

BADGERS



STUDENT PLANNER & HANDBOOK

2012-2013



Amarillo College



Dear New Student,

I am so excited to welcome you to Amarillo College!
You will find, as I have, that AC is a great place to begin your college education – whether you are planning to transfer to a university or going directly into a career.

As president of the 2012-2013 student body, my message to you is this: **First - Get your money's worth!** Do everything you can to increase the chances of your success in college. Take advantage of all that

Amarillo College has to offer. There are many great programs, activities and services that will help. Get involved and make some friends. Make your college experience count!

Second - Keep a positive, determined attitude! Setting goals for myself and believing that I can accomplish them has made a world of difference. Don't be afraid to have big dreams and work hard. The faculty, staff and your friends can help support you, so ask for their help.

Also, know that you can call on me or any of the other SGA (Student Government Association) members for any concern or idea to make AC a better place. That's what we are elected to do - represent you to the faculty and administration, and provide fun and interesting programs to make your time here at AC the best! The SGA offices are in the basement of the CUB, so come by and say hello or share your ideas with us.

Best wishes for a great semester,

A handwritten signature in black ink that reads "Mikhaela Sample". The signature is written in a cursive, flowing style.

Mikhaela Sample, 2012-2013 President - AC Student Government Association

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ACADEMIC CALENDAR

For specific enrollment dates, consult the class schedule or the calendar on the website, www.actx.edu.

Fall Term 2012

April 9	Registration Begins
August 6	Payment Deadline for Registration (to date)
August 17	Pay As You Go Registration Begins
August 20-21	New Faculty In-Service
August 21	Faculty (continuing) Return
August 27	Classes Begin
September 1	Weekend Classes Begin
September 3	Labor Day Holiday (college closed)
September 27	Census Day (16-week classes)
October 22	Fall Too Classes Begin
November 29	Last Day to Withdraw (16-week classes)
November 22-25	Thanksgiving Holiday (college closed)
December 10-14	Final Exams
December 14	Grades Due (noon)
December 15	Commencement (10:00 a.m.)
December 20-January 2	Christmas Break (limited services)

Spring Term 2013

November 12	Registration Begins
January 3	College Opens
January 7	Faculty Return
January 8	Pay As you Go Registration Begins
January 9	Classes Begin
January 14	Weekend Classes Begin
January 19	Martin Luther King Holiday (college closed)
January 21	Census day (16-week classes)
January 30	Weekend Classes Begin
March 11-17	Spring Break (faculty & students)
March 14-17	Spring Break (college closed)
March 18	Spring Too Classes Begin
March 29-31	Easter Holiday (college closed)
April 18	Last Day to Withdraw (16-week classes)
April 21	Honors Convocation
May 6-10	Final Exams
May 10	Grades Due (noon)
May 10	Commencement (7:00 p.m.)

Summer Term 2013

April 8	Registration Begins
May 16	Payment Deadline for Registration (to date)
May 17	Pay As you Go Registration Begins
May 27	Memorial Day (college closed)
May 28	Summer I Classes Begin
May 31	Census Day (6-week summer I)
June 10	8-Week Online Classes Begin
June 17	Census Day (8-Week Online Classes)
June 26	Last Day to Withdraw (6-week summer II)
July 3	Summer I Classes End
July 4	Independence Day (college closed)
July 8	Summer II Classes Begin
July 11	Census Day (six week summer II)
July 22	Last Day to Withdraw (8-Week Online Classes)
August 1	8-Week Online Classes End
August 6	Last Day to Withdraw (6-week summer II)
August 13	Summer II Classes End



HELPFUL NUMBERS



YOUR SOURCE OF INFORMATION AT AMARILLO COLLEGE.....(806) 371-5000

Monday – Thursday, 7 a.m. to 9 p.m. • Friday 7 a.m. to 5 p.m. • Saturday 10 a.m. to 3 p.m.

WE CAN HELP WITH:

Web Advisor Access
Password Resets
Distance Education Information (DEHelpdesk)
Payments
Holds • Scheduling ACCUPLACER Tests

GENERAL INFORMATION:

Academic and Continuing Education
Advising and Admission
Enrollment and Financial Aid
New Student Orientation
Testing

Amarillo Campuses (806) 371-5000

Police, Amarillo (806) 371-5163

Emergency, Amarillo (806) 371-5911

Hereford Campus (806) 457-4400

Police, Hereford (806) 363-7120

Emergency, Hereford 911

Moore County Campus (806) 934-7220

Police, Moore County (806) 934-7220

Emergency, Moore County 911



AC has a new emergency notification system called AC Alert that will send phone and email alerts in the event of an emergency or campus closure.

- All students and employees are automatically signed up.
- Tests of the system are conducted each semester.
- Updating your AC Alert account is easy. You can add additional contact information or even sign up for text messages (you will not receive texts unless you request them).

AC WEBSITES

Amarillo College uses technology to provide its students with the most current information possible.

Information on how to login to *WebAdvisor*, *AC Online*, *Google Apps*, *Gmail* and *your Email Alias* can be found at: www.actx.edu/login

OTHER HELPFUL WEBSITES:

Amarillo College: www.actx.edu

Advising Center: www.actx.edu/advising

Career & Employment Services:

www.actx.edu/career

Catalog: www.actx.edu/programs, click 'Catalog'

Common Reader: www.actx.edu/commonreader

disAbility Services: www.actx.edu/disability

Distance Education: www.actx.edu/de

Financial Aid: www.actx.edu/fin

How to enroll: www.actx.edu/enroll

Library: www.actx.edu/library

myACcount: www.myaccount.actx.edu

New Student Orientation: www.actx.edu/nso

Police: www.actx.edu/police

Programs of Study: www.actx.edu/programs

Scholarships: www.actx.edu/foundation

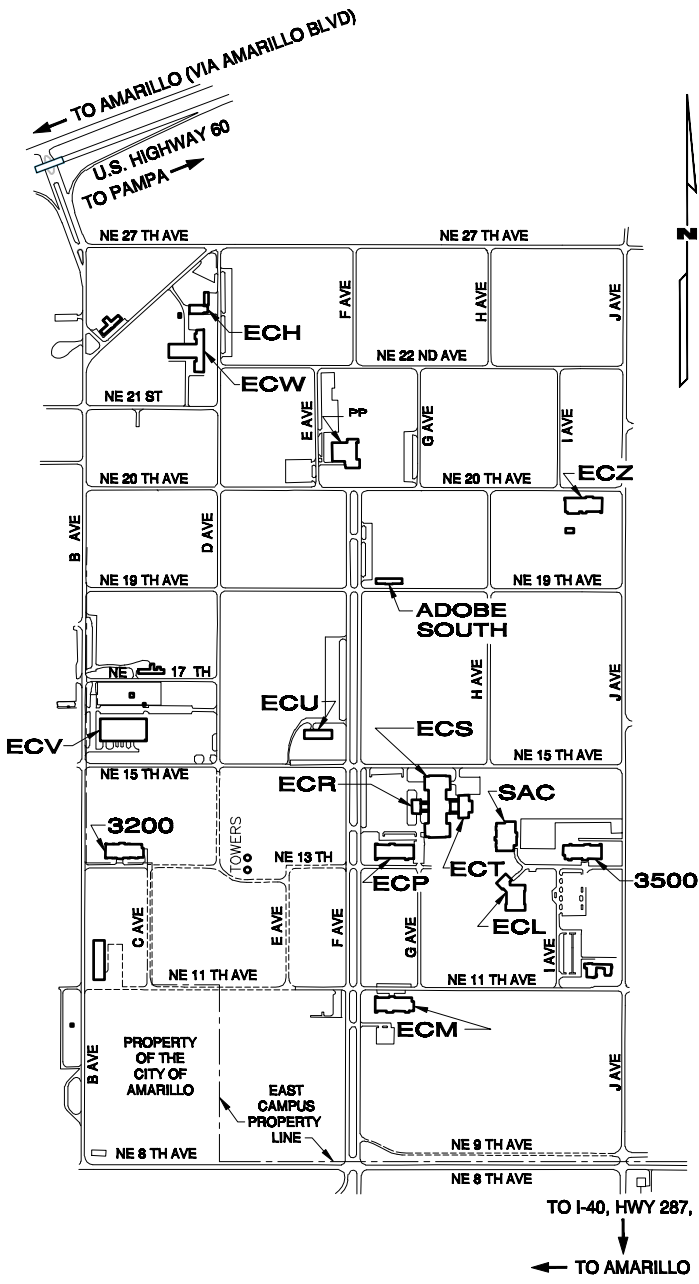
Student Activities: www.actx.edu/activities

Testing Center: www.actx.edu/testing

Bacterial Meningitis Information:

www.actx.edu/admission





EAST CAMPUS (EC)
I-40 East, Exit 80

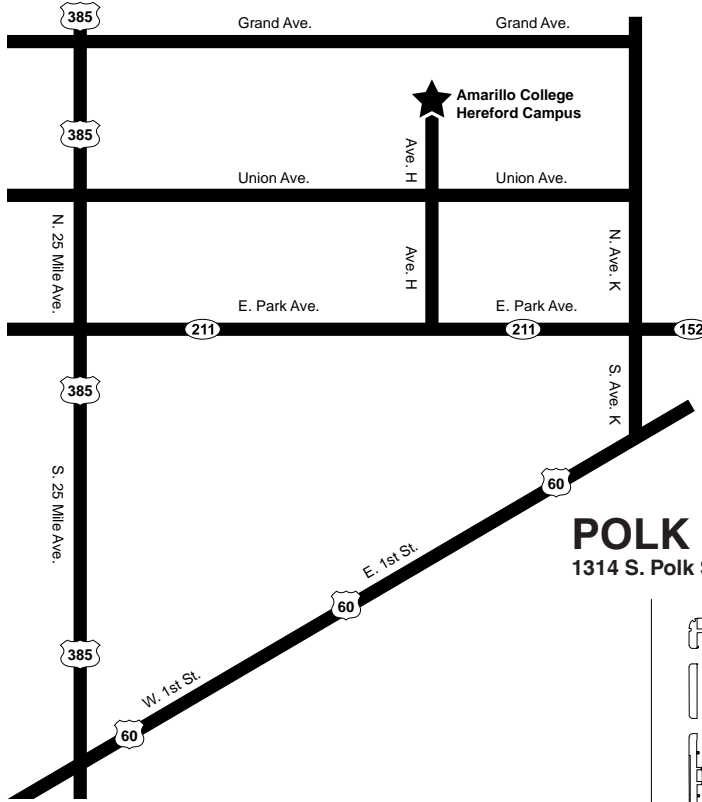
BUILDING ABBREVIATIONS

- | | |
|---------------------------------------|---|
| ECH.....Aircraft Hanger | ECTCtr - Electronics/Renew Energy |
| ECL.....Classroom/Resource Center | ECVManufacturing Complex |
| ECP.....Auto Collision Technology | ECWAviation and Welding Center |
| ECR.....Professional Truck Operations | ECZIndustrial Sciences |
| ECS.....Transportation Complex | SACStudent Activity Center |



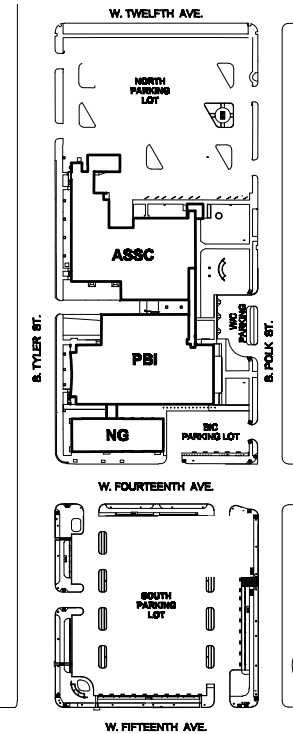
HEREFORD CAMPUS

241 Avenue H • Hereford, Texas



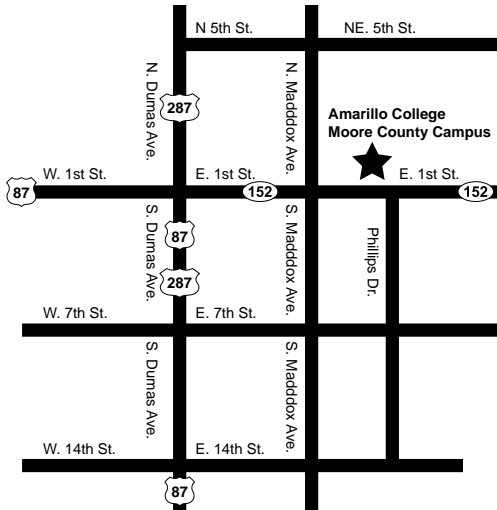
POLK STREET CAMPUS

1314 S. Polk St.



MOORE COUNTY CAMPUS (MCC)

1220 NE. 1st St., Dumas Texas



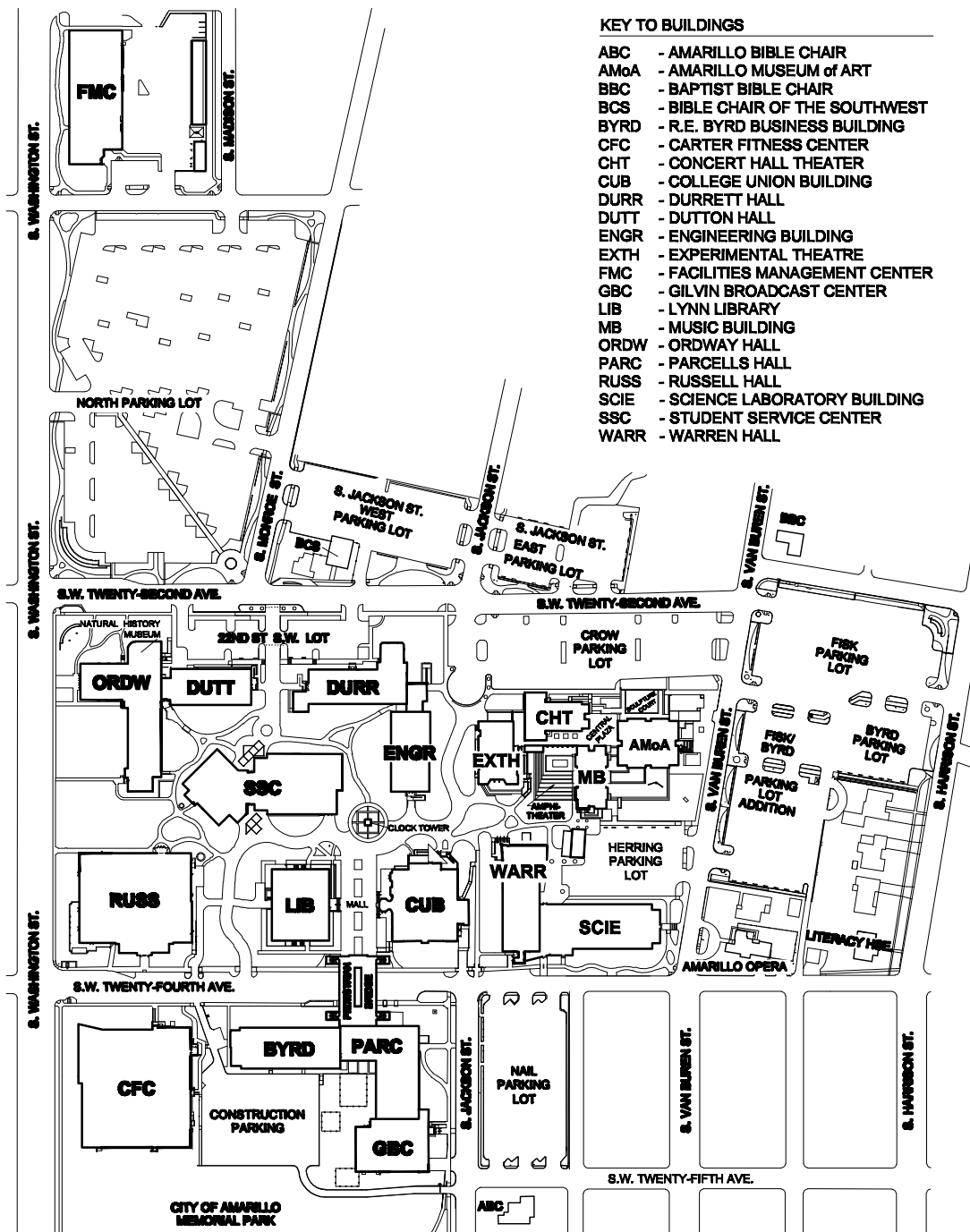
BUILDING ABBREVIATIONS

- ASSC.....Amarillo Senior Citizens Center
- NG Nixon Gym
- PBI.....Business & Industry Center



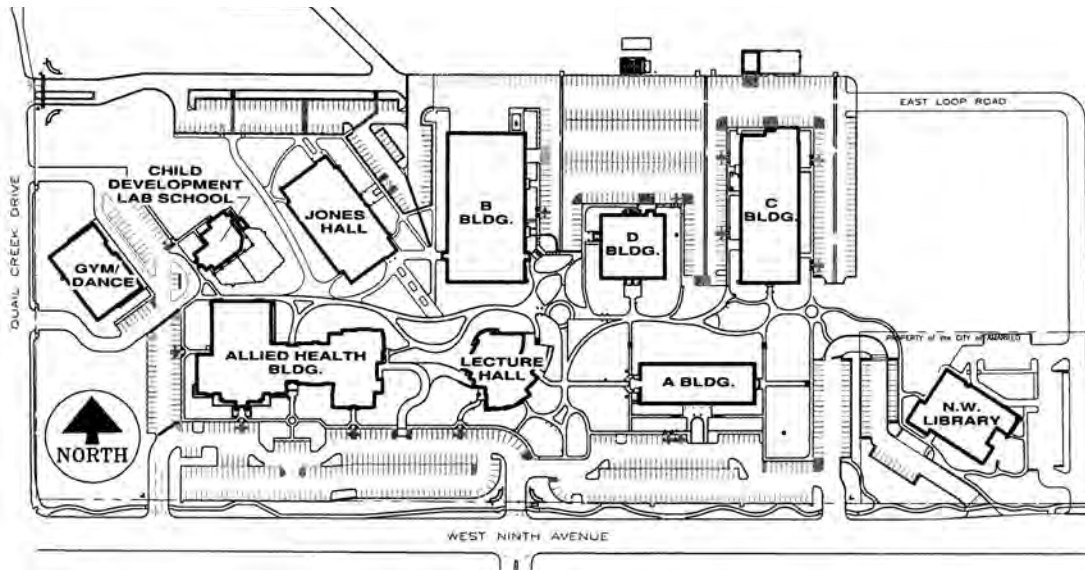
WASHINGTON STREET CAMPUS (WSC)

2201 S. Washington St.



WEST CAMPUS (WC)

6222 W. 9th Ave.

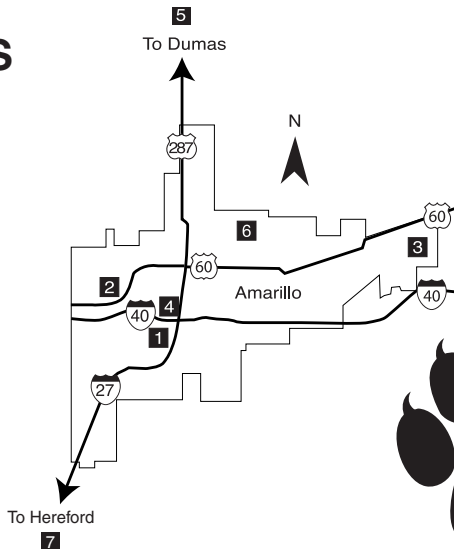


BUILDING ABBREVIATIONS

A	A Building	D	D Building
AH	Allied Health	GD	Gym/Dance
B	B Building	JH	Jones Hall
C	C Building	LH	Lecture Hall
CDL	Child Development Lab	LIB	AC/City N.W. Library

CAMPUS LOCATIONS

- 1 Washington Street Campus,**
2201 S. Washington St.
- 2 West Campus,**
6222 W. 9th St.
- 3 East Campus,**
140 E, Exit 80
- 4 Polk Street Campus,**
1314 S. Polk St.
- 5 Moore County Campus,**
1220 NE 1st St., Dumas
- 6 Community Link,**
2412 N. Grand
- 7 Hereford Campus,**
Ave. H and Grand St.



ACADEMIC INFORMATION

A BLUEPRINT FOR SUCCESS

- ✓ **Attend Classes**
Attend classes, on time. If you have to miss, be sure you get assignments and notes. Know the class attendance policy.
- ✓ **Attention**
Even if you become bored, listen, participate and ask questions.
- ✓ **Communicate**
Talk to your instructor—especially if you don't understand something, miss a class, or just to get to know one another. Monitor your grade status.
- ✓ **Do Your Homework**
Turn it all in, on time! Make sure it looks neat and sharp.
- ✓ **Prepare**
Read assignments before class. Check the syllabus often for assignments and important dates.
- ✓ **Take Notes**
Listen. Date each entry and write legibly. Outline notes and develop your own abbreviation system. Write key words.
- ✓ **Manage Time**
Successful students manage their time wisely. Use a calendar to plan your time. Allow two hours of study for every hour in class. Budget your time, and study when you're most alert. Tackle the toughest subjects first and give yourself breaks.
- ✓ **Set Goals**
Advisors are available to help you establish academic, career and personal goals. Always work toward a goal. Amarillo College offers courses (EDUC 1200) that assist students in career development, time management, study skills and technology.
- ✓ **Learn How To Study**
In order to accomplish your educational objectives: make a checklist of work to be completed, divide it into units, organize an achievable timetable, review the plan, visualize achieving your goal, and reward yourself when finished.

Enroll in the following class designed to help you become a more prepared student:

First Year Seminar

(EDUC 1300 – 3 sem. hr., 3 lec.)

Students who successfully complete this learn to be the most successful student possible!

You'll learn how to navigate the college experience, be a more proficient learner and get connected on campus.

- ✓ **Taking the Test**
Arrive early. Stay calm and relaxed. Maintain a positive attitude. Budget your time—don't spend too much on one question. Mark the questions you're unsure about and go back and check your answers.

AMARILLO COLLEGE LIBRARY

www.actx.edu/library

Amarillo College students may use all the facilities in the library's two branches. Its central facility is Lynn Library on the Washington Street Campus, which houses the main printed books collection, provides most of the information required for college courses, as well as study areas and the Learning Commons, an environment that enhances social interaction and cross disciplinary learning outside the classroom. The West Campus Library, located in the Amarillo Public Library Northwest Branch on West Campus, holds materials primarily in allied health and nursing.

The library provides access to more than 28,000 electronic books and over 14,000 full-text digital periodicals in many individual disciplines across the college's network and off-campus via proxy server. Numerous computer workstations are available in the library's facilities for Internet access.

Harrington Library Consortium member libraries throughout the Texas Panhandle extend borrowing privileges to Amarillo College students. The consortium includes all branches of the Amarillo Public Library.

For hours of operation and schedule visit:

www.actx.edu/library

EARLY WARNING

Students who have attempted 45 or more credit hours beyond the amount required for their degree at Texas public colleges or universities may be charged additional tuition, up to the level of out-of-state tuition. This includes all credit hours in which a student was registered as of the official census day for the semester (i.e. repeated courses, failed courses, and courses from which the student withdrew after census day); this does not include credit hours for which the student paid out-of-state tuition, courses designated as developmental, any hours removed from admission consideration under Academic Fresh Start (Texas Education Code §51.931), or hours accumulated toward a previous baccalaureate degree. Students who entered higher education for the first time prior to fall 1999



while classified for tuition purposes as a Texas resident are exempt. Students enrolling in fall 2006 or later may pay a higher tuition rate if they have attempted 30 or more credit hours beyond the amount required for their degree.

GRADES

- W Student-initiated drop or withdrawal through the 13th week or a corresponding period for summer and mini-sessions Not computed
 AU Audit (non-credit) Not computed

The grade-point average is calculated by dividing the total hours completed into the total grade points earned (hours attempted times grade earned).

Here is an example: a student enrolled in 14 semester hours received the following grades:

	Sem. Hrs.	Grade	Grade Pt.
English 1301	3	B (3)	9
History 1301	3	C (2)	6
Phyed 1116	1	A (4)	4
Biology 1408	4	C (2)	8
Psychology 2301	3*	W (NC)	NC
	11 ¹		27 ²

- 1.Total Hours Completed
- 2.Total Grade Points

*Since the student withdrew, the Psychology course is not counted in the total hours completed.

Using the formula:
$$\text{GPA} = \frac{\text{Total Grade Points Earned}}{\text{Hours Completed}}$$

The grade-point average is figured $27/11 = 2.45$.

Full-time students (enrolled in 12 or more non-remedial hours) who earn a grade point average of 3.6 or higher are placed on the Dean's Honor List for that semester.

A student whose semester grade point average falls below a 2.0 and the cumulative GPA is less than 2.5 will be placed on academic probation. For purposes of determining academic probation, all course work taken during the summer terms in a given year will be considered as one semester. A student is removed from academic probation when a 2.0 grade point average or better is earned on all work attempted at Amarillo College during the semester that the student is on probation.

A student on probation who fails to bring his/her semester grade-point average up to a minimum of 2.0 will be suspended through the next semester. For purposes of determining academic suspension, all course work taken during the summer terms in a given year will be considered as one semester. After the suspension semester, the student is eligible for readmission to Amarillo College the next semester on academic probation.

Students intending to continue their education at a four-year institution need to achieve a grade of "C" or higher for easy transfer of credits. Some specific programs require a higher GPA for transfer. Students should check with the university where they plan to transfer.

Grades are filed in the Registrar's Office at the close of each semester and become the official record of the College. A student may view his/her grades via at <https://myaccount.actx.edu>. A grade once earned and recorded cannot be removed. However, if a student repeats a course, the higher grade earned is the one used to determine graduation eligibility.

LIMIT 6 'W'S

The Texas Education Code stipulates that students attending Texas institutions of higher education may not withdraw from more than six courses during their academic careers, including courses from which transfer students have withdrawn at other Texas institutions of higher education. There are certain exceptions to this policy and petitions for exceptions should be directed to the Registrar.

SCHOLARSHIP INFORMATION

The Amarillo College Foundation is a non-profit foundation that seeks to promote excellence at Amarillo College. The Foundation exists to solicit and administer gifts and grants for the benefit of Amarillo College, its students, faculty and staff, its programs and facilities. The Foundation provides scholarships to help students cover their college expenses to Amarillo College and oversees 420 different scholarships. Most of the scholarships offered by the Amarillo College Foundation are awarded to students who complete a general application form. Award amounts range from \$350 to \$1,500 annually.

The Foundation also administers Sybil B. Harrington Scholarships for students pursuing an education at Amarillo College or an accredited four-year university in Texas. Application deadlines for scholarships are:

- Amarillo College Scholarship Application: **February 1**
- Sybil B. Harrington Scholarship Application: **February 1**

Both scholarship applications are available on line at www.actx.edu/foundation. Call the Foundation office at 806-371-5107 for more information.



CAMPUS TECHNOLOGY

Need help getting connected? Let us know. We're here to help you with any technology problem or question you have while you are a student here. We can help you connect to our wireless environment, assist if your computer is malfunctioning, or has a virus.

Our hours vary throughout the year, but during Fall and Spring semesters we are typically open 7 am to 7 p.m., Monday through Thursday, and 7 am through 5 p.m. on Fridays.

TECHNOLOGY INFORMATION CENTER

TIC CONTACT (Washington Street Campus)

- Phone: (806) 371-5100
- Email: helpdesk@actx.edu
- Visit us at Russell Hall, room 121

TIC CONTACT (West Campus)

- Phone: (806) 354-6001
- Email: helpdesk@actx.edu
- Visit us at Building A, room 102

ONLINE RESOURCES

ACNetID (USER NAME) AND PASSWORD

Your ACNetID is the username you use to log on to all Amarillo College online resources. It will stay the same so long as you are affiliated with the College. Your ACNetID is composed of the first letter of your first name (in lower-case) and the seven digits of your unique student ID number.

To establish a password for use with your ACNetID, go to myAccount login page (<https://myaccount.actx.edu>) and enter your ACNetID and this temporary default password: *PassMMDD* (where MM is two digits for the month you were born and DD is two digits for the day you were born). Follow all directions from there to establish your account. Keep in mind that ACNetID and passwords are case sensitive.

Note: AC Google Apps Email, the student email service, is hosted by Google and maintains passwords on a separate system. Your ACNetID password will be established as you follow the steps after the first log on to myAccount. Your password for AC Google Apps Email may be different than your password for other online resources, depending on what you put in. Also remember that even if you change your email address you will always log on with your ACNetID for all College resources.

Login pages for all your online resource are available from the Amarillo College main page. Just go to www.actx.edu and click on myACcount on the left-hand side.

myACcount

The myACcount system is where you go to setup and maintain your technology accounts (e.g. change passwords, change information about you in Amarillo College records, create or change an email alias, etc. To log on to myACcount, go to <https://myaccount.actx.edu> (or click on myACcount link from the main Amarillo College main page) and log on with your ACNetID and password.

WebAdvisor

This web site allows you to view your grades, class schedules and financial information and even to make payments or authorize others to view your financial information. To access Web Advisor log on with your ACNetID and password.

This system allows you to monitor how Amarillo College may contact you in the case of emergencies and school closures. All students are automatically entered into the AC Alert system. However you may desire to change some of the information such as requesting text notifications, change email addresses, and add/remove telephone numbers and email addresses, or exempt yourself from any notifications. Check out AC Alerts at <http://www.actx.edu/acalert> or select the AC Alerts link from your myAccount main page.

AC ONLINE

AC Online is what we call access to Amarillo College's online learning management system (LMS) Angel. Instructors use Angel to distribute information to students, accept assignments online and even give tests and evaluations online. To access AC Online (Angel) go to <https://actx.angellearning.com> (or select the AC Alerts link from your myAccount main page) and log on with your ACNetID and password.

GOOGLE APPS

Amarillo College provides students with an easy-to-use set of communication and collaboration tools from Google known as Google Apps.

- Gmail
- Calendar
- Docs
- Sites
- Talk
- Video



GMAIL

Gmail is the leading application for providing email services, and this email account is for life. Most campus constituents recognize that email is the official mode of communication with our students and your ACNetID@amarillocollege.com email address is your unique and official AC email address. You have a generous storage quota of over 7GB; which means you may never have to delete email during your time at Amarillo College. Google Apps is accessible 24x7 via the web.

EMAIL ALIAS

Your default email address is your ACNetID@amarillocollege.com and will remain so while you are affiliated with Amarillo College. However, you may create an email alias, a second email address that delivers mail to the same inbox, via the myAccount system.

EQUIPMENT CHECKOUT

The Technology Information Center checks out equipment to students. Available equipment includes Mac and PC laptops, projectors, digital voice recorders, cameras, various cables and adapters and more. Students can check out equipment for up to 24 hours. To ensure the equipment you need will be available, call the TIC to make a reservation.

INTERNET, CABLE TV, ATMS AND PUBLIC TELEPHONES

Internet access is available College-wide on all campuses. Cable TV is available in the College Union Building 1st floor dining room and in the Fireplace Lounge 2nd floor of the College Union Building on the Washington Street Campus; Building B, room 101 on West Campus, and in the fitness centers on East Campus and Carter Hall on the Washington Street Campus. ATMs are available on the Washington Street Campus College Union Building entry way, Building D South Entrance on West Campus, and Center of the Student Activity Center on East Campus. Public telephones are generally not available throughout the College. Students are encouraged to use their own personal cell and smart phones.

WIRELESS INTERNET

Amarillo College provides high-speed wireless network for students, faculty and staff. You must have at least Mac OS 10.3 on a Mac, or at least Windows XP Service Pack 3, and a card or built-in wireless compatible with 802.11 a/b/g/n to connect to wireless. Many portable devices (e.g. iPhones, Droids, etc.) can also connect to wireless, although this is not guaranteed.

Amarillo College's wireless for employees and students is a secure WPA2 Enterprise network. Your ACNetID and password are used to connect to SSID: AC-Wireless. For guests, Amarillo College offers an unsecure and open wireless network SSID: AC-GUEST.

For step-by-step, operating specific instructions for connecting to Amarillo College's wireless, visit the Help Documentation page (www.actx.edu/its) then look in the Wireless Access section. Or, bring your computer to the Technology Information Center and we would be happy to help you set it up.

myACcount: everything you need in one place

Access your account at: <https://myaccount.actx.edu>



WEB ADVISOR

This web site allows you to view your grades, class schedules and financial information and even to make payments or authorize others to view your financial information.

AC ALERT

This system allows you to monitor how Amarillo College may contact you in the case of emergencies and school closures.

AC ONLINE

AC Online is what we call access to Amarillo College's online learning management system

GOOGLE APPS

Amarillo College provides students with an easy-to-use set of communication and collaboration tools from Google known as Google Apps.

Gmail • Sites • Calendar • Talk • Docs • Video



RIGHTS AND RESPONSIBILITIES

For more information on the following topics please refer to the Students Rights and Responsibilities publication found online at www.actx.edu/admission, then *click* Rights and Responsibilities.

- **Alcohol/Drug Programs**

Amarillo College has strict alcohol and drug policies. Use of tobacco products are prohibited inside AC buildings. Alcohol and illegal drugs are prohibited at all College activities and on all College property. Legal and disciplinary procedures for infractions are outlined in the Students Rights and Responsibilities publication (found online at www.actx.edu).

- **Consumer Information**
- **Campus Security/Clery Act**
- **Student Right-to-Know**
- **Academic Grievances**
- **Student Academic Freedom**
- **Withdrawing from a course**
- **Additional Tuition Charges – Early Warning**
- **Withdrawal Limitations for Students Enrolled at Texas Colleges & Universities**

SERVICES

ACADEMIC ADVISING

Amarillo College believes academic advising is essential to college success. Advising services are available to all prospective and current students. Advisors assist students with: academic/career plans, course schedules, overcoming obstacles, transfer, and employment information. Students who are new to AC, who are non-degree seeking or who choose General Studies as their major will be provided curriculum information from advisors in the Advising Department. All other students who declare a specific major will be assigned an advisor for that field of study. In some instances, students are assigned to an advisor based on test scores, admission status or special needs. Students will be given this contact information through AskAC (806-371-5000), the Advising Department (806-371-5440) or the Student Assistance Center (806-371-5977). Students may obtain additional online advising information on the web at:

www.actx.edu/advising

ADULT STUDENTS PROGRAM

Adult students bring many assets to the classroom because of personal experiences. Trained, supportive advisors assist adult students with academic and career advising, referral services, scholarships for tuition, child care, transportation, textbooks and emergency needs. For more information please visit www.actx.edu/asp or call 806-371-5449.

CAREER AND EMPLOYMENT SERVICES

Career and Employment Services staff can help students explore, evaluate and plan for a career as well as assist with part- and full-time employment on and off campus. Check the web site at www.actx.edu/career for policies and links to other resources. Go by Library 110.

STUDENT DRUG/ ALCOHOL ASSISTANCE PROGRAMS

Amarillo College provides assistance to students who are either identified as possibly having an alcohol or substance problem, or who self-refer in order to seek help. Students who may have chemical abuse problems can receive assistance by accessing education, counseling, and/or referral to a rehabilitation resource. Interested parties should contact the Director of Advising Services, 806-371-5456 for information about services provided. No record regarding the contact with the Director of Advising, the referral to an outside agency, or actions taken as an outcome of that referral, will be entered as a part of the student's permanent record.

TRANSFER SERVICES

Students who plan to transfer need to 1) work closely with their advisor, and 2) begin communicating with the institution to which they plan to transfer. Working closely with an advisor can assist students in making the transition from AC to the university of their choice. Students may also 'reverse transfer' to graduate from AC with an Associate's degree by transferring hours back to AC from their transfer institution. For more information on this and to ensure a successful transfer, students should visit www.actx.edu/advising and click on 'Transfer Information'.

ACTIVITIES CALENDAR

Activities are listed on the Student Life website (www.actx.edu/activities) calendar each semester or visit the Student Life office in the CUB basement.



ASSISTANCE CENTERS

The Assistance Centers combine several key services so students can access a majority of their enrollment needs in one convenient location. Assistance Centers are located on the following campuses:

- East
- Washington Street
- West
- Hereford
- Moore County

Assistance Centers provide AC students with the following services:

- Academic Admission/Enrollment
- Continuing Education Enrollment
- Receipting Payments of all Types
- Student IDs
- Tuition Classification and Reclassifications

For more information including hours of operation please go to www.actx.edu/contact

BOOKSTORES

Books are a significant investment, but the Bookstore will buy back many of your textbooks at the end of the semester according to stock needs. Also, book expenses (new ones average about \$100 per book) can be reduced by buying used books. Keep all receipts in case you need to exchange a book. Your on-campus Bookstores are owned and operated by Amarillo College. They provide required textbooks as well as a wide selection of study aids, novelty items, greeting cards, gift items and apparel. Dates for extended hours are announced each semester. Students attending classes on the Moore County and Hereford Campuses may order textbooks and have them delivered to the Assistance Center of their campus. Students also have the option to order textbooks online and have them shipped directly to their home address by going to www.actx.edu/bookstore.

BULLETIN BOARDS

Current information about academic and social life on campus as well as events of citywide interest can be found posted on bulletin boards throughout all campuses. All notices must be approved by the Student Affairs Office before posting. These approval locations are Student Service Center Room 113 and at Student Service Centers on all other campuses.

CARTER FITNESS CENTER

This facility is designed to provide individuals at Amarillo College and in the Amarillo community with opportunities to participate in quality fitness, exercise and recreational programs. Your Amarillo College I.D. Card must be used to check in. For more information about services offered and fee structures please refer to www.actx.edu/carter.

COMMON READER

The Common Reader program is designed to use the reading of a common book all across campus to help ease the transition of new students to the College environment, and to promote student success by engaging them as learners in an academic community. This year's book will be *The Worst Hard Times*, by Timothy Egan, and is tied to the institutional theme, "Be the Change". Check the calendar and web page often, as there will be several enriching activities to engage in throughout the year. The highlight of the program will be a free lecture and book-signing at the Civic Center on the evening of October 11. New students can get their free copy of the book in the Advising Center, SSC 130, and copies are available for anyone to check out at the reserve desk in the Library. Visit www.actx.edu/commonreader or call (806) 371-5427 for information.

DENTAL HYGIENE CLINIC

Amarillo College students and employees can receive free services such as dental cleaning, X-rays and fluoride therapy at the AC Dental Clinic located on the West Campus. Other services such as sealants are available at a low cost. Call (806) 354-6050 to schedule an appointment.

disABILITY SERVICES

disAbility Services coordinates services for students with disabilities, including academic advising, registration assistance, testing, classroom accommodations and barrier-free access to college buildings. Services are often coordinated with state and local rehabilitation agencies. For more information go to our website at www.actx.edu/disability.

EAST CAMPUS GYM & WEIGHT ROOM

The East Campus Gym and Weight Room is available to all students enrolled in CTE programs.

FINANCIAL AID

Did you know that one out of three Amarillo College students receives financial aid? It is offered in the following forms:

- Grants
- Scholarships
- Loans
- Work/Study position

Students can receive their funds sooner with direct deposit to their checking or savings accounts. Go to www.actx.edu/bus/directdeposit. Accounts must be in the student's name.

For more information and important dates please go to www.actx.edu/fin.



INTRAMURALS & REC SPORTS

AC has a great Intramural Sports program that offers volleyball, football, basketball, tennis, soccer, softball, and more! It's free to participate and everyone can play! Call 371-5467, go to actx.edu/activities/sports, or visit the Intramurals Office in the Carter Fitness Center for more information!



PARKING

The College has certain designated parking areas for faculty and staff that have authorized permits. All other parking areas are available to students.

General traffic regulations of the state and city are applicable on Amarillo College campuses. Students who have three or more unpaid parking citations will be contacted by the Police Department. If parking citations are not paid and problems resolved, repeat violations may have their vehicle impounded and/or lose on-campus parking privileges. Questions regarding parking can be directed to the Police Department, 371-5163, located in Room 111, Durrett Hall.

POLICE DEPARTMENT

The goal of the Police Department is to provide a safe and secure environment for work and study. Services provided by the Department include:

- Emergency medical assistance and first aid care
Personal safety counseling
- Vehicle unlocks or jump starts
- Lost and found
- Directions and information
- Police reports on criminal offenses and traffic collisions
- Escorts to vehicle upon request.
- Parking and traffic regulations

Non Emergency Phone: (806) 371-5163

Emergency Phone: (806) 371-5911

www.actx.edu/police

STUDENT CLUBS

Balance your life by becoming a well-rounded person! Student clubs and organizations provide an opportunity to develop leadership skills that prepare you for the future. Plus, joining a club is the best way to have fun in college! Make your time count and get involved. With over 30 active clubs and organizations, AC has something for everyone.

Come by the Student Life Office in the CUB Basement, call 371-5322, or visit actx.edu/activities for a complete list and more information!

STUDENT LIFE

Amarillo College is NOT all work and no play! The Student Government Association and the Student Life Office provide fun and interesting programs to enhance college life for all students. Concerts, lectures, parties, festivals, and entertainment of all kinds are just a few of the activities available to you. AC students pay a small activity fee each semester (\$1.75 per credit hour) to provide these events, so take advantage of them – you've already paid for them!

STUDENT GOVERNMENT ASSOCIATION

Want to be a part of planning and implementing these events? If so, the SGA might be the right club for you! The Student Government Association's purpose is to improve campus life for all AC students by planning, publicizing, and implementing campus activities and serving as the liaison between students and the administration and faculty.

TESTING SERVICES

Testing Services is located in the Student Services Center (SSC 101) and offers a variety of services to both prospective and current students. Services include standardized exams such as: ACCUPLACER, THEA, SAT, ACT, CLEP, GED, professional licensing exams and instruction make-up exams, instructional support, and proctoring services for distance learning programs. Most services require advance registration and payment. Always have a valid photo ID when entering Testing Services. For more information on these services and hours of operation, please visit the Testing Services website at www.actx.edu/testing or call (806) 371-5445.

TRAFFIC AND PARKING REGULATIONS

Every person operating a motor vehicle on the Amarillo College campuses is responsible for knowing and obeying all College regulations and city and state laws regulating traffic and parking. Further information can be obtained from the Student Rights and Responsibilities publication, and from the Police Department.

- Speed Limit on campus property is 10 mph except at East Campus as posted.
- Driving over curbs, lawns or sidewalks is prohibited.
- Motorcycles may be parked in designated areas.
- Bicycles must be secured by chain or lock to bicycle racks.
- Illegally parked bicycles will be impounded.
- Towing offenses include: parking in a driveway, fire zone, loading zone, handicapped space, or other area not designated as a parking space.

TUTORING

Free tutoring, in person and online, is available for many academic courses. Call for more information or visit our website at www.actx.edu/studentssuccess (click on tutoring).



GLOSSARY

Academic Advisor – Each student is assigned an academic advisor. These are faculty members or counselors who can help guide and inform students who have questions about academic matters such as course requirements, adding or dropping a class, etc.

ACNetID – Your ACNetID is the username you use to log on to all Amarillo College online resources. It will stay the same so long as you are affiliated with the College. Your ACNetID is composed of the first letter of your first name (in lower-case) and the seven digits of your unique student ID number.

AC Online – AC Online is what we call access to Amarillo College's online learning management system (LMS) Angel. Instructors use Angel to distribute information to students, accept assignments online and even give tests and evaluations online.

Academic Probation – Any student that earns a semester grade point average (GPA) below a 2.0 and the student's cumulative GPA is less than 2.5 will be placed on academic probation. To be removed from this status, a student must make a semester grade point average of at least 2.0. All grade point averages considered in determining academic probation are semester, not cumulative, grade point averages. For purposes of determining academic probation, all course work taken during the summer terms in a given year will be considered as one semester.

Academic Suspension – A student on probation, who makes a semester grade point average below 2.0, will be suspended for one semester. After the suspension period, the student is eligible for readmission to Amarillo College on academic probation. Students on academic suspension may appeal their suspension in extenuating circumstances at www.actx.edu/registrar. All grade point averages considered in determining academic suspension are semester, not cumulative, grade point averages.

Accreditation – Professional organizations have by consensus established rules for presenting and operating a strong and defensible academic program. Teams are sent regularly to each college campus, and many details are checked before a school is granted or allowed to maintain accreditation. Without accreditation, the credit hours and the degrees granted by an institution are not acceptable at other schools. Amarillo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Ln. Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Amarillo College.

Blue Book – A bound set of blank paper specifically used for examinations in order to provide a uniform format for the presentation of answers. They are sold in the College Bookstores.

Catalog – The catalog contains important information such as school policies and procedures, graduation requirements, all degree programs, course descriptions, etc. Students may access the current catalog electronically by going to the Amarillo College home page and clicking on catalog. Visit: www.actx.edu/

Class Schedule – A list of classes offered each semester. Includes meeting times and places, I.D. number, course name and number and instructor. Current class schedules are available online by going to the Amarillo College home page and clicking WebAdvisor. Visit: www.actx.edu

CLEP (Credit By Exam) – College credit may be granted by successfully completing specific examinations. Contact Testing Services, (806) 371-5445

Google Apps – Amarillo College provides students with an easy-to-use set of communication and collaboration tools from Google known as Google Apps (Gmail, Sites, Calendar, Talk, Docs and Video). Gmail is the leading application for providing email services, and this email account is for life. Most campus constituents recognize that email is the official mode of communication with our students.

Final Exams – A special course examination is given at the end of each term. This test may contain any or all of the subject material of the course and usually accounts for a significant portion of the final grade.

Freshman – A student with 29 or fewer hours of college credit.

Honor List – Students who carry 12 hours or more and who maintain a GPA of 3.6 or more are named on the Dean's Honor List each semester, and may be eligible for Phi Theta Kappa membership.

I.D. Card – Get your college picture identification card from the Assistance Center anytime after paying your tuition and fees.

Major – Primary area of study. Twenty-four to 30 semester hours of work are required for a major.

myACcount – The myACcount system is where you go to setup and maintain your technology accounts (e.g. change passwords, change information about you in Amarillo College records, create or change an email alias, etc.



Prerequisite – Requirement that must be met before a course can be taken.

Scantron – Computer-scored answer sheets used for most college exams. They are available in the campus Bookstores. After hours on the Washington Street campus, scantrons may be purchased via vending machine in the southeast foyer of the Student Services Building (just outside of the Testing Center).

Semester – Academic term of 16-weeks in the Fall or Spring and of varying lengths in the Summer.

Semester Hour – Students accumulate semester hours during a semester. Credit hours are based on the number of hours spent in class per week per semester.

Transcript – The transcript is the official academic record, kept on file by the College. It lists all courses taken, the grades and credit hours earned, semester courses taken, special honors, grade point averages, major, degrees granted, and other similar information. Transcripts of credit must be requested in writing or in person at the Assistance Center. All admission requirements and financial obligations to the College must be met in full before transcripts will be issued.

Transfer Credit – A transfer credit is the amount of credit hours taken in one school which may be used to meet graduation or degree requirements in another school.

Tuition – Tuition is the fee specifically charged for class work taken. This cost does not include special services fees.

WebAdvisor – WebAdvisor is an Amarillo College secure web application that allows prospective and current students to access college information and search for classes. Enrolled students can use WebAdvisor to check grades, register online, and add/drop classes.



AMARILLO COLLEGE BOOKSTORES

2 locations to serve you

WASHINGTON STREET CAMPUS STORE - (806) 371-5304

Regular Hours: Monday-Thursday, 7:45 a.m. – 5:30 p.m.; Friday, 7:45 a.m. – 5 p.m.

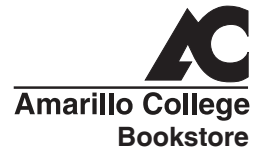
WEST CAMPUS BOOKSTORE - (806) 354-6040

Regular Hours: Monday-Friday, 8 a.m. – 5 p.m.

BOOKSTORE COUPON

25% Off
Hoodie of your choice

Expires December 14, 2012

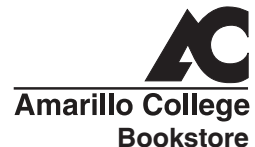


BOOKSTORE COUPON

Show us your transcript for Fall 2012 with an “A”
and receive 10% off a textbook of your choice for
Spring 2013 semester

Coupon and transcript must be presented at time
of purchase.

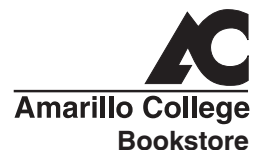
Good through January 31, 2013



BOOKSTORE COUPON

25% Off a T-shirt of Your Choice

Accepted February 1 through April 30, 2013



GET INVOLVED

GET INVOLVED

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GET INVOLVED

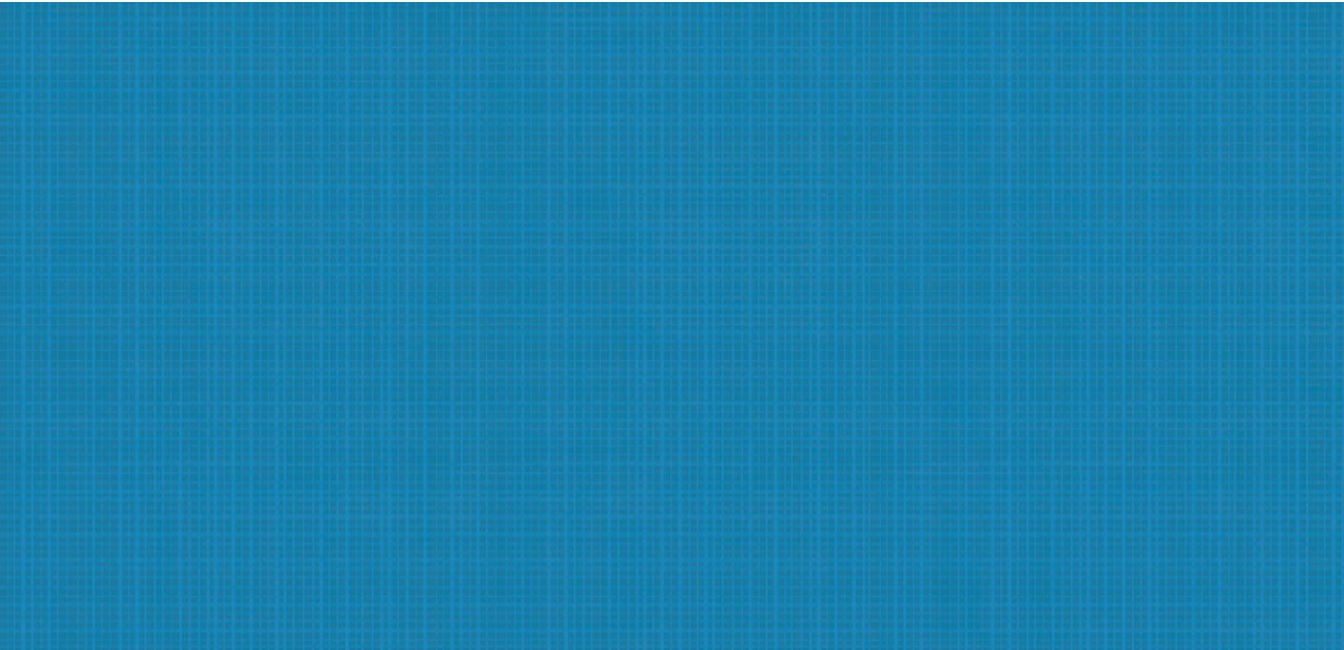


STUDENT
Life

Join a Student Organization...

where you can meet other people, make new friends,
have fun and develop skills at the same time.

Get in! For more information visit www.actx.edu/activities



Amarillo College

P.O. Box 447 • Amarillo, TX 79178-0001 • (806) 371-5000 • www.actx.edu

