselor in the SCSC Building. Completing this process helps the student avoid future holds on records by returning materials and clearing up discrepancies. Instructors cannot withdraw a student who has stopped attending. Students who do not process a Complete Withdrawal will receive an "F" for those classes still enrolled, and that grade will be entered on the transcript. Students receiving any type of financial aid are recommended to also complete an exit interview with a financial aid staff member.

**Grading System** - : Faculty members have the responsibility for grading. Evaluation of student learning must be documented.

Procedures: Grading scales/criteria that are used must appear in the course syllabus so students know what is expected and how to accomplish the objectives for the course. Final grades are due in the Registrar's office shortly after the end of a semester, on dates established by the Registrar.

During the last week of each semester, comprehensive final exams or other educational or evaluative events are expected for all courses, with certain exceptions (labs, fieldwork and practicums, private lessons, and others as determined by the Vice President for Instruction and Student Services.)

All final exams are to be given at the date and time indicated on the final exam schedule. Exceptions must

first be cleared with the Dean of Academics or Dean of Technical Education & Workforce Development. Grades are reported to the office of the Registrar at the end of each semester. Grades are reported by letter only. No plus or minus values are recorded. The grading system includes the following:

A (Excellent)	4.0
B (Good)	3.0
C (Average)	2.0
D (Poor but passing)	1.0
F (Failing)	0.0
P (Passing – credit only, not computed in GPA)	
I (Incomplete)	
W (Withdrawn)	
CR (Credit only, not computed in GPA)	
AU (Audit – no credit, no grade)	

**Note:** An “I” grade indicates the instructor’s and College’s willingness to assist the student in completing course assignments independently and to ultimately award a grade. It should be assigned only to students passing the course and who are near the end of the semester when independent completion of course requirements is probable and achievable. The instructor will not automatically record an incomplete; the student must petition the instructor before the end of final examinations. Course requirements must be completed by the end of the next full semester, or a failing grade will be assigned. A contract signed by the instructor and the student must be submitted to the Registrar’s Office for an incomplete grade. A “CR” or “P” grade indicates that the student has received credit for the course, but the grade is not calculated in the grade point average. The hours do count for graduation. A “CR” grade is assigned for credit in courses for which no letter grade is given such as seminars, workshops or other similar learning experiences. Credit by examination program credits are usually designated by this notation.

At the end of each semester, faculty will report final grades through the Busterweb Gradebook system. Every instructor is responsible for accurate grade reporting and submitting them by the deadline listed in the instructions. Instructors needing to change a final grade (e.g. an incomplete grade or correcting an error) will need to submit a Change of Grade Request Form to the Registrar’s Office. Grades are not distributed to students through the mail. Grades are posted to the internet via the college website.

Due to financial aid audit requirements, the following procedures are implemented: Student grade records and attendance records must be kept for five (5) years. If faculty do not wish to personally keep the records, they can be given to the division secretary for filing. They may be in the form of gradebooks, class rosters with verified attendance, or attendance records. Through the Busterweb Gradebook system, instructors note the last date of attendance for students. This date needs to be as accurate as possible.

**Calculating Grade Point Averages** - The college grades on a four-point system. A is four points, B is three, C is two, D is one and F, I and W grades are zero points. In figuring grade point averages, use the letter grades for each course and translate them into grade points from the scale. Then multiply this number by the number of credit hours for each course. Thus, an A in a three-hour course equals 12 grade points, and a C in a five-hour course equals 10. When this is done for each course taken for a letter grade, add the total number of grade points and divide by the total number of enrolled letter graded hours, to determine the grade point average. Remember to include all courses, except those taken for pass/fail, audit or withdrawals.

**Credit/Pass Grades** - A “CR” or “P” grade indicates a student has received credit for the course, but the grade is not calculated in the grade point average. Credit/Pass grades are counted as a “C” for athletic eligibility purposes. The hours do count for graduation. A “CR” grade is assigned for credit in courses for which no letter grade is given such as seminars, workshops or similar experiences. Credit by exam program credits are usually designated by this notation.

**Pass/Fail Policy** - The student must declare their intention to enroll for pass/fail at the time of the enrollment, and the option cannot be changed once the class begins. Regular tuition and fees will be charged to a student who enrolls for the pass/fail option in a class. Students may enroll in certain courses under the Pass/Fail option. Under this option, an earned grade of A, B, C or D will be recorded on the transcript as “P” for passing. A grade of “F” will be recorded as “F” for failing. Grades recorded as “P” will not be counted in



calculating grade point average, but "F" grades will be counted in the calculation.

The following conditions apply to students choosing this option:

- Courses that cannot be taken Pass/Fail are as follows:
  - General education requirements, with exception of activity courses
  - Courses required in the major field of study
- Advisor approval is required before a student chooses the Pass/Fail option
- A student must indicate the Pass/Fail option at the time of registration, and the option cannot be changed once a class begins.
- A course originally completed under the Pass/Fail option cannot later be converted to a grade
- A student may enroll in only one Pass/Fail course per semester

**Note:** Some university/college scholarship committees and honor societies do not accept the Pass/Fail grading system when computing grade point averages and may convert grades of "P" and "CR" to a letter grade of "C" or in some other way penalize the student. Students planning to seek admission to a professional school, i.e., medical, veterinary medicine, physical therapy, etc. should contact potential universities for the specific policy regarding pass/fail and credit by examination experiences.

**Incomplete Grades** - Due to extenuating circumstances, if a student has not completed all requirements of a course, the instructor may issue an Incomplete "I" grade at the end of the semester, giving the student additional time to complete the requirements. **The instructor will not automatically record an incomplete; the student must petition the instructor before the end of final exams. A contract for an Incomplete Grade, available from the Registrar's Office, is required.**

The student and the instructor must agree on conditions by which the requirements will be met and the contract for an Incomplete "I" grade must be completed and attached to the instructor's final grade sheet. The instructor must issue a Change of Grade Request form before the "I" grade can be removed and a letter grade entered on the transcript. The "I" grades will be converted to "F" grades if requirements have not been met by the Friday prior to finals week of the following semester.

**Independent Study Courses** - In exceptional circumstances the college may approve offering an existing course on an independent study basis (i.e. student must have the course to graduate that semester, and there are not sufficient other students to warrant offering a regular class section). The student will need to obtain the approval of the Vice President for Instructional Services before being allowed to register. Contact Registrar office for appropriate form.

**Posting Grades** - The public posting of grades, either by student name, institutional student identification number or social security number, without the student's written permission, is a violation of Federal Education Rights and Privacy Act, and is restricted by the college. Even with names obscured, numeric student identifier numbers are considered personally identifiable information.

The student may obtain the grade for a particular course by: individual discussion with the instructor; accessing BusterWeb; or self-addressed, postage-paid envelope/postcard with identifying information pertaining to the course number and section to be given to the instructor for mailing. Grades are entered into the computer for processing and the student must wait until grades are posted on BusterWeb.

**Repetition of Courses** - Repeating a course taken at GCCC for which credit has already been earned will cancel the grade and the credit previously awarded for that course; however, a record of the prior course will continue to appear on the transcript. Only the grade and credit from the most recent repeat of the course will be used when computing the grade point averages. When a student has withdrawn from a repeated course, the transcript entry indicates "W" and the most recent letter grade (A,B,C,D,F) is used for the GPA calculation. **If a course taken at another institution is repeated at GCCC, the grades will be averaged, not cancelled, to compute the GPA.**

**Grade Changes** - Grade Change forms are submitted directly to the Registrar's Office by the instructor. A failing grade will not be changed to a passing grade without the signature of the appropriate Vice President. The student will receive a copy of the grade change form as notification that the process has been completed. Grade change and withdrawal appeals must be submitted to the Registrar's Office **within one semester of the student's initial enrollment in the course.**

### **Academic Probation/Dismissal -**

Academic Probation is a warning that the student's performance is below that necessary for satisfactory academic progress. To avoid dismissal, the student's cumulative GPA must be above the GPA outlined below for the semester following being placed on academic probation.

Academic probation is not meant to be viewed as punitive but is based on the philosophy that a student's continued enrollment at Garden City Community College is dependent on making progress toward academic good standing.

Academic Probation is based upon the number of completed hours and cumulative grade point average using the following structure:

- 0-32 hours completed- if cumulative GPA is 1.5 or below then placed on probation
- 33-48 hours completed—if cumulative GPA is 1.75 or below then placed on probation
- 49 or more hours completed—if cumulative GPA is below 2.00, then placed on probation

Additionally, students who were enrolled full-time (12 hours or more) during the semester placed on academic probation will be limited to 13 hours of enrollment. This allows for four academic courses and either College Success or Career Success as well as the Project Success course. Students who were enrolled part time (less than 12 hours) during the semester placed on probation will be limited to 8 hours of enrollment. This allows for a minimum of two academic courses and either College Success or Career Success as well as the Project Success course.

Students must earn a "C" or better in either College Success or Career Success or will retake the course until successful completion.

Students will be removed from academic probation if, at the end of their probationary semester their cumulative grade point average is above the minimum academic structure listed above.

Students placed on academic probation who achieve a minimum of 2.0 grade point average at the conclusion of the probationary semester, but do not yet meet the cumulative minimum academic standards in the structure listed above, will remain on academic probation.

If at the end of the probationary semester, students who fail to achieve a minimum of 2.0 grade point average and fail to improve their cumulative grade point average to the structure listed above, will be placed on academic dismissal, during which time they will be automatically dropped from all pre-enrolled classes for the subsequent semester.

In order to continue to take classes at Garden City Community College, students placed on dismissal must meet with the Director of Enrollment Management and complete the dismissal appeals process for reinstatement to the college. Transfer students entering GCCC will follow the same guidelines outlined above.

Exemptions or special considerations will be reviewed by the Academic Review Committee using the appeal process outlined. Students dismissed from GCCC for academic reasons may not re-enroll without permission of the Academic Review Committee. This policy also applies to those dismissed from other colleges who wish to transfer to GCCC.

#### **Academic Appeal Process**

An appeal process is available to any student placed on Academic Dismissal. During the appeal process, a student is not allowed to enroll at GCCC. All appeals must occur in the following manner by the deadline specified in the Academic Dismissal letter or as indicated by the Director of Enrollment Management:

1. The Application for Reinstatement must be completed, signed by the student and submitted to the Director of Enrollment Management.
2. The student must also submit a signed letter of appeal with an explanation of the extenuating circumstances, such as personal illness/injury, critical family illness or other situations of sufficient severity that may have adversely affected academic performance. This letter must also state the conditions that indicate a plan of improvement.
3. Two letters of recommendation must be mailed directly to the Director of Enrollment Management. The letters must come from college faculty or staff, an academic advisor, or work supervisors. One letter of support may come from a family member.
4. If the reason is personal illness/injury, a medical verification form must be completed by a physician. This form is available from the Director of Enrollment Management.

5. The student must provide a degree audit from an academic advisor.
6. College transcript(s) must be submitted to the Director of Enrollment Management.

The items listed above will be given priority if received in the office of the Director of Enrollment Management by:

- June 1 for Summer enrollment
- August 1 for Fall enrollment
- November 1 for Spring enrollment

Dishonesty on any of the materials submitted to the Academic Review Committee is considered grounds for denial of reinstatement or admission to Garden City Community College.

The Academic Review Committee may schedule a hearing and will notify the student of the hearing date, time, and place. The student must be present at such hearing. The Committee shall either (1) readmit (admit) the student and allow him/her to enroll in the upcoming session or (2) deny the student's request to be readmitted or admitted. A student's failure to appear at the hearing waives the student's right to appeal for that specific term of appeal.

Students who have been academically dismissed from any other post-secondary institution within the last 5 years prior to seeking admission to GCCC, must present the same information listed above to the Director of Enrollment Management by the priority deadline date set.

If readmitted, the student will be placed on Academic Probation for the first semester of enrollment and must meet the conditions for academic good standing thereafter. Students whose appeals of dismissal are denied by the Academic Review Committee may appeal directly to the Vice President of Instruction and Student Services or his/her designee. Such appeals must be made in writing to the Vice President Instruction and Student Services within one working day following denial by the Committee. Decisions by the Vice President of Instruction and Student Services are final. If a student does not appeal or is denied readmission for one semester, he/she has the right to appeal at a future date. The appeal process must be completed by the priority dates specified for the semester in which the student wishes to enroll.

The student seeking readmission to the college at a future date is solely responsible for knowing and meeting deadlines for the subsequent appeal. Students transferring from another college are reminded that enrollment is not official until all records are complete and official transcripts are submitted to the Admissions Office.

Reinstatement after dismissal from Garden City Community College or if student is transferring to GCCC who has been dismissed from another institution is neither automatic nor guaranteed. A student may be reinstated only if clear and convincing evidence of probable academic success is provided.

**Academic Probation** - Academic Probation is a warning that the individual's performance is below that necessary for satisfactory academic progress. To avoid dismissal, the student's cumulative GPA must be above the GPA outlined below the semester following being placed on academic probation. Academic Probation is based upon the number of completed hours and cumulative GPA using the following structure:

1. 0-32 hours completed- if cumulative GPA is 1.5 or below then placed on probation
2. 33-48 hours completed—if cumulative GPA is 1.75 or below then placed on probation
3. 49 or more hours completed—if cumulative GPA is below 2.00, then placed on probation

Additionally, students who were enrolled full-time (12 hours or more) during the semester placed on academic probation will be limited to 13 hours of enrollment. This allows for four academic courses and the Academic Recovery course. Students who were enrolled part time (less than 12 hours) during the semester placed on probation will be limited to 8 hours of enrollment. This allows for a minimum of two academic courses and the Academic Recovery course.

Transfer students entering GCCC will follow the same guidelines outlined above. Exemptions or special considerations will be reviewed by the Academic Review Committee using the appeal process outlined in the "Academic Probation/Dismissal Appeal Process" section. Students dismissed from the GCCC for academic reasons may not re-enroll without permission of the Academic Review Committee. This policy also applies to those dismissed from other colleges who wish to transfer to GCCC.

**Academic Renewal** - The college permits students to petition for Academic Renewal of one semester's course work completed at least five years prior to current enrollment. This permits a new start without the handicap of that semester's academic record. A student eligible for consideration may apply for Academic Renewal by petitioning the Registrar's Office according to the following guidelines:

1. Course work at GCCC must have been taken five or more years prior to petitioning for renewal. None of the credits completed in the semester for which renewal is petitioned will count toward a degree.
2. At the time of petitioning for Academic Renewal, the student must have completed a minimum of 12 credit hours within the previous two years at GCCC with an earned GPA of at least 2.0.
3. A petition for Academic Renewal will not be considered if a degree has been earned subsequent to the semester in question.
4. All course work will continue to appear on the transcript but the grades earned in the renewal semester will not be included in the student's GCCC cumulative GPA.
5. This policy refers to GCCC only. A student transferring from or to another institution will have to follow the other institution's policy.
6. Academic Renewal will be granted for only one semester.
7. Granting of Academic Renewal does not affect or alter a student's record for financial aid awards or for athletic eligibility.

**Credit Transferred from Other Colleges** - GCCC accepts appropriate credits earned from a regionally accredited college or university and may permit up to 48 semester hours of transfer course work toward an Associate Degree.

## Costs

**\*Tuition and General Fees** - The total amount of tuition and general fees is determined each semester by the student's residency status and number of hours enrolled. Regular tuition and fees apply for audited courses.

KANSAS IN-STATE RESIDENCY STATUS		OUT-OF-STATE RESIDENCY STATUS		INTERNATIONAL RESIDENCY STATUS	
Tuition	\$61 per credit hour	Tuition	\$80 per credit hour	Tuition	\$98 per credit hour
Credit HourFees	\$47 per credit hour*	*Credit HourFees	\$47 per credit hour*	*Credit HourFees	\$47 per credit hour*
BORDER-STATE RESIDENCY STATUS (CO, NE, MO, OK, TX, NM)				ON-LINE	
Tuition	\$75 per credit hour			Tuition	\$150 per credit hour
*Credit HourFees \$47 per credit hour*					

**\*Credit HourFees** - All students pay a credit hour fee of \$47 per credit hour. The credit hour fee is allocated by the Student Government Association and for the academic year 2016-2017 is allocated to the following organizations: Academic Excellence Team, Association of Nursing Students, Art Club, \*Athletics (men's and women's including rodeo, cheer/yell leaders), Athletic Training, Block and Bridle, Collegiate Farm Bureau, Fine Arts (including art, drama, instrumental/vocal music), GC3 Student Media, The Meats Judging Team, HALO (Hispanic American Leadership Organization), International Club, Intramurals, Lecture Series, Phi Theta Kappa, SGA and Tau Epsilon Lambda.

\*(Admissions tax figured on these activities)

**\*Special Fees** - Certain courses, classes or programs have various additional lab, materials or other fees. These costs are approved annually by the Board of Trustees. A listing is available in the Business Office and on the college Web site.

Various Credit by Examination programs require a processing fee for the credits to be placed on the student's transcript. Students will be notified of this charge at the time of award.

\*Tuition and fees are subject to change.

**Fee Payment** - If students are enrolled prior to the start of the semester, they will be billed by the Business Office. If the fee portion is not paid or otherwise accounted for **before August 1** for the fall semester and **before January 1** for the spring semester, the registration will be canceled and the student will need to repeat the enrollment process. Students enrolling **after August 1 for fall and after January 1 for spring will need to submit the fee portion at the time of enrollment**, or make payment arrangements with the



Business Office. Students whose financial aid applications are complete and accurate in the Financial Aid Office by July 1 or December 1 will have their aid eligibility determined by August 1 or January 1.

### **Tuition and Fee Refunds**

Students may be eligible for refunds upon filing a "Change of Schedule" form in the Registrar's Office within the refund periods outlined below.

Refunds are calculated based on the day the official withdrawal is filed in the Registrar's Office (in person, by fax or by postmark date), not when the student stopped attending class. **(Failure to attend or ceasing to attend a class does not constitute an official withdrawal.)**

If the college cancels a class, enrolled students will receive a full refund of tuition and fees for that class.

If a student withdraws from a class after the refund period and simultaneously adds a class, including section and/or level changes, no refund will be given for the withdrawn (dropped) class. Full tuition and fees will be charged for the added class.

If an enrolled student is called to active military duty, full tuition will be refunded. Fees are not refundable if the activated date is beyond the published refund date.

Students receiving Federal Financial Aid who completely withdraw from Garden City Community College are also subject to a Return of Title IV fund calculation.

### **Drop/No-Show Fee**

Students who do not attend classes within the first two(2) scheduled class meetings will be dropped as a No-Show (for non-attendance) and are subject to a \$50 per course drop fee.

**100% Refund Periods** - (also applies to Evening and Outreach classes):

#### **• 12-16 Week Classes**

Students who officially withdraw are entitled to a full refund of tuition and fees through the **second Friday** after the start of class. No refund on tuition and/or fees is given after this date and the student is responsible for the total tuition and fees incurred.

#### **• 8 -11 Week Classes**

The 100% refund period for 8-11 week classes is the **second Friday** after the start of class.

#### **• 6 - 7 Week Classes**

The 100% refund period for a 6-7 week class is **prior** to the **fifth calendar day** after the start of the class.

#### **• 2 - 5 Week Classes**

The 100% refund period for a 2-5 week class is **prior** to the **third calendar day** after the start of the class.

#### **• 1 Week Classes**

The 100% refund period for a 1 week class is **prior** to the start of the class.

#### **• Workshops and Seminar Refunds**

For Business and Industry Institute (B&I) classes, Continuing Education and Community services (CECS) classes and American Management Association Extension Institute (AMA) classes, refer to brochures for refund policy and time periods.

### **Refund Appeal Procedure**

Students wishing to appeal their refund must complete a "Refund Appeal Request" form and return it with appropriate documentation to the Business Office **within one week** of the official withdrawal being filed in the Registrar's Office (in person, by fax or by postmark date).

Ruling on the appeal will be determined by a committee consisting of representatives from the Business Office, Student Services and Instructional Services.

The Business Office will notify the student, in writing, of the committee's decision. The Business Office will notify the student, in writing, of the committee's decision.

• In addition to GCCC's refund policy, all students receiving Federal (Title IV) Financial Aid are subject to a "Return of Title IV Funds" calculation. This calculation is required for students who completely withdraw or fail all classes for the payment period. The "Return of Title IV Funds" calculation involves **only** the Federal Financial Aid portion of funds received by the student. It determines the amount of federal funds the student and GCCC are entitled to keep, based on how long the student was enrolled during the semester. ***It is possible that GCCC and/or the student will owe federal funds back to the Department of Education regardless of the outcome of the GCCC institutional refund policy.***

**Payment of Obligations** - Students are expected to make prompt payment of all college financial obligations such as tuition and fees, housing, food, special fees, library fines and loans. MasterCard, Discover and VISA cards are accepted for payments.

- All existing financial obligations must be paid before enrollment will be allowed for the subsequent semester or summer session.
- If a student leaves the college with unpaid accounts, his/her academic records will be placed on hold and no academic transcripts will be issued until the account is cleared.
- Graduating students must clear all outstanding accounts before any documentation of earned degree(s) will be issued.
- Holds will be placed on records of students who have defaulted on Federal Student Loans received while attending GCCC. No academic transcripts will be issued until the default status is resolved.
- To avoid registration delays a student, relying on financial aid to pay college costs, is responsible for contacting the Financial Aid Office and having all necessary forms and documentation completed before registration.

**Residence Hall Costs** - The Residence Hall Contract is a room and board contract. The cost includes actual room rent and food service for 19 meals per week. This amount is subject to change. Students interested in the Residence Halls should contact the Residential Life Office, 276-9516, for costs, contracts, payment plans and additional information or check the college Web site ([www.gcccks.edu](http://www.gcccks.edu)).

**Textbook Costs** - Textbooks are part of student fees that each study pays on a per credit hour basis. The college has partnered with Cengage Learning and most courses have adopted textbooks which will be used as an e-textbook online. On-campus students will still go to the Broncbuster Bookstore for their textbooks. If your course uses Cengage texts, you will receive an access code at the bookstore to access your textbooks. Students who are taking classes which do not use Cengage will still need to purchase their textbooks from the Broncbuster Bookstore. Students taking online courses will have their textbooks embedded into the course and may access it through the Canvas course link.

**Transcripts** - A fee of \$5 will be charged for each official transcript requested (\$5 for faxed transcripts). No transcript will be released for anyone financially indebted to the college. Transcripts are issued only on the student's written request, after the appropriate transcript fee is paid. Those who desire to transfer to another institution should request the Registrar's Office to forward the transcript directly to the admissions office of the institution they plan to enter. Official transcripts received from other institutions cannot be released to any individual or institution. Transcripts will be sent by Federal Express only if an authorized account number is provided, or payment is made in advance to cover each transcript fee and actual express/shipping costs. Transcripts issued to the student will be marked "Issued to Student," and are not considered to be official.

**Records on Hold** - If a student is delinquent on an account to the college, including but not limited to unpaid tuition and/or fees, housing contracts, non-return of scholarship books, athletic equipment or clothing, unpaid library fines, non-returned books or unpaid class supplies, a hold will be placed upon the student's records by the college official in charge of that area. The records will only be sent by the Registrar's Office with written authorization from the official who originally requested the hold, stating that the obligation has been cleared or paid. Records of former students in default on Federal Loans taken while attending GCCC will also be placed on hold until the default status is satisfactorily resolved and until required loan exit counseling is completed.

**Returned Check Policy** - If a check made payable to the college is returned by a bank for any reason, the student's records will be placed on hold until the obligations are paid. The student will be charged a fee for each returned check.

# Student Rights and Responsibilities

**Identification Cards** - During enrollment periods, the college will issue (or update) a photo identification card for all students. Upon payment of fees, the I.D. card will be validated for the semester. The cards are available in the Broncbuster Bookstore on the upper level of the Student Center Building. Students are requested to carry the card at all times to take advantage of a number of activities and events free of charge. The I.D. card entitles the student to the following:

1. Admissions to Lecture Series, Student Government Association activities, home athletic events and drama and musical presentations sponsored by the college.
2. Copies of each issue of the college magazine and newspaper.
3. A vote in all college elections such as Student Government offices and college royalty contests.
4. Materials and the use of other services at the Saffell Library.
5. Checking out games/game equipment and other services in the Beth Tedrow Student Center.
6. Entry to the college cafeteria for those who have contracted for meals.
7. Cash discounts at area businesses.

Additional privileges and services are currently being developed. Lost I.D. cards should be reported to Department of Campus Safety in the SCSC building. Duplicate cards may be obtained for a nominal charge in the Broncbuster Bookstore.

**Disability Services** - Garden City Community College is complying with the Americans with disabilities Act, and is committed to equal and reasonable access to facilities and programs for all employees, students and visitors. Those with ADA concerns, or who need special accommodations, should contact Accommodations Coordinator, Garden City Community College, 801 Campus Drive, Garden City, KS 67846. (620) 276-9638 located in the Student and Community Services Center. Accommodations forms are available in the Accommodations Office.

**Tuberculosis Testing** - Kansas state law requires that all students enrolling at post secondary schools in Kansas complete a tuberculosis assessment prior to enrollment. At GCCC, this assessment is completed in conjunction with completing your enrollment.

**Verification of Enrollment** - Students needing verification of enrollment for the current semester should present forms to the Registrar's Office after classes have been in session at least one week.

**Student Records** - A student has the right to inspect and review all official records, files and data directly related to the student, including material incorporated into each student's cumulative record folder, and intended for college use or to be available to parties outside the college or school system, and specifically including, but not necessarily limited to: identifying data, academic work completed, level of achievement (grades, standardized achievement test score), attendance data, scores on standardized intelligence test, aptitude, psychological tests, interest inventory results, health data, family information, teacher or counselor ratings and observations and verified reports of serious or recurrent behavior patterns.

Students will be granted access to their personal college records within a period of 45 days after the request. No records pertaining to the student shall be removed from the office where they are maintained.

Students shall have an opportunity for a hearing to challenge the content of their college records, to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein.

No personal college records of a student will be released to any person or agency outside the institution without the written consent of the student. A form shall be provided by the college for this purpose.

Collection of personally identifiable data specifically authorized by federal law shall not include information (including social security numbers) that would permit personal identification of students.

**Student's Privacy Rights** - Official records are released only with the student's knowledge and written consent in keeping with policies of the American Council on Education and the Family Educational Rights and Privacy Act of 1974 as amended, **with the following exceptions:**

- a. School officials within the educational institution who have legitimate educational interests;
- b. At the student's request, officials of schools at which the student intends to enroll;
- c. The Comptroller General of the United States, the U.S. Dept. of Education Secretary, the administrative

head of the education agency or the educational authorities;

d. In connection with a student's request for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;

e. If required by a state law requiring disclosure that was adopted before November 19, 1974;

f. Organizations or educational agencies conducting legitimate research, providing no personally identifiable information about the student is made public;

g. To parents of an eligible student who claim the student as a dependent; and proof of which has been provided by means of income tax returns;

h. To comply with a judicial order or a lawfully issued subpoena;

i. To appropriate parties in a health or safety emergency;

j. Directory information designated by the educational institution:

1. Name

2. Address

3. Telephone listing

4. Date and place of birth

5. Major field of study

6. Classification

7. Participation in officially recognized college activities

8. Sports - weights and height of athletic team members

9. Dates of attendance

10. Degrees or certificates earned

11. Awards received

12. Most recent previous educational institution attended

13. Photograph

14. Email Address

The college will publish Directory Information, collectively or individually, **UNLESS** a student notifies the Registrar **in writing** to the contrary within ten (10) days of the semester in which the initial enrollment is made. If the student makes such notice **all** directory information will be withheld from publication.

Students may file a complaint with the U.S. Department of Education if they believe their rights under this law have been violated and efforts to resolve the situation have not proved satisfactory. Complaints should be addressed to: Director, Family Compliance Office, U.S. Dept. of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605.

Copies of the complete student records policy may be obtained on request from the Registrar.

## Student Conduct

**Student Code of Conduct** - All student behavior shall be based upon respect and consideration for the rights of others. Students shall be responsible for knowing, and abiding by, the rules and regulations of the college.

The college assumes that all students are able and willing to maintain standards of self-discipline appropriate to membership in a college community. A rigid code of conduct is purposely omitted in order to establish confidence in this assumption. The college reserves the right to take disciplinary measures in the best interests of GCCC.

Discipline is the responsibility of the Vice President for Instruction and Student Services. Cases involving minor infractions of normal discipline may be handled by the Disciplinary Review Board. Disciplinary action may be initiated when a student's behavior/action is determined to be dangerous to that individual's health/well-being, infringement on others' rights, damage to college property, or any other situation which reflects negatively on the college community, programs, organizations, or activities.

The college reserves the right to dismiss a student whose conduct is at any time unsatisfactory in the judgment of college officials.

Conflicts with rules/regulations governing the following areas place a student in violation, and subject to discipline, of the Student Code of Conduct:

- **Alcohol and Drug Policy** – Alcoholic beverages and illegal drugs are prohibited on college property.



Possession, distribution or use of alcoholic beverages, or the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on the Garden City Community College Campus, within the college buildings or at any college-sponsored event is strictly prohibited. Violation will result in immediate disciplinary action up to and including dismissal from college.

- **Assault and Battery** – includes any action, including hazing, which threatens the physical well-being, mental health, or safety of others.

- **Dishonesty** – includes cheating, plagiarism, other areas of academic dishonesty, or intentionally giving false information to the college.

- **Disruptive Behavior** – includes disorderly, indecent, or obscene conduct either in the classroom or on campus owned/operated facilities or properties on /at college sponsored events.

- **Electronic Communications** – Students are expected to abide by ethical standards in the use of all electronic communications which includes, but is not limited to, electronic mail, Internet services, and electronic mail.

- **Fireworks, Knives or Other Weapons** – A Garden City ordinance prohibits the detonation of fireworks within the city limits. Knives, explosives, air rifles/pistols, pellet guns, BB guns, paintball guns and bludgeon weapons are prohibited on GCCC property. Campus Police will investigate all matters relating to these areas and violators may be prosecuted. Students may also receive discipline, which includes dismissal from the college for violations and/or threats involving weapons.

- **Concealed Firearms Carry** - In order to promote a safe and secure learning environment, GCCC prohibits the possession or use of weapons on campus and at off-campus activities, other than as set forth below.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01, et seq, and other applicable federal/state laws, it is permissible and will not be a violation of this policy for the:

- i) carrying of a concealed handgun on campus by legally qualified individuals, pursuant to Kansas law, and also in accordance with the concealed carry restrictions set forth below,

- ii) lawful carrying of a concealed handgun by an employee performing college duties at an off-campus activity, when in accordance with applicable laws/policies for such location,

- iii) lawful possession of a handgun within a personal/non-college vehicle,

- iv) lawful possession of weapons:

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law and the GCCC Weapons policy. Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view and does not reveal the handgun in any way. "About" the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual's personal items at all times. Moreover, the carrier must remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this policy to openly display any lawfully possessed handgun while on campus.

Please refer to the GCCC Weapons policy for additional information.

- **Gambling** – by Kansas Statute 21-4303, gambling is illegal and is not permitted.

- **Smoking in Restricted Areas** – All buildings owned and leased by GCCC are tobacco-free. Neither smoking nor chewing of tobacco is allowed except in approved designated smoking areas. (Garden City Code).

- **Telephone/Long Distance Dishonesty** – Students are not to make personal long distance calls on the college's phone line. Should students need to make personal long distance calls, they should use a personal credit card, call collect, or have the call charged to their home phone number. Unauthorized use of another student's credit card is strictly forbidden.

- **Theft/Vandalism** – theft or damage to college or other's property will subject students to college disciplinary measures as well as legal action.

- **Traffic Laws and Regulations** – All local and state regulations are in effect on campus 24 hours a day. In addition to campus police, city, county and state law enforcement agencies have jurisdiction on campus.

All laws and regulations are strictly enforced to assure safety.

- **Theft/Vandalism** – Theft or damage to college or other's property will subject students to college disciplinary measures as well as legal action.

- **Traffic Laws and Regulations** – All local and state regulations are in effect on campus 24 hours a day. In addition to Campus Safety and Security, city, county and state law enforcement agencies have jurisdiction on campus. All laws and regulations are strictly enforced to assure safety. Cars parked in the non-parking areas are subject to be towed and owners are responsible for towing/storage costs.

## College Disciplinary Process

*Refer to GCCC website for all policy information.*

The rights of each individual at Garden City Community College deserve the respect and protection of administrators, faculty and staff. To assure the fair treatment of each individual, rules of disciplinary process are in effect.

The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the rights of others, and to assure students due process if they have been charged with violating college rules and regulations as listed in this handbook.

Misconduct is considered a matter of concern to administrators, faculty, staff and students alike. Reports of misconduct are usually made to the Vice President for Instruction and Student Services for investigation and determination of appropriate action.

**Implementation of Disciplinary Process** - The Vice President for Instruction and Student Services will review with the student the nature of the complaint and the relevant evidence and testimony. When the investigations have been completed, the Vice President will take appropriate disciplinary action or refer the case to the College Disciplinary Review Board.

**Disciplinary Appeals Procedures** - If the appropriate action taken by the Vice President for Instruction and Student Services calls for the student to be expelled or penalized, the student will be informed in writing, with a statement for the action taken. The student has the right to appeal the disciplinary action taken by the Vice President to the College Disciplinary Review Board. **This appeal must be made in writing to the Vice President for Instruction and Student Services within 48 hours of the original decision.**

All appeal hearings are private to best ensure justice and discourage delay. The appeal is not a new hearing, but a review of the record of the original hearing. If evidence which was unavailable at the original hearing is discovered, it will also be considered. **The student requesting the appeal must be present on the hearing date as set in the letter to the student. Failure to be present as scheduled waives the student's right of appeal.**

**The College Disciplinary Review Board** - The College Disciplinary Review Board shall hear the appeal after being informed in writing, by the Vice President for Instruction and Student Services, that the disciplinary action has been appealed by said student. This Board is composed of three professional staff members (appointed by the Faculty Senate) and three full-time students (appointed by the Student Government Association).

At this hearing, the Chair of the Board shall give both the student and the Vice President for Instruction and Student Services, or his/her designee, an opportunity to testify. Both may bring witnesses. Witnesses will be limited to five unless prior approval is granted by the Vice President for Instruction and Student Services. Each witness will be afforded a maximum of five minutes of testimony. After the witnesses have been heard, members of the Board may ask questions of the student who has had disciplinary action taken against him/her, the Vice President or his/her designee, and the witnesses who have testified.

The College Disciplinary Review Board shall decide to uphold the decision of the Vice President for Instruction and Student Services, or his/her designee, or to recommend that the action be modified.

The student or the Vice President, or his/her designee, may appeal the decision of the College Disciplinary Review Board. **This request for an appeal must be made, in writing, to the College President within three (3) days after the College Disciplinary Review Board has made its decision about a specific case.**

**The Presidential Review** - The President shall hear the appeal within **seven (7) days** and render a written decision to all parties. The President's review shall be strictly on the process followed. Decisions of the President should be considered final by students, administrators, faculty and staff.

**Athletic Code of Conduct** - The athlete will not instigate, participate in, or condone inappropriate behavior from himself or another athlete. Inappropriate behavior is any behavior that draws unwanted attention to the athlete, the athlete's teammates or to the college. Such attention is embarrassing to the athlete, the athlete's parents, coaches and to the college. Involvement in an extracurricular activity is a privilege, not a guaranteed right. Students are responsible for their own actions; if those actions are in violation of the athletic guidelines then the student will be held accountable.

Individual coaches have requirements/regulations for conduct on the practice area, during travel to and from competition and in competition. This Code of Conduct is not meant to infringe on or detract from that right/responsibility. However, there are times and situations separate and removed from the immediate confines of practice and or competition in which the athlete may be in violation.

Students involved in inappropriate behavior will be subject to certain disciplinary actions. All actions and subsequent enforcements are cumulative for the entire time of enrollment at GCCC. Depending on the behavior problem of the student, one or more of the following actions will be taken by school officials:

1. The coach will have the responsibility to take first disciplinary action.
2. Action taken by the Disciplinary Committee may include, but is not limited to:
  - a. **Short-term suspension** - Suspension from at least one regular season athletic contest.
  - b. **Long-term suspension** - Suspension from at least 20% of the regular season athletic contests, up to the entire season with forfeiture of any future athletic scholarship at GCCC.
  - c. **Expulsion** - Elimination from participation in all athletic activities while enrolled at GCCC. The athletic scholarship will also be forfeited for the remaining enrollment at GCCC.

An individual charged with a criminal offense such as stealing, assault, battery, forgery, etc. will at least receive a long-term suspension.

**Athletic Department Disciplinary Process** - The objective of the Athletic Department disciplinary process is to protect constituents of the athletic program from jeopardy due to the impropriety of those with the athletic department who are unable or refuse to abide by the departmental rules and regulations.

**Implementation of Disciplinary Process** - The Director of Athletics will review with the student-athlete the nature of the complaint and the relevant evidence and testimony. When the investigation has been completed, the director may convene the Disciplinary Action Committee.

The Committee will consist of the following members:

1. The involved athlete's head coach
2. Athletic Director
3. Assistant Athletic Director
4. Vice President for Instruction and Student Services

The Committee will hear the evidence and rule on the complaint. The student athlete involved must be present so he/she may present testimony or evidence on his/her behalf.

If the appropriate action taken by the Committee calls for the student athlete to be penalized, the student will be informed, in writing, with a statement describing the action taken.

### **Student Appeals Other Than Disciplinary Areas**

**The Student and Academic Decisions** - Academic decisions are made by faculty members, division leaders, deans and Vice Presidents. If a student believes that an academic decision is unfair, he/she may meet with the personnel, listed above, who will review the student's complaint and render a final decision.

**Academic Ethics** - GCCC assumes that all students are enrolled to learn, and expects each individual to function as an ethical student. Integrity in the classroom is expected. Therefore, any cheating is at variance with the purposes of both the student and the institution. Any student dishonesty detected in a course (including during examinations or in submitting plagiarized materials) may result in the student receiving no credit for the examination, written work or quiz, and may result in an "F" grade, suspension and/or dismissal from the course. A violation of academic integrity includes:

1. Cheating on examinations, written quizzes and other written work.
2. Plagiarism, which is defined as the use of another's written work without recognition/citation, the

use of another student's work, the purchase and/or use of a paper that has already been prepared, the borrowing of an idea or phrase or the paraphrasing and/or summarizing of an idea without proper documentation.

3. Giving assistance to another person during an examination.

4. Falsification of an academic record.

5. Obtaining or attempting to obtain copies of a non-circulated examination or examination questions.

**Academic Dishonesty Policy** - This policy pertains to all GCCC classes and does not affect any action taken by the instructor of the class. The instructor retains the right to take the action he or she deems appropriate to the specific case including but not confined to the following:

- Discussing the violation with the student
- Failing the student for the specific assignment in question
- Failing the student for the class

If the instructor decides to fail the student for the course, the student may receive an XF grade on his or her transcript with the understanding that the X denotes academic dishonesty. The X will remain as a permanent part of the grade on the transcript.

The instructor also has the following options regardless of the actions already taken:

1. The instructor can notify the Vice President for Instructional Services that academic dishonesty has occurred. The notification will include the following information:
  - a. Name and ID number of the student or students involved
  - b. Proof that academic dishonesty has occurred
  - c. A description of any action already taken by the instructor
2. Once the Vice President has received this information, he/she will notify the student's advisor and any sponsors or coaches with whom the student is associated of the breach in academic integrity. The Vice President will also notify the student by mail that a second occurrence will result in dismissal from the college.
3. The Vice President will maintain a file listing students whose names have been turned in for academic dishonesty.
4. Should the student be dismissed from the college for academic dishonesty, the student retains the right of pursuing an appeal to the decision as described in the college catalog.

**Grade Appeals Process** - Students wishing to appeal a grade received should first meet with the instructor who issued the grade. If not satisfied with the resolution, the student may consult the appropriate division chair in an attempt at resolution. If the student still feels the grade is in error, he/she may request a meeting with the appropriate Vice President. The Vice President's decision is final in the appeals process.

### **Grievance Appeals Process**

Any GCCC student has the right to appeal what is perceived to be an unfair practice without fear of reprisal, abuse or other form of discouragement by the staff, faculty or administration. Such unfair practice may be registered by the student informally as an oral complaint (a recommended first step), or officially filed in writing.

The College encourages the resolution of all complaints through the most informal means and at the lowest possible administrative level. Whenever a complaint is made directly to the Board of Trustees as a whole or to a Board member as an individual, it will be referred to the administration for study and possible resolution. This appeals procedure is designed for issues other than academic or disciplinary actions (previously addressed in this catalog). This process/procedure provides students with protection against unwarranted infringement of their rights. Such appeals may concern alleged violations of College policies, infringement of students' rights and problems dealing with other students, college staff and faculty or college activities. The following procedures should be adhered to in order to ensure an appropriate resolution of a student complaint:

The student should attempt to rectify the grievance with the individual in which the alleged violation occurred. If the grievance is not resolved with this individual, then consulting with the appropriate supervisor and attempting to resolve the grievance through informal discussions, the supervisor will inform the student, in writing, of any decision made and the reason for that decision.

If the student feels that the complaint has not been satisfactorily resolved, he/she may submit a written appeal to the Vice President for Instruction and Student Services and request a conference. The Vice President for Instruction and Student Services will inform the student, in writing, of any decision made and the reason for making that decision.

If the student still feels that the complaint has not been satisfactorily resolved, he/she may submit a written grievance to the President for review of the process. The President will respond in writing regarding the decision of whether the process for appeals was correctly followed within 10 days after the grievance is appealed.

If a solution satisfactory to the grievant and/or the administration has not been reached through the above procedures, the grievant may appeal the same in writing to the Board of Trustees within ten (10) days after delivery of the President's decision. The Board will review the grievance and the record of the above procedures at their next regularly scheduled meeting. Any pertinent evidence or argument which the grievant desires to submit or which the Board deems necessary may be presented at the next regularly scheduled meeting. The Board will review the process and thereafter render its decision and submit a copy of the same in writing to the grievant within twenty (20) days following the next regularly scheduled Board meeting.

Students concerned with the grievance procedure, after exhausting the college's appeal procedure, may contact:

- Consumer protection and/or fraud complaints may be filed with the Kansas Attorney General's office.
- Discrimination complaints may be filed with the Human Rights Commission
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office.
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at <https://www.hlcommission.org/HLC-Institutions/complaints.html>

**Other Academic Appeals Process** - Students who have been charged with academic dishonesty have the right to appeal that action or decision and are guaranteed due process.

The academic appeals process allows students an opportunity to question academic behavior by administrators, faculty or other college staff/personnel. These appeals could be related to any academic concerns, including but not limited to: grade appeals, class assignments, classroom policies, procedures or any related areas. Students are requested to:

1. Discuss the matter directly with the faculty/staff member to resolve the matter.
2. If the matter cannot be satisfactorily resolved between the student and faculty/staff member, an appeal letter should be presented to the program/division director.
3. If the decision of the program/division director is not satisfactory with either party, a written appeal may be presented to the appropriate Vice President. If this ruling is not acceptable to either party, a written appeal should be presented to the Vice President for Instructional Services for appropriate disciplinary action or the Vice President may refer the case to the Scholarship and Academic Review Committee. The Vice President will notify the student, in writing, of the decision.
4. A further appeal may be made to the president for final ruling.



## Facilities and Services

**Residence Halls** - Students will have a choice of living in the residence complex connected to the student center, in the group-living unit residence hall, in the apartment-style complexes or the new Broncbuster housing complex. The campus housing includes lounges with cable television, study area, recreation area, vending machines, local telephone service, mail boxes, laundry service and supervision. Activities designed for those living in the residence halls are conducted throughout the year. Activities include organized tournaments, special food nights, movie nights, birthday parties, etc. Each room has high speed wireless internet and cable tv hookups.

For further information concerning on-campus living, consult the residence halls brochure available from the Residential Life and the Admissions Office or visit the college Web site ([www.gcccks.edu](http://www.gcccks.edu)).

Housing Hours: Monday-Friday, 8 a.m. - Noon and 1 p.m. - 4 p.m.; Saturday-Sunday by appointment only.

Parking: Resident parking lots are located directly south of the Beth Tedrow Student Center complex. Please observe the 10 m.p.h. speed limit in the parking lot. All residents are issued parking permits, which must be placed inside the car where they are easily visible. Note that there are restricted parking stalls in the lots such as 10 minute limited parking, loading zones, fire lanes and zones and stalls reserved for staff. All parking stalls are marked with yellow lines and fire lanes are marked with red lines and signage. Violators are towed at their own expense.

Visitation Policy: Hall residents may have their invited guests in living quarters during the following days and hours: Sunday-Thursday, 10 a.m. - midnight; Friday-Saturday, 10 a.m. - 2 a.m.

Disciplinary Action: Disciplinary action for rule or policy violations are subject to loss of privileges, probation, removal from Residential Life, fines and mandatory meetings or classes.

Additional Information: For specific information regarding rules, regulations, policies and procedures related to the Residence Halls, students and visitors should refer to the Residential Life Handbook and/or visit with a staff member.

### **Beth G. Tedrow Student Center**

The Beth Tedrow Student Center provides additional opportunities for students and community members. Services include dining facilities, study areas, recreational activities, etc. Located in the Center are the Cafeteria, Broncbuster Bookstore, student organization meeting areas and a small theater. Offices housed in the Center include the Student Government Association, Student Activities Coordinator, College Health Nurse, Residential Life staff, (including the Director, Supervisor, full-time maintenance and the Office Manager). Additional meeting rooms including the Endowment and Broncbuster Room, are available and may be scheduled for campus and community group use.

Students, employees and community members are encouraged to visit the Center to meet with friends, watch TV and movies, and participate in activities such as air hockey, billiards, ping-pong, darts, foosball, video games, etc. In addition to indoor attractions, basketball, disc golf, sand volleyball, horseshoes and picnic areas, with charcoal grill, are located on the west side of the Center. Shoes and shirt must be worn at all times inside the building. Student activity fees help fund the Center.

**Cafeteria** - The cafeteria is also under the direction of the Food Service Director. Food service is available

to all students, faculty, staff and guests in the cafeteria. As of Aug. 1, 2016 casual meal rates, excluding tax, are as follows:

Breakfast	\$4.51	Lunch	\$5.76	Special Dinner	\$7.77
Grab 'n Go/Continental Breakfast	\$2.55	Dinner	\$7.06		

\*Prices subject to change, prices do not include sales tax.

Off-campus students, faculty and staff may sign a special food service contract that calls for 19 meals per week. Students may make arrangements with the Residential Life Office to take advantage of this plan. Individual meal cards are also available from the Food Service Director.

Several meal ticket plans are available to off-campus students desiring to eat their meals in the cafeteria. Interested students should contact the Food Service Director's office for prices and plans available.

10 Meal Punch Cards are: \$46.18

15 Meal Punch Cards are: \$65.08

### **Cafeteria Hours:**

#### **Monday thru Thurs**

Hot Breakfast: 7 – 8:30

Grab-N-Go: 8:30 – 9

Lunch: 11:30 – 1:15

Grab-N-Go Lunch: 1:00 – 2:00

#### **Friday**

Hot Breakfast: 7 – 8:30

Cont. Breakfast: 8:30 – 9:00

Lunch: 11:30 – 1:00

Dinner 5:00 – 6:00

#### **Saturday & Sunday**

Brunch 12:00 – 1:00

Dinner 5:00 – 6:00

### **Meal hours on weekdays with food classes or when school is canceled due to bad weather:**

Breakfast (Monday-Friday) 9 a.m. - 9:30 a.m.

Lunch (Monday-Friday) Noon - 1 p.m.

Dinner (Monday-Friday) 5 p.m. - 6 p.m.

Meals are not served during four (4) vacation periods: Thanksgiving, Christmas, Spring and Easter Break.

### **Summer hours**

Lunch (Monday - Friday) 12 p.m. - 1 p.m.

Dinner (Monday - Friday) 5 p.m. - 6p.m.

Food Service will not be available when campus is closed or on days classes are not scheduled.

**Broncbuster Room & Endowment Room** - These three rooms, located in the Beth Tedrow Student Center, may be reserved by organizations for small dinners, parties and meetings. Events must be scheduled well in advance with the President's office, located in the SCSC. Food service must be arranged with the Food Service Director. No food is to be brought in from off-campus.

**Broncbuster Bookstore** - College textbooks and other supplies may be purchased in the Broncbuster Bookstore, located in the Beth Tedrow Student Center. Regular hours are 8 a.m. to 4:30 p.m., Monday through Friday. Special evening hours will be in effect during rush periods. Scholarship books are checked out through the bookstore and are to be returned there at the end of each semester. Various clothing and other college logo items are also available.

**Thomas F. Saffell Library** - Saffell Library is located at the center of campus and maintains a collection and facilities to support the varied curricula offered by GCCC. With its networked subscription resources Saffell Library provides access to thousands of periodical citations and full-text journals. Coupled with these valuable electronic databases are subscriptions to over 100 print periodicals. The book collection of 32,000+ titles is arranged in open stacks for convenient use and browsing. The on-line public access catalog (OPAC) provides expedient searching for books by author, title, subject and/or keyword.

The library staff offers formal and informal instruction for using information resources effectively, efficiently and ethically. Study facilities include study tables, individual study carrels, rooms for individual and group study, and comfortable lounge chairs and couches for general reading. There are over 40 public computer terminals for use in web-based research, word processing and email.

Also located in the building are the **Mary Jo Williams Comprehensive Learning Center**. For library hours and additional information please refer to the Web site ([www.gcccks.edu](http://www.gcccks.edu)).

## Student Assistance and Services

**Student Services** - The mission of the Student Services Division is to provide quality services that prepare students for learning and to participate as partners in the student learning experience. The professional staff of the Division of Student Services counsels with students and student organizations to provide meaningful activity programs and also to implement the vision of the college in assisting to provide positive contributors to the economic and social well-being of society.

Students are encouraged to visit the Student Services for counseling or consultation to discuss any questions, concerns or problems. The Vice President for Instruction and Student Services, the Financial Aid Office, The Assessment & Testing Coordinator, Counseling and Advising, Disability Services, the Admissions and Records Offices are located in the Student and Community Services Building. The College Health Nurse, Student Activities Coordinator and Residential Life Office are located in the Beth Tedrow Student Center. Student Support Services (SSS) is located in Saffel Library.

**Apply for Accommodations:** Garden City Community College is dedicated to the belief that students with disabilities should have equal opportunity to develop and extend their skills and knowledge. We strive to maintain a least-restrictive environment and provide appropriate support services necessary to ensure access to our educational programs. We encourage you to communicate your needs and utilize available resources.

### Services and Accommodations Provided by GCCC

Documentation of the disability must be submitted to provide evidence of the need for accommodations. It will be reviewed to determine what accommodations will be approved. Reasonable services and accommodations are provided to enrolled students on an individual basis and with respect to confidentiality.

### How to Receive Accommodations

1. Prior to enrolling in classes at GCCC, contact the Coordinator of Disability Services & Compliance. The Coordinator is the person designated by the college to review requests for services and accommodations related to disabilities and to engage in an interactive dialog with students to determine eligibility. You will need to request accommodations in writing before the beginning of each semester. You may call 620-276-9638 or stop by the SCSC and ask for the Coordinator of Disabilities & Compliance.
2. Provide documentation (psychological, educational, or medical evaluations) IEP or Section 504.

You may submit the documentation in person or mail to:

Garden City Community College  
Attn: Coordinator of Disabilities & Compliance  
801 Campus Dr  
Garden City, KS 67801

3. Once your written request for accommodations plus your documentation is received, the Coordinator will review your request and documents to determine eligibility. If it is determined you are eligible for accommodations you will be provided a letter of notification regarding accommodations that have been granted. If it is determined that based on the written request and documentation you are not eligible for accommodations, the Coordinator will communicate directly to you why your request or documentation is insufficient for eligibility in order to determine if you can submit additional information that may meet eligibility requirements.
4. It is also recommended, that, if you are granted accommodations, after you have arranged your schedule for the semester and prior to the first day of classes, arrange a meeting with each of your instructors to give him/her your accommodations letter and to discuss your accommodations specific to their class. We recommend that you meet with instructors during office hours or after class.
5. The Coordinator of Disabilities will also contact each of your instructors about the accommodations granted.

**Assessment and Testing Program** – GCCC students complete a skills assessment to determine course placement. Degree-seeking students are required to take an assessment or have ACT scores submitted directly from ACT. The student's placement assessment and/or ACT scores determine if the student is prepared to succeed

in the required English and math courses or if he/she would benefit from developmental course preparation before advancing to the required college level courses. To meet special admission requirements for specific programs, students may also be required to complete: DAT Mechanical Reasoning, Michigan, Nelson-Denny Reading and/or WorkKeys tests.

The Assessment Center takes individual appointments for exam proctoring and participates in the following state, college admission and professional testing programs: ACT, CLEP, GED, Kryterion, Pearson Vue, Praxis & School Leadership Series, Prometric, RETA and SAT. To obtain further information, contact the Mary Jo Williams Assessment Center located in the SCSC.

**Out-of-Class Testing Center** - The Out-of-Class Testing Center is utilized by instructors who do not administer tests in the classroom. Such courses are designated in the course catalog as "out-of-class testing required." The Out-of-Class Testing Center is located in the lecture hall of the Science & Math Building at specific times throughout the week. Students must present a picture I.D. to take a test. The Testing Center's hours are Monday and Thursday from 5 p.m. to 9 p.m., Tuesday and Wednesday from 2 p.m. to 6 p.m., Fridays 9 a.m. to 1 p.m. and Sunday from 5 p.m. to 9 p.m. These hours are subject to change, so students should check campus bulletin boards or with instructors. The testing Center is closed on holidays.

**Salmans Advising Center** - The Salmans Advising Center is also located in the SCSC. This center is open to assist part-time, evening, undecided and walk-in students. The staff provides assistance to students by assessing their abilities, aptitudes, interests and educational needs. The staff also advises students regarding courses of study best suited to their abilities and interests and helps develop an understanding of educational and career opportunities and requirements. Endowed by funds from M.K. and Agnes Salmans, this Center is dedicated to providing each student the professional assistance necessary to ensure the opportunity for student success.

**BusterWeb** - On-line access to student academic information, including class schedules, grades and unofficial transcripts. To access BusterWeb, go to the GCCC Web site ([www.gccccks.edu](http://www.gccccks.edu)).

**Campus Police** - The GCCC Police Department located on the 2nd floor of the SCSC is an integral part of the college's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of all college departments. Charged with ensuring safety and security for GCCC the department strives to fulfill its responsibility to each member of the college community by providing quality services. In addition to enforcing the laws on campus, they also provide valuable services to students such as vehicle unlocks, jumpstarts, escorts and safety programs.

To call the GCCC Police Department during business hours dial 276-9603 (office). After hours dial 272-6828 (cell). Refer to the GCCC Safety and Security Report for specific traffic and parking regulations and related policies/procedures. A printed copy may be obtained at the GCCC Police Department.

**Comprehensive Learning Center** - The Mary Jo Williams Comprehensive Learning Center (CLC) exists to assess, support and enhance the academic achievement of those it serves. Staffed by a team of professional educators, paraprofessionals, peer tutors and volunteers, the learning environment is friendly and supportive. Free assistance is available by appointment or on a walk-in basis to students wishing help in study skills, reading, math, writing, science, English as a Second Language, and most other curriculum areas.

The CLC offers all levels of learning assistance through multiple learning activities:

- Enrichment activities provide learning opportunities beyond those available in the traditional classroom.
- Supplemental activities support college courses by providing alternative learning methods.
- Developmental activities help students gain competencies so they can successfully complete their course of study.

The CLC has many computers for use in word processing, course tutorials, web-based research or email. Students and instructors also find this a convenient place to use audio and video course supplements, programmed texts, and other special instructional materials. The CLC is located within Saffell Library and observes the same service hours as the library.

**Counseling/Career Resource Center** - Licensed professional counselors are available for educational, occupational and personal counseling. Students may see a counselor by appointment or on a walk-in basis. The Counseling/Career Resources Center, located in the Student and Community Services Building, has many resources available. Students who are undecided about the career they would like to pursue may benefit

from using the Career Resource Center. The Career Center administers computerized interest and personality assessments such as DISCOVER, Strong Interest Inventory and Myers Briggs Type Indicator. These inventories can help expand a person's knowledge of his/her self, generate appropriate ideas about career choices and offer possibilities that match his/her interests. To supplement these career guidance tools, the Career Resource Center provides detailed career information, catalogs from other colleges, and Internet access to career and college transfer information. In addition, assistance is available for students to create resumés, cover letters and thank-you letters.

**New Student Orientation** - GCCC provides an opportunity for new students and parents to get acquainted with services and resources available. The interactive format is designed to ease students into the college environment and answer any questions that may arise. New Student Orientation is mandatory for students new to GCCC (freshman and transfer students).

**Student Scholarships and Other Financial Assistance** - Financial aid to students is funded by the college, donors to the college Endowment Association and state and federal government funded programs. The aid consists of scholarships, grants, loans and work study opportunities. Scholarships may be obtained by students who maintain above average grades, who show leadership qualities and/or excellence in extra-curricular activities. Information on scholarships and grant-in-aid is available in the Financial Aid Office, located in the Student and Community Services Building.

**Student Support Services (SSS)** - The Student Support Services (SSS) Project works with participants to assist them in increasing their grade point average, continuing to attend classes from one semester to the next, graduating from GCCC, and transferring to a 4 year college. The SSS Project also works to foster an institutional climate at GCCC which is supportive of success for students who are from low income backgrounds, first generation college students and students with disabilities.

SSS Participants are provided with academic, career, personal, transfer, and financial aid/budgeting counseling. The SSS participant works with the SSS staff to develop a Personal Success Plan for each semester to assure the student has a viable plan to meet their academic and personal goals. SSS Participants are provided with the opportunity to participate in cultural activities both on and off campus. SSS participants can select a four year university to visit in Kansas. Campus visits assist SSS participants to make plans to transfer to a four year school to complete a bachelor's degree. SSS has a textbook loan program for participants. SSS also provides basic school supplies to assure success in the participants course work. SSS tutors and paraprofessionals are available to assist participants to succeed in their coursework. Award recognition events are held twice a year to celebrate SSS Participants success and achievements. Social events are held throughout the year to help foster relationships between SSS participants and GCCC Faculty and Staff. If you are a student from a low income or first generation background or student with a disability, please contact 620-275-3245 or any staff member for additional information about becoming a participant in Student Support Services. Our offices are located in Saffell Library.

The SSS project is primarily funded through a competitive grant from the United States Department of Education. As of September 1, 2017, the Department of Education provides 95% and GCCC provides 5% plus generous in-kind support. SSS serves two hundred participants each year.

**Student Email Account** - GCCC provides all enrolled students with a free institutional email account. Faculty and staff utilize the account to communicate with students and institution or campus-wide announcements are posted. Students are expected to check their GC3 email on a regular basis.

Access to GC3 email accounts is made through the GCCC Web site ([www.gcccks.edu](http://www.gcccks.edu)). To obtain the email address contact Micah Koksall or Tammy Tabor in the SCSC or the Saffell Library staff. It does not expire when a student leaves GCCC. However the email account can become dormant if not used after a period of time. To reactivate, students will need to contact Tammy Tabor, Leslie Wenzel or the library staff.

**Student Employment Opportunities** - On-campus jobs are available for qualified students through the Financial Aid Office. Jobs are financed either through federally funded Work-Study programs or the college. Off-campus employment opportunities are listed through the Counseling/Career Resources Center located in the SCSC. Students seeking employment can receive assistance in learning about available positions, interviewing skills, resumé writing, and other job readiness skills.

**Veteran's Service** - Programs of educational benefit to veterans and war orphans are coordinated in the Kansas Department of Human Resources by the Kansas Veterans' Commission. The college is approved for



## Financial Aid and Scholarships

The Financial Aid Office is committed to helping GCCC students reach their educational goals. For information refer to the "Financial Aid" page at [www.gcccks.edu](http://www.gcccks.edu). Students are encouraged to visit the office located in the SCSC building, call 620-276-9519 or email [finaid@gcccks.edu](mailto:finaid@gcccks.edu) for assistance and questions.

### TYPES OF AID -

#### U.S. Department of Education Federal Financial Aid

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study
- Federal Direct Stafford Loan •Federal Plus Loan

#### GCCC Institutional Aid

- Work-Study
- Scholarships
- Grant-in-Aid Awards

#### Additional Financial Aid Assistance

- Veterans Administration Benefits
- Vocational Rehabilitation
- Kansas Board of Regents [www.kansasregents.org](http://www.kansasregents.org)

### FEDERAL FINANCIAL AID

**Application Process** - To apply for Federal Student Financial Aid, students must submit the Free Application for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov)).

**Student Eligibility Requirements** - Students must meet the following requirements to be eligible to receive federal financial aid:

- Be a U.S. Citizen or eligible non-citizen.
- Have a high school diploma or GED. Students cannot be concurrently enrolled in high school, home school or alternative high school (official high school and all college transcripts must be on file in the admissions office). OR
- Demonstrate the Ability to Benefit (ATB) and be actively enrolled in an Adult Education/Career Pathways Program.
- Enrolled in a program leading to an Associate Degree or eligible certificate.
- Make satisfactory academic progress toward earning a degree or eligible certificate.
- Provide all necessary forms and documents as requested.

### SCHOLARSHIPS Application Process-

To apply for Scholarships:

Visit [www.gcccks.edu](http://www.gcccks.edu)

Financial Aid

Apply for Scholarships

Click: Fill Out a General Scholarship Application Here

## Health Services

The college employs a Registered Nurse. The Student Health Office is located in the northwest corner of the Beth Tedrow Student Center and is open to all students and employees. Office hours are 8 a.m. to 4 p.m., Monday through Friday.

Services offered through the health office include: health assessment, pregnancy testing, weight and blood pressure checks, annual influenza vaccinations, nutrition counseling, assistance with community healthcare, health/wellness education, prevention issues, literature distribution and general first aid. Over-the-counter medications are available through the student health center. For information on other services through the Student Health Office, please contact the nurse. All records and conversations are strictly confidential.

### Health and Hospital Protection

The college does not offer a student health insurance program. Students who do not have health and hospitalization protection covered by their parents, spouses or employers are responsible for their own health insurance coverage, and the college assumes no responsibility for health insurance plans. Information on individual student health insurance plans is available from the Student Health Nurse and on the college Web site ([www.gcccks.edu](http://www.gcccks.edu)) listed under Student Health.

## Student Organizations, Activities and Sponsors

### ART CLUB

This group is open to anyone currently enrolled in an art class, including all studio areas. This club works to promote and fund art-related activities.

### ASSOCIATION OF NURSING STUDENTS

This is the official organization for students in the nursing and pre-nursing courses. The association acts as an information group, stimulates interest in the profession and promotes participation in campus and community projects. ANS is also active in sponsoring an annual pinning ceremony in conjunction with GCCC graduation.

### ATHLETICS

The college sponsors intercollegiate participation in football, baseball, basketball, cross country, track and field, golf, soccer and rodeo for men, and volleyball, basketball, rodeo, cheer, dance, soccer, softball, cross country and track and field for women. The college is a member of the Kansas Jayhawk Community College Conference and the National Junior College Athletic Association.

The athletic program is designed to provide competition in sports for any student who can qualify for the teams and who meets college, conference and national association requirements. Physical conditioning, teamwork and cooperation, competitiveness, mental discipline and spectator enjoyment are among the objectives of the program.

### ATHLETIC TRAINERS

The student athletic training club promotes the educational advancement in the athletic training field of student trainers at GCCC.

### BAND/INSTRUMENTAL MUSIC/MARCHING BAND

Membership in the band is open to all students for one hour of credit per semester. Previous band experience, a desire to contribute to campus life, enthusiasm and pride are requirements for prospective band members. The Broncbuster Band plays for all home football and basketball games. The band, with the other college musical organizations, makes an annual tour of Southwest Kansas high schools in the spring.

### BLOCK AND BRIDLE

A nationally recognized agriculture organization, membership is open to all students wishing to learn more about agriculture, agriculture careers and/or to further develop agricultural skills.

### CHEER/YELL LEADERS

This group consists of female cheer and male yell leaders. Tryouts or auditions are held in the spring to fill the team for the next year. The leaders attend summer camp and cheer for football, volleyball, and men's and women's basketball games.

## **CHESS CLUB**

Chess Club is open to all students. Whether you are new to chess and want to learn the game or you are an advanced player looking for competitive play, the Chess Club has plenty to offer all levels. Sponsor: Ron Carlson 620-276-9584.

## **CHOIR/VOCAL MUSIC**

Choir is open to all students on either a credit or non-credit basis. The college choir presents one major performance each semester as well as several other public appearances throughout the year. Participants in choir have many opportunities for rewarding musical experiences.

## **COLLEGE PLAYERS**

Students interested in all phases of theater may join the organization. Members sponsor several annual functions to promote social and theatrical experiences for interested students. College players are affiliated with Delta Psi Omega, a national drama fraternity, and membership is based on invitation in consideration of performance or assistance in drama production.

## **COLLEGIATE QUIZ BOWL TEAM**

This organization is an interscholastic competition team that competes with other community colleges, 4-year universities and colleges. The organization is open to any students who wish to challenge themselves intellectually.

## **CRIMINAL JUSTICE COMPETITION TEAM**

Members of the Criminal Justice Competition Team are selected on grades, leadership abilities and involvement. Members must be a criminal justice majors and become a member of the American Criminal Justice Association/Lambda Alpha Epsilon, which sponsors regional and national competitions. Kansas criminal justice programs also sponsor additional in-state competitions during the year. The team has been successful at state, regional and national levels in all of the competition categories including written tests, crime scene investigation, physical agility and firearms. GCCC's competition team has won numerous regional awards and three national championships. Sponsor: Brandy Unruh – 620-276-9503.

## **FARM BUREAU COLLEGIATE PROGRAM**

Kansas Farm Bureau's Collegiate Farm Bureau program offers students the ability to enhance their leadership skills through experiences and opportunities within the Farm Bureau organization to become agricultural leaders. Sponsor: Cindy VenJohn – 620-276-9502.

## **GC3 STUDENT MEDIA**

See your work in print and online. Be a star with your own online television or radio show. Help students, faculty, and staff by telling them about breaking news that affects their lives or giving them a voice. Work in a state-of-the-art newsroom to produce visual media for the campus and community. Learn marketable skills in both your specific subject area as well as in management and human relations.

Join the hundreds of GC3 Media alumni who got their start with GC3 Media and are now media managers, editors, writers, graphic designers, on-air talent, public relations specialists, salespeople, and many other occupations.

Students must enroll in Media Production I, II, III, IV (JRNL-113, 114, 203 or 204) and will receive course credit and a grade for their participation. In addition, students are eligible for scholarships. Jobs are available at skill levels ranging from basic to highly technical; compensation is commensurate with the skill level and time commitment required.

Jobs with GC3 Media are available for students without regard to major. Although many of the students are mass communication majors, other students are studying art, education, computer science, English, etc.

All staff members are required to be full-time students at GCCC and must be in good standing, with a 2.5 minimum grade point average. Enrollment is by permission only. Sponsor: Daniel Reyes - 620-276-9500 or daniel.reyes@gcccks.edu.

## **HALO**

The Hispanic American Leadership Organization (HALO) is organized for the purpose of promoting co-operation between students of various ethnic groups and to sponsor awareness programs that involve all students in activities and social functions. Membership is open to any student.

**INTERNATIONAL CLUB (I-CLUB)**

The purpose of this club shall be to foster fellowship among all students, promoting dialogue towards intercultural understanding, enriching the campus & the Garden City Community through cultural meetings and events. Contact 620-276-0474.

**INTRAMURALS**

An intramural athletic program is available for students who wish to participate. The program, operated by the Student Activities Coordinator, offers various activities including basketball, dodge ball, sand volleyball, wallyball, volleyball, basketball, flag football, racquetball, softball, tennis, ultimate Frisbee, etc. Student interest may provide for additional activities. Sponsor: Lauren Rockhold – 620-276-0474.

**LECTURE SERIES**

The student ID card admits students to lectures held on campus. SGA representatives help select nationally known speakers for the series.

**MEAT JUDGING TEAM**

The GCCC meat judging team dates back to 1988 on this campus. Overall, meat judging was started as a way for students to utilize industry concepts and equations to compete with other colleges and universities with an animal science curriculum. Many industry leaders look for the career traits that meat judging team members have, including decision-making, note-taking, communication and time management skills. Team members are awarded books and tuition scholarships for two years. Sponsor: Dr. Clint Alexander – 620-276-9527.

**PHI THETA KAPPA**

The national honor society for two-year colleges promotes scholarship, fellowship, and service for students who are invited to membership. Students who earn a 3.5-4.0 cumulative grade point average and who have completed twelve hours toward a degree program are invited to membership each semester. Active chapter members participate in the Honors Study, chapter social activities, and service projects for the campus and community. Opportunities are also available for participation in activities with other chapters and on the state and national level. Members of the Alpha Xi Upsilon Chapter are recognized at graduation and in several activities during the year on campus.

**SCIENCE & MATH CLUB**

All students interested in any science/math curriculum are welcome to participate in this organization. Highlights include such activities as films, speakers, and discussions in science/math fields. Sponsor: Nicole Dick – 620-276-9686.

**STUDENT ACTIVITIES COMMITTEE**

Scholarships are offered for those students willing to work an average of twelve hours a week at the Student Center and assist in the advertising and overseeing of student activities. All students are encouraged to apply but only those who are able to maintain a 2.0 GPA and are full time students are eligible. Past SAC events include: Make-It Take -It Tuesdays, air hockey tournaments, free donut days, free week-before-finals massages, pudding eating contest, pumpkin carving contest. Sponsor: Lauren Rockhold – 620-276-0474.

**STUDENT GOVERNMENT ASSOCIATION (SGA)**

SGA is the student representative governing body of the college. It meets each week for discussion of campus activities, problems and necessary improvements. Members are elected to the association from the student body. Students are encouraged to participate in both the SGA and the activities it sponsors. Sponsor: Lauren Rockhold – 620-276-0474.

**TAU EPSILON LAMBDA**

Persons who are actively engaged in the field of criminal justice and students pursuing a course of study in the area of administration of justice are eligible for membership.

# Campus Environment/Official Compliance

## TITLE IX – NON-DISCRIMINATION/ANTI-HARASSMENT

Garden City Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, sex (including pregnancy), age (40 or older), disability, height, weight, marital status, sexual orientation, genetic information or other non-merit reasons, or handicap, nor will sexual harassment or retaliation be tolerated, in its employment practices and/or educational programs or activities. Harassment is prohibited based on race, color, age, sex, religion, marital status, national origin, disability, veteran's status, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. Vice President for Instruction and Student Services, coordinates the college's efforts to comply with Title IX. Students concerned about the above should contact Ryan Ruda, Vice President for Instruction and Student Services, 620-276-9597, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact Director of Human Resources and Title IX Coordinator, 620-276-0362, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846.

**Discrimination or Harassment** - No student shall engage in discrimination/harassment of another student; no one shall engage in discrimination/harassment of an employee of the college as defined by college policy. All such reports will be investigated in accordance with procedures developed pursuant to Section 106.8 of Title IX, Education Amendments of 1972.

This includes:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of academic success; or
- b) submission to or rejection of such conduct by an individual is used as the basis for academic decisions, affecting either the instructor or staff member; or
- c) such conduct has the purpose or effect of unreasonably interfering with the instructor, student or staff member's performance or creating an intimidating, hostile or offensive environment.

Persons violating this policy will face student discipline up to and including suspension or expulsion. Any person believing that he or she has been subject to unlawful harassment, as set forth in this policy, should utilize the Discrimination or Harassment Complaint Procedure, as found in the Student Handbook. For more information regarding the Non-Discrimination/Anti-Harassment policy, please see the Student Handbook or visit the college website at [www.gcccks.edu](http://www.gcccks.edu) and click on Consumer Information.

**Drug/Alcohol-Free Campus** - GCCC has long recognized that an academic community is harmed in many ways by the abuse of alcohol and the use of other drugs. This high-risk behavior is exemplified by decreased productivity of members of the community, serious health problems, and strained social interactions as well as forms of vandalism. Problems associated with the illicit use and abuse of substances have a pervasive impact upon the academic community and are not associated with a single socioeconomic group or age level. The processes of education and learning are especially impaired by alcohol abuse and the use of illicit drugs. GCCC subscribes to the basic philosophy of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse:

1. The institutional establishment enforces clear policies that promote an educational environment free from the abuse of alcohol and other drugs.
2. The institution will provide education for its members for the purpose of preventing alcohol and other drug abuse, as well as educating them about the use of legal drugs in ways that are not harmful to self or others.
3. GCCC will create an environment that promotes and reinforces healthy responsible living; respect for community laws; campus standards and regulations; the individual's responsibility within the community; and the intellectual, social, emotional, spiritual or ethical, and physical well-being of its community members.
4. The institution will provide for a reasonable level of care for alcohol and drug abusers through counseling, referral and treatment. The foundation of the philosophy concerning alcohol and drug abuse for GCCC is the firm commitment to an educational program which provides the adequate information and counseling to help all members of the academic community to make informed and responsible decisions concerning the use of any controlled substance. The institution is committed to a healthy environment for learning and living.

**Disability Services** – All students are provided a quality education and equal educational opportunities. The college works to comply with legal requirements to ensure the requirements do not discriminate or have the effect of discriminating on the basis of a student's known and adequately documented disability. Requested changes shall not be if they require alteration of essential elements of the program or directly related licensing requirements, or would result in undue financial or administrative burdens.

**Student's Right-To-Know/Campus Security Act** – GCCC adheres to the Student's Right-To-Know and Campus Security Act (Public Law 101-542). Current statistics are listed in this Handbook, linked on the college's Web site ([www.gcccks.edu](http://www.gcccks.edu)) and by request from the Admissions Office and the Director of Athletics office. Link to current KBI registered sex-offenders list is also available.



**Graduation Rate** – The four-year completion or graduation rate for students who entered GCCC fall 2010, 2011, 2012 and 2013, as first-time, full-time degree-seeking students was 35%. The four-year successful transfer-out rate for other students (non-graduates) in the same cohort groups was 21%. The persistence rate accounted for 56% of the four-year cohort groups. (2016-2017) Graduation Rate Survey) Copies of this survey are available at the Admissions Office, Athletic Director's Office and on the college Web site.

**Campus Crime Disclosure Act** – In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, GCCC collects and reports specific information on campus crime statistics, campus security policies and is required to inform the campus community where information concerning registered sex offenders can be obtained. This information as well as a link to the KBI's Registered Offenders List can be accessed on the college's Web site ([www.gcccks.edu](http://www.gcccks.edu)) or by directly going to the KBI site at [www.accesskansas.org/kbi/ro.shtml](http://www.accesskansas.org/kbi/ro.shtml). To obtain a printed copy of the report, contact the Director of Physical Plant at 275-3210.

**Crime Statistics** - Campus crime statistics for the most recent four (4) academic years are listed and categorized in this handbook and on the college's Web site ([www.gcccks.edu](http://www.gcccks.edu)). Current or prospective students interested in obtaining further information should contact the Executive Vice President in the Student and Community Services Center.

# Crime Statistics

## GCCC Campus CRIME Statistics

The following statistics, provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, are for your information. They include all reports of the following offenses received by the Campus Police Department (Transitioned from Security to Police Department 7/1/2014) and from college officials with significant responsibility for student and a campus activities. These statistics also include data received from other law enforcement agencies in response to the Campus Police Department's annual requests. If you have any questions, contact the Campus Police Chief at 620-276-9536.

## GCCC-Clery Act Statistical Summary

Reported in accordance with Uniform Crime Reporting procedure and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Offense Type (including attempts)	On Campus Crime			Residence Hall Crime			Non-Campus Building or Property			On Public Property		
	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	2	0	1	1	0	0	0	0	0	0	0
Fondling	2	0	0	1	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	1	0	0	1	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	1	1	0	1	1	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0
Burglary	2	3	1	2	3	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0
Hate Crimes (by Prejudices)												
Race	0	0	1	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Number of Arrests/Referrals for Campus Disciplinary Actions – Select Offenses												
Liquor Law Violations	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014
Arrest	0	0	1	0	0	1	0	0	0	0	0	0
Referral	100	91	33	95	82	28	0	0	0	0	0	0
Drug Law Violations												
Arrest	1	2	2	0	0	2	0	0	0	1	0	0
Referral	28	48	14	12	18	14	0	0	0	0	0	0
Weapons Law Violations												
Arrest	0	0	1									
Referral	0	3	1									
Unfounded Crimes	2	1	0									

## Additional Information

Information available under "Campus Safety & Security" includes:

- Crimes reported by Campus Police
- GCCC Safety & Security Annual Report

Visit the GCCC website: [www.gcccks.edu](http://www.gcccks.edu)

# Tornado Instructions

Below is a list of GCCC buildings and the designated places in each building you and your students should go in the event there is a tornado warning. Please locate your building and be aware of where to take your students if and when you know of a tornado warning. **DO NOT TELL YOUR STUDENTS TO GO HOME.** In the event of a tornado, more people are killed and injured by flying debris than by the actual tornado itself. Of course, if they, as individuals, choose to go home, you cannot require them to stay in the building.

There are a number of ways you may be alerted to a tornado warning. First of all, you may hear the city sirens. Secondly, the Campus Security or other GCCC staff coming to your classroom may alert you. In either case, you must instruct your students to go to the designated areas immediately. If there is threatening weather forecast and may want to bring a radio to your class.

Please keep this list in your class materials so it will be readily available when needed.

## Tornado Watch and Warning

- In the event that a **Tornado Watch** is issued for our area, the following will happen:
  - A global e-mail message via Bustrmail will be sent.
  - You should continue with your daily routine; however, you should remain alert to the possibility of severe weather and be prepared to act accordingly.
- If a **Tornado Warning** is issued for our area, the following will happen:
  - External City warning sirens will be activated.
  - Stay away from windows and exterior doors.
  - You should promptly move to your designated **Tornado Shelter**.
  - Remain in your designated shelter until a warning expiration message is announced.
  - **Note:** If the facility is damaged, evacuate the area after the storm passes (following the direction of emergency building personnel) and stay clear of the damaged area. Be aware of fallen debris, downed power lines and gas leaks. Report any injuries to the GCCC Department of Campus Safety and emergency responders.

## GCCC Tornado Shelter Instructions

- Listed below is a list of GCCC buildings and designated shelters. GCCC personnel **should not** instruct students to go home. If students choose to go home, you cannot require them to stay in the building.
  - **Academic** (ACAD)-Restrooms, interior offices
  - **Access and Opportunity Center** (SCSC)-Basement interior classrooms
  - **Administration** (SCSC)-Basement interior classrooms
  - **Adult Learning Center - East Garden Village Site** -Basement of the office
  - **Broncbuster Housing**-Laundry Room
  - **Fine Arts** (JOYC)-Restrooms, practice rooms, basement
  - **Gary Jarmer Annex**-Interior offices or if possible, move to the John Collins building (JCVT)
  - **Gym** (DPAC)-Football locker, baseball locker, laundry room, football storage
  - **Horse Palace**-Finney County Juvenile Detention Center at 507 W. Santa Fe.
  - **John Collins** (JCVT)-Restrooms, interior offices
  - **Multi-Sports Complex**-Basement of the Student and Community Services Center on the main GCCC campus
  - **Physical Plant**-North offices
  - **Penka** (PENK)-Main restrooms, interior offices, classrooms 1007,1013, 1047
  - **Saffell Library**-Women's restroom, accommodations computer lab
  - **Science and Math** (FOUS)-ADA restrooms, interior offices, conference room
  - **Fire Science** (Fire Tower)-Janitor closet or if possible Beth Tedrow Student Center (BTSC) basement
  - **Beth Tedrow Student Center** (BTSC)-Basement exterior rooms, Broncbuster room, Residential West hall first floor
  - **Student Housing**-Residential West first floor hallway, first floor restrooms
  - **Welding Center**-Interior Restrooms

# GARDEN CITY COMMUNITY COLLEGE

## 2018-2019 ACADEMIC CALENDAR

Aug 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Sep 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Oct 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Nov 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Dec 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### August

- 9 New Student Orientation
- 10 New Student Orientation
- 13 Fall Semester Begins - Classes Begin:  
Fall 2018 Main Session (16 weeks) and  
Session 1 (8 weeks)
- 27 Classes Begin: Session 2 (14 weeks)

### September

- 3 LABOR DAY - No Classes

### October

- 4 Classes End (Session 1)
- 5 FALL BREAK - No Classes
- 8 Classes Begin: Session 3 (8 weeks)

### November

- 1 Last Day to Withdraw from Classes  
(Fall Main Session)
- 5 Spring Enrollment Begins (CURRENT  
enrolled students only)
- 19 THANKSGIVING BREAK Begins  
(Campus Closed thru November 25)
- 26 Classes Resume

Spring Enrollment Begins (ALL  
students)

### December

- 3 Final Exams Begin
- 6 Classes End (Main Session and  
Sessions 2 and 3)
- Final Exams End
- 7 Final Grades Due @ 10:00 AM
- 10 Classes Begin: Fall Mini Session (3  
weeks)
- 17 CHRISTMAS BREAK Begins (Campus  
Closed until January 2)
- 28 Classes End (Fall Mini Session)
- Fall Semester Ends

### January

- 2 Campus Reopens
- 7 Spring Semester Begins - Classes  
Begin: Spring 2019 Main Session (17  
weeks) and Session 1 (8 weeks)
- 21 Classes Begin: Session 2 (14 weeks)

### February

- 18 PRESIDENT'S DAY - No Classes

### March

- 1 Classes End (Session 1)
- Summer Enrollment Begins (ALL  
students)
- 4 Classes Begin: Session 3 (8 weeks)
- 11 SPRING BREAK Begins - No Classes  
until March 18)
- 18 Classes Resume

### April

- 4 Last Day to Withdraw from Classes  
(Spring Main Session)
- 12 Enrollment/Advising/Testing Day
- Fall Enrollment Begins (CURRENT  
Enrolled Students Only)
- 15 Classes Begin: Session 4 (4 weeks)
- 19 EASTER BREAK Begins (Campus  
Closed until April 23)
- 23 Classes Resume
- 29 Fall Enrollment Begins (ALL students)

### May

- 3 COMMENCEMENT @ 7:00 PM
- 6 Final Exams Begin
- 9 Classes End (Main Session and  
Sessions 2 and 3)
- Final Exams End
- Spring Semester Ends
- 10 Final Grades Due @ 10:00 AM

- 20 Summer Session 1 Begins (3 wks)
- Summer Session 2 Begins (6 wks)
- Summer Session 5 (ONLINE) Begins  
(11 wks - ends August 2)

- 27 MEMORIAL DAY - No Classes

### June

- 7 Summer Session 1 Ends
- 28 Summer Session 2 Ends

### July

- 1 Summer Session 3 Begins (5 weeks -  
ends August 2)
- 4 INDEPENDENCE DAY - No Classes
- 15 Summer Session 4 Begins (3  
weeks-ends August 2)

Feb 2019						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

Mar 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
						1 2 3 4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jun 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jul 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

 - Denotes Holiday



## The Nature of College Counseling

Like everyone, college students face difficult life transitions and circumstances, experience painful emotions, and need assistance in developing clear and meaningful goals. College counselors are professionally trained to help students cope with a wide variety of educational, adjustment and mental health issues.

College counselors also facilitate academic progress and help students successfully achieve their career goals. A counseling relationship allows students to confidentially discuss their personal thoughts and feelings. Some of the skills counselors employ include listening, informing, empathizing, collaborating, brainstorming, problem solving, co-constructing goals and modeling appropriate behavior.

## Presenting Problems

We are glad to talk with you about any issue causing you concern or distress. Some common concerns include: anxiety, depression, loneliness, eating disorders, alcohol and other drugs, rape and incest issues, self-assertiveness, relationship issues, communication skills, anger management, shyness, academic problems, time management, test anxiety, choosing a major, writing a resume, and career goals.

## Length of Counseling

Depending on the nature of the concern, counseling may be one session, short-term or long-term. In some cases, a referral to a specialist may be required.

## Cost and Availability

Campus services are free to enrolled students. Our offices are located on the first floor of the Student and Community Services building. Walk-ins are welcome!

## Staff

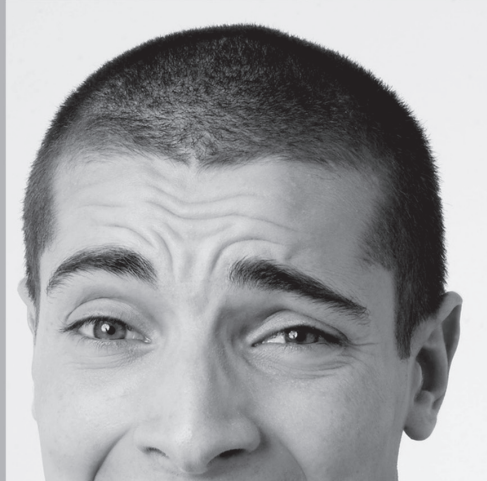
Colin Lamb, MSW  
Dean of Student Services & Interim - Athletic Dir.  
620-276-9595

Jo Ann Garrier, MS, NCC, LPC  
Counselor  
620-276-9635



# A Normal Reaction to Stress or Something More?

## Anxious



## Sad



## Nervous



## Fuming



Screening Info Here:

- **Visit [www.gcccks.edu](http://www.gcccks.edu)**
- **Select Counseling/Advising Link on Bottom Left**
- **Use Password: GCCCwellness**

Take an anonymous  
self-assessment  
to learn more