



Student Handbook and Planner

Main Campus
400 W Eleventh
Coffeyville, KS 67337
620.251.7700
877.51.RAVEN

Coffeyville Technical Campus
600 Roosevelt
Coffeyville, KS 67337
620.252.7550
877.51.RAVEN

Columbus Technical Campus
509 W Elm
Columbus, KS 66725
620.429.3896
800.208.8324

Raven Hall
510 W Tenth
Coffeyville, KS 67337
Security: 620.252.7395
Office: 620.252.7046
Home: 620.251.7125

Pat Walker Residence Hall
610 W Tenth
Coffeyville, KS 67337
Security: 620.464.3401
Office: 620.251.7700 x 2090
Home: 620.464.3405

Residence Hall Apartments
413 W Ninth
Coffeyville, KS 67337
Security: 620.252.4802
Office: 620.252.7068
Home: 620.252.4807

This handbook is for information only and does not constitute a contract. The College reserves the right to change, modify, delete or alter without notice any statement or information contained within.

FALL 2009

Aug 5	Columbus Technical Campus Faculty Return Coffeyville Technical Campus Faculty Return
Aug 10	Main Campus Faculty Return / Staff Development Bookstore Open, Charges Begin
Aug 11	Residence Hall Check-In

**Enrolled Students who have NOT Finalized Enrollment
By 5:00 P.M. THE DAY PRIOR TO CLASSES STARTING
will be Dropped from all Classes.**

Aug 11	Columbus Technical Campus Classes Begin Coffeyville Technical Campus Classes Begin
Aug 12	Day & Evening Classes Begin on Main Campus & Caney
Aug 12 – 25	Student IDs, No Charge, 7:30 am – 3:30 pm, Mon-Fri
Aug 26	Last Day for Full Tuition and/or Book Refund
Aug 26	\$10.00 Charge Assessed for All New Student IDs
Sept 7	LABOR DAY, COLLEGE CLOSED
Sept 8	Last Day for ½ Tuition Refund
Sept 9	Last Day to Add Full Sem. Classes w/Instructor Permission Semester Certification Day
Sept 18	Last Day for Pell Charges at the Bookstore
Oct 2	Mid-Term of Semester
Oct 9	Mid-Term Grades Due
Oct 31	Homecoming
Nov 6	Final Drop Day / Last Day to Drop Classes
Nov 16	Spring 2010 Enrollment Begins
Nov 25 – 27	THANKSGIVING BREAK – COLLEGE CLOSED
Dec 8 – 10	Final Exams Book Buy Back, College Bookstore
Dec 11	Fall Interim Session Begins
Dec 14	Last Day Full Tuition Refund on Fall Interim Classes
Dec 17– Jan 3	MAIN CAMPUS CLOSED
Dec 21 – Jan 3	COLUMBUS TECHNICAL CAMPUS CLOSED COFFEYVILLE TECHNICAL CAMPUS CLOSED

SPRING 2010

Dec 17 – Jan 3 COLLEGE CLOSED

**Enrolled Students who have NOT Finalized Enrollment
By 5:00 P.M. THE DAY PRIOR TO CLASSES STARTING
will be Dropped from all Classes.**

Jan 4	Faculty Return/Staff Development
Jan 4 – 5	Bookstore Open, Charges Begin
Jan 5	Coffeyville and Columbus Tech Campus Classes Begin
Jan 6	Day & Evening Classes Begin on Main Campus & Caney
Jan 6 – 15	Student IDs, No Charge, 7:30 am – 3:30 pm, Mon-Fri
Jan 18	MARTIN LUTHER KING DAY, COLLEGE CLOSED
Jan 19	Student IDs, No Charge, 7:30 am – 3:30 pm
	Last Day for Full Tuition & Fee Refund
	Last Day for Book Refund at the Bookstore
Jan 20	\$10 Processing Charge assessed for all new students IDs
Feb 3	Last Day for ½ Tuition & Fee Refund
	Semester Certification Day
	Last Day to Add Full Sem. Classes w/Instructor Permission
March 4	Cap & Gown Measurements, 10:00 – 2:00, Registrar's Office
March 5	Mid-Term of Semester
March 12	Mid-Term Grades Due
March 15 – 19	SPRING BREAK, Offices Open
April 2	GOOD FRIDAY, COLLEGE CLOSED
April 9	Last Day to Drop Full Semester Classes
April 12	Enrollment for 2010 Summer/Fall Sessions Begin
May 5 – 7	Final Exams
	Book Buy Back, College Bookstore
May 8	COMMENCEMENT, 10:00 am, Nellis West
	Last Day for Residence Hall Occupancy
May 9 – 30	Residence Halls Closed
May 10 – 28	Enrollment for 2010 Summer/Fall Sessions Continue
May 19	Coffeyville and Columbus Tech Campus – Last Day of Classes
May 31	MEMORIAL DAY, COLLEGE CLOSED
May 31	Residence Halls Reopen
June 1	Bookstore Open for Summer Classes
June 2	First Day of Summer Classes

WELCOME

Welcome to the Coffeyville Community College family. The administration, faculty, and staff are committed to providing a positive educational experience and sound academics. Our primary focus is to assist each student in reaching success at the post-secondary level. Do not hesitate to ask for assistance whenever a question arises regarding the College or the community.

COFFEYVILLE COMMUNITY COLLEGE HISTORY

Coffeyville Community College was established in 1923 and was among the first such institutions to be chartered by the State of Kansas. It was founded at the request of the voters of the Coffeyville school district to provide two years of college for students who, at that time, had graduated from Coffeyville High School.

From the beginning, the College has been advised by the University of Kansas. Together, they developed the various courses and departments at the College. Since that time, the College has maintained a close relationship with the University of Kansas, and all other Kansas Regents Institutions, to provide for effective operation and transfer of credits.

In 1965, the College became a member of the State System of Public Junior Colleges and the name officially became Coffeyville Community Junior College. Soon after, the voters of the southern one-half of Montgomery County voted to expand the college district to include the entire southern half of the county instead of just the City of Coffeyville. The first Board of Trustees was elected in 1967. In 1980, the College name was officially changed to Coffeyville Community College by an act of the State Legislature. In 2001, the Southeast Kansas Area Vocational Technical School merged with Coffeyville Community College.

Enrollment at Coffeyville Community College is approximately 1700 students per semester. Students can earn an Associate in Applied Science, Associate in Arts, Associate in General Studies, and Associate in Science degrees. Students may also earn a Certificate of Achievement in a variety of technical programs, take courses to enhance their job skills, and for personal enrichment.

MISSION STATEMENT

Coffeyville Community College is dedicated to identifying and addressing community and area needs, providing accessible, affordable quality education and training, and promoting opportunities for lifelong learning.

PURPOSE

To fulfill the mission, Coffeyville Community College will:

1. Continually improve student learning through student, program and institutional assessment.
2. Create an educational environment for academic, civic, cultural, and social opportunities.
3. Offer comprehensive student support services, including academic and career advising, financial aid counseling, college preparation studies, and access to educational resources.
4. Serve the needs of the service area and educational partners to include academic and technical programs, customized education and lifelong learning opportunities.
5. Maintain quality comprehensive education at a reasonable cost.

EQUAL OPPORTUNITY

CCC is committed to a policy of equal opportunity for all members of the College community. To ensure that all individuals have the opportunity to realize their educational goals and potentials, the College shall conduct all endeavors and activities without discrimination based on race, religion, color, sex, disability, marital status, national origin, age, ancestry or political affiliation.

INSTITUTIONAL POLICIES

PRIVACY POLICY

In compliance with Section 99.37 of the Family Educational Rights and Privacy Act of 1974, Coffeyville Community College has adopted a policy to protect the privacy of all students. Upon request, a student of CCC will be granted access to any or all records pertaining directly to said student as do parents of students under the age of 18. No personally identifiable records will be released from CCC without the written consent of the student. Within the provisions of the Act, access will be granted to the following persons or agencies without the consent of the student: school officials who have a legitimate educational interest; officials of schools to which the student wishes to transfer; authorized representatives of the Comptroller General of the United States; and authorized representatives of other institutions in connection with the student's application or receipt of financial aid.

The College does publish brochures, catalogs, guidebooks, news releases, sports information, honor rolls and graduation lists to various sources including four-year institutions which contain information that specifically identifies students and information about them. This is referred to as directory information and may be released collectively or individually unless a student within a reasonable time after the start of the semester notifies the Executive Vice President for College Affairs & Student Services in writing that any or all the categories listed below (designated directory information) should not be released without prior written consent.

Directory Information: student name, local address, telephone listing, e-mail address, parent and next-of-kin information, home town address, date and place of birth, sex, marital status, classification, class schedule, date of college attendance, major/minor fields of study, awards received, participation in officially recognized sports (wt., ht., position, etc.) and photographs including student I.D. pictures.

SPECIAL NEEDS

The College Counselor will work with the Coordinator of the Student Success Center to advise and provide support services to all students with mental or physical disabilities covered under ADA or the 1973 Rehabilitation Act. Students requesting special assistance, academic adjustments and/or auxiliary aids, either temporary or permanent, are required to submit documentation to the College Counselor. This documentation must indicate that their disability substantially limits one or more of the major life activity, interferes with his or her performance in course work, prevents access to classes, enrollment or other college services.

Support services could include, but are not limited to: tutors, interpreters, extra testing time, and distraction-free testing room.

REQUESTING ACCOMMODATIONS

- A. Students should contact the College Counselor and complete an Academic Accommodation Request. The request must be submitted for each semester that the student needs accommodations.
- B. Students are encouraged to contact the College Counselor as early as possible because some accommodations may take weeks or even months to arrange.
- C. Students will need to provide comprehensive documentation of learning or physical

disability which is complete and supports the request for accommodations.

- D. The documentation should be an age appropriate assessment conducted within the past three years by a trained and qualified professional that shows the student's current level of functioning and how the disability affects academic performance.
- E. If the documentation does not contain objective data regarding aptitude, achievement and information processing, the Academic Accommodation Committee may request a re-evaluation at the student's expense before consideration is given.
- F. All requests for accommodations and services will be considered on a case-by-case basis.
- G. The College Counselor will develop an Academic Adjustment Memo for each of the student's instructors outlining the accommodations.
- H. Students must self-identify each semester as a person with a disability by presenting a copy of the Academic Adjustment Memo to each instructor they want notified.
- I. Students can self-identify at any time during an academic course, but Coffeyville Community College has no responsibility to make accommodations retroactive.
- J. The instructor and student should sign and agree to the Academic Adjustment Memo and return the original copy to the College Counselor.
- K. A student should report to the College Counselor any difficulty they may be experiencing with the agreed upon accommodations.

RESIDENCY

The residency status of students entering Coffeyville Community College is determined by an act of the legislature (Sec. 76-2701 G.G. 1949), which reads as follows: Persons entering the state educational institutions who, if adults, have not been, or if minors, whose parents have not been residents of the State of Kansas for six months prior to the matriculation in the state educational institutions, are non-residents for the purpose of payment of matriculation and incidental fees. Provided further, that no persons shall be deemed to have gained a residence in this state for the aforesaid purpose while or during the elapse of time attending such institution as a student, nor while a student of any seminary of learning, unless, in case of a minor, his parents shall have become actual residents in good faith of the State of Kansas during such period, or unless, in the case of a minor, he has neither lived with nor not been supported by his parents or either of them for three years or more prior to enrollment and during said years has been a resident in good faith of the State of Kansas.

STUDENT CONDUCT AND RESPONSIBILITIES

CCC is committed to providing a learning environment which will allow each student the ability to focus on reaching his/her education objectives. As such, student conduct rules are structured to support behavior which eliminates barriers so that a safe, non-disruptive, and harassment-free climate exists where the "rights of an individual" are prevalent for students, staff, and guests. The "rights of an individual" demand that honesty, integrity, responsibility, and respect for persons and property are inherent in a student's quest for self-development. Physical abuse, verbal abuse, threats, intimidation, harassment, or coercion will not be tolerated, nor will conduct which is disorderly, lewd or indecent. Students are expected to treat others in the same manner in which they would like to be treated.

CCC will enforce penalties which may include community service, restrictions, fines, suspensions, mandatory counseling sessions at a student's expense, and/or expulsion to those students who infringe on an individual's right to a quality pursuit of personal or educational goals in the academic, civic, cultural, and social opportunities available.

STUDENT RIGHTS

Every effort is made to assure due process to the student under the rules and regulations of the Fourteenth Amendment and the College. The student shall be assured of the following rights:

1. To be informed of the nature of the charges brought against the student;
2. To present testimony, evidence, witness, or other material relevant to the charges;
3. To be represented by an advisor, coach, faculty member, at any time during the disciplinary process;
4. To appeal their case to the Executive Vice President for College Affairs & Student Services and/or the Vice President for Learning, depending on the issue;
5. To initiate the Student Grievance Procedure.

STUDENT CONDUCT COMMITTEE

MISSION

Coffeyville Community College Student Conduct Committee supports the diverse educational community at CCC by serving as a resource and providing outreach on issues of student conduct. We ensure student development and success through consistent enforcement of student conduct policies and the commitment to a safe, secure, and supportive learning environment.

The SCC mission is completed through the following:

- Develop and enforce standards of behavior and related student conduct policies and procedures;
- Promote academic integrity and responsible student conduct;
- Provide a means to report and document concerns regarding behavior of CCC students;
- Assure due process rights are afforded to students who participate in the student conduct process;
- Facilitate learning experiences and opportunities for ethical growth and development for students who participate in the discipline, grievance, and conflict resolution processes;
- Foster respect for others and for CCC's working environment of learning and service;
- Provide a voice for students, faculty, and staff in the student conduct issues and procedures;
- Serve as a resource for the campus community, including students, faculty, and staff.

OVERVIEW OF THE STUDENT CONDUCT COMMITTEE PROCESS

In summary, the conduct process for students is as follows:

1. A report or complaint is made to the Student Conduct Committee (SCC). A Disciplinary Referral (D.R.) must be completed and sent via email or hard-copy to the SCC Chairs, Vice Presidents and/or the Department of Student Life. The SCC Chairs consist of the Director and Associate Directors of Student Life.
2. SCC assesses if student(s) may have violated CCC's institutional policies and procedures.
3. Student(s) involved in alleged violation(s) are required to meet with the SCC. (Please note: It is the student's responsibility to regularly check his/her mail and respond to administrative notices appropriately. Coffeyville Community College expects all students to maintain a current local and permanent address. Addresses may be updated with the Registrar or on their student account).
4. SCC meets with involved student(s) on his/her scheduled hearing date. Hearings are held on Mondays at 12:30 pm and Thursdays at 7:00 am in the Student Union Board Room. The student will be scheduled for the first available SCC hearing immediately following the alleged violation(s).
5. SCC determines if a student more likely than not violated CCC's policies. If the alleged violation(s) are egregious or repetitive in nature and requires immediate attention and/or reprimand, the case will be referred to the Executive Vice President for College Affairs & Student Services for immediate review.
6. If the student is found "responsible" for violating CCC's institutional policies and procedures, the SCC will recommend and/or assign appropriate sanctions which are reviewed by the Executive Vice President for College Affairs & Student Services.
7. The SCC will recommend and enforce penalties which may include community

service, restrictions, fines, suspensions, mandatory counseling sessions at a student's expense, and/or expulsion.

8. Student may only appeal decision made by SCC under the following provision: newly discovered evidence has surfaced that was not available at the time of the hearing.
9. Failure to appear for a scheduled hearing will result in additional penalties (including, but not limited to emergency suspension and/or permanent expulsion).

SCC MEMBER SELECTION PROCESS

The SCC determines whether students or recognized student organizations have violated CCC's institutional policies and procedures and, if so, what action should be taken.

The SCC is composed of fourteen members to assure ready availability of hearing panels: A Chair and Co-Chairs (Director, Associate Director of Student Life, and Director of Apartment Living); 3 faculty members, 3 athletic coaches, 3 activity sponsors, and 2 professional staff. Faculty and staff are appointed annually by the Executive Vice President for College Affairs & Student Services, Vice President for Operations and Finance and the Vice President for Learning.

QUORUM ASSIGNMENT:

A weekly quorum of the committee consists of at least 3 persons from the committee, with at least 2 committee members, plus a Chair or Co-Chair present. In the absence of a quorum, the hearing will be rescheduled or conducted in the office of the Executive Vice President for College Affairs & Student Services or the Department of Student Life.

STUDENT CONDUCT HEARING AGENDA

A SCC hearing will normally proceed as follows:

The Chair shall rule on all questions of procedure and evidence, including but not limited to: the order of presentation of evidence, admissibility of evidence, applicability of regulations to a particular case, and relevance of testimony.

An orderly hearing shall be maintained and abusive or disruptive people shall be ejected or excluded. Irrelevant and repetitious evidence may be excluded as determined by the Chair.

- A. Student Conduct Committee members will be provided a copy of the Disciplinary Referral, email, or security report and any other documentary evidence provided by the College and the student or student organization during the hearing. Documentation of the case including sanctions issued will be supplied in writing to the appropriate Vice President and the Executive Vice President for College Affairs & Student Services.
- B. The Chair will ask all present at the hearing to introduce themselves for the record. The Chair will invite committee members to disqualify themselves from participation in the hearing due to prior involvement with students or if a committee member feels that it may be a conflict of interest.
- C. *The D.R., Security Report or email report* shall be read aloud and the student or student organization shall be asked to respond to the charges by accepting responsibility, noting that there are mitigating circumstances, and/or denying responsibility for the alleged violations of CCC's institutional policies and procedures.
- D. Student Conduct Committee shall present the College's case.
- E. The accused student or organization shall have an opportunity to present his/her/its case.
 - a. The student or student organization shall be asked to affirm that their testimony is truthful and may be subject to charges of dishonesty pursuant to CCC's institutional policies and procedures.
 - b. The student or organization shall not be required to give self-incriminating evidence at the hearing and no inference shall be drawn

- from silence.
- c. Any witnesses or other individuals who may have relevant information about the incident may be asked to share this information and to respond to questions. Witnesses may be asked to affirm that their testimony is truthful and may be subject to charges of dishonesty, pursuant to CCC's institutional policies and procedures.
- d. The committee shall have the opportunity to ask questions.
- F. The committee and the student or student organization will be invited to make closing statements.
- G. The accused student or organization will be advised of the disciplinary recommendations of the decision.

The President or the Executive Vice President for College Affairs & Student Services may approve, reject, or modify the decision and sanction in question, or require that the original hearing be re-opened. Where the appeal is based upon new evidence, the case may be referred back to the hearing authority for further consideration.

TYPES OF CASES

Cases involving alleged misconduct under the following categories of rules governing student conduct shall be referred to the Student Conduct Committee, including but not limited to: Coffeyville Community College campus-wide policies and procedures, Local, State and Federal Laws Rules established by campus entities (such as departments, residence units, and administration) that are applicable to their particular students.

SPECIAL CASES

I. Cases involving allegations of rape, sexual assault, sexual harassment and/or gender discrimination.

In cases involving alleged rape, sexual assault, sexual harassment and/or gender discrimination, the Emergency Task Force (comprised of the Executive Vice President for College Affairs & Student Services, the SCC Chair(s), and the Director of Human Resources) will assemble to provide immediate response and support to the complainant and/or accused student(s). If the complainant requests a change in academic, living or work arrangements as a result of the alleged offense, reasonable efforts will be made to accommodate such requests.

II. Cases involving alleged misconduct by student organizations.

In cases involving alleged misconduct by student organizations, the Executive Vice President for College Affairs & Student Services, in collaboration with the Department of Student Life, will conduct the review of specific allegations and make necessary referrals and/or recommendations to the SCC.

III. Cases involving behavior that present an immediate threat to the health or safety of others.

In cases involving behavior that is willfully disruptive or presents an immediate threat to the health or safety of others, interim suspension or exclusion pursuant to Local, State and Federal Laws may be invoked in addition to, or instead of the initiation of disciplinary action. Immediate intervention and action will be taken by the Executive Vice President for College Affairs & Student Services and/or the Department of Student Life.

IV. Cases involving academic misconduct.

All forms of academic misconduct are prohibited. Academic misconduct is an umbrella term applying to the various forms which include, but are not limited to:

- Cheating
- Plagiarism
- Unauthorized Collaboration
- Facilitating Academic Misconduct
- Fabrication
- Retaliation

Cases involving Academic Misconduct will be referred to the Vice President for Learning or

the Executive Vice President for College Affairs & Student Services, who will decide which cases will be presented to the SCC.

**STANDARDS OF CONDUCT FOR STUDENTS:
GROUNDS FOR DISCIPLINE including, but not limited to the following:**

Academic misconduct
Dishonesty
Forgery, alteration, or misuse
Theft, conversion, destruction, or damage to property
Theft or abuse of College computers and other College electronic resources
Unauthorized entry to, possession of, receipt of, or use of any CCC
services, equipment, resources, or properties
Violation of policies, governing Campus housing facilities
Physical abuse, verbal abuse, threats, intimidation, coercion and/or any
conduct which threatens or endangers the health or safety of any person
Sexual harassment
Stalking behavior
Harassment
Hazing
Obstruction or disruption of teaching, college activities or disciplinary
proceedings including its public service functions on or off campus
Disorderly or lewd conduct
Disturbance of the peace or unlawful assembly
Failure to comply with the directions of a College official or other public
officials acting in the performance of his/her duties while on College property or at
College functions
Controlled substances
Alcohol
Explosives, firebombs, or other destructive devices
Firearms or other weapon
Violation of terms of a disciplinary action
Violation of the conditions of Emergency Suspension
Student attire and/or personal grooming which creates a danger to health or
safety or creates a disruption to the educational process
Selling, preparing, or distributing for any commercial purpose course lecture
notes or video or audio recordings of any course

STUDENT GRIEVANCE PROCEDURE

In the event that a student has a grievance against a member(s) of the administration, faculty, or staff, the student may seek redress of the grievance through the following procedure:

1. The student shall inform the person(s) in writing against whom the grievance is brought within 10 school days after the events leading to the grievance. If the grievance is not resolved at this point, the student proceeds to step #2.
2. The student shall inform the immediate supervisor of the person(s) in step #1 in writing of the grievance within 5 school days of the completion of step #1 (including all information pertinent to the grievance). The immediate supervisor of the person(s) against whom the grievance is brought will attempt to resolve the grievance. If the grievance is not resolved at this point, the student proceeds to step #3.
3. The student shall inform the President of the College in writing of the grievance within 5 school days of completion of Step #2. A grievance committee of three members will be selected as follows:
 - a. The individual against whom the grievance has been brought will select one individual from one of the following groups:

- administrator
 - faculty
 - student
 - staff
- b. The individual bringing the grievance will select one individual from one of the following groups:
- administrator
 - faculty
 - student
 - staff
- c. The individual against whom the grievance has been brought and the individual bringing the grievance will agree upon one individual from one of the following groups:
- administrator
 - faculty
 - student
 - staff
4. The President will officially notify the three committee members of their appointment and provide general directions for their function. The grievance committee will have access to all information in writing submitted in the previous steps. The grievance committee will make a recommendation to the President of the College within 10 school days of the formation of the committee. The President of the College will inform the student within 5 school days of the submission of the recommendation from the grievance committee as to the disposition of the grievance.

DRUG POLICY

Coffeyville Community College believes the use of drugs can have a negative effect on the performance of the student in the classroom, in extra-curricular activities and in the Residence Hall. A Drug Education, Screening and Counseling Program for our students is necessary to maintain a wholesome atmosphere to protect the health and safety of students and to promote drug awareness among students.

EDUCATION:

Education is an integral part of our program. CCC may offer a one-credit hour course, "Problems in Psychology: Drugs and Alcohol Abuse", to address these issues.

PROCEDURES/GUIDELINES:

1. An appropriate consent form will be signed by all students who receive an athletic/activity scholarship or who reside in the Residence Hall. Failure to complete and sign the consent form shall prevent the student from participating or residing in the Residence Hall.
2. An appropriate consent form will be signed by all students who enroll in any of the programs associated with the Emergency Services Education Department. Failure to complete and sign the consent form shall prevent the student from being eligible to continue enrollment in these programs.
3. Appropriate documentation (such as informed consent) and student rights and responsibilities will be maintained for every student. Students enrolled in the Emergency Services Education Department will also receive this documentation within the course syllabus.
4. Coffeyville Community College and all others associated with the drug-screening program will maintain and respect the confidentiality of the student.
5. If a student believes the disciplinary action is inappropriate, he/she may appeal the case. To be considered, an appeal must be submitted in writing three days after the receipt of the disciplinary disposition and must include a clear statement of the grounds on which the appeal will be based. This appeal must be

- given to the Executive Vice President for College Affairs & Student Services and will follow the procedure outlined in the student discipline code.
6. All students who receive an athletic/activity scholarship, who reside in the Residence Hall and/or who is enrolled in any programs associated with the Emergency Services Education Department will be given a written explanation of all procedural aspects of the testing.
 7. All students who participate in extra-curricular activities, who reside in the Residence Hall and/or who is enrolled in any programs associated with the Emergency Services Education Department will be given a written explanation of the consequences of a positive test result.
 8. A student who tests positive should have the right to obtain an independent second test from the split specimen method at his/her own expense. The student must notify the Executive Vice President for College Affairs & Student Services, Director of Emergency Services Education or the Director of Athletics within twenty-four hours of the disciplinary meeting if he/she wishes to exercise their right of a second test.
 9. The Executive Vice President for College Affairs & Student Services, Program Medical Director, Director of Emergency Services Education or the Director of Athletics is responsible for the development, coordination and implementation of the drug education program.

SCREENING:

Students receiving grant-in-aid, students associated with athletic/activity program or students residing in the Residence Hall may be required to participate in a drug screening program. Students enrolled in any programs under the Emergency Services Education Department will be required to participate in the drug screening program.

- A. Ten percent of the students in each program may be selected by an outside source through a random method each month to participate in the screening.
- B. All students enrolled in any program under the Emergency Services Education Department will be required to participate in the drug screening program at least one time.
- C. The Executive Vice President for College Affairs & Student Services, Director of Athletics, Director of Emergency Services Education, Medical Director and the School Nurse will determine the appropriate dates each month for the testing to take place.
- D. The screening will be a urinalysis test (urine chemical analysis). Drugs to be tested for include, but will not be limited to, "street drugs"—amphetamines, cocaine, cannabinoids (marijuana), barbiturates, benzodiazepines, ecstasy, hallucinogens, opiates, propoxyphen, methaqualone, phencyclidine, anabolic steroids and other performance enhancing drugs, such as steroids.
- E. A student may be tested when there is a reasonable suspicion of drug use based on specific observation by a CCC employee or a complaint by an individual residing in the Residence Hall. The observation may include appearance, behavior, speech or odors such as, but not limited to, abnormally dilated or constricted pupils, glazed stare, redness of eyes, abrupt mood swings, performance faltering and odors.
- F. The testing may be announced or unannounced (random testing).
- G. Urine voiding shall be observed by the collection site individual, a person of the same gender as the student, and one not associated with the athletic/activity program or Residence Hall.
- H. Immediately after (within four minutes) the specimen is collected, the collection site person may measure the temperature and specific gravity of the sample. If the temperature is outside the range of 32-38 degrees C (90-100 degrees F) it will be considered an invalid test and another sample will be provided. A student may volunteer to have his/her oral temperature taken to provide evidence that the sample is valid.

- I. If the specific gravity of sediment is lower than 1.010, the sample will also be considered an invalid test and another sample will be provided. If after multiple samples, the specific gravity of sediment fails to reach acceptable limits, the test will be considered positive. A student does have the right at his/her own expense to have a licensed physician validate the low specific gravity by providing evidence that another medical condition exists.
- J. A split specimen method of collection shall be used. A minimum of 45mL of urine is required. If the volume is less than 45mL, a student may be given a reasonable amount of liquid to drink. For example, an 8 ounce glass of water every 30 minutes, not to exceed a maximum of 24 ounces.
- K. The collection site person, in the presence of the student, after determining specimen temperature and specific gravity will pour at least 15mL into bottle B. Bottle A containing a minimum of 30mL will be used for the initial test.
- L. The student will witness the sealing of their specimen bottles personally. The student will sign a master list next to the numbers that correspond with the numbers on their specimen bottles.
- M. The School Nurse will be responsible for arranging transportation to and the testing of the specimen in Bottle A at a professional screening laboratory. Bottle B will be secured in a locked freezer storage unit. Coffeyville Community College School Nurse and physician will be the only individuals with access to the storage unit.
- N. If the test of the first specimen bottle is verified positive by the professional screening laboratory, the student may request that Bottle B be transported to a different certified laboratory. The student must request within twenty-four hours of the disciplinary meeting that he/she would like for Bottle B to be tested. The student shall be responsible for the cost of testing Bottle B.
- O. If the result of the test on the second specimen bottle (Bottle B) fails to reconfirm the results for Bottle A, no positive test result shall be recorded.
- P. A positive test is defined as one in which a prohibited drug is found in the urine specimen. Failure to provide a urine specimen at the designated time or any attempt to alter the integrity of the urine specimen and/or collection process will be treated as a positive test result. Students involved in the Emergency Services Education Department which fail to comply with these parameters will be immediately removed from the program.
- Q. The analyzed results will be sent to the Coffeyville Community College physician, the Executive Vice President for College Affairs & Student Services and the Vice President for Learning if the student is enrolled in the Emergency Services Department. Additionally, these results may be shared with the Director of Emergency Services Education or the Director of Athletics.

ACTION:

Positive results will result in action taken by Coffeyville Community College. The student may appeal any decision through the student grievance procedure.

First Positive: Individuals involved in the Emergency Services Education Department

The Coffeyville Community College physician will consult with the Director of Emergency Services Education. As a potential healthcare provider, the student will be expected to withdraw from the program for a positive test result. A student may request a second test from the split specimen method at his or her own expense or they may chose to withdraw from the program based on the initial result. A student who is withdrawn or chooses to withdraw from the program will not receive a financial refund for the current semester or the previous semesters in which he/she was enrolled.

First Positive: Individuals involved in extra-curricular activities and/or who reside in the residence hall.

The Coffeyville Community College physician will consult with the Executive Vice President for College Affairs & Student Services or the Director of Athletics.

The Executive Vice President for College Affairs & Student Services and/or the Director of Athletics will counsel the student. During this session the Head Coach/Activity Sponsor and the Director of Student Life may also be present when informing the student of the following actions:

- i. The student may be subject to monthly testing throughout his/her tenure at Coffeyville Community College.
- ii. The student will be required to call his/her parent or guardian and inform them of the incident and the consequences.
- iii. The student will be required to take monthly drug tests. After two months of negative results, the student may be returned to the program pool for random selection.
- iv. The student will be notified in writing and asked to sign documentation acknowledging the consequences of future positive test results.
- v. The student may incur program restrictions imposed by the coach/activity sponsor and/or penalties imposed by the Student Conduct Committee.
- vi. All documentation will remain confidential in the Executive Vice President for College Affairs & Students Services/Director of Athletics office. Authority to review drug-testing results is restricted and authorized persons viewing the information will be required to sign for the information.

Second Positive:

A second positive result received within the same academic year for urinates will result in the following consequences:

- i. Immediate removal of institutional grant-in-aid.
- ii. Removal from program participation.
- iii. Removal of any institutional on-campus jobs.
- iv. Removal of the privilege of residing in any institutional housing.
- v. Parents of the student will be notified of the positive findings.

ACADEMIC POLICIES

ACADEMIC ADVISING

All full-time students will be assigned at least one academic advisor. Students will be assigned an advisor based on the activities they are involved in as well as their intended major course of study.

ACADEMIC HONESTY

Coffeyville Community College is committed to teaching each student the importance of having a high level of academic and personal integrity. Academic honesty is an expectation in each and every classroom and in all course work. In addition, most instructors list specific policies regarding cheating and plagiarism in their course syllabus. Students can expect disciplinary action for failing to maintain a standard of honesty.

ACADEMIC PROGRESS

Students are expected to maintain satisfactory academic progress in their course of study. Satisfactory progress is defined as successful completion of 12 credit hours or the clock hour equivalent for full-time students, 9 credit hours or the clock hour equivalent for three-quarter time students, and 6 credit hours or clock hour equivalent for half-time students maintaining at least a 2.00 GPA (grade point average). Students who fail to maintain satisfactory academic

progress will be placed on probation or suspension and may have financial aid and institutional scholarship commitments terminated.

Any student who fails to complete the minimum number of course hours mentioned above will be placed on financial aid probation for the succeeding semester of enrollment. Any student who fails all courses or who withdraws from all courses after receiving federal financial aid shall be placed on immediate suspension. Failure to meet the standards of progress during the probationary semester will result in the student having aid previously awarded, suspended and being rejected for aid for a subsequent semester of enrollment.

Activity and athletic scholarship recipients must be full-time students making reasonable progress toward a degree. For activity and athletic scholarship, reasonable progress is defined by the following parameters:

1. Passing 12 credit hours or the clock hour equivalent per semester with a 2.0 grade point average.
2. An exception to #1 would be if a full-time, first semester student passes 12 credit hours or the clock hour equivalent with a grade point average of 1.75 or above but below a 2.0, the student would be placed on probation.
3. A student on probation who fails to pass 12 credit hours or the clock hour equivalent with a 2.0 grade point average will be placed on suspension and the scholarship terminated.

ACCESS

Coffeyville Community College offers students the availability to receive and view their records and College information on-line. Visit www.coffeyville.edu and click on Raven Access. Enter username (Student ID#) and password (Last 4 digits of SSN). NOTE: Change password immediately by clicking on Personal Info to the right of your name, click Password Tab, type in old password, and create a new password. Raven Access works on breadcrumbs; the browser back button will not work. Navigational Tabs available are:

Home: Course Schedule Lookup, Event Calendar, and Help

Campus Life: Student Activities

Student: Advising, Business Office, Financial Aid, and Registrar's Office

ADDING A COURSE

Students, who wish to add a course, after their initial enrollment, must complete a Schedule Change Form in the Registrar's Office.

1. A student will be allowed to add a course up to and including the Final Add Date as indicated on the Master Calendar. The Final Add Date is determined by calculating twenty-five (25) percent of the allotted class time. Courses not meeting the entire semester will be calculated in the same manner.
2. Any class added after the semester begins requires the signature of the class instructor and assigned advisor.
3. If a student adds a class after making their initial payment or payment plan arrangements, they assume full financial obligation for any tuition and fees associated with the course(s) added.

ADMISSION REQUIREMENTS

Coffeyville Community College has an "open door" admission policy. Each student must complete an Application for Admission and provide CCC with the appropriate high school and/or college transcripts.

ADVANCED PLACEMENT (AP)

CCC will accept Advanced Placement (AP) scores for college credit in most subject areas.

A student may receive credit for courses with an AP score of 3, 4 or 5. No credit will be awarded for scores below a 3. Students must provide official documentation of AP scores to

the Registrar's Office and request the scores be placed on the student's official transcript. Students may be required to validate AP scores upon transfer to a four-year institution. To receive College credit, the student will be responsible for payment of tuition and fees for the respective course(s) transcribed by CCC.

ALERT NOW

Coffeyville Community College provides an emergency notification system via phone and text messaging. This is a rapid communication service which will deliver voice messages automatically at no charge to students, faculty and staff. Student's phone numbers are collected each semester from the enrollment forms; be sure to list your local phone number in order to be included in this process. **To receive text messages** – individuals are required to "Opt-In" at www.alertnowsms.com, enter the 6 digit pin (620251) and follow the instructions. The Opt-In acknowledges that the individual has authorized the institution to deliver text messages to their mobile device and assumes responsibility of any text messaging charges.

ATTENDANCE POLICY – MAIN CAMPUS

Students are expected to attend all classes. Regular class attendance is necessary for maximum success in college. It is the responsibility of the student to make definite arrangements for all work before going on field trips or other College-sponsored trips. School-sponsored activities will be counted as excused absences providing the student completes all necessary assignments as designated by the instructors, and the activity sponsor notifies the instructors prior to the day(s) the student will be absent. Excused absences are to include academic competition, judging team competition, music events, official athletic events, field trips, convocations, and other College-sponsored events as approved by the Vice President for Learning. A student may be withdrawn from any class for excessive absences.

ATTENDANCE POLICY – TECHNICAL DIVISION

The primary goal of the Coffeyville Community College Technical Division is to prepare students to succeed on the job for which they are trained. Students are expected to be prompt and regular in their attendance. As a rule, employers are interested in the college attendance record of job applicants. They have found that good college attendance is predictive of good job attendance and indicates employee reliability. If a student has a poor attendance record, the College cannot recommend that student for employment.

ABSENCES

To receive credit, students who are absent and do not receive an excused absence will be assigned a zero for all work missed. Over six (6) days per semester of unexcused absences will result in a loss of credit. An excused absence is one that requires documentation to be provided to the Campus Central Office for attendance purposes. Students who receive an excused absence will have five (5) instructional days from the last absence to make up incomplete assignments and/or tests. It is the responsibility of the student to obtain missed assignments from the instructor immediately upon the student's return from any absence. Makeup time will be at the discretion of the instructor. The student should realize that opportunities for makeup are limited. According to audit guidelines, any time a student misses six (6) days in a row, he or she must be dropped from the class roster. To re-enter the classroom, the student must first report to the Campus Central Office and re-enroll, if administration and instructor permit. Documentation for absences to be provided to the Campus Central Office would be such information as a doctor's written excuse, court orders or death of an immediate family member.

CALCULATION OF GRADE POINT AVERAGE (GPA)

The "grade point average" for any term is calculated by dividing the number of grade points earned by the number of credit hours attempted (excluding grades of I, W, & CR).

Exception: When a course is repeated for credit, the last enrollment and grade will be used in computing the cumulative GPA, regardless of whether it improved or lowered the grade.

Example: English Comp I	(3 credit hrs.)	X	B (3pts.) =	9
General Biology	(5 credit hrs.)	X	A (4pts.) =	20
CCA	(3 credit hrs.)	X	B (3pts.) =	9
Orientation	(1 credit hr.)	X	A (4pts.) =	4
Total Credit Hr. = 12		Total grade points =		42

$$42 \text{ Total Grade Points} \div 12 \text{ Credit Hours} = 3.5 \text{ Semester GPA}$$

CHANGE IN STUDENT INFORMATION

Students wishing to change personal data: address, name, and/or phone number, need to complete a Change of Student Information Form in the Registrar's Office.

CHANGES IN REGISTRATION

If a student wishes to change class time, drop a class or add a class, he/she must contact the Registrar's Office and complete a Schedule Change Form. The procedure is not finalized until the student receives authorized signatures on the form including a signature from the Registrar's Office and the student's academic advisor.

Failure to change registration, except according to the above procedure, will result in a grade of "F" recorded on the permanent record of the student. A notation of "W" (withdrawal) will be made on the student's permanent record if he/she officially withdraws prior to the published withdrawal date on the Master Calendar.

CLASS LOAD

A full-time class load consists of 12-18 credit hours or clock hour equivalent per semester and/or six-to-nine credit hours per summer session or clock hour equivalent. A student must receive special permission to take more than 21 hours during a semester or more than nine hours during the summer session. Overload petition forms are available in the Registrar's Office.

CLASSIFICATION OF STUDENTS

Freshman:	28 or fewer semester hours of credit earned
Sophomore:	29 to 64 semester hours of credit earned
Special:	64 or more semester hours of credit earned

CLASSROOM ENVIRONMENT

The classroom environment should be structured to protect the rights and welfare of all students. Individuals are expected to behave in a manner which shows respect and is conducive to a positive learning environment. Students who choose a disruptive behavior will be asked to leave the classroom. The Instructor will notify the Vice President for Learning and the Executive Vice President for College Affairs & Student Services in writing or by means of email. Depending on the severity of the problem, additional disciplinary action may be taken.

CONSUMER INFORMATION STATEMENT

As an institution who participates in the Federal Student Aid program, consumer information is available on the CCC website at www.coffeyville.edu. Upon request to the Financial Aid Office, a paper copy of any desired document will be made available.

Consumer Information includes:

- Annual Campus Security Report

- Financial Aid Assistance information
- Academic programs and policies
- Graduation and completion rates
- Summary of the Equity in Athletic Report

DROPPING A COURSE

Students who wish to drop a course after their initial enrollment must complete a Schedule Change Form in the Registrar's Office.

1. A student who withdraws from a course after the 20th day of classes will receive a "W" (no grade or penalty) for the course.
2. A student will be allowed to drop a course up to and including the Final Drop Day as indicated on the Master Calendar. The Final Drop Day is determined by calculating eighty (80) percent of the allotted class time. Courses not meeting the entire semester will be calculated in the same manner.
3. A student remains responsible for payment of tuition and fees if the drop occurs after the tuition refund date as indicated on the Master Calendar.

GRADING SYSTEM

A report showing the grades a student earned is issued during the mid-term and at the end of each semester. Mid-term and final grades are available to each student through Raven Access and a student's advisor. Grades reported at the end of each semester are recorded on the permanent record of the student and any transcript issued by the Registrar. The following grades, with their values and honor points per semester are used:

<u>Grade</u>	<u>GPA/Credit Hour</u>	<u>Explanation</u>
A	4.0	Excellent
B	3.0	Above Average
C	2.0	Average
D	1.0	Below Average
F	0.0	Failing
CR	0.0	Credit
I	0.0	Incomplete
W	0.0	Withdrawal

GRADUATION REQUIREMENTS

Graduation will be certified by the issuance of an Associate Degree or a Certificate of Completion. Satisfactory completion includes complying with all program requirements which appear in the Coffeyville Community College Catalog. Graduation ceremonies are held in May of each year. A student must apply for graduation or technical program completion and be measured for a cap and gown in the last semester of attendance.

All candidates for a degree must meet the following general requirements for Graduation.

- Students must earn a minimum of 64 semester hours of credit and 128 grade points (the equivalent of an overall "C" grade average).
- Students who transfer to CCC and wish to receive an Associate degree must meet the degree requirements, with 15 of their last 24 hours of college credit to be completed at CCC, or have completed an approved technical program at CCC to receive a degree from Coffeyville Community College.
- Students must complete a grade/degree check in the Registrar's Office before enrolling in their final semester to ensure all graduation requirements will be met.

HIGH SCHOOL TRANSCRIPTS/GED CERTIFICATES

In accordance with admission requirements, all first time applicants who have graduated from an accredited high school within the last five years and do not hold at least an Associate Degree must submit an official high school transcript which includes graduation date to the Registrar's Office prior to enrolling. High School transcripts may also include

ACT scores, which will assist advisors in the enrollment process. Individuals who are admitted by successfully completing the General Educational Development (GED) Examination must provide the Registrar with a copy of this certificate.

INCOMPLETE GRADES

A student who fails to complete all requirements of a course by the end of the assigned term may request, by consent of the instructor, and be awarded an incomplete (I). Course work with an "I" will be entered on the student's transcript. The student and instructor will agree upon a date that the course work must be completed. Generally, the time permitted a student to complete such work shall not exceed one (1) semester following the termination of that course. However, such date shall not exceed 12 months/one year from the termination of that course. A written contract as prescribed by the College shall be completed by the student and instructor. Failure to complete the course within the allowed time period shall result in the instructor converting the "I" grade to an "F". It is the responsibility of the instructor to submit a Change of Grade form within ten (10) days after the allotted time for completion of the work, which will authorize the Registrar to make the grade change. For grade point average determination, all grades except "I", "W", and "CR" are used. A "W" is issued to a student who withdraws from a course prior to the last day to drop the class.

ONLINE CLASSES

CCC offers a variety of online classes to meet the needs of the students. A student must complete twenty-five (25) percent of the class by the semester certification date or they will be dropped from the course. **NOTE: The student remains responsible for payment of tuition and fees if the drop occurs after the refund dates as indicated on the master calendar.** Additional information regarding online classes, as well as class specific information, is posted on the CCC website at www.coffeyville.edu.

To access your online course, go to the Coffeyville Community College website, www.coffeyville.edu, and click on the WebCT logon that is on the right-hand side of the screen. At the logon screen: type in the first initial, middle initial and full last name: John Q Doe = jqdoe. The password will be the same as your WebCT ID. If you are already in an online course, your password will be the same as it is now. You will need to change your password upon first logon to something you can remember. If you have any problems, please e-mail your instructor or contact the Director of Distance Education.

REFUND POLICY

Exact dates of the refund periods are published in the official class schedules for the semester and summer sessions. No partial refunds are allowed after the published dates.

REPEAT POLICY

Courses may be taken once for credit; however, any course may be repeated. The last repeat of a course shall replace any earlier credit hours or grade points earned for such course. **EXCEPTION:** Some courses may be taken for credit more than one time. These courses are indicated in the Course Description section of the College Catalog.

REGISTRATION PROCESS

Registration consists of students selecting appropriate courses, program planning with an academic advisor and payment of tuition and fees to the College or by enrolling in and arranging acceptable payment plan options through the FACTS Tuition Management service online prior to the first day of classes.

Students should plan their academic programs carefully in order to keep subsequent changes to a minimum. **FAILURE TO ATTEND CLASS, ONCE REGISTERED, DOES NOT CANCEL REGISTRATION IN ANY CLASS OR CLASSES, nor does it release a student's financial obligation.**

STUDENT ASSESSMENT OUTCOME

Student learning assessment is an important part of the mission at Coffeyville Community College. The College conducts placement testing for math and English courses, individual program and course assessments, and exit testing through the Capstone Experience taken prior to a student graduating from the institution.

Placement testing is used to determine the appropriate math and English courses a student will take based on their skill level. This process is designed to improve student success and retention. All first-time students, full-time or transfer students are required to submit ACT, SAT, or Compass placement scores or take an assessment test prior to enrollment at CCC. Placement is mandatory for math and English courses.

Individual program and course assessments include, but are not limited to: pre-post testing, rubrics, portfolios, and/or student satisfaction surveys. Overall results of student learning assessment are compiled by instructors and become a part of a comprehensive assessment reporting system. In addition, the College conducts individual program reviews to assess the success, effectiveness, need, and efficiency of programs or services to ensure quality educational opportunities for students.

The College conducts general education exit testing for students completing an Associate in Arts, Associate in Science, and/or Associate in General Studies degree. The exit testing is conducted through the College Orientation II (Capstone Experience) course, which is an institutional graduation requirement. The purpose of the Capstone Experience is to review basic skills and measure student gains by means of an exit exam.

Assessment activities are coordinated by the Vice President for Learning, the Learning Assessment Coordinator, and the College Counselor. Assessment of student learning is key to the College's continuous improvement process by providing the institution with an accurate measurement of the success and effectiveness of the College's programs and services.

SWING FRIDAY

Most classes on the CCC main campus operate on a swing Friday schedule. Swing Friday means that MWF and TRF classes meet on alternating Fridays unless otherwise indicated. The first week of the semester will be a Monday/Wednesday/Friday week with students attending their MWF classes on that Friday. The second week of the semester will be a Tuesday/Thursday/Friday week with students attending their TRF classes on that Friday. This rotation continues through the semester. MWF and TRF weeks are noted on the CCC calendar and reminders are posted throughout campus offices and hallways.

TECHNICAL TRANSFER STUDENTS

Students wishing to transfer technical clock hours from an accredited technical school should have an official transcript sent to the College. The Registrar will evaluate the clock hours and assign the appropriate credit hours. These converted hours will be posted to the student's transcript after the transfer student completes 12 hours at CCC. A student can graduate with an Associate Degree after completing the appropriate general education requirements. Acceptance of credit by CCC does not guarantee acceptance at other colleges.

TESTING AND PLACEMENT

All first-time, full-time degree seeking students and/or transfer students are required to take a placement test prior to enrollment if they do not have ACT, SAT, ASSET or Compass scores on file with the College. The purpose of the assessment is to place students in the appropriate courses on the basis of their skill level and to promote a successful College experience. Placement is mandatory for math and English courses. There is no testing fee for the initial Compass test at CCC; however, students who elect to complete the test

multiple times will be charged \$10 per test. Compass testing is available Monday through Friday 8:00 am – 3:00 pm or by appointment in the Advising Center. The following placement rules apply to ACT scores and Compass testing:

ACT

<u>English</u>	Required Course
12 or below	Developmental English
13-15	Written Communications
16 or above	English Composition I

<u>Math</u>	
12 or below	Take COMPASS for placement
13-15	Introductory Algebra
16-19	Intermediate Algebra
20 or above	College Algebra

Compass

<u>Writing</u>	
54 or below	College Preparatory English
55 +	English Composition I

<u>Reading</u>	
72 or below	Reading Skills I and Vocabulary Study

<u>Math</u>	
Pre-Algebra Test	
0 -23	Elements of Math
24-100	Introductory Algebra

Algebra Test	
0-30	Introductory Algebra
31-44	Intermediate Algebra
45-100	College Algebra

College Algebra Test	
0-43	College Algebra

Consult the College Catalog or the College Counselor for placement rules regarding the SAT and ASSET scores.

More information and testing schedules may be found in either the current College Catalog or Semester Course Schedule. If additional information is needed, please contact the College Counselor.

TRANSCRIPTS

A student who wishes a transcript of his/her grades forwarded to another educational institution or to a business firm must make a written request each time to the Registrar's Office. A transcript is issued only after the student has fulfilled all of his/her financial obligations to the College. No transcript is official unless it carries the College Seal. There is a \$3.00 per copy charge for each transcript requested, and a \$5.00 charge for faxing a transcript.

TRANSFER ARTICULATION AGREEMENT

The Transfer Articulation Agreement (TAA) is a transfer agreement between the Kansas Regents Institutions and the accredited public community colleges in Kansas to facilitate the transition of community college students to any of the Regents institutions in Kansas. Students who have followed the Transfer Articulation Agreement will automatically be awarded junior status at any of the six Regents institutions in Kansas. Please review points of clarification in the College Catalog for more information.

Requirements

1. The community college student must graduate from a Kansas community college with an Associate in Science or an Associate in Arts degree.
2. The student must meet the following course requirements:
A minimum of 45 credit hours of general education with distribution in the following fields:

12 hours of Basic Skills courses including:
 6 hours of English Composition
 3 hours of Speech Communication
 3 hours of College Level Math

12 hours of Humanities courses from at least three of the following disciplines:
 Art* Literature Philosophy
 History* Music* Theatre*
 *Performance courses are excluded.

12 hours of Social and Behavioral Science courses from at least three of the following disciplines:
 Anthropology Economics Geography
 Political Science Psychology Sociology

9 hours of Natural and Physical Science courses from at least two disciplines (lecture with lab)
3. The transcript of a student fulfilling the requirements of this agreement must be appropriately coded by the sending institution.

TRANSFER OF CREDITS

We recommend that a student who plans to transfer to a four-year institution follow the Transfer Articulation Agreement and complete an Associate in Arts or Associate in Science degree at Coffeyville Community College. Students should meet with their academic advisor to plan and monitor an academic program which will meet their educational objectives. Students who know where they intend to transfer will be assisted by an advisor in designing a degree program tailored to meet that institution's requirements. Technical and college preparation studies generally do not transfer to a four-year institution.

Students can check on the transferability of classes from Coffeyville Community College to Kansas Regents Institutions by looking at the CCC or transfer university's web site:

Coffeyville Community College:

www.coffeyville.edu

Emporia State University:

www.emporia.edu

Fort Hays State University:

www.fhsu.edu

Kansas State University:

www.ksu.edu/admit/tran.html

Pittsburg State University:

www.pittstate.edu

University of Kansas:

www.ukans.edu

Washburn University:

www.washburn.edu/admissions

Wichita State University:

www.wsu.edu

TRANSFER STUDENTS

Transfer students are eligible for admission to the College if they meet regular admission requirements for new students. All official transcripts from previous colleges attended are required to be on file in the Registrar's Office before students can enroll for classes. Students who falsify admission information and/or fail to submit all transcripts are accountable for any problems that arise from their misinformation. Acceptance of credit by CCC does not guarantee acceptance at other colleges.

WITHDRAWAL FOR NON-ATTENDANCE – MAIN CAMPUS

If a student misses twice the number of credit hours of a class, or has been non-participatory in a mediated course, and is achieving a below average grade, the instructor may request that the student be withdrawn from the class for non-attendance/non-participation. The instructor will notify the Registrar in writing of the withdrawal request. The Registrar will notify the student of the withdrawal from class. A student may appeal a withdrawal from class for non-attendance/non-participation within 10 days of the receipt of the official letter. The student remains responsible for payment of tuition and fees.

WITHDRAWAL FROM COLLEGE

A student who wishes to withdraw from the College before the end of the semester must complete an official Schedule Change Form and confer with the College Counselor, Registrar, Financial Aid Director, and Business Office Clerk. Technical Division students would contact the Technical Campus Central Office. A student remains responsible for payment of tuition and fees if the withdrawal occurs after the tuition refund date. Additionally, a student who attends less than sixty (60) percent of the allotted class time and receives federal financial aid will be responsible for returning a portion of that aid. A student who officially withdraws from the College before the withdrawal deadline will receive a "W" (no credit or penalty) for each course. **Unless all the steps of this procedure have been taken, the student will not receive honorable dismissal and the semester grades will be recorded as assigned by instructors.**

STUDENT ORGANIZATIONS

STUDENT GOVERNMENT ASSOCIATION (SGA)

Many functions of the College are sponsored by SGA. Not only does SGA govern the student body, it also helps organize and carry out social functions and activities, sanctions clubs and campus organizations, and makes policy recommendations to improve student life. The Student Government Association is composed of two elected officers (a president chosen from the sophomore class and a vice president chosen from the freshman class) and any other student wishing to be a member. A secretary is elected from the membership. SGA meets bi-monthly throughout the school year. For more information on SGA, contact the Associate Director of Student Life.

CLUBS AND ORGANIZATIONS

Clubs are an integral part of any educational experience. Field trips and convention attendance may be partially funded by the student activity fund. Current CCC student clubs are listed below:

Academic Challenge – is a Kansas community college quiz bowl competition. Questions for the competition follow the general education curriculum common to Kansas community colleges and are similar in style to NAQT. Contact Chuck Reed

Agriculture Club – open to all students who have an interest in agriculture. Major activities of the club include social events and field trips involving agriculture. Contact: Derek Dick

Block and Bridle Club - is a club to promote a higher scholastic standard and a complete understanding of the field of Animal Sciences among student members. Contact: The Ag Department

Business Professionals of America – is for any student currently enrolled in a business, office or business education course or program. The program encourages leadership, professionalism, poise, dependability, patriotism, and competency. Contact: Tina Logan

Collegiate Farm Bureau Club – provides students with the opportunity to be involved in agriculture related events and activities. Contact: Brian Anderson

Fellowship of Christian Athletes – is open to any student and is the largest interdenominational, school-based Christian sport organization in America. The organization offers students a venue for fellowship with other Christians. Contact: Emily Washburn

International Club – students plan parties and trips, volunteer to present programs to the community, express opinions and/or discuss problems. They can also become part of the MATCH program where they share their culture with American families. Contact: Marla Larimore

Livestock Judging Team – students build self-discipline and self-confidence along with improving leadership skills essential for one to be successful in future careers. The team participates in numerous inter-collegiate contests. Contact: Brian Anderson

Meats Judging Team – students will participate in intercollegiate contests designed to increase their knowledge and overall understanding of the livestock and meat industry. Contact: Tyler Hickman

Music Educators National Conference – is open to any student with an interest in music education and provides opportunities to meet leaders in the music profession. Contact: Devin Burr or Darla Strecker

Music Ensembles – these performing ensembles are open by audition to all students and include both choral and instrumental music. The musical organizations make frequent public appearances. Contact: Devin Burr or Darla Strecker

Native American Leadership Club – is open to any student interested in Native American Culture. The club will host cultural events and performances, including a Pow-Wow, art shows and leadership activities. Contact: Candace Keah-tigh

Phi Theta Kappa – members are chosen on the basis of scholastic achievement. Initiation and installation of new members are conducted each semester. Contact: Linda McFate

Rubber Chicken Factory Improvisational Comedy Troupe – student auditions are held at the beginning of each fall semester. The group performs audience participation games and sketch comedy. Contact: Mark Frank

Skills USA - provides opportunities for students to develop and enhance the skills needed in order to be successful in future careers and leadership skills. Interaction between this group and business/industry allows employers to contribute directly to the student's education. Contact: Roy Shafer, Coffeyville or Jeff Phillips, Columbus

Society of Physics – is chartered by a national organization and provides enrichment activities for members regarding physics in general. Activities include guest speakers, trips, social events and meetings. Contact: Ryan Willis

Theatre Productions – students are provided the chance to work in several dramatic productions throughout the year. In addition to on-stage acting, students assist in the technical aspects of theatre. Contact: Mark Frank

Varsity Athletics – a complete schedule of games/events and information are available in football, basketball, baseball, cross country, golf, track and field, volleyball, softball, soccer, rodeo, cheer, and dance.

INTRAMURAL ACTIVITIES

Intramural activities will be open to all students and are available at various times each semester. Students sign up with the Director of Student Life to participate. Information will be posted around campus prior to the beginning of each activity.

STUDENT SERVICES

ADMISSIONS

The Admissions Office is located in the upper level of the Student Union. Office hours are 8:00 am – 5:00 pm Monday through Friday.

ADVISING CENTER

The Advising Center is located in the upper level of the Student Union. The Center predominately assists new students regarding enrollment services. A student who has not selected a major should continue to work with the advisors in the Center while a student with a declared major is assigned a faculty advisor after the first semester. All requests for changes in assigned advisors are made with the College Counselor. The Center also provides career information, university program guides, transfer resource materials, university catalogs, university applications, and scholarship information for various four-year institutions.

ADULT EDUCATION CENTER

Located in Orscheln Hall, the Center offers a variety of services including, but not limited to, the following: Job Skill Training, Literacy Programs, Individualized Educational Plans, Post Secondary/Counseling, Basic Skills Development, and GED Preparation.

BOOKSTORE

Coffeyville Community College operates a bookstore in the southwest corner of the Graham Library. In addition to the College textbooks and materials, miscellaneous and personal items, greeting cards, and CCC "Raven Wear" are available.

COLLEGE ORIENTATION

All new, full-time, degree-seeking students are required to complete the College Orientation I course. It has proven to be helpful to all students while enrolled at CCC, when preparing to transfer to another college, and when entering the workforce.

The College conducts general education exit testing for students completing an Associate in Arts, Associate in Science, and/or Associate in General Studies degree. The exit testing is conducted through the College Orientation II (Capstone Experience) course, which is an

institutional graduation requirement. The purpose of the Capstone Experience is to review basic skills and measure student gains by means of an exit exam.

COMPUTER LABS

There are several computer labs on campus, as well as computers in the Graham Library and the Student Success Center that are available to students. Labs are located in rooms WH102, WH103, and WH104 in Weinberg Hall and in room A220 in the Arts & Sciences Building. Hours for each lab are posted on the respective door. Many labs have evening hours and are open for use throughout the day. Students will need to contact the Information Technology Department to receive computer access. Computer labs are Internet accessible and have Microsoft Office. Food, drinks, and tobacco of any kind are prohibited in the computer labs.

Coffeyville Community College provides Internet access in the Student Success Center and in the computer labs. However, students will need to arrange for their own email account through a free provider such as www.hotmail.com or www.yahoo.com. For information on Internet access in the residence halls, please contact the Director of Student Life, 620.252.7046.

DINING CENTER

The Dining Center is open to all students and residents of the community. Residence Hall students are on a mandatory 19-meal plan. Non-resident students and guests may purchase meals individually or by purchasing a meal ticket through the Business Office. The Dining Center offers an all-you-can-eat atmosphere. The hours and menu are posted outside the center entrance.

Personal items: All personal items, especially book bags and backpacks, must be left at the table located at the front door.

Meal Cards: Each resident student must provide their student identification card with a bar code upon entry into the Dining Center. False identification will be treated as theft. Bar codes may be picked up in the Business Office for the students who are on the 19-meal plan.

Sick Meals: Sick meals can be ordered 2 hours in advance by calling 252.7266. Upon pick-up the student must show ID. In severe cases, with prior approval from the Director of Dining Services, a student's roommate may pick up the meal.

Customize Menu: Students with medical conditions which have special dietary requirements should contact the Director of Dining Services to arrange for a customize menu.

FINANCIAL AID

Financial assistance available to a qualifying student includes grants, loans, scholarships, and the work-study program. The eligibility for receiving financial assistance is determined by comparing the cost of attending CCC with the parents' and the student's ability to contribute toward his/her expenses. The basis for determining the family contribution is from the Free Application for Federal Student Aid (FAFSA). In addition to the current year's FAFSA, any student who wishes to be considered for financial assistance for the summer semester must complete a Summer Financial Aid Request Form which will be available in the Financial Aid Office after spring break. The Higher Education Amendment of 1998 also governs the return of federal financial assistance for students who completely withdraw from school. Please contact the Financial Aid Office in the upper level of the Student Union or call extension 7357, 7355, or 7079 for any questions relating to financial aid.

The Course Load for Financial Aid is as follows:

Full-time: 12 or more credit hours each term

Three-quarter time: 9 to 11 credit hours each term

Half-time: 6 to 8 credit hours each term

HOUSING

Residence Halls

Raven Hall houses 304 male students in 38 individual living units. Each unit has four bedrooms, one bathroom and a commons area which is heated and air conditioned. A separate unit houses the laundry facility and the Director of Student Life's residence. Several Resident Assistants also live in the housing area.

Pat Walker Residence Hall houses 240 female students in a three story facility which contains 60 two-bedroom, two-bathroom suites. Each floor of the building has a lounge area, group study room and laundry facility. The Associate Director of Student Life has an apartment located on the ground floor of the Residence Hall.

Off-Campus Housing

CCC accepts no responsibility for the safety or condition of properties rented/leased by its students. The College expressly disclaims giving any guarantees that the properties are safe or recommended. Students living off-campus must make their own choice with regard to the selection of living accommodations.

INTERNET ACCESS

Coffeyville Community College provides Internet access in the Student Success Center and in the Computer Labs. Students should contact the Computer Lab Supervisor in Lab WH103 to arrange for computer access. CCC also provides numerous wireless "hot spots" and cell phone usage. This includes the cafeteria, library, outside courtyard, as well as the majority of the academic buildings. This service is free to students. Students who experience difficulty connecting may contact the IT Department for assistance. For information on Internet access in the residence halls, please contact the Residence Hall Director.

LIBRARY FACILITIES

The Russell H. Graham Learning Resources Center provides the traditional functions of a library and audio-visual services. College personnel are available to assist the user in searching for information and in providing a tour of the services available. The Library is open 7:30 am – 11:00 pm Monday through Thursday and 7:30 am – 5:00 pm on Friday. Weekend hours **may** be established after the start of each academic year.

STUDENT HEALTH CENTER

A registered nurse is available in the Student Health Center located in Weinberg Hall during the morning hours. You may reach the nurse by telephone at extension 2165. There is no charge to see the nurse. In the event that additional medical attention is recommended, the nurse can assist in making those arrangements.

STUDENT IDENTIFICATION CARDS & COMPLIANCE

The picture identification card is included in student fees and is made within the first two weeks of classes. The Student ID Card is used for admittance to most campus activities, checking out Library materials, visiting the Health Nurse, and use of Internet services, computer labs, and the Student Success Center. For individuals living in the Residence Halls, the ID is activated by the Business Office and becomes a meal ticket as well. A student without a proper Identification Card will not be permitted to use the various services listed. False identification, willful refusal to produce the card, and/or to identify one's self to College personnel, dining hall staff, or security personnel will result in disciplinary action.

STUDENT SUCCESS CENTER

The Student Success Center is a support service which provides free tutoring and instructional services to students enrolled at CCC. Staff will work with students one-on-one, in group settings and with tutorial software to best address a student's need. The Student Success Center is located in Weinberg Hall. The SSC is open from 8:00 am until 10:00 pm Monday through Thursday and 8:00 am until 5:00 pm on Friday.

VETERANS INFORMATION

Information concerning the GI Bill may be obtained from the Financial Aid Office in the Student Union, extension 7079. In order to receive educational benefits from the Veterans Administration while attending CCC, you must make application through the Financial Aid office.

CAMPUS POLICIES

ASSEMBLIES

Assemblies by definition include any picketing and/or demonstrations. Any group desiring to obtain assembly space in any College facility or on CCC grounds or off the CCC grounds at a College activity, function or event must submit a written request and receive approval from the Vice President for Operations & Finance at least three weeks in advance. Coffeyville Community College does have the right to limit use of its facilities. If approved, groups affiliated with the College shall have priority in reserving space. Non-affiliated groups and organizations shall pay the current space rental rate for the time and location approved. Adequate security, proof of insurance and/or a refundable deposit for damage to property may also be required.

Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt schedules and/or normal activities within any campus building or area is a violation of the student conduct expectations. This includes but is not limited to obstruction of the free flow of pedestrian or vehicular traffic on College premises or a College-sponsored or supervised functions.

CAMPUS SECURITY

Coffeyville Community College is committed to providing a safe environment for students to learn and to live. Security Officers or Resident Assistants are available in Raven Hall between the hours of 7:00 pm and 2:30 am and may be reached by calling 620.252.7395. Walker Hall has security officers or Residence Assistants available 24 hours a day and may be contacted at 620.464.3401. **DO NOT HESITATE TO CALL THE ABOVE NUMBERS IF YOU NEED AN ESCORT TO ANOTHER CAMPUS FACILITY.**

COMMUNICABLE DISEASES

In the event a student has been diagnosed by a physician as having a chronic and communicable disease, the student shall report the diagnosis and nature of the disease to the College nurse so that proper reporting may be made to county or joint Board of Health. In addition to placing a high priority on preventing the spread of the communicable disease on the campus, the President may appoint a Review Board to evaluate each documented case on an individual basis. The Review Board may consist of, but not necessarily limited to, the student's physician, county health personnel, school nurse and the Executive Vice President for College Affairs & Student Services. Strict confidentiality shall be maintained by College personnel to protect the rights of the individual.

COMPUTER USAGE

Computer systems are for educational and professional use only. Students shall not install software on any College computer or computer system. Fraudulent, threatening, or obscene e-mail and/or other graphical displays that may be offensive to another student, faculty, or staff member are prohibited. CCC computer systems may not be used to intimidate or create an atmosphere of harassment based upon race, gender, religion, ethnic origin, or sexual orientation. All information created by staff and students shall be considered College property and shall be subject to unannounced monitoring by College Administrators. The College retains the right to discipline any student up to and including expulsion for violation of this policy.

Peer-to-peer file sharing exposes the College network to viruses, spyware and other attacks since it is also frequently used for illegally distributing of copyrighted works. Therefore, any use of peer-to-peer or P2P file sharing on the campus computer network or in the Residence Halls will result in Internet access being disabled for the academic year.

DANGEROUS DEVICES

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on the CCC grounds or off the CCC grounds at a College activity, function or event regardless of whether a student has a permit to carry a concealed firearm. This policy shall include any firearm, explosives, dangerous chemicals, weapons, any item being used as a weapon or destructive device, or any facsimile of a weapon in a manner that harms, threatens or causes fear to others even if legally possessed. Violation of this policy could result in expulsion. Students violating this policy shall be referred to the appropriate law enforcement agency and if juvenile, to the SRS.

DISORDERLY CONDUCT

Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College or members of the academic community may result in disciplinary actions. Disorderly conduct, includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises without his/her prior knowledge, and with or without his/her consent when such a recording is likely to cause injury, distress or embarrassment to the College or a student. This includes, but is not limited to, taking pictures of another person in the gym, locker room, restroom, classroom or residence halls and then posting on any type of social network.

EMERGENCY PROCEDURE

At all times the President or the President's designee will be kept informed of all EMERGENCY situations. The President and Vice Presidents will inform all College personnel through the management chain.

Weather

A TORNADO WATCH indicates that conditions are favorable for the development of severe thunderstorms, with large hail, heavy rain, damaging winds and tornados. When this condition occurs, radios will be turned to KGGF 690 AM and televisions will be turned to KOTV Channel 6 and/or the Weather Channel 3. For the Columbus Campus, tune into KOAM Channel 7 or KKOW 96.9 on the FM radio dial.

A TORNADO WARNING is more severe than a tornado watch. A warning is issued when a tornado is developing. When a tornado warning is issued, persons should SEEK SHELTER IMMEDIATELY on the lowest possible floor, in an interior room away from windows. The Coffeyville Police Department will interrupt normal cable TV broadcastings to announce severe weather and community sirens will sound.

Fire

These can be detected by seeing or smelling smoke or fire and/or by hearing fire alarms. Please follow the evacuation plans posted in campus buildings and classrooms. Tampering with fire equipment (smoke detectors, extinguisher, or alarms) is, in addition to being a danger to others, a violation of College policy and state law.

GAMBLING

Gambling is prohibited on all College property.

HAZING

Hazing is defined as any mental or physical requirement, request or obligation placed on any person, on or off campus, which could cause discomfort, pain, fright, disgrace, injury or is personally degrading, or which violates any federal, state, local statute or College policy. Although usually associated with fraternities and sororities, Coffeyville Community College

recognizes that the anti-hazing policy applies to all campus-wide organizations, teams, clubs, and groups of individuals. The College is committed to the rights and welfare of its individual students; therefore, students who violate the anti-hazing policy are subject to disciplinary action including all penalties of the law.

LOST AND FOUND

Lost and found is located in the upper level of the Student Union in the office of Student Services.

MENTAL HEALTH

A student who demonstrates mental health concerns may put themselves or others at risk and could create an environment which would prevent a student's ability to reach his/her educational objectives. Therefore, a student who expresses certain emotional/mental characteristics such as: attempts or threats to hurt themselves, psychotic episodes, life-threatening eating pattern, etc., will have to provide evidence of psychological/counseling care by a mental health professional to remain a tenant of the Residence Hall and/or institution.

PARKING RULES AND REGULATIONS – MAIN CAMPUS

Students, faculty and staff on the main campus are required to register their vehicles in the Business Office each year and receive a parking permit. Student parking permits should be displayed on the vehicle's lower left (driver's side) front windshield. One parking permit is issued free to each student; additional parking permits cost \$10 per vehicle. Parking on the main campus is free, however increasing enrollment makes legal parking spaces difficult to find, so allow extra time. Persons who do not comply with campus parking rules and regulations, including the proper display of the parking permit, will be issued a parking violation, charged a fine, and subject to vehicle being towed at the owner's expense. All fines are paid in the Business Office.

Offenses for which an individual will be ticketed and fined include:

- Handicap parking without legal vehicle identification
- Parking in posted "No Parking" areas
- Improper parking
- Parking on grass or sidewalks
- Parking in Loading/Service Zones
- Restricting traffic flow
- Parking in posted courtesy spaces
- Fire Zones

Any person who feels his/her vehicle has been unjustly ticketed may appeal. Written appeals must be received by the Vice President for Operations and Finance within 10 working days after issuance of the ticket or the right to appeal is forfeited. Lacking knowledge or unfamiliarity of these rules and regulations is not considered a valid reason for parking in violation of rules and regulations.

PARKING – TECHNICAL CAMPUS, COFFEYVILLE

Students may park along Roosevelt Street and/or 6th Street. All other parking on the Technical Campus is by permit only. Violators will be towed at their own expense.

PHOTO RELEASE

A student photograph captured during a College sponsored event/activity may be edited, altered, copied, published or distributed in any publication including website entries for the purpose of publicizing CCC's programs or for any other lawful purpose. Select photos of student activities will be uploaded to a website for sale to parents, students, etc. A student should notify the Dean of Enrollment Services & Marketing within a reasonable time after

the start of the semester in writing if a photograph should not be released without prior written consent.

PROTECTIVE CLOTHING, EQUIPMENT AND HAIR

Technical Campus instructors may require special protective clothing and equipment in specific shop areas. The wearing of tennis shoes is unacceptable in any shop area. Due to safety regulations, any person with hair that extends below the collar must have the hair securely contained by a hairnet or cap while working around machinery with moving parts.

SAFETY GLASSES

KSA 72-5207 requires every visitor, student and instructor in all educational institutions, participating in vocational, technical or industrial arts shops or laboratories involving experience with

1. Hot molten metals or other molten materials;
2. Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
3. Heat treatment, tempering or kiln firing of any metal or other materials;
4. Gas or electric arc welding or other forms of welding processes;
5. Repair or servicing of any vehicle;
6. Caustic or explosive materials;

to wear appropriate industrial-quality eye protective devices at all times while participating in such courses or laboratories. Safety glasses shall be worn at all times while in the shop areas.

SEVERE WEATHER CANCELLATIONS

If classes are canceled due to severe weather, an announcement will be made as early as possible on local radio: KGGF-AM (690), KUSN-FM (98.1), and KGGF-FM (104.1). For the Columbus Campus, tune to KKOW-FM (96.9). The AlertNow service will also be activated. Up-to-date phone numbers should be given to the Registrar's Office.

SIGNAGE

All signage not originating from an administrative office must be approved by the office of the Executive Vice President for College Affairs & Student Services. In addition, no general distribution of flyers/bulletins on campus such as on parked cars, poles, trees, or on/in buildings is permitted unless prior approval is received. Individuals who wish to distribute non-commercial literature, such as campaign literature, are allowed to set tables in designated public areas with approval. Approval and arrangements must be made at least forty-eight (48) hours in advance.

SOLICITATION

Solicitation is not permitted on College property unless authorized by the President or his/her designee. Solicitation is defined as, but not limited to, an approach or request by an individual, business or commercial organization for the purpose of selling or promoting goods, products and/or services directly to faculty, staff and/or students for personal, business or commercial gain. Soliciting funds, selling products, and all fund raising efforts that occur on and off campus by student groups or organizations directly connected to the College must receive approval from the appropriate Vice President at least one week in advance.

STUDENT ATTIRE/DRESS

Students are expected to use good taste in considering appropriate dress/attire in the Residence Halls, Dining Center, Library, Student Success Center, Game Room, Classrooms and on all campus grounds. Student attire/dress and/or personal grooming which creates a danger to health or safety or creates a disruption to the education process may constitute a violation of the sexual harassment policy which could result in disciplinary actions.

STUDENT COMPLIANCE

Students who fail to comply with the directions of a College official or other public officials acting in the performance of his/her duties while on College property or at College functions will result in disciplinary actions.

STUDENT ID CARDS

Student ID cards are provided to students enrolled in six (6) or more credit hours in a semester. The student ID card admits students to numerous student activities, permits students to check out items in the library, and affords other opportunities limited to currently enrolled students. Students must report to room 142 in the basement of the Arts and Science Building within the first two weeks of classes with the pink finalized registration form, a current address, and Social Security number to obtain a picture ID. Lost or late cards will be assessed a \$10.00 processing fee.

Community and College IDs may also be issued upon request to those who are not full-time students, and at no charge. Proof of a current address and phone number is required. These IDs are used for the library resources and do not provide student activity privileges.

TEXTBOOKS

Textbooks which are distributed through the scholarship program must be returned to the bookstore upon dropping a course or by the last day of each semester as published in the course schedule. Students who fail to return books by the deadline date will be assessed the current replacement cost of the book.

TOBACCO USAGE

Smoking is allowed in designated areas only. The use of any tobacco products and/or the distribution of tobacco products, including smokeless, is prohibited in all College facilities, i.e., classrooms, hallways, dorm rooms, offices, the Student Union, Gilmer K. Nellis Hall, Football Complex, Learning Resource Center, and Theatre.

TRESPASSING

Trespassing is prohibited on all campus properties. This includes the unauthorized possession or duplication of a key to campus premises or unauthorized entry to a campus premise.

PROMOTING SAFETY & SECURITY

Coffeyville Community College makes every effort to provide a safe environment for students' study and recreation and for all employees to fulfill their employment duties and responsibilities. Safety and security is, however, a shared responsibility. No plan or procedure is effective unless the entire campus community strives to recognize the importance and implements tips such as the ones listed in this handbook.

REPORTING EMERGENCIES OR CRIME ON CAMPUS

To report an incident occurring on the main campus during regular business hours, call the switchboard (0). If calling from an outside line, dial 251.7700 and push 0 for the switchboard. Eagle Security or Resident Assistants are available in the women's residence hall twenty-four hours a day and can be reached at 620.464.3401. In addition, Eagle Security Services or Resident Assistants are available in the men's residence hall between the hours of 7:00 pm and 2:30 am by calling 620.252.7395 for any problems which may arise. In case of an emergency, please dial 911.

All on-campus phones require the user to dial 9 to get an outside line before dialing 911.

When calling for either emergency or non-emergency service, be prepared to:

1. State where you are calling from.
2. State briefly the nature of your call.

If possible, stay on the line unless otherwise advised by the dispatcher. The dispatcher will summon the appropriate police, fire and/or medical service.

SEX OFFENDER REGISTRY AND ACCESS TO RELATED INFORMATION

Incarceration may remove a sex offender from the streets, but it does nothing to prevent the offender from committing another crime when released. CCC supports The Federal Campus Sex Crimes Prevention Act, enacted October 28, 2000, went into effect in 2002. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders, already required to register in a state, to provide notice to each institution of higher education in that state in which the person is employed, carries on a vocation or is a student.

The State of Kansas maintains a system for making certain registry information on sex offenders publicly available by means of the Internet. The web site address for this related information is <http://www.ink.org/public/kbi/bkiregoffpage.html> or you can access the Coffeyville Community College web page, www.coffeyville.edu and click on the link to KBI.

CAMPUS CRIME AND SECURITY

Coffeyville Community College is committed to assisting all members of the College community in providing for their own safety and security.

CCC supports the Crime Awareness and Campus Security Act of 1990 and submits the annual security compliance document which is available on the US Department of Education's Office of Post-Secondary Education web site at <http://ope.ed.gov/security>. To receive a booklet called "Crime Awareness & Campus Security of 1990" which contains this information, call 620.252.7137.

Students are strongly encouraged to report all crimes and suspicious activity to a College Vice President, a Residence Hall Director, faculty/staff member or the switchboard operator immediately.

SEXUAL HARASSMENT

Coffeyville Community College is committed to a positive academic and employment environment that will foster excellence. Because sexual harassment violates the trust and respect essential to the preservation of such an environment, and because sexual harassment is a form of discrimination on the basis of sex, Coffeyville Community College hereby specifically prohibits any act of sexual harassment.

For students and employees, the College has adopted the following definition of sexual harassment:

- When submission to unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are made, either explicitly or implicitly, as a term or condition of an individual's employment or education, or;
- When submission to or rejection of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are used as the basis for employment or academic decisions affecting an individual, or;
- When unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with the individual's work or academic performance.

To report an alleged act of sexual harassment, students and/or employees should notify one of the following; a College official, advisor, faculty member or the campus EEO Office, the

Director of Human Resources. Investigation and resolution of sexual harassment claims will be conducted through the EEO Office. The confidentiality of the reporting party will be observed provided it does not interfere with the institution's ability to investigate or take corrective action. Retaliation against anyone reporting or thought to have reported sexual harassment behavior is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates the policy. Coffeyville Community College is committed to having a positive learning and working environment for its students and employees and will not tolerate sexual harassment or sexual violence.

“Such actions are prohibited not only by College policy, but also by the Title VII, section 703, of the Civil Rights Act of 1963 and Title IX of Education Amendments Act of 1972. Violations may subject the individual to disciplinary action and may have legal consequences.”

HANDLING OBSCENE OR HARRASSING PHONE CALLS

A telephone call is considered obscene or harassing if it is received at a location where you have a reasonable expectation of privacy and the caller makes repeated calls or makes any comment, request, suggestion or proposal which is obscene, lewd, filthy, vulgar or indecent. If you receive harassing or obscene phone calls:

- Report obscene or harassing phone calls received on-campus to the Executive Vice President for College Affairs & Student Services or the Director of Human Resources.
- Pay attention to any background noises, the caller's sex, accent, speech pattern or anything else to aid in identification.
- Keep a log of calls received. Include the date, time and details of the call.
- If calls are recorded on voicemail, save the recording.
Any calls that may threaten your personal well-being, safety or property should be reported immediately to the Police Department at 911.

DATING VIOLENCE

Smart Dating

- Insist on being treated with respect.
- Talk openly and honestly about what you want, intend, and expect. Make it clear.
- Stand up for yourself and your rights.
- Take an equal role in any relationship.
- Do not acknowledge stereotypes that see women as passive, weak and unreasonable.
- Say NO to unwanted advances clearly and firmly so the other person recognizes it.
- Know that even if you agree to have sex, you can change your mind at any time.
- Keep your home address and phone number private.
- Arrange the first date to be in a public place at a social function or on a double date. Meet your date (instead of being picked up at your home).
- Provide your own transportation. Carry money for a phone call or cab fare if necessary (or carry a cell phone).
- Let your date know you are expected back at a certain time.
- Trust your intuition.
- Avoid alcohol and other drugs.

DATE RAPE

Being forced into having sex - even if it's by someone you know - is still rape, and it's a crime. Nothing you do, say or wear gives anyone the right to assault you sexually or otherwise. Rape, whether by a stranger or someone you know, is a violation of your body and your trust.

If this happens to you:

- Tell someone - the police, a friend, the rape crisis center, a counselor.
- Don't isolate yourself, don't feel guilty, and don't try to ignore it.

- Do not shower, wash, douche or change your clothes, even though that's your immediate reaction. If you choose to press charges, the evidence will be there.
- Seek medical attention.
- You may have internal injuries.
- Don't live with the fear of VD, AIDS, or an unwanted pregnancy.
- Get counseling to help you deal with your feelings.

If it happens to someone you know:

- Listen. Do not judge.
- Give comfort. Let them know they are not to blame. Realize an individual may be dealing with fear, embarrassment, humiliation, and guilt.
- Encourage action. Stand by their decision to call the police, contact a hotline and go to the hospital.
- Do not be overly protective. Encourage them to make decisions and take control as soon as they feel able.
- Don't let your feelings get in the way of helping an individual.

PERSONAL SAFETY REMINDERS

- Practice being aware of your surroundings and of the behavior of the people around you. Follow your intuition; trust your feelings about a situation.
- Be aware of your feelings when you are faced with situations in which you do not feel relaxed or in charge. If you feel uncomfortable, act on it.
- Be aware that alcohol and drugs compromise your awareness and your ability to identify and act on your feelings. They also increase the opportunity for victimization and violate the CCC Drug and Alcohol Policy.
- In general, the more information you have about a person, a situation and your own feelings and reactions, the safer you will feel.
- Practice the buddy system; when working after hours let others know where you are, what time you plan to return, how to reach you and what route you will take.
- When studying or working late, make sure doors are locked. Avoid using stairs in remote sections of a building.
- Never prop doors open, especially fire doors, even for a short period of time.
- Don't leave your purse, backpack, briefcase or laptop computer unattended or unoccupied. If possible, always secure valuables in a locked cabinet or drawer. Avoid leaving valuables on or beneath a desk.
- Report suspicious persons and/or activity to administrators, campus security, Resident Assistants, Director of Student Life, faculty or custodians.
- Never leave your drink unattended because there are colorless and odorless drugs used in drug facilitated sexual assault which can be slipped into any type of beverage. If you leave your drink unattended, do not finish it. Get a new one.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital to conduct toxicology testing.

SAFETY TIPS FOR DRIVERS

- Always yield to pedestrians.
- Watch your blind spot for other traffic, such as bicycles and pedestrians overtaking you when making right turns.
- Obey the speed limit. Driving above the posted speed and/or in a reckless manner can result in receiving a traffic ticket.
- Always behave in a predictable manner and use turn signals. Other traffic may not always see or recognize your intentions.
- All vehicles must watch for bicycles, pedestrians and other traffic when turning.

IMPAIRED DRIVING IN KANSAS

In Kansas, it is against the law to drive or attempt to operate a motor vehicle while having a blood or breath alcohol concentration of .08 or higher. The Kansas Legislature passed a new law known as Zero Tolerance which made it illegal for young people less than 21 years

of age to operate or attempt to operate a motor vehicle in Kansas with a breath or blood alcohol content above 0.0. Sobriety checkpoints are regularly set up to remove impaired drivers from Kansas roads. The purpose of these checkpoints is not to inconvenience or harass the motorist, but to decrease traffic crashes and save lives by removing the intoxicated driver.

SECURITY AT COLLEGE FACILITIES

The facilities of CCC are to provide a service generally limited to students, employees and visitors for the purpose of study, work, teaching and conducting other College business. Only those approved by the Vice President for Operations and Finance and who have demonstrated a need are issued keys to a building, classroom, office or lab.

Due to issues involving safety, insurance, liability, theft and vandalism, students may only use College facilities when supervised by a faculty or staff member.

The campus security service has the authority to enforce College security policies. The campus security service works through the Coffeyville Police Department and the Montgomery County Sheriff's Department to enforce State and City laws. Students, faculty and staff are encouraged to report all crimes which occur on campus to the appropriate College official or the local police.

DEFINITIONS OF CRIMES FOR USE IN CLASSIFYING CRIMINAL OFFENSES

Murder - The willful (non-negligent) killing of one human being by another.

Manslaughter - The killing of another person through negligence.

Forcible Sex Offense - Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent.

Non-Forcible Sex Offense - Unlawful, non-forcible sexual intercourse.

Robbery - The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody or care of another person by force, threat of force or violence and/or by putting the victim in fear.

Aggravated Assault - An unlawful attack by one person upon another where either the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Burglary - The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Motor Vehicle Theft - The theft or attempted theft of a motor vehicle.

Liquor Law Violation - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possessing or use of intoxicating alcoholic beverages.

Drug Related Violations (Sale and Possession) - The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance. Or the unlawful manufacture, sale, purchase, possession or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).

Weapon Law Violation - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

IDENTITY THEFT

A good deadbolt on the door will not prevent you from one of the more modern and sinister crimes: identity theft. Here is what you need to know:

Someone could steal your identity by:

- Stealing your wallet or purse.
- Filling out a change of address form for you and collecting your mail.
- Snatching pre-approved credit forms from the trash.

- Ordering unauthorized credit reports on you by posing as a potential employer, landlord or even you.
- Gathering sensitive information and using it for revenge (former friend, lover, roommate or co-worker).
- Illegally tapping a computer at a business to which you have provided information.
- Looking over your shoulder at phones and ATMs to gather PIN numbers (sometimes using binoculars or listening devices).
- Using phony telemarketing schemes to con you into giving your personal data.

NEVER GIVE YOUR SOCIAL SECURITY NUMBER TO ANYONE OVER THE PHONE OR COMPUTER.

What can I do to protect my identity from theft?

- Change passwords and PIN numbers regularly. Do not use obvious codes such as birthdays, nicknames, etc. Shred any paper that shows such data.
- Carefully review credit card statements, phone and other bills. Promptly respond to any inaccurate information.
- Always take your credit card receipts. Never throw them away in public.
- Tear up any offers of pre-approved credit cards. Never throw away the envelope intact.
- Never give personal information over the phone or computer.
- Beware of anyone asking for your Social Security Number.
- Pick up new checks at the bank instead of having them sent to you by mail.
- Never mail bills by placing them in your mailbox. Take them to a mail drop.
- Do not put personal information on a computer home page or personal computer profile.

If my identity is stolen, what should I do?

If someone steals your credit cards, driver's license, Social Security Number or any other type of identification information about you, that person has stolen your identity. As soon as you are certain of the theft, do the following:

- Contact the police.
- Cancel debit and credit cards, ATM cards and phone cards.
- Call the credit bureau for a fraud alert.
 Equifax: www.equifax.com or 800.525.6285
 Experian: www.experian.com or 800.397.3742
 Trans Union: www.tuc.com or 800.680.7289

Tell the credit bureaus that you are an identity theft victim and request they place a fraud alert note in your file and a statement asking that creditors call you before opening any new accounts or changing existing accounts.

- Report stolen checks to your bank.
- Alert the post office if you suspect the thief may have filed a change of address form in your name.
- Contact phone companies.
- Last resort changes: new Social Security Number and new driver's license number.

The federal government maintains a website devoted to identity theft:

www.consumer.gov/idtheft/.

PERSONAL SAFETY AND THE INTERNET

Meeting people on the Internet as correspondents is very easy; discerning any real information about these new acquaintances is more difficult, whether you are meeting people through commercial dial-up services, commercial or free chat lines, Internet Relay Chat (IRC) channels, online dating services, newsgroups or in other conversations that turn in a personal direction.

There are some basic personal safety tips you should consider whenever participating in Internet communication, particularly of a personal nature:

- Avoid giving out personal information, such as your home address or telephone numbers to people you meet on the Internet.
- Exercise caution when agreeing to meet anyone in person whom you've met on the Internet. Before you arrange any such meeting, attempt to verify, through a third party whom you know and trust, the true identity of the person.
- If you choose to arrange a meeting, make it on your terms.
- Meet in a public place.
- Arrange your own transportation to and from the meeting.
- Bring a friend along for security; consider a double-date the first few times.
- Set your conditions for the encounter and don't let your new friend change them.
- Limit meetings to public places until you are comfortable with the other person and certain of whom they are and what they want from the relationship.

PROTECT YOURSELF WHILE USING AN ATM

- Avoid using an ATM when by yourself. Either take someone with you or only use an ATM when others are around.
- Avoid using an ATM after dark. If you must, choose an ATM location that is well lighted and does not have tall bushes nearby.
- When you arrive at an ATM, look around. If you see anything that makes you uncomfortable or anyone who looks suspicious, do not stop. Either use an ATM at a different location or come back later.
- Have your access card and any other documents you need ready when you approach an ATM. While you are fumbling with a wallet or purse, you are easy game for a thief.
- While using the ATM, stay alert to your surroundings. Look up and around every few seconds while transacting your business.
- Protect your Personal Identification Number (PIN). Do not enter your PIN if anyone else can see the screen. Shield your PIN from onlookers by using your body.
- When your transaction is finished, be sure to have your card and your receipt; leave immediately. Avoid counting or otherwise displaying large amounts of cash.
- As you leave, be alert for anything or anyone who appears suspicious. If you think you are being followed, go to an area where others are present and call the police.

PREVENTING AUTO THEFT

- Don't make your car an easy target for a thief. On average it takes less than 30 seconds to steal a car. Give a thief an inch, and he will take your car for miles.
- Always lock your car, close the windows and take the keys.
- If at all possible, invest in an alarm system or theft deterrent device.
- Never leave valuables in sight. Thieves are attracted not only by your car, but also its contents.
- Never leave your car running and unoccupied, even for just a minute.
- Park in well-lighted areas. The light will help make a thief more noticeable.
- Have your vehicle identification number etched on the car windows. Drop a business card into your door panels. This may make your car more easily identifiable to law enforcement.
- Use a high visibility theft deterrent such as a steering wheel lock or security alarm.

BICYCLE SECURITY INFORMATION

- Park and lock your bicycle in well-lighted areas.
- Secure your bicycle with a quality, hardened steel "U" type lock. This is especially important if your bicycle has quick-release tires.
- Avoid putting a U-lock through only one wheel. The wheel can be removed and the frame and the remaining wheel can easily be stolen.

- Place the lock on your bicycle with the key mechanism facing the ground. This will make it less likely for the mechanism to fail as a result of exposure to the weather and harder for a thief to tamper with it.
- Avoid using a cable lock, locking your bicycle to itself, or leaving it parked in the same place for a long period of time.
- Avoid blocking building entrances, ramps and handicap areas with your bicycle.

SAFETY TIP FOR PEDESTRIANS

- Be alert and conscious of your surroundings.
- Always behave in a predictable manner when walking near motor vehicle traffic. Motor vehicle traffic may not expect or see you.
- Use sidewalks when provided. If there are no sidewalks, walk facing traffic.
- When out at night, wear white or light color clothing.
- Watch for oversized vehicles turning with a wide radius.

PROTECT YOURSELF WHILE WALKING/RUNNING

Walking/Jogging/Running is a fun activity that benefits the mind and the body. When you jog, run or walk, remember and practice these simple safety precautions:

- Look confident and be aware of your surroundings.
- Run in familiar areas.
- Keep your keys accessible.
- Confront someone you think is following you. The element of surprise may deter them.
- Wear comfortable clothes; avoid walking alone, especially at night.
- Stay in well-lighted areas away from alleys, bushes, and entryways.
- Avoid running at night. If you must run at night, wear reflective materials. The ability of others to see you at night is directly related to the amount of reflective and light color material you wear.
- If a driver asks you a question, stand at least two and a half arm lengths away, facing the opposite direction that the car is traveling.
- If you are harassed or followed by someone in a car, turn and walk the other way. (To follow you, the car will have to turn around.)
- Memorize the license plate number and report it to the law enforcement department.
- If you are followed by someone on foot or in a car, cross the street, change directions and go to a lighted home or public area to call the law enforcement department. Never go home.
- Always carry identification or write your name, telephone number and blood type on the inside of your running shoe. If necessary, include important medical information.

LIGHTNING SAFETY

Lightning kills more people each year than any other weather phenomenon. Numerous CCC activities occur outdoors; therefore, understanding basic concepts of lightning safety can be beneficial.

- About 70% of all lightning injuries and fatalities occur between late spring and mid autumn.
- Lightning strikes occur more often between mid afternoon to late evening.
- Individuals should seek safe shelter when lightning appears to be five miles away.
- In the absence of a lightning detector, the Flash-to-Bang method of detection is calculated by counting the time in seconds from seeing lightning's flash to hearing the associated thunder or bang. For each five seconds, lightning is one mile away. Count one-one-thousand, two-one-thousand, etc. Therefore, a flash-to-bang of 10=2 miles, 15=3miles, 20=4 miles, 25=5 miles, etc.

- A safe shelter is defined as any sturdy building that has metal plumbing or wiring or both to electrically ground the structure. In the absence of a sturdy building, any vehicle with a hard metal roof with the windows rolled up is considered safe.
- If you feel your hair stand on end or your skin tingle or hear a crackling noise, immediately crouch with only your feet touching the ground; keep your feet close together, wrap your arms around your knees and lower your head to minimize your body surface.

CAMPUS LIVING

The development of an intellectual community with an environment which fosters respect, integrity, and personal growth among its members, serves as the purpose of campus living at Coffeyville Community College. In order to facilitate the desired educational and recreational environment within the Residence Halls, Coffeyville Community College has developed the policies and regulations in this handbook.

The purpose of this section is to assist in making the Residence Halls functional, effective and safe for residents. Cooperation among residents, consideration of the needs of others, and two-way communication with the Residence Halls staff are essential for a successful campus living experience. CCC encourages student residents to be positive and productive citizens in an educational community characterized by respect, responsibility, and educational opportunity.

DORM RULES AND REGULATIONS

ALCOHOL

Student use and possession of alcohol is prohibited in the Residence Halls. Possession found will result in community service, fines, and/or removal from the Residence Halls.

BREAKS

Students who wish to remain in the Residence Hall over holiday breaks and in between semesters must receive advance approval from the Director of Student Life. Students receiving approval will be charged the daily room rate.

CABLE TELEVISION

Free cable service is provided for student use; pay-per-view channels are not available in the Residence Halls. Misuse of cable connections is considered theft and a violation of state law. Violations will be referred to local authorities.

CANDLES/INCENSE

Candles and incense are prohibited in all Residence Hall facilities. If found, items will be confiscated and individuals will be subject to disciplinary actions.

CARPET

Students may bring their own carpet. Students bringing their own carpet are also responsible for removal of the carpet and any carpet tape. Students are required to keep carpet clean.

COHABITATION

The College Residence Halls are designed for single sex occupancy. In the event that a vacancy occurs in a room or suite, it may not be occupied by a member of the opposite sex. No member of the opposite sex is allowed in a suite or room of the opposite sex after curfew hours.

COOKING

Use of approved microwave ovens is permitted. All other cooking in the Residence Hall units is prohibited. Unauthorized cooking appliances will be confiscated. Violators are subject to disciplinary action.

COURTYARD

The Residence Halls courtyard is available during afternoon and evening hours for a variety of leisure activities. CCC staff, College officials, and security personnel may close the courtyard at any time for excessive noise or disruptive behavior.

CURFEW HOURS/VISITORS

The following procedure has been designed to provide additional safety and security for all residents. Visitors are permitted in the residence halls between the following hours and days:

- 8 am - 11 pm Sunday through Thursday
- 9 am - 1 am Friday and Saturday

During recognized holidays, the 1 a.m. curfew for visitors will apply when classes are not in session the following day.

All visitors are required to leave the residence halls at 11 pm on Sunday through Thursday and at 1 am on Friday and Saturday. Visitors failing to follow the curfew rules will be escorted out of the residence halls and not allowed to visit the residence halls again. All visitors must follow the following procedures 24 hours a day in Walker Hall and after 7:00 pm in Raven Hall:

1. Sign in at the Security Window/Desk.
2. Leave identification (driver's license).
3. Wait until the student they are visiting meets them at the Security Window Desk.
4. Enter and exit through the main entrance.

Guests under the age of 18 years must be pre-approved with the Residence Hall Directors during regular business hours at least 48 hours prior to arrival. All guests pre-approved by the Directors must abide by the curfew laws of the City of Coffeyville. These guests must be out of the complexes by 11 pm weekdays and 1 a.m. weekends.

Overnight and out-of-town guests are permitted in the Residence Halls only with prior approval by the Residence Hall Directors. Written approval must be received at least 48 hours prior to arrival.

ALL GUESTS MUST comply with the policies and regulations of Coffeyville Community College.

Residents are responsible for the behavior of their guests and are held liable for property damage and violation of College policies. Guests or host residents may not infringe on the rights of other roommates. Guests are permitted for a maximum of 48 hours. Guests staying longer than 48 hours or returning with unreasonable frequency will be considered illegal residents. The resident of the living unit will be liable for rental charges and disciplinary action. Residents of the immediate living area must escort guests at all times. Visitors exhibiting inappropriate behavior will be asked to leave the facility.

DAMAGES

Residents are held responsible for damages they or their guests cause in the living unit and complex, including public areas. Damage repair will be billed to the resident's housing account. Academic records are held until damage and cleaning charges are paid.

DANGEROUS DEVICES

No slingshots, knives, bows and arrows, metal-tipped darts, firearms, ammunition, fireworks, paintball guns or paintballs, or other dangerous devices are allowed in the complex at any time regardless of whether the individual has a permit to carry a concealed firearm. Violators are subject to disciplinary action and all legal penalties of the law. A student shall not knowingly possess, handle or transmit any object that can reasonably be

considered a weapon on the CCC grounds or off the CCC grounds at a college activity, function or event. This policy shall include any weapons, any item being used as a weapon or destructive device, or any facsimile of a weapon.

ELECTRICAL OUTLETS

Each unit/suite has multiple outlets. Using numerous adapters and power strips in an attempt to run more items than the electrical load can handle may result in disruption to the electrical service and damage to your appliances. The College will not be responsible for this damage.

EMERGENCIES

Contact the Residence Hall Assistant on duty, Security Personnel or the Residence Hall Director in event of an emergency. Emergency telephone numbers are listed on the inside cover of this handbook and at the security window in the residence halls.

SEVERE WEATHER: Tornado Warnings - All persons in residence halls should seek shelter immediately. With advance notice to a warning, students should move to the basement of the Director of Student Life's apartment, the basement of the St. Paul Lutheran Church (506 W 9th) or the basement of the Student Union away from glass, doors, and windows. At the bare minimum, students should move into the restrooms on the ground floor of Raven Hall.

FIRE: One representative of a building suspecting a fire should go to the nearest phone and call 911 immediately. Every person shall vacate the building by the shortest route to the exterior and remain outside until directed to do otherwise. If an alarm or smoke detector sounds, be sure to check any door before opening it. If the door is hot, remain inside the room and exit through a window or summons help from the open window. Tampering with fire equipment (smoke detectors, extinguisher, or alarms) is, in addition to being a danger to others, a violation of College policy and state law. In case of emergencies in Walker Hall, the Security Guard will be responsible for unlocking the back gates. In the absence of the Security Guard, the Associate Director of Student Life will assume this responsibility.

ENTRANCE GUIDELINES

Suites, including all commons areas, may be entered at any time by College officials, maintenance, cleaning, and security personnel.

Living Units (rooms) may be entered:

1. By authorized College officials without notice when it is apparent or suspicion or probable cause that a violation of College or civil regulation is being or has been committed.
2. By authorized College personnel to ensure that health, fire, and safety regulations are maintained. In addition, individual fire alarms may be checked between the 10th and 15th day of each month.
3. By College personnel with advance notice to make improvements and repairs to provide routine maintenance.
4. By authorized College personnel without notice when repair or maintenance work has been requested. Residents need not be present.
5. By law enforcement officers in the performances of statutory duties and in accordance with legally defined procedures governing search and seizure.
6. By authorized College officials without notice for check-in or check-out and safety checks at semester holiday breaks.
7. By authorized housing and/or maintenance personnel where major remodeling is taking place (e.g. replacing shower walls). The residents are notified of such projects.

FURNITURE

Residence Hall units are furnished with beds, desks, chairs, and refrigerators. Students may bring additional furniture. Residence Hall policy does require that all furniture, including personal items, remain in the rooms at all times. Tenants are required to remove all

personal items from rooms at check-out (See CHECK-OUT). Students leaving unit furniture outside are in violation of policy and are subject to disciplinary action. Individuals who possess furniture/properties which belong to CCC are subject to disciplinary action.

GRIEVANCE PROCEDURE

The College grievance procedure is outlined in the College catalog and this handbook. A student has the right to appeal any disciplinary action taken against him/her. **All appeals must be in writing.**

HEALTH CODE INSPECTION

The Residence Hall Assistants and/or the Residence Hall Director may conduct weekly room inspections for possible damages and to verify the cleanliness of each unit and room. It is necessary for the residence hall suites and rooms to be neat and orderly to ensure health and safety for all residents. If a room is not neat and orderly, the student will be notified by a residence hall staff member or sponsor and will be required to clean the room. A student who fails to comply with these notices will be subject to disciplinary action or damage assessment.

HOUSEKEEPING

Raven Hall – Housekeeping will collect properly bagged trash from the unit's commons area on Monday, Wednesday, and Friday mornings. They will clean the commons area and bathroom provided all personal items including towels, toothpaste, shampoo, soap, etc., are removed. Items should not be left on counter tops, racks, showers or in the commons area. CCC is not responsible for any items left in the commons area or bathroom.

Pat Walker Residence Hall – Students should place properly bagged trash in the trash room located on each floor. Housekeeping will remove the bags; clean the hallways and public areas.

IMMUNIZATION

The Kansas Department of Health and Environment recommends that all College students be immunized against various vaccine preventable diseases. Those preventable diseases include Hepatitis B, Influenza, Measles, Mumps, Rubella, Tetanus, Varicella and Meningococcal.

Coffeyville Community College requires students living in residence halls to provide written documentation of the immunizations that they have received, specifically meningococcal, or a signed waiver which indicates they have been informed of the recommendations and have chosen not to be immunized.

INSURANCE

The College is not responsible for theft, loss, or damage of personal property. A student is encouraged to have insurance through their parents or through a separate rental policy.

KEYS

In the event that a student loses his/her keys:

1. Notify the Residence Hall Director about the lost key.
2. A \$20 fee per key is assessed for key replacement. **Note: If core must be changed, the fee will be \$65.** (Fee must be paid before a new key is authorized.)

LAUNDRY FACILITY

The Laundry Facility is available for use from 9 am until 2 am for residence hall students only. Any student found manipulating the coin box in any way to wash clothes for free will be subject to disciplinary action. Residents will be held responsible for any damage other than normal "wear and tear" to the laundry room facility and may lose the right to use the

facility. Any clothes left in the laundry facility overnight will be collected the next day and given to a local charity.

NOTE: Coffeyville Community College is not liable for any items which may be stolen.

LOCKOUTS

Tenants will be responsible for keeping room keys with them at all times. Daytime lockouts will be handled by the Residence Hall Assistant or Residence Hall Director. Evening lockouts will be handled by the Residence Hall Assistant in the security office. Students who require assistance for a lockout are charged a nominal fee and are required to produce a key and/or student ID when the Residence Hall Assistant unlocks the room door.

MAIL/MAILBOXES

Mailboxes for students who reside in Raven Hall are located in the lower level of the Student Union. Mailboxes for students who reside in Pat Walker Residence Hall are located inside the main entrance on the first floor of the facility. Mail is distributed after 1:00 pm Monday through Friday. A notification slip for any package received will be placed in the student's mailbox. Students are required to present a student I.D. when picking up packages. Students will be assigned his/her mailbox combination within the first week of classes and will be given instructions on how the lock system works. A student who loses his/her combination should contact the Residence Hall Director during normal business hours.

Receiving mail on campus – Mail should be addressed directly to the student with the appropriate dormitory address. Dormitory addresses are listed in the front of this handbook. Example:

Raven Hall	Walker Hall	Residence Hall Apts
John Doe 510 W 10 th Coffeyville, KS 67337	Jane Doe 610 W 10 th Coffeyville, KS 67337	John Doe 413 W 9 th Coffeyville, KS 67337

MAINTENANCE

Maintenance requests are made by filling out a "Maintenance Request" form. This form should be placed in a maintenance repair box in each residence hall or given to a Residence Hall Director. You may also email your request to maintenanceworkorder@coffeyville.edu. If the problem has not been addressed within forty-eight (48) hours, contact the Student Service Administrative Assistant in the upper level of the Student Union.

In the event of a maintenance emergency, such as heating, air conditioning, plumbing or electrical problems, contact the Director of Student Life or the Associate Director of Student Life immediately.

MEDICAL EMERGENCY

In the event of an emergency, call an ambulance and then notify a Resident Hall staff member. If you have a condition which might require medical attention, it is important that you notify both the College and your roommate. CCC may notify a parent or legal guardian in case of an emergency or in a situation which they deem to be potentially life threatening or a risk to your health/safety.

MOTOR VEHICLE REGULATIONS

A student may bring an automobile, pick-up truck or motorcycle to campus for personal use. **All vehicles must be registered with the college.** Registration forms are available in the Business Office located in the Arts & Sciences Building. There is no fee for

registration. Residents must park their vehicles near the residence hall. Campus security patrols the campus parking areas during the evening hours and on weekends. Motorized vehicles of any kind are not allowed within the residence hall courtyards, on sidewalks (driven or parked), or on the lawn (driven or parked). Damages to the complex, equipment, and lawn, including sprinkler heads, will be assessed to the student(s) account. A vehicle parked on sidewalks, the lawn, the complex, in fire zones, or reserved parking spaces will be immediately towed at the student's expense.

NOTE: Coffeyville Community College is not responsible for damage to or theft of vehicles.

NOISE COMPLAINTS

Excessive and/or disruptive noise during day hours (until 7 pm) should be reported to a Residence Hall Assistant or the Director of Student Life.

Excessive and/or disruptive noise during evening hours (7 pm - 2:30 am) can be reported to the on-duty Residence Hall Assistant in the security office. The Residence Hall Assistant can be reached at 620.252.7395 in Raven Hall and 620.464.3401 in Walker Hall. After 2:30 am Campus Security can be contacted at 620.464.3401. When Campus Security is not available by telephone, security personnel are on routine security checks throughout the campus. Please contact a Residence Hall Assistant or the Director of Student Life if security is unavailable.

PARTIES

There are a maximum number of 20 people allowed in Raven Hall per unit and 10 people allowed in Walker Hall or the Raven Apartments per suite. Parties that comply with all other residence hall guidelines are permitted except during quiet hours. Use of alcohol and illegal drugs is a violation and will result in disciplinary action.

PETS

NO pets are allowed in the residence halls, including the laundry facilities, at any time. This includes, but is not limited to, dogs, cats, snakes, rodents, fish, lizards, spiders, and birds.

POSTING

All posters, flyers, and banners to be posted in any Residence Hall facilities must be pre-approved by the Director of Student Life. General guidelines for posters follow.

1. A group requesting to hang posters must be a recognized campus organization.
2. Alcoholic beverages and illegal drugs cannot be mentioned or portrayed on the poster.

QUIET HOURS

At no time should noise of any kind be heard from outside the unit. Specific quiet hours are enforced for noise within the unit. They are:

Weekdays: 11 pm. - 8 am
Weekends: 1 am - 8 am

During quiet hours, residents must refrain from playing sound equipment (i.e., stereos, radios, TV, etc.) at any level that can be heard outside the individual rooms. Residents need to first ask unit mates to turn down the sound equipment, and if this does not work, call the security box in the appropriate Residence Hall.

SOLICITATION

Door-to-door solicitation for any reason is prohibited in the residential facilities. Residents are not permitted to conduct business activities from their living units.

STEREO/SOUND EQUIPMENT

Stereos, radios, and TVs should be played at a volume that cannot be heard outside the resident's unit or room at anytime during quiet hour regulations. The use of headphones for stereo equipment is recommended. If excessive noise results from abuse of volume levels, the stereo equipment will be confiscated (returned at end of semester), and disciplinary action will result. Electronically amplified equipment is NOT allowed in the Residence Halls except for residents who are taking a music course. This exception requires a signed permission form from the Director of Student Life.

STORAGE

Coffeyville Community College does not supply storage for tenants. There are several local businesses that do offer storage at monthly rates. A student is not allowed to leave any items during the summer break in rooms or units.

TELEPHONE

A telephone jack is provided in each room. The College recommends a quality touch tone phone be purchased by the student for compatibility with the College phone system. A student requesting a phone line repair due to a faulty telephone will be billed for the service charge repair. Please check the phone line with a properly working phone before reporting a phone line work order to a Residence Hall staff member. When calling an off-campus phone number, dial 9 for an outside line. When calling any College extension, including other Residence Hall units, call only the four digit extension. Long distance telephone services are not provided in the Residence Halls. When calling long distance, a tenant will need to call collect or use a calling card.

THEFT

Lock both room and exterior suite doors **at all times**. Most thefts occur from open doors and windows, not forced break-ins. Coffeyville Community College is NOT responsible for any theft, loss, or damage of personal property that may occur. In case of theft, please contact the Director of Student Life and the local police officials immediately.

TOBACCO USAGE

Smoking is allowed in designated areas only. The use of any tobacco products and/or the distribution of tobacco products, including smokeless, is prohibited in all College facilities, i.e., classrooms, hallways, dorm rooms, laundry facility, offices, the Student Union, Gilmer K. Nellis Hall, Football Complex, the Student Center, and Theatre.

TRAFFIC CONTROL DEVICES

Signs of traffic control devices which are the property of federal, state, county, city, or campus agencies are not permitted in the Residence Halls. Residents found in possession of such described signs/devices will be subject to disciplinary action and/or referred to the police.

WINDOWS

Each window is equipped with window screens. Removing window screens and/or individuals entering or exiting through windows, except in the case of emergency, will be subject to discipline actions.

HOUSING CONTRACT CONDITIONS

The CCC Housing Contract provides room and board for all residence hall tenants. All tenants are required to participate in the meal plan. The resident (and her/his parents if the resident is under age 18) is responsible for full contractual obligations. This contract is binding, and the resident is still responsible for the contract if the resident leaves or moves off campus.

Students who wish to remain in the Residence Hall over holiday breaks and in between semesters must receive advance approval from the Director of Student Life. Students receiving approval will be charged the daily room rate.

Coffeyville Community College reserves the right to refuse or cancel any contract and/or return any advance payment. Students must be officially admitted to CCC as a student in good standing and have submitted the Residence Hall Contract plus the Immunization Information Form. Individuals who have a criminal record involving a felony offense may not be eligible for College housing.

ALTERATIONS

Each resident is responsible for the condition of his/her room and all College furniture. Painting walls, floors, ceilings, or furnishings is not permitted. Removing window screens or tampering with smoke alarms and fire extinguishers is strictly prohibited. Monetary fines will be assessed for these violations. Permanently affixed or fastened room fixtures such as bookshelves, closets, and desks, cannot be tampered with or removed. A student who modifies room furnishings (i.e., construct lofts, bunk beds, partitions, bookshelves or other structures) does so at his/her own risk. Each resident will be financially responsible if a person is injured by any structure or article constructed or brought into the living unit.

ASSIGNMENT CHANGES

It is important that roommates work together to create a living environment that allows freedom with respect and responsibility. However, should problems arise a resident may request an assignment change to another living unit. The resident should contact the Residence Hall Director to discuss the situation and the change of assignment process.

A resident may not move until written approval is received from the Residence Hall Director. The Director reserves the right to re-assign a resident to a different living area at any time, if it is in the best interest of the resident, other residents, or the College. Any resident who is asked to move by his/her coach and/or activity sponsor is required to have approval from the Director. The student is held responsible for following and completing proper procedures.

ASSIGNING VACANCIES

Vacancies may be assigned at any time by the Residence Hall Director. Refusing to accept a certain roommate will result in being assessed the single room rate noted in the Consideration Policy.

BEDS

Waterbeds are not permitted in the Residence Halls. Desks, dressers, and window ledges are not to be used as support for bunking or lofting beds. Due to limited storage space, beds cannot be moved from the unit. The Residence Halls do not provide storage.

CHECK-IN/CHECK-OUT

Upon arrival at Coffeyville Community College, the student reports to the Residence Hall Director. A key will not be issued to the student until the check-in process is completed.

CHECK-IN PROCEDURE

To complete the check-in process, the student must do the following with the Residence Hall Director or Residence Hall Assistant:

1. Complete, sign, and date a check-in form.
2. Complete a Residence Hall Contract.

After the student has completed and signed the above mentioned forms, a room key will be issued by the Residence Hall Director.

CHECK-OUT PROCEDURE

Each student must complete the following basic check-out procedure before leaving campus at the end of each year or semester or if the student drops out of school (if they are graduating or not returning to the Residence Halls):

1. Schedule a time with the Residence Hall Personnel to complete a check-out inventory form (24 hour advance notice is required).
2. Clean the room and unit.
3. Complete and sign the check-out form with the Residence Hall Assistant in charge of the unit.
4. Turn in room key. A student who does not return a room key will be billed for a lock core change and/or replacement key charge.
5. Each resident must check out in person.

Failure to follow these procedures will result in forfeiture of the room deposit, assessment of a fee of \$50, and any additional charges for cleaning, room damages, and key lock replacement.

CONSIDERATION POLICY

If the occupancy of a residence hall room falls below two individuals, the remaining resident has the following options:

1. Accept another roommate.
2. Move into another residence hall room having only one occupant.
3. Space permitting, pay the additional single room charge.

HANGING PICTURES OR ITEMS

A resident is allowed to decorate his/her room and unit as long as it is in good taste and in mutual agreement with roommates and suite mates. A tenant will not be allowed to drive or pound nails or screws to hang photos or decorative items. It is recommended that a student use poster tape (i.e., masking tape, double-faced tape, etc.) to hang all wall items.

INVENTORIES

Each resident will complete a standard inventory during the check-in procedure. It is the resident's responsibility to complete the check-in procedure and assure that it accurately reflects the condition of the living unit. A resident will be billed for damages not recorded on the inventory check-in form.

MOVING OFF CAMPUS

After a resident has checked into the Residence Halls, the housing contract cannot be cancelled by a student who chooses to move off campus. The housing contract will not be cancelled by simply forfeiting the deposit. A resident should not make a verbal or written agreement for off-campus accommodations without being aware that he/she is still responsible for the charges pertaining to the balance of the Residence Hall room and board contract.

SINGLE ROOMS

Ordinarily, every resident will have a roommate. Requests for single rooms will be approved **ONLY** when space is available. Single room requests should be made to the Residence Hall Director. If granted, additional fees do apply.

WINDOW SIGNS/DISPLAYS

Window signs and displays are permitted in the resident's room under the following conditions:

1. The sign or display must not be vulgar, obscene, or include profanity.
2. The sign or display must not include misleading information that conflicts with College Housing Policy or process.
3. The sign or display must be located within the interior of the resident's room and not cause damage to College property.

AROUND TOWN IN COFFEYVILLE

Coffeyville has a population of about 11,000 people and is located in Montgomery County, in the southeast corner of Kansas, one mile from the Oklahoma state line. This great community is best known for its friendly people, the Red Ravens, the demise of the Dalton Gang, and Amazon.com's largest distribution center.

As in many small communities, references are made to locations, roads, and other items that might not make much sense to someone new to Coffeyville. Here are a few definitions to help you feel more at home.

James Road: County Road 1400 – South on Buckeye, take the curve to the West and you are on the road named for the old James School.

Dearing Y: The intersection South of Dearing. The intersection of Highway 166 and Tenth Street Road.

State Line Road: County Road 1200 – South on Buckeye until dead-end. The east/west road is the Kansas/Oklahoma border.

Big Hill: A local name for Pfister Park located north on Buckeye. This is where the City golf course, Aquatic Center, and Veteran's Memorial Stadium are located.

Turkey Farm Road: County Road 2600 – This road runs east and west and is located 4 miles north of Highway 166 and north of the stadium.

Tenth Street Road: County Road 3900 – The north-south road west of Coffeyville that runs through Dearing to Independence.

Southtown: South Coffeyville, Oklahoma.

'Nado: The shortened version of the Field Kindley Memorial High School Mascot, the Golden Tornado. On game days you will see signs that say "Tornado Warning Tonight".

DINING IN THE 'VILLE

Various fast-food restaurants are within walking distance of the College. Other places to eat in Coffeyville include Pizza Hut, Hong Kong Delight, El Pueblito, El Charro, Sirloin Stockade, Lanning's and Tavern on the Plaza.

HEALTH SERVICES - COFFEYVILLE

The hospital is located on Buckeye Street between 1st and 4th Streets and can be reached at 620.251.1200.

The Montgomery County Health Department is located in downtown Coffeyville at 908 S. Walnut, 620.251.4210. The Health Department offers a variety of services at a discounted rate or at no cost. Services include pregnancy and STD testing, as well as immunizations, shots, well-woman exams, and general check-ups.

TRAVELING - COFFEYVILLE

If you need to get away for a while, many nice towns are a short distance away. Tulsa, Okla. is about an hour south of Coffeyville on Highway 169. Joplin, Mo. is approximately one hour and a half east on Highway 166. Bartlesville, Okla. is a 40-minute drive. Directions to Bartlesville: 11th Street going west out of town to the intersection north of Caney, Highway 75. Go South on Highway 75 (left) to Bartlesville. Bartlesville, Joplin, and Tulsa have malls and a variety of restaurants.

AROUND TOWN IN COLUMBUS

Columbus is the county seat of Cherokee county and is located at the junctions of highways US69, US160 and Hwy 7 in southeast Kansas. It has a warm, small-town atmosphere with a population of around 4,000. The town features an 1880's square where you will see turn-of-the-century architecture, with unique color schemes on each building. The main square in Columbus has many ornate 1880's buildings and an active retail area.

Area information and attractions include:

Carnegie Library: Located at 205 N Kansas in Columbus, the Carnegie Library is on the National Register of Historic Places.

Columbus Museum, Inc.: The Columbus Museum offers a colorful look at the history of Columbus including exhibits of vintage clothing, farm equipment, history from Merle Evans (band leader of Ringling Brothers Circus for over 50 years) and more. For more information, call 620.429.2160.

Big Brutus: Located seven miles north of Columbus, Big Brutus is the world's second largest electric mining shovel, standing 16 stories high and now is a museum on mining. For more information, call 620.783.2192.

Sportsmans Pits & Wildlife Area: Sportsmans Pits offers great hunting and fishing opportunities – stocked ponds and lakes for fishing, as well as deer, quail, dove and prairie chicken hunting. There is also a new canoe trail.

Columbus City Park: Picnics in the park, swimming pool, tennis courts, horseshoes, volleyball and basketball courts are available, along with playground equipment for the kids.

Reeves Park: In the east part of town – tennis courts, playground equipment, picnic areas and horseshoes are available.

COLUMBUS DINING

A number of unique and fast-food restaurants can be found in Columbus, such as Lighthouse Cafe, Beauty's BBQ, Sweet Garden, Pizza Hut, McDonalds, Sonic Drive-In, and Crows Country Kitchen.

HEALTH SERVICES – COLUMBUS

Cherokee County Health Department, 110 W Walnut St.
620.429.3087

Maude Norton St. John's Hospital, 220 N Pennsylvania
620.429.2545

TRAVELING – COLUMBUS

Pittsburg, KS is located northeast of Columbus on US160 with mall and eating establishments. Located in the southeast corner of the state, Columbus is close to the Missouri state line, with Joplin, MO just 30 minutes away with a mall and many eating establishments as well.

NOTES

AUGUST

2009

MONDAY

3

TUESDAY

4

WEDNESDAY

5

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY
6

FRIDAY
7

SATURDAY
8

SUNDAY
9

www.coffeyville.edu

620.251.7700

AUGUST

2009

MWF

MONDAY Faculty/Staff InService
Residence Hall Check-In

10

TUESDAY Technical Campus Classes Begin
Faculty InService
Residence Hall Check-In

11

WEDNESDAY Main Campus/Caney Classes Begin...Cafeteria Open for Breakfast
Mandatory Dorm Meetings - Nellis West
Walker Hall @ 9:00 pm
Raven Hall @ 9:45 pm
Raven Apts @ 10:30 pm

12

“ONCE A RAVEN...ALWAYS A RAVEN”
www.coffeyville.edu

THURSDAY

Slip & Slide Water Party 7:00 pm, North of Union

13

FRIDAY

14

SATURDAY

15

SUNDAY

16

www.coffeyville.edu

620.251.7700

AUGUST

2009

TRF

MONDAY

Open Gym 7:00 pm
Pool Tournament 7:00 pm, Student Center

17

TUESDAY

CCC Board Meeting 4:00 pm
Open Gym 7:00 pm

18

WEDNESDAY

Open Gym 7:00 pm

19

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Open Gym 7:00 pm
Playstation Game Night 9:00 pm, Student Center

20

FRIDAY

21

SATURDAY

22

SUNDAY Open Gym 7:00 pm

23

www.coffeyville.edu

620.251.7700

AUGUST

2009

MWF

MONDAY Open Gym 7:00 pm
Ping Pong Tournament 9:00 pm, Student Center

24

TUESDAY Open Gym 7:00 pm

25

WEDNESDAY Last Day for Full Refund
Open Gym 7:00 pm
Game Night-Dominos 9:00 pm, Student Center

26

“ONCE A RAVEN...ALWAYS A RAVEN”
www.coffeyville.edu

THURSDAY Open Gym 7:00 pm

27

FRIDAY MS (H) v. Crowder 7:00 pm
VB @ Butler Co TBA
LJ @ Univ of AR, Fayetteville

28

SATURDAY WS (H) v. Western TX College 5:00 pm
MS (H) v. Western TX College 7:00 pm
VB @ Butler Co TBA
FB @ Navarro 7:00 pm

29

SUNDAY Open Gym 7:00 pm

30

www.coffeyville.edu

620.251.7700

SEPTEMBER

2009

TRF

MONDAY

Open Gym 7:00 pm
Playstation Karaoke 9:00 pm, Student Center

31

TUESDAY

WS (H) v. Neosho Co 5:00 pm
MS (H) v. Neosho Co 7:00 pm
Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

1

WEDNESDAY

VB (H) v. Highland 5:30 pm
Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis
Game Night-Monopoly 9:00 pm, Student Center

2

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Open Gym 7:00 pm
Ice Cream Social 7:00 pm, North of Union

3

FRIDAY WS (H) v. Maple Woods CC 2:00 pm
MS (H) v. Maple Woods CC 4:00 pm
VB (H) v. Ottawa JV 7:00 pm

4

SATURDAY FB (H) v. Fort Scott 7:00 pm
VB @ Allen Co. TBA

5

SUNDAY Open Gym 7:00 pm

6

www.coffeyville.edu

620.251.7700

SEPTEMBER

2009

MWF

MONDAY

Labor Day
College Closed
Cafeteria Brunch & Dinner Only

7

TUESDAY

WS @ NEO 3:00 pm
MS @ NEO 5:00 pm
Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis
Last Day for 1/2 Tuition Refund

8

WEDNESDAY

Last Day to Add Full Semester Class w/Instructor Permission
VB @ Allen Co 6:30 pm
Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis

9

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY

WS (H) v. KCK Noon
Open Gym 7:00 pm
Game Night-Deal or No Deal 9:00 pm Student Center

10

FRIDAY

VB @ Northern Okla-Enid 5:00 pm
PTK Leadership Conference @ Manhattan

11

SATURDAY

FB (H) v. Air Force Prep 7:00 pm
PTK Leadership Conference @ Manhattan

12

SUNDAY

WS (H) v. Dodge City 11:00 am
MS (H) v. Dodge City 1:00 pm
Open Gym 7:00 pm
IM Wiffleball 7:00 pm, Nellis

13

www.coffeyville.edu

620.251.7700

SEPTEMBER

2009

TRF

MONDAY

LJ @ National Barrow Show, Austin MN
Open Gym 7:00 pm
Doubles Pool Tournament 7:00 pm, Student Center
Rubber Chicken Factory 9:00 pm, Theatre

14

TUESDAY

CCC Board Meeting 4:00 pm
VB (H) v. Hesston 6:30 pm
Open Gym 7:00 pm

15

WEDNESDAY

Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis
"One-Acts" by Mark Frank, 7:30 pm Theatre
Board Game Night 8:00 pm, Student Center

16

"ONCE A RAVEN...ALWAYS A RAVEN"

www.coffeyville.edu

THURSDAY

VB @ Longview 6:00 pm
Open Gym 7:00 pm
Domestic Violence Vigil 7:00 pm, College Fountain
"One-Acts" by Mark Frank, 7:30 pm Theatre

17

FRIDAY

"One-Acts" by Mark Frank, 7:30 pm Theatre
Rodeo @ Colby KS

18

SATURDAY

VB (H) v. Cedar Valley 2:00 pm
FB @ Highland 1:00 pm
"One-Acts" by Mark Frank, 7:30 pm Theatre
Rodeo @ Colby KS

19

SUNDAY

Rodeo @ Colby KS
Open Gym 7:00 pm

20

www.coffeyville.edu

620.251.7700

SEPTEMBER

2009

MWF

MONDAY

VB @ KCK 6:30 pm
Open Gym 7:00 pm

21

TUESDAY

WS @ Barton 2:00 pm
MS @ Barton 4:00 pm
Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

22

WEDNESDAY

Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis
Game Night-Cranium 8:00 pm, Student Center

23

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Open Gym 7:00 pm

24

FRIDAY VB @ Johnson Co TBA
LJ @ Flinthills Classis, El Dorado KS

25

SATURDAY WS (H) v. Cloud Co 1:00 pm
MS (H) v. Cloud Co 3:00 pm
LJ @ JR Livestock Show, Wichita KS
FB @ Butler 7:00 pm
VB @ Johnson Co TBA

26

SUNDAY Open Gym 7:00 pm
Wiffleball 7:00 pm, Nellis

27

www.coffeyville.edu

620.251.7700

SEP/OCT

2009

TRF

MONDAY

VB (H) v. Johnson Co 6:30 pm
Open Gym 7:00 pm
Hockey Table Tournament 8:00 pm, Student Center

28

TUESDAY

WS @ Johnson Co 2:00 pm
MS @ Johnson Co 4:00 pm
Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

29

WEDNESDAY

VB @ Cowley Co 6:30 pm
Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis
Playstation Game Night 8:00 pm, Student Center

30

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY WS (H) v. Independence 5:00 pm
MS (H) v. Independence 7:00 pm
Open Gym 7:00 pm

1

FRIDAY Mid-Term of Semester
VB @ Meramac TBA
Rodeo @ Pratt KS

2

SATURDAY WS @ No.Okla 2:00 pm
MS @ No.Okla 4:00 pm
FB (H) v. Garden City 7:00 pm
VB @ Meramac TBA
Rodeo @ Pratt KS

3

SUNDAY Rodeo @ Pratt KS
Open Gym 7:00 pm
Dodgeball 7:00 pm, Nellis

4

www.coffeyville.edu

620.251.7700

OCTOBER

2009

MWF

MONDAY

VB (H) v. Northern Okla-Enid 6:00 pm
Open Gym 7:00 pm
Board Game Night 8:00 pm, Student Center
LJ @ TX State Fair, Dallas

5

TUESDAY

WS (H) v. Cowley Co 4:00 pm
MS (H) v. Cowley Co 6:00 pm
Open Gym 7:00 pm

6

WEDNESDAY

VB (H) v. Neosho Co 6:30 pm
Open Gym 7:00 pm

7

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Open Gym 7:00 pm
Bingo 8:00 pm, Student Center
Rodeo @ Durant OK

8

FRIDAY WS @ Allen Co 2:00 pm
MS @ Allen Co 4:00 pm
VB @ NOCE TBA
Rodeo @ Durant OK

9

SATURDAY VB @ NOCE TBA
FB (H) v. Hutchinson 7:00 pm
LJ @ Tulsa State Fair
Rodeo @ Durant OK

10

SUNDAY WS @ Garden City 9:00 am
MS @ Garden City 11:00 am
Open Gym 7:00 pm
Wiffleball 7:00 pm, Nellis

11

www.coffeyville.edu

620.251.7700

OCTOBER

2009

TRF

MONDAY

VB (H) v. Longview 7:00 pm
Open Gym 7:00 pm
Doubles Pool Tournament 8:00 pm, Student Center

12

TUESDAY

WS @ Hesston 5:30 pm
MS @ Hesston 7:30 pm
Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

13

WEDNESDAY

VB (H) v Cloud Co 6:30 pm
Open Gym 7:00 pm
Game Night-Jenga 8:00 pm, Student Center

14

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY

Open Gym 7:00 pm
"Original Comedy" by Chris Cameron, 7:30 pm Theatre

15

FRIDAY

LJ @ Purdue Univ, West Lafayette IN
WS @ Blue River CC 4:00 pm
MS @ Blue River CC 6:00 pm
"Original Comedy" by Chris Cameron, 7:30 pm Theatre

16

SATURDAY

"Original Comedy" by Chris Cameron, 7:30 pm Theatre
LJ @ Premier Stockman, Frankfort IN

17

SUNDAY

WS (H) v. St Charles CC 1:00 pm
MS (H) v. St Charles CC 3:00 pm
Open Gym 7:00 pm
Dodgeball 7:00 pm, Nellis

18

www.coffeyville.edu

620.251.7700

OCTOBER

2009

MWF

MONDAY

WS (H) v. Butler Co Noon
VB (H) v. OKC JV 5:30 pm
Open Gym 7:00 pm
Rubber Chicken Factory 9:00 pm, Theatre

19

TUESDAY

CCC Board Meeting 4:00 pm
Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

20

WEDNESDAY

VB @ Fort Scott 6:30 pm
Open Gym 7:00 pm

21

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Open Gym 7:00 pm
Pool Tournament 9:00 pm, Student Center

22

FRIDAY VB @ Butler Co 5:30 pm

23

SATURDAY FB @ Dodge City 1:30 pm

24

SUNDAY Open Gym 7:00 pm
Wiffleball 7:00 pm, Nellis

25

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620.251.7700

OCT/NOV

2009

TRF

MONDAY

Homecoming Activities @ 11:00 am
VB (H) v. Labette Co 6:30 pm
Open Gym 7:00 pm

26

TUESDAY

Homecoming Activities @ 11:00 am
Skate Night 9:00 pm, Roller Dome

27

WEDNESDAY

Homecoming Activities @ 11:00 am
VB @ Independence 6:30 pm
Casino Night 9:00 pm, Cafeteria

28

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Homecoming Activities @ 11:00 am
Dodgeball Tournament 6:00 pm, Nellis

29

FRIDAY Homecoming Activities @ 11:00 am

30

SATURDAY Halloween
"Homecoming"
FB (H) v. Independence 7:00 pm
LJ @ American Royal, Kansas City MO

31

SUNDAY Open Gym 7:00 pm
Dodgeball 7:00 pm, Nellis

1

www.coffeyville.edu

620.251.7700

NOVEMBER

2009

MWF

MONDAY

Open Gym 7:00 pm
IM Coed 3on3 Basketball 7:00 pm
Game Night-Dominos 8:00 pm, Student Center

2

TUESDAY

Open Gym 7:00 pm
WB @ NEO 6:00 pm
MB @ NEO 8:00 pm

3

WEDNESDAY

Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

4

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY

Open Gym 7:00 pm
Game Night-Spades 8:00 pm, Student Center
Rodeo @ Alva OK

5

FRIDAY

Last Day to Drop
PTK Honors Institute @ Pittsburg KS
Rodeo @ Alva, OK
"Table Setting" Dinner Theatre 7:00 pm, Cafeteria

6

SATURDAY

VB District Playoffs TBA
PTK Honors Institute @ Pittsburg KS
WB @ Carl Albert OK 2:00 pm
MB @ Carl Albert OK 4:00 pm
Rodeo @ Alva OK

7

SUNDAY

VB District Playoffs TBA
Open Gym 7:00 pm
Wiffleball 7:00 pm, Nellis

8

www.coffeyville.edu

620.251.7700

NOVEMBER

2009

TRF

MONDAY

Open Gym 7:00 pm
IM Coed 3on3 Basketball 7:00 pm, Nellis
Game Night-Scrabble 8:00 pm, Student Center
Rubber Chicken Factory 9:00 pm Theatre

9

TUESDAY

Open Gym 7:00 pm

10

WEDNESDAY

Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis
Board Game Night 8:00 pm, Student Center

11

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY WB (H) v. Southwestern JV 7:00 pm

12

FRIDAY MB (H) Bricktown Classic Tournament TBA

13

SATURDAY MB (H) Bricktown Classic Tournament TBA

14

SUNDAY Open Gym 7:00 pm
Dodgeball 7:00 pm, Nellis

15

www.coffeyville.edu

620.251.7700

NOVEMBER

2009

MWF

MONDAY

Spring 2010 Enrollment Begins
Open Gym 7:00 pm
IM Coed 3on3 Basketball 7:00 pm, Nellis
Doubles Pool Tournament 8:00 pm, Student Center

16

TUESDAY

CCC Board Meeting 4:00 pm
WB (H) v. NEO 6:00 pm
MB (H) v. NEO 8:00 pm

17

WEDNESDAY

LJ @ North American, Louisville KY
IM Volleyball 7:00 pm, Nellis
Game Night-Deal or No Deal 8:00 pm, Student Center

18

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY

SGA Canned Food Drive
Open Gym 7:00 pm

19

FRIDAY

Red Raven Holiday 5:00 pm
"A Christmas Play" 7:00 pm Theatre
WB (H) Community State Bank Classic 7:00 pm
MB @ Barton Co TBA

20

SATURDAY

WB (H) Community State Bank Classic 7:00 pm
MB @ Barton Co TBA

21

SUNDAY

Open Gym 7:00 pm
Wiffleball 7:00 pm, Nellis

22

www.coffeyville.edu

620.251.7700

NOVEMBER

2009

MONDAY

Open Gym 7:00 pm
IM Coed 3on3 Basketball 7:00 pm, Nellis
Choral Music Concert 7:00 pm Theatre

23

TUESDAY

Cafeteria Closed After Dinner
WB @ Crowder 6:00 pm

24

WEDNESDAY

Thanksgiving Break
College Closed

25

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Thanksgiving
College Closed

26

FRIDAY Thanksgiving Break
College Closed

27

SATURDAY

28

SUNDAY

29

www.coffeyville.edu

620.251.7700

DECEMBER

2009

TRF

MONDAY

Cafeteria Open for Breakfast
Open Gym 7:00 pm

30

TUESDAY

Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

1

WEDNESDAY

WB (H) v. Cowley Co 6:00 pm
MB (H) v. Cowley Co 8:00 pm
"Student Directed One Acts" 7:30 pm Theatre

2

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Open Gym 7:00 pm
"Student Directed One-Acts" 7:30 pm Theatre

3

FRIDAY "Student Directed One Acts" 7:30 pm Theatre

4

SATURDAY Rubber Chicken Factory 9:00 pm Theatre

5

SUNDAY Open Gym 7:00 pm

6

www.coffeyville.edu

620.251.7700

DECEMBER

2009

MONDAY

Open Gym 7:00 pm
Hockey Table Tournament 8:00 pm, Student Center

7

TUESDAY

Final Exams
Book Buy Back
WB @ Conners State 6:00 pm
Open Gym 7:00 pm

8

WEDNESDAY

Final Exams
Book Buy Back
Open Gym 7:00 pm

9

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY

Final Exams
Book Buy Back
WB (H) v. Carl Albert 6:00 pm
MB (H) v. Carl Albert 8:00 pm

10

FRIDAY

Fall Interim Session Begins
Cafeteria Closed After Dinner

11

SATURDAY

Residence Halls Closed

12

SUNDAY

WB @ Seminole State 2:00 pm
MB @ Seminole State 4:00 pm

13

www.coffeyville.edu

620.251.7700

DECEMBER

2009

MONDAY

14

TUESDAY

15

CCC Board Meeting 4:00 pm

WEDNESDAY

16

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Main Campus Closed

17

FRIDAY Main Campus Closed

18

SATURDAY

19

SUNDAY

20

www.coffeyville.edu

620.251.7700

DECEMBER

2009

MONDAY

College Closed

21

TUESDAY

College Closed

22

WEDNESDAY

College Closed

23

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Christmas Eve
College Closed

24

FRIDAY Christmas
College Closed

25

SATURDAY

26

SUNDAY

27

www.coffeyville.edu

620.251.7700

DEC/JAN

2009/10

MONDAY College Closed

28

TUESDAY College Closed

29

WEDNESDAY College Closed

30

“ONCE A RAVEN...ALWAYS A RAVEN”
www.coffeyville.edu

10

THURSDAY New Year's Eve
College Closed

31

FRIDAY New Year's Day
College Closed

1

SATURDAY

2

SUNDAY

3

www.coffeyville.edu

620.251.7700

JANUARY

2010

MWF

MONDAY

Faculty/Staff Return
College Open for Spring Semester
Inservice
Residence Hall Check-in

4

TUESDAY

Tech Campus Classes Begin
Fall Interim Session Ends

5

WEDNESDAY

Main Campus/Caney Classes Begin
Cafeteria Open for Breakfast

6

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY
7

FRIDAY
Jayhawk Shoot-Out Nellis
WB (H) v. Butler Co 5:00 pm
MB (H) v. Butler Co 7:00 pm
8

SATURDAY
Jayhawk Shoot-Out Nellis
WB (H) v. Seward Co 5:00 pm
MB (H) v. Seward Co 7:00 pm
9

SUNDAY
Jayhawk Shoot-Out Nellis
10

www.coffeyville.edu

620.251.7700

JANUARY

2010

TRF

MONDAY

Open Gym 7:00 pm
Pool Tournament 8:00 pm, Student Center

11

TUESDAY

Open Gym 7:00 pm

12

WEDNESDAY

WB @ Highland 6:00 pm
MB @ Highland 8:00 pm
Open Gym 7:00 pm
Game Night-Dominoes 8:00 pm, Student Center

13

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Open Gym 7:00 pm

14

FRIDAY LJ @ National Western, Denver CO

15

SATURDAY WB (H) v KCK 5:00 pm
MB (H) v KCK 7:00 pm

16

SUNDAY Open Gym 7:00 pm
Wiffleball 7:00 pm, Nellis

17

www.coffeyville.edu

620.251.7700

JANUARY

2010

MWF

MONDAY

Martin Luther King, JR Day
College Closed
WB @ Neosho Co 6:00 pm
MB @ Neosho Co 8:00 pm

18

TUESDAY

Last Day for Full Tuition Refund
CCC Board Meeting 4:00 pm
Open Gym 7:00 pm
IM 5on5 Basketball 7:00 pm, Nellis

19

WEDNESDAY

WB (H) v. Labette 6:00 pm
MB (H) v. Labette 8:00 pm
Game Night-Scrabble 8:00 pm, Student Center

20

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

21

FRIDAY

22

SATURDAY WB (H) v Allen Co 5:00 pm
MB (H) v Allen Co 7:00 pm

23

SUNDAY Open Gym 7:00 pm

24

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620.251.7700

JANUARY

2010

TRF

MONDAY

Open Gym 7:00 pm
Bingo 8:00 pm, Student Center

25

TUESDAY

Open Gym 7:00 pm
IM 5on5 Basketball 7:00 pm, Nellis

26

WEDNESDAY

WB @ Independence 6:00 pm
MB @ Independence 8:00 pm
Open Gym 7:00 pm
Game Night-Spades 8:00 pm, Student Center

27

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

28

FRIDAY

29

SATURDAY WB (H) v Johnson Co 5:00 pm
MB (H) v Johnson Co 7:00 pm

30

SUNDAY Open Gym 7:00 pm

31

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620.251.7700

FEBRUARY

2010

MWF

MONDAY

WB @ Cowley Co 6:00 pm
MB @ Cowley Co 8:00 pm
Open Gym 7:00 pm
Board Game Night 8:00 pm, Student Center

1

TUESDAY

Open Gym 7:00 pm
IM 5on5 Basketball 7:00 pm, Nellis

2

WEDNESDAY

Last Day for 1/2 Tuition Refund
Last Day to Add Full Semester Class
WB @ Fort Scott 6:00 pm
MB @ Fort Scott 8:00 pm
Open Gym 7:00 pm
Ping Pong Tournament 8:00 pm, Student Center

3

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THURSDAY Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis
"Reader's Theatre" 7:30 pm Theatre

4

FRIDAY "Reader's Theatre" 7:30 pm Theatre
LJ @ Ft Worth Stock Show, TX

5

SATURDAY WB (H) v. Highland 5:00 pm
MB (H) v. Highland 7:00 pm
"Reader's Theatre" 7:30 pm Theatre

6

SUNDAY Open Gym 7:00 pm
IM Wiffleball 7:00 pm, Nellis

7

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620.251.7700

FEBRUARY

2010

TRF

MONDAY

Open Gym 7:00 pm
Rubber Chicken Factory 9:00 pm Theatre

8

TUESDAY

Open Gym 7:00 pm
IM 5on5 Basketball 7:00 pm, Nellis

9

WEDNESDAY

WB @ KCK 6:00 pm
MB @ KCK 8:00 pm
Open Gym 7:00 pm
Game Night-Poker 8:00 pm, Student Center

10

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis
Bingo 8:00 pm, Student Center

11

FRIDAY

12

SATURDAY LJ @ Dixie National, Jackson MS
WB (H) v. Neosho Co 5:00 pm
MB (H) v. Neosho Co 7:00 pm

13

SUNDAY Valentine's Day
Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

14

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620.251.7700

FEBRUARY

2010

MWF

MONDAY

Open Gym 7:00 pm
Game Night-Deal or No Deal 8:00 pm, Student Center

15

TUESDAY

CCC Board Meeting 4:00 pm
Open Gym 7:00 pm
IM 5on5 Basketball 7:00 pm, Nellis

16

WEDNESDAY

WB @ Labette Co 6:00 pm
MB @ Labette Co 8:00 pm
Open Gym 7:00 pm

17

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY

Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

18

FRIDAY

Rodeo @ KSU, Manhattan

19

SATURDAY

WB @ Allen Co 5:00 pm
MB @ Allen Co 7:00 pm
Rodeo @ KSU, Manhattan

20

SUNDAY

Rodeo @ KSU, Manhattan
Open Gym 7:00 pm
IM Wiffleball 7:00 pm, Nellis

21

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620.251.7700

FEBRUARY

2010

TRF

MONDAY

WB @ Johnson Co 6:00 pm
MB @ Johnson Co 8:00 pm
Open Gym 7:00 pm
Board Game Night 8:00 pm, Student Center

22

TUESDAY

Open Gym 7:00 pm
IM 5on5 Basketball 7:00 pm, Nellis

23

WEDNESDAY

WB (H) v. Independence 6:00 pm
MB (H) v. Independence 8:00 pm

24

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY

Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

25

FRIDAY

26

SATURDAY

27

SUNDAY

Open Gym 7:00 pm
IM Volleyball 7:00 pm, Nellis

28

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620.251.7700

MARCH

2010

MWF

MONDAY

Open Gym 7:00 pm
Playstation Game Night 8:00 pm, Student Center

1

TUESDAY

Softball @ Allen Co. 2:00 pm
Basketball 1st Round Playoffs
-Top Seed Hosts
Open Gym 7:00 pm

2

WEDNESDAY

Open Gym 7:00 pm
IM Flag Football 7:00 pm, Nellis

3

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY Cap & Gown Measurements 10:00 am - 2:00 pm
-Registrar's Office
Open Gym 7:00 pm

4

FRIDAY Mid Term of Semester
Rodeo @ Garden City KS
PTK Convention @ Salina KS

5

SATURDAY Rodeo @ Garden City KS
PTK Convention @ Salina KS
Open Gym 7:00 pm

6

SUNDAY Rodeo @ Garden City KS
PTK Convention @ Salina KS

7

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620.251.7700

MARCH

2010

TRF

MONDAY

Open Gym 7:00 pm
Rubber Chicken Factory 9:00 pm Theatre

8

TUESDAY

Softball @ Cowley Co. 2:00 pm
Open Gym 7:00 pm

9

WEDNESDAY

Open Gym 7:00 pm

10

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY

Open Gym 7:00 pm
"Geography of a Horse Dreamer" 7:30 pm Theatre

11

FRIDAY

Rodeo @ Ft Scott KS
"Geography of a Horse Dreamer" 7:30 pm Theatre
Cafeteria Closed After Dinner

12

SATURDAY

Baseball (H) v. Allen Co 1:00 pm
Rodeo @ Ft Scott KS
"Geography of a Horse Dreamer" 7:30 pm Theatre

13

SUNDAY

Rodeo @ Ft Scott KS

14

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620.251.7700

MARCH

2010

MONDAY

Spring Break
College Offices Open

15

TUESDAY

Spring Break
College Offices Open
Baseball (H) v. Highland 1:00 pm
Softball (H) v. KCK 2:00 pm
CCC Board Meeting 4:00 pm

16

WEDNESDAY

St. Patrick's Day
Spring Break
College Offices Open
LJ @ Houston Stockshow, TX

17

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THURSDAY

Spring Break
College Offices Open
Baseball (H) v. Labette Co 1:00 pm

18

FRIDAY

Spring Break
College Offices Open
Softball (H) v. Cloud Co. 2:00 pm

19

SATURDAY

Baseball @ KCK 1:00 pm
Softball (H) v. Brown Mackie 2:00 pm

20

SUNDAY

Open Gym 7:00 pm

21

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620.251.7700

MARCH

2010

MWF

MONDAY

Cafeteria Opens for Breakfast
Open Gym 7:00 pm

22

TUESDAY

Baseball @ Ft Scott 1:00 pm
Softball @ Johnson Co 2:00 pm
Open Gym 7:00 pm
IM Soccer 7:00 pm, Nellis

23

WEDNESDAY

Open Gym 7:00 pm
Cardio Training Seminar 7:00 pm, Nellis

24

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY

Baseball (H) v. Cowley Co 1:00 pm
Open Gym 7:00 pm
Bingo 8:00 pm, Student Center

25

FRIDAY

26

SATURDAY

Baseball (H) v. Johnson Co 1:00 pm

27

SUNDAY

Open Gym 7:00 pm
IM Soccer 7:00 pm, Nellis

28

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620.251.7700

MAR/APR

2010

TRF

MONDAY Open Gym 7:00 pm
Board Game Night 8:00 pm, Student Center

29

TUESDAY Baseball @ Neosho Co 1:00 pm
Softball (H) v. Highland 2:00 pm
Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis

30

WEDNESDAY Open Gym 7:00 pm
Cardio Training Seminar 7:00 pm, Nellis
Game Night-Spades 8:00 pm, Student Center

31

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THURSDAY KS Skills USA Broadcast News Contest 9:00 am, TV Studio
Baseball @ Independence 1:00 pm
Rodeo @ Guymon OK
Open Gym 7:00 pm

1

FRIDAY Good Friday
College Closed
Softball @ Independence 2:00 pm
Rodeo @ Guymon OK

2

SATURDAY Baseball @ Allen Co 1:00 pm
Softball @ Labette Co 2:00 pm
Rodeo @ Guymon OK

3

SUNDAY Easter
Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis

4

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620.251.7700

APRIL

2010

MWF

MONDAY Open Gym 7:00 pm
Rubber Chicken Factory 9:00 pm Theatre

5

TUESDAY Baseball @ Highland 1:00 pm
Softball @ Ft Scott 2:00 pm
Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis

6

WEDNESDAY Open Gym 7:00 pm
IM Soccer 7:00 pm, Nellis
Game Night-Uno 8:00 pm, Student Center

7

“ONCE A RAVEN...ALWAYS A RAVEN”
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THURSDAY

Baseball @ Labette Co 1:00 pm
Rodeo @ Weatherford OK
Open Gym 7:00 pm
PTK International Convention, Orlando FL

8

FRIDAY

Last Day to Drop
Softball (H) v. Pratt 2:00 pm
Rodeo @ Weatherford OK
PTK International Convention, Orlando FL

9

SATURDAY

Baseball (H) v. KCK 1:00 pm
Softball (H) v. Dodge City 2:00 pm
Rodeo @ Weatherford OK
PTK International Convention, Orlando FL

10

SUNDAY

Open Gym 7:00 pm
IM Soccer 7:00 pm, Nellis

11

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620.251.7700

APRIL

2010

TRF

MONDAY

Summer/Fall 2010 Enrollment Begins
Open Gym 7:00 pm

12

TUESDAY

Baseball (H) v. Ft Scott 1:00 pm
Softball (H) v. Neosho Co 2:00 pm
Open Gym 7:00 pm
Weight Training Seminar 7:00 pm, Nellis

13

WEDNESDAY

Open Gym 7:00 pm
IM Soccer 7:00 pm, Nellis
Doubles Pool Tournament 8:00 pm, Student Center

14

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY

Baseball @ Cowley Co. 1:00 pm
Open Gym 7:00 pm
"Romeo and Juliet" 7:30 pm Theatre
Hockey Table Tournament 8:00 pm, Student Center

15

FRIDAY

Softball @ Hesston 2:00 pm
Rodeo @ Ft Hays KS
"Romeo and Juliet" 7:30 pm Theatre

16

SATURDAY

Baseball @ Johnson Co. 1:00 pm
Softball @ Hutchinson 2:00 pm
Rodeo @ Ft Hays KS
"Romeo and Juliet" 7:30 pm Theatre

17

SUNDAY

Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis
Rodeo @ Ft Hays KS

18

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620.251.7700

APRIL

2010

MWF

MONDAY Open Gym 7:00 pm
Choral Music Concert 7:00 pm, Theatre

19

TUESDAY Baseball (H) v. Neosho Co. 1:00 pm
CCC Board Meeting 4:00 pm
Open Gym 7:00 pm
Weight Training Seminar 7:00 pm, Nellis

20

WEDNESDAY Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis
Game Night-Cranium 8:00 pm, Student Center

21

“ONCE A RAVEN...ALWAYS A RAVEN”
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THURSDAY

Baseball (H) v. Independence 1:00 pm
Open Gym 7:00 pm

22

FRIDAY

23

SATURDAY

Dean Pryor Invitational Track Meet
Rubber Chicken Factory 9:00 pm, Theatre

24

SUNDAY

Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis

25

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620.251.7700

APR/MAY

2010

TRF

MONDAY Open Gym 7:00 pm
Board Game Night 8:00 pm, Student Center

26

TUESDAY Open Gym 7:00 pm
IM Soccer 7:00 pm, Nellis

27

WEDNESDAY Open Gym 7:00 pm
Weight Training Seminar 7:00 pm, Nellis
Game Night-Monopoly 8:00 pm, Student Center

28

“ONCE A RAVEN...ALWAYS A RAVEN”
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THURSDAY Open Gym 7:00 pm
IM 3on3 Basketball 7:00 pm, Nellis

29

FRIDAY "Princess Atlantis...Battlelands" 7:30 pm Theatre

30

SATURDAY "Princess Atlantis...Battlelands" 7:30 pm Theatre

1

SUNDAY Open Gym 7:00 pm

2

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620.251.7700

MAY

2010

MONDAY

Open Gym 7:00 pm

3

TUESDAY

Open Gym 7:00 pm

4

WEDNESDAY

Final Exams
Book Buy Back
Open Gym 7:00 pm

5

“ONCE A RAVEN...ALWAYS A RAVEN”

www.coffeyville.edu

THURSDAY Final Exams
Book Buy Back
Open Gym 7:00 pm

6

FRIDAY Final Exams
Book Buy Back
Cafeteria Closed After Dinner

7

SATURDAY Commencement 10:00 am, Nellis West
Residence Halls Closed

8

SUNDAY

9

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MAY

2010

MONDAY

10

TUESDAY

11

WEDNESDAY

12

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY
13

FRIDAY
14

SATURDAY
15

SUNDAY
16

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MAY

2010

MONDAY

17

TUESDAY

18

CCC Board Meeting 4:00 pm

WEDNESDAY

19

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY
20

FRIDAY
21

SATURDAY
22

SUNDAY
23

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MAY

2010

MONDAY

24

TUESDAY

25

WEDNESDAY

26

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THURSDAY
27

FRIDAY
28

SATURDAY
29

SUNDAY
30

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MAY/JUN

2010

MONDAY

Memorial Day
College Closed

31

TUESDAY

Residence Hall Check-In

1

WEDNESDAY

Summer I Classes Begin

2

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THURSDAY
3

FRIDAY College Offices Closed
4

SATURDAY
5

SUNDAY
6

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JUNE

2010

MONDAY

7

TUESDAY

8

WEDNESDAY

9

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THURSDAY
10

FRIDAY College Offices Closed
11

SATURDAY
12

SUNDAY
13

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JUNE

2010

MONDAY

14

TUESDAY

15

CCC Board Meeting 4:00 pm

WEDNESDAY

16

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THURSDAY
17

FRIDAY College Offices Closed
18

SATURDAY
19

SUNDAY
20

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JUNE

2010

MONDAY

21

TUESDAY

22

WEDNESDAY

23

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THURSDAY

24

FRIDAY

College Offices Closed

25

SATURDAY

26

SUNDAY

27

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JUN/JUL

2010

MONDAY

28

TUESDAY

Final Exams
Book Buy Back

29

WEDNESDAY

30

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THURSDAY Summer II Classes Begin

1

FRIDAY College Offices Closed

2

SATURDAY

3

SUNDAY Independence Day

4

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JULY

2010

MONDAY

5

TUESDAY

6

WEDNESDAY

7

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THURSDAY
8

FRIDAY College Offices Closed
9

SATURDAY
10

SUNDAY
11

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JULY

2010

MONDAY

12

TUESDAY

13

WEDNESDAY

14

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY
15

FRIDAY College Offices Closed
16

SATURDAY
17

SUNDAY
18

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JULY

2010

MONDAY

19

TUESDAY

20

CCC Board Meeting 4:00 pm

WEDNESDAY

21

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY
22

FRIDAY College Offices Closed
23

SATURDAY
24

SUNDAY
25

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JULY

2010

MONDAY

26

TUESDAY

27

WEDNESDAY

28

“ONCE A RAVEN...ALWAYS A RAVEN”

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THURSDAY
29

FRIDAY College Offices Closed
30

SATURDAY
31

SUNDAY
1

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