Dear Student,

All of us at Amarillo College appreciate your selection of AC as your place to study and learn. We are always aware that you have a choice. The business of AC is to prepare people to assume meaningful roles in the community. By enrolling at AC and by working hard in your chosen curriculum, you will greatly improve your chances for entering a career with a future. We take pride in our programs and in our dedication to teaching. We think that you will soon share our enthusiasm.

Amarillo College is a warm, caring, friendly place. That is what our own students say. We feel good about that, and we hope this handbook will help you feel more relaxed, knowing, and comfortable in your choice of a school. This handbook is designed with basic information which we think may make it easier to survive your first semester at AC. (By the way, most studies show that the students who make it through their first semester have a good chance of completing their programs.)

So do yourself a favor. Take a few minutes and read this book. It could make a big difference in your college experience.

One other thing—we couldn’t get everything into this handbook, and didn’t want to (it would have been too long and too boring). So when you get to campus and run into a problem, please don’t be afraid to ask for help. That’s why we’re here. Please don’t think that your problem or need is too small or that you are imposing on someone by asking for help. After all, you are the reason we are here.

Welcome to Amarillo College. It’s nice to have you with us.

Fred L. Williams, Ed.D.

President

Academic Calendar

August 2002

5.......................................................... New student orientation
8.......................................................... Continuing Education Fall 2002 registration begins
14.......................................................... Fall Term registration ends
15.......................................................... Second Summer Session final exams
19.......................................................... Tulia Fall Term registration (Tulia High School)
19.......................................................... Hereford Fall Term registration
(Hereford ISD Admin. Bldg.)
20.......................................................... Moore County Campus Fall Term registration
21-22.................................................. Fall Term in person registration/add/drop
21-22.................................................. See Class Schedule for appointed times
26-28.................................................. Fall Term late registration/add/drop
Fall Term classes begin
26.................................................................Moore County Campus late registration/add/drop
Continuing Education Fall 2002 classes begin
27...............................................................Hereford late registration/add/drop
(Hereford ISD Admin. Bldg.)
31.............................................................Fall Term Saturday classes begin

September
2...............................................................Labor Day Holiday - campuses closed
11.............................................................New student orientation

October
7-11..........................................................Apply for (December) Fall Term graduation
30............................................................Preferred filing date for Spring Term financial aid

November
9.............................................................Spring Term & Mid-Winter Session registration begins
13.............................................................New student orientation
19.............................................................Fall Term last day to audit/drop
27.............................................................Thanksgiving Holidays at 5 p.m. - campuses closed
28-Dec. 1...................................................Thanksgiving Holiday - campuses closed

December
9-12...........................................................Fall Term final exams
14.............................................................Mid-Winter Session early registration ends/last day to pay
16.............................................................Mid-Winter Session classes begin/late registration until 9 a.m.
18-Jan. 1....................................................Holiday break
22-25......................................................Mid-Winter Session holidays - campuses closed
27.............................................................Continuing Education Spring 2003 registration begins

January 2003
1.............................................................New Year’s Day - campuses closed
2.............................................................College offices re-open
3.............................................................Spring Term last day to pay for registration
6.............................................................Faculty return
10-21.....................................................Apply for Spring and Summer graduation
March
17-23........................................................Spring vacation (Faculty and Students)
20-23........................................................Spring vacation - campuses closed
30..........................................................Preferred filing date for Fall Term financial aid

April
1.............................................................Preferred filing date for Summer Term financial aid
9.............................................................New student orientation
May Session and Summer Term registration begins
17..............................................................Spring Term last day to audit/drop
19-20............................................................Campuses closed

May
5-8...............................................................Spring Term final exams
8.............................................................May Session registration ends/last day for May Session students to pay for all Summer classes
Continuing Education Summer 2003 registration begins
9...............................................................Commencement
12.............................................................May Session Classes begin/late registration until 9 a.m.
21.............................................................Summer Term registration ends
22.............................................................Tulia Summer Term registration (Tulia High School)
24-26......................................................Memorial Day Weekend - campuses closed
27.............................................................Hereford Summer Term registration (Hereford ISD Admin. Bldg.)
28.............................................................Moore County Campus Summer Term registration
29.............................................................Summer Term late registration/add/drop (for First & Second Summer Sessions)
See Class Schedule for appointed times
May Session final exams

June
2.............................................................First Summer Session classes begin
Late registration/add/drop
Moore County Campus late registration/add/drop
Continuing Education Summer 2003 classes begin
3.............................................................Late registration/add/drop
21.............................................................Fall Term early registration begins
July
4.............................................................Independence Day Holiday - campuses closed
8.............................................................First Summer Session final exams
9.............................................................Second Summer Session late registration
10.............................................................Second Summer Session classes begin
10-11.............................................................Late registration/add/drop

August
7.............................................................Continuing Education Fall 2003 registration begins
13.............................................................Fall Term registration ends
14.............................................................Fall Term last day to pay for registration
Second Summer Session final exams
Tulia Fall Term registration (Tulia High School)
18.............................................................Moore County Campus Fall Term registration
19.............................................................Hereford Fall Term registration (Hereford ISD Admin. Bldg.)
20-21.............................................................Fall Term late registration/add/drop
See Class Schedule for appointed times
25-27.............................................................Fall Term late registration/add/drop
25.............................................................Fall Term classes begin
Moore County Campus late registration/add/drop
Continuing Education Fall 2003 classes begin
26.............................................................Hereford late registration/add/drop (Hereford ISD Admin. Bldg.)
30.............................................................Fall Term Saturday classes begin

Helpful Numbers
Advising & Counseling
Amarillo Technical Center.................................................. 335-4216
Moore County Campus .................................................. 934-7224
Washington Street Campus .............................................. 371-5440
West Campus ................................................................... 354-6007
A Blueprint for Success

- **Attend Classes**
  Attend classes, on time. If you have to miss a session, be sure you get assignments and notes. Know the attendance policy of each class.

- **Attention**
  Even if you become a little bored, listen, participate and ask questions.

- **Communicate**
  Talk to your instructor—especially if you don’t understand something, have missed a class, or just to get to know one another. Monitor your grade status.

- **Do Your Homework**
  Turn it all in. Make sure it looks neat and sharp.

- **Prepare**
  Read assignments before class. Check the syllabus often for assignments.

- **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. Amarillo College also offers a course to help you plan for your future:
  Educational and Career Planning  (PSYC 1171 – 1 sem. hr., 1 lec.)
  Specific help for people who need to make career decisions. Examines values, interests and aptitudes that influence career and/or educational choices. Learn to set realistic goals as they apply to career and educational alternatives. Look at job opportunities and learn the latest techniques for getting a job.

- **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 achievement timetable, review the plan, visualize achieving your goal, and reward yourself when finished.
  You can enroll in one of the following classes designed to help you develop successful study habits:
College Success Techniques (SPCH 1171 – 1 sem. hr., 1 lec.)
Get acquainted with college life; acquire skills needed for academic success; learn how to become involved in the learning process.

Strategies for Learning (RDNG 0511 – 1 sem. hr., 1 lec.)
Improve study systems—including time management, effective listening, how to take notes, outline texts, concentrate, retain information, and take exams.

Lunch and Learn each Thursday, at 12:15 p.m., on the second floor of the College Union Building on the Washington Street Campus. A different topic is explored every week. Check offerings in the Continuing Education Class Schedule and Student Activity Calendar.

• 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.

Academic Advising

Amarillo College provides students comprehensive, ongoing academic advising that promotes one-to-one communication between a student and an advisor. This relationship should help the student develop self-directed goals in academic, career and personal development.

Students with predetermined majors are assigned faculty advisors from their program of study. General Studies and undecided (pending) majors are referred to the Advising and Counseling Center. Advisors aid students in designing personalized educational plans. This involves career exploration, job availability, TASP requirements, program requirements, appropriate course-work, financial aid resources, transfer, and other concerns.

Washington Street Campus
371-5440
Student Service Center
Monday through Thursday: 8 a.m. - 7:30 p.m.
Friday: 8 a.m - 5 p.m.
Summer hours vary.

West Campus
354-6007
Lecture Hall, Room 102
Monday through Friday: 8 a.m. - 5 p.m.
Summer hours vary.

Amarillo Technical Center
335-4216
Bird Administration Building
Monday through Friday: 8:30 a.m. - 5 p.m.
Summer hours vary.

Moore County Campus
934-7224
By appointment.

ACcess Division

The ACcess Division gives students the academic support they need to succeed in college.

LEARNING CENTER
The ACcess Learning Center helps students, working at any grade level, develop skills in reading, language, math, and/or spelling. In addition, students also may prepare for a GED and/or complete high school credit for a competency-based high school diploma and/or prepare for the TASP test. Students may enroll at any time.

Washington Street Campus
371-5434
Lynn Library, Room 310
Monday and Wednesday: 8 a.m. - 5 p.m.
Tuesday and Thursday: 8 a.m. - 9 p.m.
Friday: 8 a.m. - 3 p.m.
Saturday: 8:30 a.m. - 12:30 p.m.
Sunday: 2 - 6 p.m.

Amarillo Technical Center
335-4300
Resource Center, Room 100D

SPECIAL SERVICES
The Special Services Program offers support services to qualifying first generation, low income and students with disabilities. These services include transition counseling, specialized advising, academic intervention, professional tutoring, study skills seminars, guidance toward financial aid possibilities and career choices, transfer assistance and cultural diversity opportunities.

Washington Street Campus
371-5420
Lynn Library, Room 305
Monday through Friday: 8 a.m. - 5 p.m.

ENGLISH AS A SECOND LANGUAGE
Students who need help with the English language can enroll in conversation, reading and grammar/writing classes, from beginning to intermediate levels. They also may receive individualized help in the Learning Center.

Washington Street Campus
371-5423
Student Service Center, Room 120
Monday through Friday: 8 a.m. - 5 p.m.

ACCESSIBILITY SERVICES
Accessibility Services coordinates services for students with disabilities, including academic advising, registration assistance, testing and classroom accommodations and barrier-free access to college buildings. Services are often coordinated with the state and local rehabilitation agencies.

Washington Street Campus
371-5436
Student Service Center, Room 125
Monday through Friday: 8 a.m. - 5 p.m.

DEVELOPMENTAL/COLLEGE READING DEPARTMENT
Offers courses to develop skills necessary for success in college.
• Three levels of reading
• Study strategies
• Spelling

These courses build skills in:
• Reading comprehension
• Note taking
• Critical thinking
• Spelling

• Phonics
• Word attack
• Test taking
• Organization

• Vocabulary
• Preparing for tests
• Reasoning
• Time management

Washington Street Campus
371-5429
Judy Johnson
Lynn Library, Room 17

PEER TUTORING
Students who need assistance in a course can request a tutor through the Access Division. FREE peer tutoring is available in almost every subject to help students understand course material and gain confidence in their own abilities. Before you give up, get help.

Washington Street Campus
Activities, Events and Organizations

ACTIVITIES CALENDAR
Campus activities are listed on the Student Activities calendar each semester. Copies are available in the Student Lounge, on the second floor of the College Union Building and all Student Service counters. To include an item on the calendar, contact the Student Activities Office.

Washington Street Campus
371-5322
College Union Building, Basement
Monday through Friday: 8:30 a.m. - 5 p.m.

BULLETIN BOARDS
Current information about academic and social life on campus as well as events of city-wide interest can be found posted on bulletin boards throughout all campuses. All notices must be approved in the Dean of Student Services office on Washington Street Campus before posting, or at the Student Service Centers.

Washington Street Campus
371-5300
College Union Building, 2nd floor

FM-90
Signs on seven days a week at 6 a.m. with commercial-free alternative music. FM-90 also features urban, jazz and new age programming. The station is operated by students in the Radio-TV Department.

Washington Street Campus
371-5228 for requests
Gilvin Broadcast Center

KACV-TV
Channel 2, a PBS affiliate, broadcasts both local and network programs within an 80-mile radius of Amarillo. Programs offer viewers of all ages interested in science and nature, arts and entertainment, business and public affairs quality fare. Students can earn college credit by enrolling in telecourses. Radio-TV students may apply for paid positions at KACV-TV.

Washington Street Campus
371-5222
Gilvin Broadcast Center

THE RANGER
Published on Fridays by Amarillo College journalism students, The Ranger covers campus and college events, including entertainment, organizational activities, and special interests. Deadline for story ideas is 5 p.m. Friday three weeks before publication. The advertising deadline is 5 p.m. Friday, one week before publication.

AC CURRENT
AC Current, a student publication, is a general magazine distributed once each semester.

Washington Street Campus
371-5290
Parcells Hall, Room 413

STUDENT GOVERNMENT ASSOCIATION
Amarillo College is NOT all work and no play. The Student Government Association and the Student Activities 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. Each student pays a small activity fee each semester ($1 per credit hour) to provide these events, so take advantage of them—you’ve already paid for them! Look for the Student Activities Calendar each semester.
Want to be a part of planning and implementing these events? Then the Student Government Association may be just the organization for you. The SGA’s purpose is to improve campus life for AC students by planning, publicizing and implementing campus activities and serving as the liaison between students and the administration and faculty.

**Washington Street Campus**
371-5321 or 371-5382
College Union Building, Basement
Monday through Friday: 8 a.m. - 5 p.m.

**STUDENT LOUNGES**
You’ll find a comfortable place to spend some time and meet friends between classes. There are video games, ping pong, pool tables, big screen television—in a relaxing atmosphere.

**Washington Street Campus**
371-5322
Monday through Friday: 8:30 a.m. - 5 p.m.
Summer hours vary.

At the ATC campus you’ll find games, a big screen television and comfortable areas to visit with fellow students. This is side-by-side with the gym facilities—and just across the hall from the Cafeteria.

**Amarillo Technical Center**
335-4225
Student Activity Center

On the West Campus you’ll find comfortable areas to visit with fellow students while watching television.

**TELEPHONES**
Telephones for student use are located in most campus buildings. Dial “9” for an outside line for local calls. A pay phone for long distance or local calls is located in the mall area outside the Library on the Washington Street Campus and outside the cafeteria on West Campus. Emergency calls can be made by calling the Police/Security Department at 5163.

**DIVISION OF FINE ARTS**
Many opportunities are available to those who like to sing, dance, or act. The Division of Fine Arts offers courses designed to make the best use of your talents and abilities. Opportunities abound for those who have experience in music, theater, or dance as well as those who have wanted to get involved. Some scholarship monies are allocated in each area to help with college expenses for those who may qualify. This division provides “get acquainted” experiences for students majoring in many areas of artistic interest.

**Washington Street Campus**
371-5340
Music Building, Room 302

**LEISURE STUDIES**
Still looking for fun? What about taking a class just for that—FUN? Community Service offers a variety of classes such as country western dancing, gourmet cooking and self-defense. These are non-credit classes and are listed in the Continuing Education section of the Class Schedule.

**ORGANIZATIONS**
Keep your academic career balanced by being a well-rounded person. Student organizations provide an opportunity to learn skills and provide experience that will help you prepare for both your career and community life. You can learn how to be a leader and a supporter, AND have a lot of fun! Even on limited time, you can get involved in some activity. Amarillo College offers a variety of student organizations to suit your needs—they are all looking for new members. You can even start your own club . . . we’ll show you how. Come by the Student Activities Office in the CUB basement or call 371-5321 for details. Contact the sponsors listed below:

**Accessibility Aware**
   Brenda Wilkes  371-5436
**AC Extreme Team** (Outdoor Club)
Student Activities  371-5322
AC S.T.A.R.S. (Students To Accept
Responsibility Safely) Bob Banks/Judy Jackman  371-5338/5444
ADN Student Nurses Assoc.
Richard Pullen  354-6024
Alpha Beta Gamma
(Business Majors) Jennifer Pickle
Duane Lintner  371-5219/5211
Art Club
Victoria Taylor-Gore  371-5982
Auto Body Club (VICA)
Henry Wyckoff 335-4209
Baptist Student Ministry
Gary Stidham 372-6566
Biology Club
Matthew Craig 371-5076
Blue Blazers
Julie Ashby 371-5396
Campus Democrats
Paul Matney/Alan Kee
371-5226/5183
Chess Club
Denise Kellogg 371-5089
College Republicans
Greg Edwards/Ken Pirtle
371-5192/5271
Criminal Justice
Troy Hinrichs 356-3618
Delta Psi Omega (Theater Arts)
Ray Newberg 371-5987
Dental Hygienists Assoc.
J’Nita Collins 356-3664
Engineering Society
Art Schneider/Denise Kellogg
371-5091/5089
Education Club
Mary Clare Munger/
Mindy Adams 356-3688/
371-5188
Interior Design Club
Norma Newkirk/Karen Stone
335-4331/4333
Kappa Chi (Church of Christ)
Mark Johnson  372-5747
LVN Association
Lyndi Shadbolt 354-3621
Medical Lab Tech
Jan Bohachef 354-6059
Navigators (Bible Study)
Moselle Ford/Robert Bauman
371-5424/5093
Occupational Therapy Asst.
Ginny Gass 354-6079
Phi Sigma Gamma (Social Club)
Don Abel 371-5298
Phi Theta Kappa (Honor Society)
Larry Adams 371-5191
Photography Club
Ken Pirtle 371-5271
P.S.A. Club (Paramedicine Student
Assoc.) Dave Bulla 354-6069
Physical Therapy Asst.
Ed Hankard/Rena Hutches
354-6043
Residence Hall Assoc.
Sara Tijerina 335-4224
S.O.R.T.S. (Society of Radiologic Technology Students; includes Nuclear Medicine, Radiation Therapy, Radiologic Technology) Jamie Tucker 354-6099
Student Government Assoc.
April Sessler 371-5321
S.U.C.C.E.S.S. (Students Uniting Cultures for College Educational Success and Self-Reliance) Angela Allen 371-5463
VOX Neil Sapper 371-5416

Advising and Counseling Center
Counselors assist students by assessing interests, aptitudes and personalities; exploring and planning various careers and majors; teaching college success classes and academic choice seminars; making referrals for continued progress; offering transfer activities and information; providing special assistance for returning adult students; and providing academic advising.

Washington Street Campus
371-5440
Student Service Center, Room 130
Monday through Thursday: 8:00 a.m. - 7:30 p.m.
Friday: 8 a.m. - 5 p.m.
Summer hours vary.
West Campus
354-6007
Lecture Hall, Suite 102
Monday through Friday: 8 a.m. - 5 p.m.
Summer hours vary.
Amarillo Technical Center
335-4216
Bird Administration Building
Monday through Friday: 8:30 a.m. - 5 p.m.
Summer hours vary.

ADULT STUDENTS PROGRAM
Are you an adult returning to school? Adult students bring many assets to the classroom because of personal experiences. After all, education continues whether or not you are in the classroom. Trained, supportive counselors assist adult students with academic, career, and personal counseling; referral services; displaced homemaker services; scholarships for tuition, child care, transportation, textbooks and emergency needs.

Washington Street Campus
371-5449
Student Service Center, Room 130 Monday through Friday: 8 a.m. - 5 p.m.
Summer hours vary.

West Campus
356-3619
Lecture Hall, Suite 102

Amarillo Technical Center
335-4303
Bird Administration Building

CAREER PLANNING AND PLACEMENT CENTER
The Career Planning and Placement Center can help you to explore, assess and plan for your career, and help with placement in part- and full-time jobs on- and off-campus.

Washington Street Campus
371-5459
Student Service Center, Room 110 Monday through Friday: 8 a.m. - 5 p.m.
Summer hours vary.

West Campus
354-6007
Lecture Hall, Room 102

Moore County Campus
934-7224
By appointment.

Amarillo Technical Center
335-4216
Bird Administration Building

Alcohol/Drug Programs

STUDENT ASSISTANCE PROGRAMS

In recognition of the increasing problems resulting from alcohol and substance abuse, and consistent with the adoption of an Employee Assistance Program, 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.

Recognition and referral for diagnostic treatment is made by the director of Advising and Counseling to appropriate resources.

Students who desire confidential assistance from the College in dealing with a perceived alcohol or chemical substance abuse problem may self-refer for that assistance by making an appointment with the director of Advising and Counseling.

No record regarding the contact with the director of Advising and Counseling, 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.

The College provides factual information through organized educational programs to assist individuals in making reasonable decisions regarding the use of chemical substances. This includes information about illegal substances and their effects, and about the establishment of responsible drinking behavior for those who choose to use alcoholic beverages. S.T.A.R.S. (Students to Accept Responsibility Safely) disseminates this information.

Washington Street Campus
371-5440
Student Service Center, Assistance Center, first floor
Monday through Thursday: 8:00 a.m. - 5 p.m.
Friday: 8 a.m. - 5 p.m.
Summer hours vary.

West Campus
354-6007
Lecture Hall, Suite 102

Amarillo Technical Center
335-4216
Bird Administration Building

ALCOHOL/DRUG POLICIES

No tobacco products are allowed 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.

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 $75 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 soft goods.

During Summer semesters, the Bookstores will close at 12:30 p.m. on Fridays. Dates for extended hours are announced each semester.

Washington Street Campus
371-5304
College Union Building, first floor
Fall and Spring semesters
Monday through Thursday: 7:45 a.m. - 5:30 p.m.
Friday: 7:45 a.m. - 5 p.m.

West Campus
354-6040
Building D
Fall and Spring semesters
Monday through Friday: 8 a.m. - 5 p.m.

Amarillo Technical Center
335-4239
Bird Administration Building, Room 2 Fall and Spring semesters
Monday through Friday (usually): 8 a.m. - 5 p.m.

Cafeterias

Washington Street Campus
371-5309
College Union Building, first floor

West Campus
354-6042
Building “D”

Amarillo Technical Center
335-4242
Student Activity Center
Monday through Friday
Hours vary, but all cafeterias are generally open for breakfast and lunch.

Child Development Lab School

The Child Development Lab School serves children aged 3 months to 5 years. The School is accredited by the National Association for the Education of Young Children, licensed by the Texas Department of Protective and Regulatory Services, and is a 4-star designated vendor for the Child Care Management System. The program is designed to meet the needs of the “whole child” including social, physical, emotional, cognitive, creative and language development.
Registration is necessary each semester and enrollment is limited. Priority is given to children who have been previously enrolled. For registration information the Lab School.

West Campus
356-3636
Child Development Lab School
Fall/Spring
Monday through Friday: 7 a.m. - 5 p.m.
Summer
Monday through Thursday: 7 a.m. - 5 p.m.
Friday: 7 a.m. - 12:30 p.m.

Dental Clinic

The AC Dental Hygiene Clinic, provides preventive dental services free-of-charge to AC students. Services include dental health instruction, teeth cleaning, dental x-rays, pit and fissure sealants, and topical fluoride treatments. (Some services have minimal charges.)
Clinic hours vary from semester to semester. Call for an appointment or for more information.

West Campus
354-6050
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

Washington Street Campus
371-5310
Student Service Center, First Floor

Fall and Spring semesters
Monday through Thursday: 8:30 a.m. - 5:30 p.m.
Friday: 8:30 a.m. - 5 p.m.

Summer
Monday through Thursday: 8 a.m. - 5:30 p.m.
Friday: 8 a.m. - 12:30 p.m.

West Campus
354-6033
Lecture Hall, Room 10

Fall and Spring semesters
Monday through Friday: 8 a.m. - 2 p.m.

Summer
Monday through Wednesday: 7:30 a.m. - 3 p.m.
Thursday: 7:30 a.m. - 2 p.m.
Friday: Closed

Amarillo Technical Center
335-4239
Bird Administration Building

Fall and Spring semesters
Monday through Friday: 8:30 a.m. - 5 p.m.

Summer
Monday through Thursday: 8 a.m. - 5 p.m.
Friday: 8 a.m. - 12:30 p.m.

Moore County Campus
934-7220
Student Services Counter
Hours vary.

Grades

Letter grades are used at Amarillo College. Each grade earns grade points in relation to the number of hours in the course. Grades and their grade-point values are as follows:
A  Excellent ....................... 4 grade points
B  Good.............................. 3 grade points
C  Average ......................... 2 grade points
D  Poor .............................. 1 grade point
F  Failure ........................... 0 grade points
I  Incomplete...................... Not computed
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:
<table>
<thead>
<tr>
<th>Course</th>
<th>Sem. Hrs.</th>
<th>Grade</th>
<th>Grade Pt.</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 1303</td>
<td>3</td>
<td>B (3)</td>
<td>9</td>
</tr>
<tr>
<td>History 1301</td>
<td>3</td>
<td>C (2)</td>
<td>6</td>
</tr>
<tr>
<td>Phyed 1116</td>
<td>1</td>
<td>A (4)</td>
<td>4</td>
</tr>
<tr>
<td>Biology 1408</td>
<td>4</td>
<td>C (2)</td>
<td>8</td>
</tr>
<tr>
<td>Psychology 2301</td>
<td>3*</td>
<td>W (NC)</td>
<td>NC</td>
</tr>
</tbody>
</table>

**Total Hours Completed:** 11

**Total Grade Points:** 27

*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 \( \frac{27}{11} = 2.45 \).

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.

Students who do not maintain a 2.0 semester average are placed on academic probation. If the next semester’s work is also unsatisfactory, students are suspended. An overall 2.0 is required for graduation. Complete details regarding probation and suspension are provided in the College Catalog.

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

All students’ course grades are filed in the Registrar’s Office, and are the official record of the College. A final grade will be reported at the close of each semester; grade reports are mailed to the student at that time. 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.

**Housing**

Campus housing is available to both single students and families. Single student apartment-style residence halls are located on the ATC campus; family duplexes are located adjacent to the campus.

To apply for family housing, please submit an application/deposit at least 45 days before your planned move-in date. Single students need to submit a residence hall application and deposit prior to the semester they will be attending. A specific roommate and/or apartment may be requested; however, housing supervisors have the right to make assignments. Move-in will only occur after advance rent and deposits have been paid.

Students are not required to live in campus housing. Privately owned apartments and rentals are available near the Washington Street Campus. Check the bulletin board located in the College Union Building or the apartment guides.

**Rental fees:**

Single Student Residence Hall Apartments
2 and 3 Bedroom with and without cooking facilities.
$685–$785 per semester

*Also available for same rates: Wheelchair-accessible apartment with private bedroom, microwave and refrigerator.

Family Housing rental fees vary. Please call for prices.

**Amarillo Technical Center**
335-4224
Residence Halls

**Family Housing**
335-4245
Bird Administration Building, Room 3

**Library Network**

**Materials:**
Books, periodicals, newspapers, compact disks, audio tapes, video tapes, telephone directories, pamphlets, electronic databases.

**Services:**
Reserve, circulating and reference collections; research counseling; research orientations, instructional guides; exhibit areas; on-line catalog with Harrington Library Consortium; Internet access; interlibrary loans. Virtual Library Website: www.hic-lib.org/aclib/index.html.

**Equipment:**
Photocopier, laminator, microfilm reader/printer, VHS video players.

**Facilities:**
Quiet areas for study, computer-assisted instruction lab.

**Washington Street Campus**
371-5400
Monday through Thursday: 7:45 a.m. - 10 p.m.
Friday: 7:45 a.m. to 5 p.m.
Saturday: 8:30 a.m. - noon
Sunday: 2 - 6 p.m.

**Amarillo Technical Center Library**
335-4257
Resource Center, Room 100
Fall and Spring semesters
Monday through Thursday: 7:30 a.m. - 10 p.m.
Friday: 7:30 a.m. - 4:30 p.m.
Sunday: 2 - 6 p.m.
Summer sessions the same except Friday: 7:30 a.m. - 12:30 p.m.

**West Campus Library**
356-3657
Building D, Computer Lab
(New Northwest Branch Library opening in 2003)
Tuesday and Wednesday: 8:00 a.m. - noon; 1:00 p.m. - 5:00 p.m.
Or by appointment. Times may vary by semester.

**Moore County Campus**
934-7236 or 934-7246
Monday through Thursday: 8:00 a.m. - 8:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.
Saturday and Sunday: Closed

**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
- Escort service
- Parking and traffic regulations

**Washington Street Campus**
371-5163
Durrett Hall, Room 111

**West Campus**
371-5163
Lecture Hall, Room 106-A

**Amarillo Technical Center**
335-4256
Bird Administration Building, Room 120
Attention
You can contact the AC Police 24-hours-a-day at 371-5163. All accidents and criminal activity should be reported as soon as possible.

Parking Permits:
Permits are required to park on all campus lots posted:

<table>
<thead>
<tr>
<th>Location</th>
<th>Requirement</th>
<th>Hours</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amarillo College Parking</td>
<td>Permit Required</td>
<td>7:00 a.m. - 5:00 p.m. M-F</td>
<td>10 MPH</td>
</tr>
</tbody>
</table>

The registered holder of a permit is responsible for any violations committed involving a vehicle displaying that permit.

Parking permits are free during the first five days of a semester, $1 thereafter. Each student or employee may receive only one permit that is transferrable and can be used on any vehicle. Lost or stolen permits must be reported immediately to the Police Department as the permit holder is responsible for any citations received until the report is made.

Parking permits and information on campus safety, traffic, and parking regulations are available at

Washington Street Campus
Police Department or Assistance Center

West Campus
Business Office, Lecture Hall

Amarillo Technical Center
Business Office, Bird Administration Building

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 ATC as posted.
- Driving over curbs, lawns, or sidewalks is prohibited.
- Motorcycles may be parked in designated areas without a permit.
- 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.

Three or more citations in one school year will be reported to the administration and further violations may result in the impounding of the offender’s vehicle, and/or loss of privilege to park on campus property.

Unattended vehicles must not be left on College property for more than 48 hours. Vehicles then may be deemed abandoned and subject to disposal as prescribed by law. Persons leaving a vehicle overnight should notify the Police Department. Parking lots are patrolled, but Amarillo College is not responsible for any damage, vandalism, or theft of vehicles.

Payment or appeal of traffic citations must be made within seven days to avoid further fines or holds placed on student records. Appeals may be requested at the Dean of Student Services Office on the second floor of the Student Service Center in accordance with the Student Rights and Responsibilities. Payment of fines should be made at the Student Service Center, Washington Street Campus; Business Office, West Campus; or Administration Building, ATC.

Recreation

ATC GYM AND WEIGHT ROOM
The ATC Gym and Weight Room is free to all students. Special sports competitions and socials are held throughout the semester.

Amarillo Technical Center
335-4225
Student Activity Center
Monday through Thursday: 9 a.m. to 9 p.m.
Friday: 9 a.m. to 5 p.m.
Saturday and Sunday: noon to 5 p.m.

CARTER FITNESS CENTER
This facility is designed to provide individuals at Amarillo College and the Amarillo community with opportunities to participate in quality fitness, exercise and recreational programs. Carter Fitness Center is an educational facility that provides a scientifically sound system of assessment and exercise.
Facilities include:
- Basketball courts
- Aerobics room
- Exercise room
- Locker rooms
- Tennis courts
- Volleyball courts
- Weight rooms

Your Amarillo College I.D. card must be used at the computer check-in/check-out counter as you enter or exit the Center.

Carter Fitness Center maintains semester fees as follows:
- AC students not enrolled in physical education class - $30
- AC students enrolled in credit physical education class - $0
- AC student enrolled in non-credit Community Service class with access
during class time only - “Class Fee”
- AC student participating in Intramurals with access during activity only - “No Charge”
- Community memberships - $75 for six months (prorated)
- One Visit Pass - $2

Washington Street Campus
345-5515
Monday through Thursday: 6 a.m. - 10 p.m.
Friday: 6 a.m. - 6 p.m.
Saturday: 8 a.m. - 5 p.m.
Sunday: 1 - 5 p.m.

INTRAMURALS
Intramural sports such as volleyball, basketball and others, are offered each semester. Call the Intramural Coordinator at 345-5593 or visit the Intramural Office in the Carter Fitness Center.

Student Right-To-Know

In order to comply with Federal “Student Right-to-Know Legislation” as well as the Campus Security Act, Amarillo College makes information available regarding academic graduation rates and the incidence of certain reportable crimes which may occur on campus.

In keeping with the legislation, the Amarillo College Police Department has the responsibility of assisting victims of both violent and non-violent sexual crimes on campus or while participating in approved College off-campus activities. Victims assistance in the form of counseling, medical referral and legal help can be obtained through the Police Department, 371-5163.

Any form of unwanted sexual activity should be reported to the Police Department or the Dean of Student Services, 371-5300. Further information on sexual crime on campus is available from the Police Department or the Dean of Student Services Office.

Student Service Center

The Student Service Center houses the Registrar’s Office, Financial Aid, Business Affairs, Information Technology Services, Advising and Counseling, Testing Center, and Assistance Center.

ASSISTANCE CENTER
The Assistance Center, the epicenter of the Student Service Center, was created by combining several of these key services so that students can have the majority of their enrollment needs met by talking to just one person.

The Assistance Center performs selected functions of these offices, including admitting and registering students, distributing financial aid information and applications, processing enrollment verification requests, collecting and disbursing monies, processing Drop/Add requests, providing TASP information, and producing academic grade transcripts, as well as providing general information about AC.

Washington Street Campus
West end of Student Service Center
7:30 a.m. - 7:30 p.m. Monday - Thursday
7:30 a.m. - 6:00 p.m. Friday
8:00 a.m. - noon Saturday
Summer hours vary.
Open most long College holidays such as winter and spring breaks.

Testing Services
The Testing Services Office offers a variety of services to students, prospective students and instructors. These services include standardized testing, make-up testing, instructional support such as test analysis, certification and competency examination, and proctoring services for students enrolled in distance learning programs.

Standardized tests are administered on scheduled dates and require advance registration and payment. The GED examination is administered each week, and also requires advance registration. See the Testing Services Information Guide for details. Always bring your photo ID.

**Washington Street Campus**
371-5445
Student Service Center, Room 101
Monday through Thursday: 8 a.m. - 10 p.m.
Friday: 8 a.m. - 5 p.m.
Sunday: 2 - 6 p.m.
Hours are subject to change during interim periods and Summer sessions.

**Moore County Campus**
934-7220
Student Services Counter

**West Campus**
354-6007
Lecture Hall, Suite 102

**TASP**
The Texas Academic Skills Program (TASP) was established in 1987 by TEC Code 51.306. The program is designed to ensure that students have the academic skills necessary for effective performance in college-level course work. The TASP test is a diagnostic assessment for skills in reading, writing and mathematics.

You must either take TASP or prove exemption prior to enrolling in a college credit class in the State of Texas. To inquire about your exemption status, call Advising and Counseling at 371-5445. Students who provide false information about TASP testing scores to Amarillo College will be subject to immediate withdrawal and forfeiture of all tuition and fees.

Amarillo College serves as a test center for TASP and also serves as a special accommodation test center for students who have requested and documented exceptional testing needs. In addition, Amarillo College provides TASP testing on alternate dates for students whose religious practices prevent Saturday testing.

Advance registration and payment are required for the TASP test. Registration materials and further information about TASP are available from Testing Services.

**Alternative Testing**
Students should make every effort to take the TASP before enrolling at Amarillo College. If this is not possible, alternative tests to the TASP are offered through Testing Services. These include MAPS and ACCUPLACER. Alternative tests measure reading, mathematics and writing skills. Alternative tests are to be used only as initial testing; the TASP test must be used for all retakes. Questions about alternative testing should be directed to Testing Services, 371-5445.

**Standardized Testing Dates for 2001-2002**

<table>
<thead>
<tr>
<th>SAT - 10/12</th>
<th>ACT - 9/28</th>
<th>TASP - 8/24</th>
<th>Quick TASP - 11/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/2</td>
<td>10/26</td>
<td>11/9</td>
<td>1/4</td>
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MAPS (alternative to TASP) will be offered each Tuesday at 6:00 p.m., Wednesday at 12:45 p.m., and Thursday at 12:45 p.m. and 6:00 p.m. Preregistration is not necessary for MAPS. MAPS is available the first Monday of each month at Moore County Campus. The ACCUPLACER alternative test is given via the computer and will be by appointment only. Call the Testing Center at 371-5445 to sign up for ACCUPLACER.

**Transfer Connection**
The Transfer Connection assists all Amarillo College students planning to transfer to a university after completing basic course work at AC. Students should request transfer advising when they enroll and are encouraged to take advantage of AC services that help with the transfer process. The Continuing Education Class Schedule and Student Activities Calendar list seminars and opportunities to meet with university representatives.

The Special Services program offers additional transfer assistance for students who qualify.

Washington Street Campus
371-5452 or 371-5438
Student Service Center, Room 115

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.

Academic Probation – Any student who fails to make a semester grade-point average of at least 2.0 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.

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. In extenuating circumstances, a student may petition the Dean of Instruction for enrollment at Amarillo College while on suspension. Such enrollment will be contingent upon the student’s participation in the suspension-waiver program. 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 (1866 Southern Lane, Decatur, Georgia 30033-4097; (404) 679-4501) to award associate of arts degrees, associate of science degrees, associate of applied science degrees, and certificates of completion.

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 – Students should obtain a copy of the current catalog when they first enroll at Amarillo College. The catalog contains important information such as school policies and procedures, graduation requirements, all degree programs, course descriptions, etc.

Class Schedule – A list of classes offered each semester. Includes meeting times and places, I.D. number, course name and number and instructor.

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

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. It’s free.

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

Mini-Term – Offered in the winter (between Fall and Spring semesters), and in May (between Spring semester and Summer sessions). Students can earn up to three hours credit in three weeks.

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

Scantron – Computer-scored answer sheets used for most college exams. These are sold in the campus Bookstore for 10 cents each and should be filled in with a #2 pencil.

Semester – Academic term of 16-weeks in the Fall or Spring and of varying lengths in the Summer. (Also see “mini-term”)

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 classwork taken. This cost does not include special services fees.