



Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Student Handbook | *Spring 2011*

IT ALL BEGINS HERE.

EVENT CALENDARS | PHONE NUMBERS | STUDENT CODE OF CONDUCT

Your Student Life Guide



**STUDENT
LIFE**



www.BrookhavenCollege.edu | “Dedicated to Student Success.”

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Brookhaven Student Government Association

Brookhaven College Student Government Association (SGA) is an advocate for the Brookhaven College student body, and acts as a liaison for students, to the administration and the faculty. SGA provides communication between campus organizations and the student body, and offers opportunities for leadership development, involvement and personal growth within the Brookhaven College community.



General Meetings: Jan. 18; Feb. 1, 15; March 1, 22; April 5, 19; May 3; Room S204

Advisor/Officers Meetings: Jan. 25; Feb. 8, 22; March 8, 29; April 12, 26; May 10; Room S204.

Community College Day in Austin: Feb. 2

Travel to the Texas State Capitol to meet with legislators and remind them that they receive the most return on their educational investment from community, technical and junior colleges.

The National Student Advocacy and Leadership Conference in Washington, D.C.: March 18-22

Travel to the United States Capitol to meet with senators and representatives and remind them that college learning and lifelong learning are more important than ever to workforce productivity and U.S. economic competitiveness. Community colleges are the first door to both.

Texas Junior College Student Government Association (TJCSGA)

Convention: April 7-10

The National Student Leadership Team Training: Summer 2011

Events and service activities are scheduled throughout the semester.

For more information, call Yasaman Contractor, assistant director of the Office of Student Life and SGA advisor at 972-860-4117 or visit Office of Student Life, Room S201.

Why Should You Get Involved?

Recent surveys indicate that college students who get involved in campus activities, such as clubs, extra- and co-curricular activities or part-time work on campus, are more likely to succeed in their studies and less likely to drop out of school.

Involvement in student activities may lead to greater success in college and in general.

- gain increased self-confidence
- increase your creativity
- improve your critical thinking skills

Source: www.petersons.com

Brookhaven College students have the opportunity to develop the following skills and techniques through a variety of student activities.

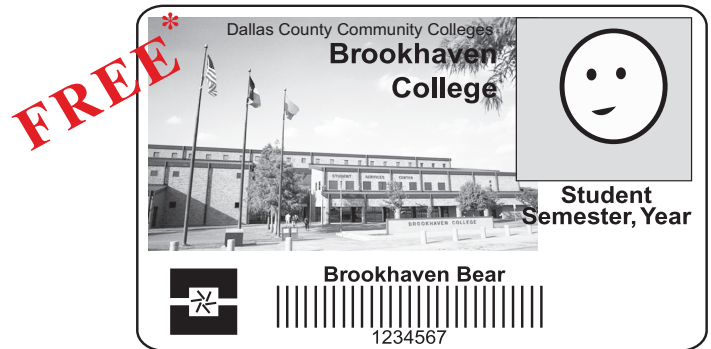
- leadership and organizational skills
- communication techniques | job skills

Brookhaven College supports students' participation in institutional decision-making through involvement in various college committees.

To get involved in college activities or to learn more about leadership opportunities visit us today!

Office of Student Life
 Bldg. S, Room S201 | 972-860-4115
bhcStudentLife@dccd.edu

Paid Tuition Receipt and Photo I.D. Required



Hours: Monday through Thursday, 8:30 a.m. - 7 p.m. and Friday 8:30 a.m. - 4:30 p.m.

GET YOURS TODAY
I.D. cards are good for two years.

Contact Office of Student Life
972-860-4115 • Room S201

* The first I.D. card is free for credit course students, however, there is a \$10 replacement cost for subsequent cards. I.D.s are not available for noncredit students.

Student Clubs and Organizations

Name of Club/Organization

Sponsor Name	Division	Telephone
African Student Association		
Winnie Clarke	Testing Center	860-4869
Jamileh Stroman	World Languages	860-4821
American Association of University Women, AAUW		
Monica Taliaferro	Marketing and Public Information	860-4827
Art Club		
Susan Mollet	School of the Arts	860-4138
Asian Culture Club		
Jamileh Stroman	World Languages	860-4821
Brookhaven Active Adult Students, BAAS		
DeBorah Whaley-Stephenson	Business Studies	860-4807
Brookhaven Choral Society		
Melody Gamblin-Bullock	School of the Arts	860-4548
Brookhaven Flute Club		
Pam Youngblood	School of the Arts	860-4730
Brookhaven Greenies		
Carrie Schweitzer	President's Office	860-4848
Lois Wagenseil	Learning Resource Center	860-4818
Brookhaven Latino Dance Club		
Rebecca Garcia	World Languages	860-4828
Brookhaven Marksmen Student Club		
Joe Monroy	World Languages	860-4780
Brookhaven Players		
Darise Error	School of the Arts	860-4244
Jane Quetin	School of the Arts	860-4742
Christian Collegiate Ministry, CCM		
Ellen Favas	Off-campus liaison	469-235-1300
Danny Moonie	Marketing and Public Information	860-4266
Criminal Justice Club		
Thom Parr	Social Science	860-4130
Dancers' Theatre		
Micki Saba	School of the Arts	860-4122
Hispanic Heritage Club		
Adrien Cuellar-McGuire	School of the Arts	860-4738
Edlecca Thompson	School of the Arts	860-4236
Victor Armenta	School of the Arts	860-4736
IMPP - International Movement For Peace Among People		
Sheri Van Court	World Languages	860-4683
Institute for Political Studies		
Ahad Hayaud-Din	Social Science	860-4137
International Club		
Sheri Van Court	World Languages	860-4683
Maria Prado	World Languages	860-4770
Korean Culture Club		
Chong Chu	School of the Arts	860-4732
Don Taylor	School of the Arts	860-4732

Name of Club/Organization

Sponsor Name	Division	Telephone
Math/Science Club		
Nelson Lazono	Mathematics and Science	860-4358
Meeting of the Minds		
John Mammen	Communications	860-4907
Music Club		
Octavio Gutierrez	School of the Arts	860-4720
Pathways		
Kellie Hickman	Disability Services	860-4852
Phi Theta Kappa, PTK		
Sheri Van Court	World Languages	860-4683
Radiology Science Club		
Stephanie Wells	Health & Human Services	860-4257
SERVE - the Club		
Keshia Bruno-Garza	Student Life	860-4703
Student Veterans Organization		
Bobby Nieman	Student Services	860-4129
United Nations Club		
Jamileh Stroman	World Languages	860-4821
Barbara Szabo	Police Department	860-4190
Urban Dance Club		
Eva O'Brien	Dance Department	860-4122
Visual Communications Club, VCOM		
Wes Smith	Business Studies	860-4735
Want More, Need More		
Danny Moonie	Marketing and Public Information	860-4266
Windmill Writers Club		
Aaron Clark	Communications	860-4778
Yoga and Meditation Club		
Rick Tuman	Workforce & Continuing Education	860-4678



Graduation
PARTY
April 27
11:30 a.m.-2:30 p.m.
Commons Courtyard

Fire Eater/Breather | Band
Caricature Artist | Henna Tattoo Artist
Photo Buttons

Institute of Political Science - IPS

Jan. 26

Mr. John Douglas Macready

Writer, speaker and thinker whose life experience and choices have given him a unique perspective on racism, resistance and redemption; Macready is a doctoral student at the University of Dallas in Irving
“Subverting Gravity: Racism, Resistance, and Redemption”
Noon, Room K234

Feb. 9

Mr. Ben Kinner

Author, “A Crime So Monstrous: Face-to-Face with Modern Day Slavery”
10:30 a.m., Room K234

April 20

Dr. John Ishiyama

Professor of political science, editor-in-chief for the *Journal of Political Science Education*, Department of Political Science at University of North Texas
“Cooperation or a New Cold War? Emerging U.S.-Russian Relations in the 21st Century”
Noon, Room K234

Counseling Center “SkillsShops”

Jan. 26: Can You Hear Me Now? Active Listening and Note-taking Skills
1:30 – 2:30 p.m., S220

Feb. 1: Got Goals?
Noon – 1 p.m., S064

Feb. 9: How to Avoid Brain Drain: Concentration and Study Strategies
4 – 5 p.m., S220

Feb. 14: He is Just Not That Into You
Be Honest, You’re Not That Into Him Either:
Developing and Maintaining Healthy Relationships
1:30 – 2:30 p.m., S220

Feb. 24: What’s Your Style? Learning How You Learn
10:30 – 11:30 a.m., X3007

March 1: From Anxiety to Excellence: Test-taking Strategies
Noon – 1 p.m., S064

March 9: Show Me the Money!
Money Management and Other Life Skills
Noon – 1 p.m., S064

March 22: To Friend or Not to Friend:
Cyber Etiquette
1:30 – 2:30 p.m., S220

March 30: Crunch Time! Motivational Strategies
3 – 4 p.m., S220

April 5: Say What?
Communicating with Diplomacy and Tact
4 – 5 p.m., S220

April 13: Less Stress, More Success
Noon – 1 p.m., S064

April 19: Reaching New Heights: Critical Thinking Skills
4 – 5 p.m., S220

April 28: From Anxiety to Excellence: Test Taking Strategies
10:30 – 11:30 a.m., X3007

INCLEMENT WEATHER, HEALTH AND/OR EMERGENCIES

In the rare and unlikely occurrence that may cause the immediate closing of the college, such as ice, tornado warnings, a hostile intruder or health precaution, relevant information will be posted available in a number of outlets. Go to the college’s website, major radio and TV media and through social media, Twitter, MySpace and Facebook. Brookhaven College’s home Web page will display a notification of any closings, delays or advisories. If there is no notice of changes or delays, then classes are in session as usual. You also may refer to announcements on major television and radio stations in the event that the Brookhaven College Internet site is not operational.

It is each student’s and employee’s responsibility to be informed when weather, health or emergency closings may be likely by checking the major broadcast media, the college’s main number, 972-860-4700 or the website: www.BrookhavenCollege.edu. Unexpected closings will be handled by closings of the main entry gates to the college, but every effort will be made to notify students and employees in advance, whenever possible.

Receive Campus Alerts! Get notified of inclement weather closings and other alerts immediately by signing up for the DCCCD Emergency Alert System. Simply login to eConnect, and under “My Personal Information,” choose “DCCCD Emergency Alerts.” You can opt to receive a text message, e-mail message or a recorded message on your home phone in the event of an emergency or inclement weather closings.



Service-Learning and Civic Engagement

Make a difference in the community through service-learning and volunteerism! The Service-Learning Program offers you a wide variety of charitable and training opportunities plus special activities to make your Brookhaven College experience memorable. For more information, contact the Service-Learning Program in Student Life, Building S, Room S201, 972-860-4703 or e-mail: bhcService-Learning@dccc.edu.

Service-Learning Enrollment Period Deadline – Feb. 28

Service-Learning Time Sheets Due – April 29

Service-Learning Reflection Sessions:

- May 2, 4 - 5:30 p.m., Room S204
- May 3, noon - 1:30 p.m., TBA
- May 6, 11 a.m. - 12:30 p.m., Room S204

Service-Learning Agency Fair – Feb. 16, 10 a.m. - 1 p.m., Bldg. S Lobby

PICKING COTTON OPEN BOOK EVENTS!

*Everyone is talking about Picking Cotton.
Enhance your reading experience.*

- Feb. 1 - Guest Speaker, *Picking Cotton* author Jennifer Thompson-Cannino
10:30 a.m., Performance Hall
- Feb. 16 - Why Forgive? Discussion with counselor Beverly Neu Menassa
12:30 p.m., X1091
- March 2 - Viewing of 60 Minutes segment, "Eyewitness: How Accurate is Visual Memory" featuring *Picking Cotton*
12:30 p.m., X1091
- March 31 - Panel Discussion with The Innocence Project, "Forgiveness"
Noon, B304
- April 5 - *Picking Cotton* Book Discussion with student Kim Smith and librarian Ann Coder
Noon, S064
- April 14 - Rape Aggression Defense with Officer Earl Johnson
Noon, S064

Student Leadership Institute

Orientation Sessions

		Room
Jan. 26	1:30 p.m.....	S204
Jan. 28	noon	S204
Feb. 7	3 p.m.	S204
Feb. 10	5:30 p.m.....	S204

Special Events

- Feb. 11 - Farmers Branch Chamber Lunch
11:30 a.m. – 1:30 p.m., TBA
 - Feb. 17 - Farmers Branch State of the City Dinner
6:45 p.m., TBA
 - Feb. 25 - Indoor Challenge Course/Team Building
10:30 a.m. – 2:30 p.m. (Includes Lunch)
Group Dynamix, Carrollton, TX
 - March 9 - "Communicating Well Skills"
Mr. Daniel Marold,
BSGA Student Body President
5:30 – 7 p.m., S220
 - March 23 - Leadership Dialogue with Dr. Richard D. McCrary
Interim President of Brookhaven College
1:30 – 2:45 p.m., S220
 - March 29 - "Service and Leadership"
Dr. Carol Clyde, SMU Director of
Leadership and Community Involvement
1:30 – 3 p.m., S220
 - April 1 - TLC Leadership Conference
TBA, Texas A&M, Commerce, TX
 - May 6 - SLI Awards Lunch
Noon, TBA
- Sign up in advance for the Student Leadership Institute in Student Life, Bldg. S, Room S201.

Student government

Join SGA!



- Serves as the primary voice for the needs of all students and
- provides a channel of communication among the student body, administration and faculty

Call Student Life for more information at 972-860-4115 or visit Room S201.

January 2011

MONDAY

TUESDAY

WEDNESDAY

3 Registration, 8:30 a.m.-7 p.m.

4 Registration, 8:30 a.m.-7 p.m.

5 Registration, 8:30 a.m.-7 p.m.
Quick THEA, 9:30 a.m., S080

10 Registration, 8:30 a.m.-8 p.m.

11 Registration, 8:30 a.m.-8 p.m.

12 Registration, 8:30 a.m.-8 p.m.
BHC Bears Basketball vs. Southwestern Adventist University, Home, 7 p.m.
Quick THEA, 9:30 a.m., S080

Gallery Schedule for Jan. 10-Feb. 3
Forum Gallery: Juergen Strunck
Studio Gallery: Bryce Lafferty
Receptions: Jan. 14, 6-8 p.m.

17 MARTIN LUTHER KING JR. HOLIDAY
CAMPUS CLOSED

100 PERCENT REFUND PERIOD ENDS FOR
16-WEEK COURSES

18 SPRING 16-WEEK COURSES BEGIN

Student Government Association
General Meeting, noon, S204

International Club Meeting
noon-1:30 p.m., TBA

IMPP Club Meeting
noon-1:30 p.m., TBA

19

24

25 Student Government Association
Advisor and Officers Meeting, noon, S204

International Club Meeting
noon-1:30 p.m., TBA

IMPP Club Meeting
noon-1:30 p.m., TBA

Hispanic Heritage Club Meeting
3:30 p.m., D208

Theatre Auditions
7 p.m., Performance Hall

26 SLI Orientation, 1:30 p.m., S204
BHC Bears Basketball vs. Cedar Valley College
Home, 7 p.m.
Counseling Center "SkillsShops"
Can You Hear Me Now?
Active Listening and Note-taking Skills
1:30-2:30 p.m., S220
Theatre Auditions
7 p.m., Performance Hall
Institute of Political Science Guest Speaker
John Douglas Macready: "Subverting Gravity: Racism,
Resistance and Redemption"
noon, K234

31 12th Class Day
REFUND DEADLINE FOR RESIDENCY CHANGES

LAST DAY TO DROP A 16-WEEK COURSE WITHOUT
A "W"

Event times and dates can change without notice.

THURSDAY

FRIDAY

SATURDAY/SUNDAY

6 Registration, 8:30 a.m.-7 p.m.

7 Registration, 8:30 a.m.-4:30 p.m.
LAST DAY FOR STUDENTS ON PROBATION, SUSPENSION, DISMISSAL, INDEFINITE DISMISSAL TO REGISTER

8 Extended Saturday Registration, 9:30 a.m.-1 p.m.

9

13 Registration, 8:30 a.m.-8 p.m.
LAST DAY FOR DUAL CREDIT REGISTRATION
LAST DAY FOR HIGH SCHOOL JUNIORS AND SENIORS TO APPLY

14 Registration, 8:30 a.m.-4:30 p.m.

15 Extended Saturday Registration, 9:30 a.m.-4 p.m.
BHC Bears Basketball vs. Mountain View College, Home, 2 p.m.

16

20

21 **LAST DAY FOR TUITION INSTALLMENT PLAN**

22

23

27 Hispanic Heritage Club Meeting
 3:30 p.m., D208
 Theatre Auditions
 7 p.m., Performance Hall

28 **DEADLINE TO APPLY FOR MAY GRADUATION**
 SLI Orientation, noon, S204
 Phi Theta Kappa General Meeting
 4-6 p.m., S220

29

30



S HARPEN YOUR SKILLS
L EARN TO LEAD
I NVEST IN YOUR SUCCESS

For information, contact
 Student Life
 972-860-4115, Room S201
 Participants must attend an
 orientation and sign up for SLI
 events in advance.

RETREATS • LECTURES • WORKSHOPS • CONFERENCES • TRAINING SESSIONS

February 2011

MONDAY

TUESDAY

WEDNESDAY

	<p>1 PICKING COTTON - Open Book Event! Guest Speaker: Jennifer Thompson-Cannino Author of Picking Cotton 10:30 a.m., Performance Hall</p> <p>Student Government Association General Meeting, noon, S204</p> <p>Counseling Center "SkillsShops" Got Goals? noon-1 p.m., S064</p> <p>Hispanic Heritage Club Meeting - 3:30 p.m., D208</p> <p>FREE HIV Testing - 9 a.m. - 2 p.m., S072</p> <p>International Club Meeting noon-1:30 p.m., TBA</p> <p>IMPP Club Meeting noon-1:30 p.m., TBA</p>	<p>2 Quick THEA, 9:30 a.m., S080</p> <p>Community College Day in Austin</p>
<p>7 SLI Orientation, 3 p.m., S204</p>	<p>8 Student Government Association Advisor/Officers Meeting, noon, S204</p> <p>Hispanic Heritage Club Meeting 3:30 p.m., D208</p>	<p>9 25 PERCENT REFUND PERIOD ENDS FOR 16-WEEK COURSES</p> <p>Counseling Center "SkillsShops" How to Avoid Brain Drain: Concentration and Study Strategies 4-5 p.m., S220</p> <p>BHC Bears Basketball vs. Richland College, Home, 7 p.m.</p> <p>Institute of Political Science Guest Speaker Ben Skinner: "A Crime So Monstrous: Face-to-Face with Modern Slavery" 10:30 a.m., K234</p>
<p>Gallery Schedule for Feb. 7-March 3 Forum Gallery: Paul McCoy + John McClanahan Studio Gallery: Laurie Weller Receptions: Feb. 9, 6-8 p.m.</p>		
<p>14 Counseling Center "SkillsShops" He is Just Not That Into You Be Honest, You're Not That Into Him Either: Developing and Maintaining Healthy Relationships 1:30-2:30 p.m., S220</p>	<p>15 Student Government Association General Meeting, noon, S204</p> <p>International Club Meeting noon-1:30 p.m., TBA</p> <p>IMPP Club Meeting noon-1:30 p.m., TBA</p> <p>Hispanic Heritage Club Meeting 3:30 p.m., D208</p>	<p>16 Quick THEA, 9:30 a.m., S080</p> <p>Service-Learning Agency Fair 10 a.m.-1 p.m., Bldg. S Lobby</p> <p>PICKING COTTON - Open Book Event! Why Forgive? Discussion with Beverly Neu Menassa, professional counselor 12:30 p.m., X1091</p>
<p>21</p>	<p>22 Student Government Association Advisor/Officers Meeting, noon, S204</p> <p>International Club Meeting noon-1:30 p.m., TBA</p> <p>IMPP Club Meeting noon-1:30 p.m., TBA</p> <p>Hispanic Heritage Club Meeting 3:30 p.m., D208</p>	<p>23</p>
<p>28 Service-Learning Enrollment Deadline</p>		

Event times and dates can change without notice.

THURSDAY

FRIDAY

SATURDAY/SUNDAY

3 70 PERCENT REFUND PERIOD ENDS FOR 16-WEEK COURSES

Hispanic Heritage Club Meeting
3:30 p.m., D208

4

5

6

10 SLI Orientation, 5:30 p.m., S204

Hispanic Heritage Club Meeting
3:30 p.m., D208

Radiologic Science Program
Information Session, 6:30 p.m., Room X3035

11 SLI Event
Farmers Branch Chamber Lunch
11:30 a.m.–1:30 p.m., TBA

Phi Theta Kappa General Meeting
4-6 p.m., S220

12 BHC Bears Basketball vs. North Lake College,
Home, 2 p.m.

13

17 FIRST TUITION INSTALLMENT PAYMENT DUE

College Professional Development Day

NO CLASSES

SLI Event
Farmers Branch State of the City Dinner
6:45 p.m., TBA

18 College Professional Development Day

DCCCD Day of Service

NO CLASSES

19 BHC Bears Basketball vs. Eastfield College,
Home, 2 p.m.

20

24 Counseling Center “SkillsShops”
What’s Your Style?
Learning How You Learn
10:30-11:30 a.m., X3007

Hispanic Heritage Club Meeting
3:30 p.m., D208

“The Business of Art”
5:30 – 8:30 p.m., TBA
OPEN TO CAMPUS, LIMITED SPACE, RSVP to
972-860-4807
or DeBorah@dcccd.edu

25 SLI Event
Indoor Ropes Course/Team Building
10:30 a.m.–2:30 p.m. (Includes lunch)
Group Dynamix, Carrollton, TX

“The Business of Art”
5:30 – 8:30 p.m., TBA
OPEN TO CAMPUS, LIMITED SPACE, RSVP to
972-860-4807
or DeBorah@dcccd.edu

Phi Theta Kappa General Meeting
4-6 p.m., S220

26 EMGI Earth Science Fair
10 a.m.–5 p.m., Bldg. H

EMGI Earth Science Fair
10 a.m.–5 p.m., Bldg. H

27

March 2011

MONDAY

TUESDAY

WEDNESDAY

	<p>1 Student Government Association General Meeting, noon, S204 Hispanic Heritage Club Meeting 3:30 p.m., D208 Counseling Center "SkillsShops" From Anxiety to Excellence: Test-taking Strategies noon-1 p.m., S064 FREE HIV Testing 9 a.m.-noon, S072 International Club Meeting noon-1:30 p.m., TBA IMPP Club Meeting noon-1:30 p.m., TBA</p>	<p>2 PICKING COTTON - Open Book Event! Viewing of 60 Minutes Segment, "Eyewitness: How Accurate is Visual Memory" Featuring Picking Cotton, 12:30 p.m., X1091</p>
<p>7 Theatre Audition 7 p.m., Arena Theatre, Room C205 Contact Box Office: 972-860-4118</p> <p>Gallery Schedule for March 7–April 7 Forum Gallery: Heidi Strunck Studio Gallery: Patricia Forrest Receptions: March 10, 6–8 p.m.</p>	<p>8 Women's History Month Fair 8:30 a.m., Bldg. S Lobby Student Government Association Advisor/Officers Meeting, noon, S204 International Club Meeting noon-1:30 p.m., TBA IMPP Club Meeting noon-1:30 p.m., TBA Hispanic Heritage Club Meeting 3:30 p.m., D208 Theatre Audition 7 p.m., Arena Theatre, Room C205 Contact Box Office: 972-860-4118</p>	<p>9 SLI Event "Communicating Well Skills" Daniel Marold, BSGA Student Body President 5:30 – 7 p.m., Room S220 Counseling Center "SkillsShops" Show Me the Money! Money Management and Other Life Skills noon - 1 p.m., S064</p>
<p>14 SPRING BREAK – NO CLASSES</p>	<p>15 SPRING BREAK – NO CLASSES</p>	<p>16 SPRING BREAK – NO CLASSES</p>
<p>March 14–17: LIMITED HOURS OF STUDENT SERVICES Monday–Thursday – 8:30 a.m.–5 p.m.</p>		
<p>21 CLASSES RESUME</p>	<p>22 Student Government Association General Meeting, noon, S204 Counseling Center "SkillsShops" To Friend or Not to Friend: Cyber Etiquette 1:30-2:30 p.m., S220 International Club Meeting noon-1:30 p.m., TBA IMPP Club Meeting noon-1:30 p.m., TBA Hispanic Heritage Club Meeting 3:30 p.m., D208</p>	<p>23 SLI Event Leadership Dialogue with Dr. Richard D. McCrary Interim president of Brookhaven College 1:30-2:45 p.m., S220 Quick THEA, 9:30 a.m., S080</p>
<p>Event times and dates can change without notice.</p>		
<p>28</p>	<p>29 SLI Event "Service and Leadership" Dr. Carol Clyde, SMU Director of Leadership and Community Involvement 1:30 – 3 p.m., S220 Student Government Association Advisor/Officers Meeting, noon, S204 International Club Meeting noon-1:30 p.m., TBA IMPP Club Meeting noon-1:30 p.m., TBA Hispanic Heritage Club Meeting 3:30 p.m., D208</p>	<p>30 College, Majors, and Health Fair 10 a.m.–2 p.m., Bldg. S Lobby Counseling Center "SkillsShops" Crunch Time! Motivational Strategies 3-4 p.m., S220 International Day Celebration 10 a.m.-3 p.m. Commons Courtyard</p>

THURSDAY

FRIDAY

SATURDAY/SUNDAY

3 Hispanic Heritage Club Meeting
3:30 p.m., D208

Theatre Brookhaven
8 p.m., Performance Hall
Contact Box Office: 972-860-4118

4 Theatre Brookhaven
8 p.m., Performance Hall
Contact Box Office: 972-860-4118

5 Music Department – Madrigal Concert – Vivace
3 p.m., Dallas Public Library at 1515 Young Street
Contact Box Office: 972-860-4118

Theatre Brookhaven
8 p.m., Performance Hall
Contact Box Office: 972-860-4118

Theatre Brookhaven
2:30 p.m., Performance Hall
Contact Box Office: 972-860-4118

6

10 Hispanic Heritage Club Meeting
3:30 p.m., D208

Theatre Brookhaven
8 p.m., Performance Hall
Contact Box Office: 972-860-4118

11 Theatre Brookhaven
8 p.m., Performance Hall
Contact Box Office: 972-860-4118

Phi Theta Kappa General Meeting
4-6 p.m., S220

12 Theatre Audition
1 p.m., Arena Theatre, Room C205
Contact Box Office: 972-860-4118

Theatre Brookhaven
8 p.m., Performance Hall
Contact Box Office: 972-860-4118

Theatre Brookhaven
2:30 p.m., Performance Hall
Contact Box Office: 972-860-4118

13

17 SPRING BREAK – NO CLASSES

18 SPRING HOLIDAY
CAMPUS CLOSED

19

March 14–17: LIMITED HOURS OF STUDENT SERVICES
Monday–Thursday – 8:30 a.m.–5 p.m.

20

24 Hispanic Heritage Club Meeting
3:30 p.m., D208

Radiologic Science Program
Information Session, 6:30 p.m., X3035

25 Phi Theta Kappa General Meeting
4-6 p.m., S220

26 Phi Theta Kappa Fall Formal Induction
2-4 p.m., TBA

27

31 SECOND TUITION INSTALLMENT PAYMENT DUE

PICKING COTTON - Open Book Event!
Panel Discussion with The Innocence Project,
“Forgiveness,” noon, B304

Hispanic Heritage Club Meeting
3:30 p.m., D208

31

April 2011

MONDAY

TUESDAY

WEDNESDAY

Gallery Schedules for April 20–May 6
Forum Gallery + Studio Gallery:
Juried Art Student Exhibition
Awards Reception: April 27, noon–1:30 p.m.

<p>4</p>	<p>5 Student Government Association General Meeting, noon, S204</p> <p>International Club Meeting - noon-1:30 p.m., TBA</p> <p>IMPP Club Meeting - noon-1:30 p.m., TBA</p> <p>Hispanic Heritage Club Meeting 3:30 p.m., D208</p> <p>PICKING COTTON – Open Book Event! Book Discussion with student Kim Smith and librarian Ann Coder, noon, S064</p> <p>Counseling Center “SkillsShops” – Say What? Communicating with Diplomacy and Tact 4–5 p.m., S220</p> <p>FREE HIV Testing 9 a.m.–noon, S072</p>	<p>6</p>
<p>11</p>	<p>12 Student Government Association Advisor/Officers Meeting, noon, S204</p> <p>International Club Meeting - noon-1:30 p.m., TBA</p> <p>IMPP Club Meeting - noon-1:30 p.m., TBA</p> <p>Hispanic Heritage Club Meeting 3:30 p.m., D208</p> <p>STUDENT LEADERS CELEBRATION 6:30 p.m., TBA</p>	<p>13 Quick THEA, 9:30 a.m., S080</p> <p>Counseling Center “SkillsShops” Less Stress, More Success Noon–1 p.m., S064</p> <p>Star Gazing for Everyone 8–10 p.m., plaza between K and X Bldgs. Please call 972-860-4301 after 3 p.m. on April 13 to confirm.</p> <p>Earth Day Celebration! “Celebrating HOME!” 10 a.m.–2 p.m., Commons Courtyard Contact Carrie Schweitzer at 972-860-4848 or DeBorah Whaley-Stephenson at 972-860-4807</p>
<p>18</p>	<p>19 Student Government Association General Meeting, noon, S204</p> <p>International Club Meeting - noon-1:30 p.m., TBA</p> <p>IMPP Club Meeting - noon-1:30 p.m., TBA</p> <p>Hispanic Heritage Club Meeting - 3:30 p.m., D208</p> <p>Counseling Center “SkillsShops” Reaching New Heights: Critical Thinking Skills 4-5 p.m., S220</p>	<p>20 Institute of Political Science Guest Speaker Dr. John Ishiyama “Cooperation or a New Cold War? Emerging U.S. Russian Relations in the 21st Century” noon, K234</p>
<p>25</p>	<p>26 Student Government Association Advisor/Officers Meeting, noon, S204</p> <p>International Club Meeting - noon-1:30 p.m., TBA</p> <p>IMPP Club Meeting - noon-1:30 p.m., TBA</p> <p>Hispanic Heritage Club Meeting 3:30 p.m., D208</p>	<p>27 Quick THEA, 9:30 a.m., S080</p> <p>GRADUATION PARTY 11:30 a.m. – 2:30 p.m., Commons Courtyard</p>

Event times and dates can change without notice.

THURSDAY

FRIDAY

SATURDAY/SUNDAY

	<p>1 TUITION INSTALLMENT PLAN - FINAL INSTALLMENT PAYMENT DUE</p> <p>SLI Event TLC Leadership Conference TBA, Texas A&M, Commerce, TX</p>	<p>2</p>
<p>7 Hispanic Heritage Club Meeting 3:30 p.m., D208</p>	<p>8</p>	<p>3</p> <p>9 Dia de la Familia/Day of the Family Brookhaven College. Open to the Public</p> <p>Music Department Choir Concert - BHC Choral Society Lord of Life Lutheran Church at 3601 W. 15th Street, Plano Contact Box Office: 972-860-4118</p>
<p>14 LAST DAY TO WITHDRAW WITH A GRADE "W" FOR 16-WEEK COURSES</p> <p>PICKING COTTON - Open Book Event! Rape Aggression Defense with Officer Earl Johnson, noon, S064</p> <p>Career Fair, 10 a.m.–2 p.m., Bldg. S Lobby</p> <p>Hispanic Heritage Club Meeting 3:30 p.m., D208</p> <p>Radiologic Science Program Information Session, 6:30 p.m., X3035</p>	<p>15 Dancers' Theatre KO-THI Dance Company Artist in Residency 8 p.m., Performance Hall Contact Box Office: 972-860-4118</p> <p>Phi Theta Kappa General Meeting 4-6 p.m., S220</p>	<p>10</p> <p>Dancers' Theatre 2:30 p.m., Performance Hall Contact Box Office: 972-860-4118</p> <p>16 Dancers' Theatre KO-THI Dance Company Artist in Residency 8 p.m., Performance Hall Contact Box Office: 972-860-4118</p> <p>17</p> <p>Dancers' Theatre KO-THI Dance Company Artist in Residency 2:30 p.m., Performance Hall Contact Box Office: 972-860-4118</p>
<p>21 Hispanic Heritage Club Meeting 3:30 p.m., D208</p>	<p>22 SPRING HOLIDAY CAMPUS CLOSED</p>	<p>23 CLASSES RESUME</p> <p>24</p>
<p>28 Counseling Center "SkillsShops" From Anxiety to Excellence: Test Taking Strategies 10:30–11:30 a.m., X3007</p> <p>Hispanic Heritage Club Meeting 3:30 p.m., D208</p> <p>Theatre Brookhaven 8 p.m., Arena Theatre, Room C205 Contact Box Office: 972-860-4118</p>	<p>29 Service-Learning Time Sheets Due</p> <p>Theatre Brookhaven 8 p.m., Arena Theatre, Room C205 Contact Box Office: 972-860-4118</p> <p>Phi Theta Kappa General Meeting 4-6 p.m., S220</p>	<p>30 Music Department Choir Concert - BHC Choral Society 7:30 p.m., Performance Hall Contact Box Office: 972-860-4118</p> <p>Theatre Brookhaven 8 p.m., Arena Theatre, Room C205 Contact Box Office: 972-860-4118</p> <p>Theatre Brookhaven 2:30 p.m., Arena Theatre, Room C205 Contact Box Office: 972-860-4118</p> <p>1</p>

May 2011

MONDAY

2 Service-Learning Reflection Session
4–5:30 p.m., S204

9

16

TUESDAY

3 Student Government Association
General Meeting, noon, S204

Service-Learning Reflection Session
noon–1:30 p.m., TBA

International Club Meeting - noon-1:30 p.m., TBA

IMPP Club Meeting - noon-1:30 p.m., TBA

Hispanic Heritage Club Meeting - 3:30 p.m., D208

FREE HIV Testing
9 a.m.–noon, S072

10 Student Government Association
Advisor/Officers Meeting, noon, S204

17

WEDNESDAY

4

11

18 Quick THEA, 9:30 a.m., S080

FINAL EXAMS, May 9-12

Gallery Schedule for May 25–June 3
Forum Gallery: Carrollton-Farmers Branch High School AP Art Students
Studio Gallery: W.T. White High School Art Students | Reception: May 26, 6–8 p.m.

Emergency/Crisis Procedure

Brookhaven College has crisis procedures in place to help ensure the safety of students during an emergency. An emergency/crisis procedure chart is posted in each campus classroom. Evacuation signs in each building indicate evacuation routes and assembly points, and building coordinators are designated in all facilities to assist students and employees in an emergency. A brochure for students with additional information about the Brookhaven College evacuation plan is available in Student Life, Room S201. Information about emergencies also may be available by calling the Student Inclement Weather and Emergency Information Hotline at 972-860-4200.

**Student Inclement Weather and
Emergency Information Hotline
972-860-4200
www.BrookhavenCollege.edu**

Parking Policy



Brookhaven College has two reserved-parking areas:
one is in the lot labeled East-1 and
the other is in the lot labeled West-2.

These two areas are for Brookhaven College faculty and staff members. Each semester drivers who do not display a Brookhaven College employee parking decal are issued a citation by the Police Department for parking a vehicle in the areas that are reserved for employees. This procedure has been the policy at Brookhaven College for many years.

The full Parking Policy is online at <http://www.brookhavencollege.edu/studentsvcs/police/parking.aspx>.

NOTE: Speed limit on campus is 20 mph and reduces to 10 mph in the parking lots.

Parking decals for Brookhaven College employees are FREE and available at the Police Department Office, Bldg. B, Room B200.

THURSDAY

FRIDAY

SATURDAY/SUNDAY

<p>5 Hispanic Heritage Club Meeting 3:30 p.m., D208</p> <p>Theatre Brookhaven 8 p.m., Arena Theatre, Room C205 Contact Box Office: 972-860-4118</p>	<p>6 SLI Awards Lunch noon, TBA</p> <p>Service-Learning Reflection Session 11 a.m.–12:30 p.m., S204</p> <p>Theatre Brookhaven 8 p.m., Arena Theatre, Room C205 Contact Box Office: 972-860-4118</p>	<p>7 Music Department Chamber Concert - BHC Chamber Ensembles 7:30 p.m., Performance Hall</p> <p>Theatre Brookhaven 8 p.m., Arena Theatre, Room C205 Contact Box Office: 972-860-4118</p>
<p>12 16-WEEK SEMESTER ENDS</p> <p>2011 COMMENCEMENT 7 p.m., Loos Field House</p> <p>Limited Hours of Student Services, 8:30 a.m.–5 p.m.</p>	<p>13</p>	<p>8</p> <p>Theatre Brookhaven 2:30 p.m., Arena Theatre, Room C205 Contact Box Office: 972-860-4118</p>
<p>19</p>	<p>20</p>	<p>14</p> <p>Music Department – BHC Honors/Sophomore Recital TBA, Performance Hall Contact Box Office: 972-860-4118</p> <p>15</p> <p>21 2-Women's Conference: Outsmarting the Job Market: Workplace Survival Skills for Women 8:30 a.m. – 4 p.m., TBA OPEN TO CAMPUS & COMMUNITY Small Fee and RSVP to DeBorah Whaley-Stephenson at 972-860-4807 Sponsoring Clubs: BAAS and AAUW</p>

Parking Violations

The following are the procedures for parking violators at Brookhaven College.

1. Each semester, during the first two weeks of classes, the first violation will result in a Warning Citation.

2. The second violation of the same vehicle will result in a citation, AND the placement of a wheel-immobilizing device on the vehicle.

The cited driver/owner of the vehicle having a wheel-immobilizing device on it will be required to pay a fine for the parking infraction. Fines must be paid at the Brookhaven College Cashier's window in the Student Services Center, Building S. To have the device removed, the driver must bring the receipt for the paid fine to the Brookhaven College Police Department, located in Bldg. B, Room B200.

3. The third week of classes, all violations will result in a citation and fine, AND the placement of a wheel-immobilizing device on the vehicle.

4. After having a wheel-immobilizing device on a vehicle, any subsequent violation will result in the car being TOWED at the owner's expense.

Volunteer to be a Conversation Partner

Learn about other cultures and share your American experience with students who are from other countries. Volunteer for one hour of conversation per week this spring.

For more information, please call 972-860-4276 or e-mail bhcConversationPartners@dccd.edu



What Resources Are Available?

ADMISSIONS/ REGISTRAR

The Admissions/Registrar's Office, Room S052, is responsible for student records. Contact this office for the following: registration, address or name changes, residency questions, evaluation of credits from other schools, graduation information, verification of enrollment, Brookhaven College transcripts and admission to the Nursing Program. Call 972-860-4883 or 860-4884 or e-mail bhcAdmissions@dcccd.edu.

ADVISING

The Advising Center, Room S113, maintains a team of advisors to assist students with:

- academic advisement and degree planning,
- transferability guidelines and admissions information for other colleges and universities,
- referrals for tutoring, study skills or other special services;
- information about assessments, TSI requirements, prerequisite requirements and drop/withdrawal policies.

For quick questions, students may see an advisor on a "walk-in" basis. For long-range planning or advising, please make an appointment with an advisor by calling 972-860-4830 or e-mail bhcAdvising@dcccd.edu.

BROOKHAVEN COURIER

The *Brookhaven Courier*, Room B212, is the student newspaper and is published twice monthly during the fall and spring semesters. The *Courier* welcomes feedback and story ideas from readers and accepts commercial advertising. For information, contact the *Courier* office at 972-860-4787 or e-mail bhcCourier@dcccd.edu.

BROOKHAVEN STUDENT GOVERNMENT ASSOCIATION

The SGA serves as a voice for the Brookhaven College student body and as a liaison with the college administration. BSGA members take on special student projects and serve on many college decision-making committees. For more information, contact Student Life, Room S201, at 972-860-4117 or e-mail bhcStudentLife@dcccd.edu.

BUSINESS OFFICE

Visit the Cashier's windows of the Business Office for questions regarding tuition payments and more. Cashier's staff can help you with tuition payment options, explaining and monitoring tuition installment plans, refund payments, returned checks, block restrictions and DCCCD Money Card: Higher One. You also can purchase special event tickets. Special event tickets are offered various times throughout the year including, but not limited to movie passes. Student club members and sponsors may inquire about travel and purchasing guidelines through the Business Office as well. For more information, contact the Business Office, Room S060, at 972-860-4819 or e-mail bhcBusinessServices@dcccd.edu.

CAREER CENTER

The Career Development Center, Room S065, assists students with making career decisions, learning lifelong job search skills and finding employment. Job opportunities can be found through on-campus recruiting or our job listing services. Also within the center are career counseling services including career tests, consultation with career counselors (including résumé writing, mock interviews and interviewing assistance) and access to two computerized career planning programs. Computers are available for résumé writing and Internet job searches. For information, call 972-860-4894 or e-mail bhcJobs@dcccd.edu.

COLLEGE LEARNING SKILLS COURSES, CLS

These courses are designed to supplement the instruction of the classroom teacher. They are one-credit, college-level courses in which students receive one-on-one instruction from a degreed teacher. Improvement of these skills has been proven to be beneficial to student performance in subjects such as English, psychology, history, sociology, business and government and includes options such as writing essays and research papers, studying/reading textbooks, taking notes, preparing for tests and managing time. Students may register until midsemester in the Advising Center, Room S113, or the Multicultural Center, Room S136. This tutorial is highly flexible in that it is designed specifically for the learning and scheduling needs of the student. To schedule or cancel appointments, call the Help Desk in Room J122 at 972-860-4782. For additional information, contact 972-860-4875.

COLLEGE ORIENTATION

This service, located in Room S062, is available for all students entering Brookhaven College for the first time. Information provided includes: managing home and school, reading the course schedule book, considering degree options, understanding the Core Curriculum, using campus resources, preparing for the ACCUPLACER™ (college entrance assessment), etc. For information, contact orientation staff at 972-860-4782 or 972-860-4690.

COMMUNICATIONS/COMPUTER LAB

This open computer lab, located in Room J122, is available for all Brookhaven College students who need to type papers, do Internet research, or access eCampus. It is a learning support center that is home to inexpensive, flexible, college learning-skills courses, one-credit courses in which students receive one-on-one help in study skills, test preparation, note taking, textbook reading, time management, essay writing, research paper organization – most anything! It offers computer software such as Word, Excel, Access and PowerPoint. It is the ideal place to search the Internet or set up an e-mail account. Also available is a variety of materials for student use, primarily in the areas of reading, writing, study skills and language improvement. For information, call the Help Desk at 972-860-4782.

Higher One provides financial aid disbursements and other refunds. Go to DCCCDMoneyCard.com

What Resources Are Available?

COUNSELING SERVICES

Brookhaven College Counseling Center provides services and programs that help students maintain their emotional well-being in order to achieve their educational goals. Licensed Professional Counselors help students adjust to change, manage anxiety and depression, develop communication skills, handle family stressors, work through loss, explore and improve their relationships, and manage stress. Counselors also help students develop success strategies, which include test-taking, study skills, goal setting, money management, and note-taking. Information discussed with a counselor is private and confidential, unless it involves potential danger to self, others, or it involves child or elder abuse. Call 972-860-4339, e-mail bhcCounseling@dcccd.edu or visit Room S124. Find out more by going to <http://www.brookhavencollege.edu/studentsvcs/counseling/counseling.aspx>.

DISABILITY SUPPORT SERVICES

Brookhaven College, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, assures access to college programs and facilities. The Special Services/Disability Support Services Department offers a variety of support services to enable students with disabilities to participate in the full range of college experiences. Students must provide documentation of their disability and must initiate the request for services with the Special Services Department. Rehabilitation Specialists will evaluate the documentation, meet with the student, and coordinate the accommodations. Services may include assistance with scheduling, registration and class access; readers and note takers; testing accommodations; interpreters or CART Writers for the hearing impaired, etc. For more information, call 972-860-4673, e-mail bhcADAservices@dcccd.edu, or visit Room S124.

EXERCISE FACILITIES

Campus facilities include: two-mile jogging trail, gymnasium containing six basketball goals, a fitness lab and tennis courts. Brookhaven College students and staff may use the facilities during listed open times. Locks, lockers and towels are available for use in the men's and women's dressing rooms. For information, please call 972-860-4120 or 972-860-4127. Due to construction on campus, portions of the jogging trail may be inaccessible at various times.

FINANCIAL AID OFFICE

The Financial Aid Office, Room S015, helps students meet their educational expenses by awarding grants, loans and scholarships and by coordinating on-campus part-time employment. The application process for financial aid takes approximately two to three months. Funds for campus-based aid are limited and applications are reviewed on a first-come-first-serve basis. Students can look on the Internet at www.studentaid.ed.gov for the Free Application for Federal Student Aid. Students also can complete both Entrance and Exit Counseling by going to www.mappingyourfuture.org. Call the office at 972-860-4110, or send an e-mail to bhcFAVA@dcccd.edu for information. Students who attend a public school in Dallas County may be eligible for a Rising Star Scholarship.

HEALTH CENTER

The Health Center, Room S072, provides confidential health counseling, educational programming, emergency first aid, over-the-counter medication and free testing for tuberculosis and pregnancy. The Health Center also offers for a cost immunizations to students in the Nursing, Radiologic Sciences and EMS/Paramedicine programs. The center is staffed by registered nurses. A referral list of area physicians is available. The staff can assist with inquiries about health-related topics, health insurance or wellness projects. Call 972-860-4195, or e-mail bhcHealthCenter@dcccd.edu.

HIGH SCHOOL PROGRAMS

Before graduating from high school, students can earn college credit. Dual credit allows students to earn both high school credit and college credit for the same class. Tech prep classes allow you to "bank" college credit earned in your high school classes. For more information about these programs, call 972-860-4241, or e-mail bhcOutreach@dcccd.edu.

HONORS

Brookhaven College honors courses provide a rigorous academic experience and stimulating interaction with faculty members and fellow students. The classes are smaller, emphasize reflective, analytical and interactive learning styles and include field trips, guest lectures and seminars. Honors courses will be designated as such on student transcripts. For availability and information about honors courses, call 972-860-4802, or e-mail bhcAcademicHonors@dcccd.edu.

INTERCOLLEGIATE ATHLETICS

Brookhaven College has competitive teams in the following intercollegiate sports: men's basketball, men's baseball and women's volleyball. For information, visit the Athletic Department Office, Room T316, or call 972-860-4121.

LEARNING RESOURCES CENTER, "LRC" THE LIBRARY

The library, Rooms L200 and L350, is a supermarket of resources for learning. Besides books, videos, magazines and newspapers, the library has more than 66 Web and other online databases. Almost all of these are full text, including InfoTrac's One File, *The New York Times*, *Opposing Viewpoints*, *The Wall Street Journal* and Health Reference Center. You also can access all of these full text databases from home through the library's home page. If we don't have the information, you can request books or journals from other libraries. Photocopy machines are available as well. Note: To check out materials, a Student I.D. is required. Call 972-860-4862 for assistance.

IMPORTANT:
Grade reports will not be mailed.
Check your grades at
www.eConnect.dcccd.edu

What Resources Are Available?

MATH LAB

The Math Lab, Room K137, is a learning support center for students enrolled in a Brookhaven College mathematics course. The center is available to help you with all of your math needs. Use tutorial software and check out textbooks and solutions manuals to use in the math lab, or receive assistance from tutors with homework and help studying for that next big test. For more information, e-mail bhcMath@dcccd.edu or call 972-860-4198.

MULTICULTURAL CENTER

The Multicultural Center, Room S136, advises all new and continuing international students and students for whom English is not their first language. The center is responsible for the processing and admission of students on a variety of visas including the F-1 Student Visa. Advisors are trained to determine the level of English proficiency of a student and recommend the appropriate program, which could be any of the following: English for Speakers of Other Languages Credit, Intensive English Program, and ESOL noncredit through the Workforce and Continuing Education Division. Call 972-860-4192 or e-mail bhcMulticulturalCenter@dcccd.edu.

POLICE DEPARTMENT

The Brookhaven College Police Department is charged with the personal safety of students, employees and visitors. The department includes 15 peace officers, one safety officer, one department assistant and eight dispatchers in communications who dispatch calls to all police departments in the DCCCD. The department is staffed 24 hours a day, seven days a week. Foot, automobile and bicycle units perform patrols of the campus. The Brookhaven College police officers have full arrest and enforcement authority and possess all the powers, privileges and immunities accorded police officers in and by the state of Texas. The college police also provide additional services to the college community, including but not limited to the following: lost and found department; auto lockouts, battery jumps and escorts; emergency messages delivered to students (life-or-death medical emergencies only); crime prevention and awareness programs; and hazardous materials training. Help keep Brookhaven College safe: report suspicious persons, activity and/or criminal activity. Call your campus police by dialing 911 from any campus phone or 972-860-4290 from an off-campus phone, visit Room B200.

POSTING INFORMATION, SELLING ON CAMPUS

Student Life, Room S201, approves all notices posted on college bulletin boards. Special bulletin boards are designated for roommate notices and off-campus and cultural activities. Notices will remain posted one month and may not exceed 8 1/2 x 11 inches. Additionally, Student Life maintains listings of roommate notices and typing services. Student Life also coordinates the distribution of information on campus. No sale of commercial merchandise or services is permitted on campus; however, commercial ads are accepted by the *Brookhaven Courier*, the student newspaper. For ad rates, call 972-860-4787 or e-mail bhcCourier@dcccd.edu.

STUDENTS 50 +

Courses designed for students 50 years or older are scheduled during the day on campus and taught by experienced faculty who have time to interact with you. Personal assistance is given with admission and registration. You may be eligible for a waiver of tuition. For more information about this, or to receive a schedule of courses, call 972-860-4698 or 972-860-4807, or send an e-mail to bhc50Plus@dcccd.edu. We are located in Building M, Rooms M203 and M211A.

SCHOOL OF THE ARTS

The Brookhaven College School of the Arts, BCSA, annually presents a showcase of nationally renowned and Brookhaven College visual artists, musicians, entertainers and new artistic talent. BCSA also supports lectures and workshops in the arts, humanities and cultural studies that encourage public interest and participation. For ticket information, contact the Box Office at 972-860-4118 or e-mail bhcBoxOffice@dcccd.edu.

SERVICE-LEARNING PROGRAM

The Brookhaven College Service-Learning Program provides opportunities for students to participate in meaningful community service and connect it with course objectives. Contact your instructors to find out if they offer service-learning in their course or contact Student Life at 972-860-4525, visit Room S201, or e-mail bhcServiceLearning@dcccd.edu.

SMOKING POLICY

All Brookhaven College campus buildings and grounds are nonsmoking areas with the exception of eight locations that are designated for smokers. Visit the Smoking Policy on the Brookhaven College website to see a map. The only areas where smoking is permitted are as follow.

- North side of Building K, approximately 30 feet away from the doors next to the wall;
- Northwest corner of Building Q, approximately 30 feet away from the doors;
- International Courtyard area, first level;
- Grassy area between buildings F and H;
- Covered area on the west side of Building S, loading dock area
- South side of Building B, next to the Building B receiving dock;
- All parking lots

STUDENT CLUBS AND ORGANIZATIONS

Student clubs and organizations allow individuals to discover and improve special interests and skills and to assume leadership roles in the college community. Students interested in forming a club may pick up a Clubs and Organizations Handbook in Student Life, Room S201. For more information, call 972-860-4115.

STUDENT COMPUTER CENTER / LANGUAGE LAB

Available for use by any Brookhaven College student. Word processing, Internet access and other programs are available. Located in Room J122. Call for information at 972-860-4782.

Note: Brookhaven College Student I.D. required. A modern, fully equipped World Language Lab is available for the use and benefit of world language students at Brookhaven College. Located in Room J104, the lab is the primary location where students practice listening and speaking skills in their target language.

What Resources Are Available?

STUDENT LEADERSHIP INSTITUTE

The Brookhaven College Student Leadership Institute provides leadership training for currently enrolled Brookhaven College students. The program is designed to help students develop skills to enhance their personal development and augment their abilities to assume leadership roles on campus and in the community. For application information, contact Student Life, Room S201, or call 972-860-4115.

STUDENT LIFE

Office of Student Life, Room S201, is a unique, vital component of the learning experience at Brookhaven College. Through a wide variety of programs and special events both in and out of the classroom, and off-campus, Student Life invites students to participate fully in college life. Some of the services Student Life offers include: guest speakers, performances, Student Leadership Institute, Service-Learning, Student Ambassadors, Brookhaven Student Government Association, student I.D. cards, student clubs and organizations, publicity for campus events, copy machine and bulletin board posting. For further information, call 972-860-4115 or e-mail bhcStudentLife@dcccd.edu.

TEXAS HIGHER EDUCATION ASSESSMENT/ACCUPLACER™

A diagnostic test to assess the academic skills of students entering Texas public colleges and universities is required. Its purpose is to determine if students have the reading, writing and mathematical skills needed to succeed in college courses. If students score poorly in one or more of the tested areas, students may be required to enroll either in developmental study courses or to participate in other remedial efforts until students have met prerequisite requirements in reading, writing and mathematics.

The ACCUPLACER™ is a state-approved assessment test. It may be taken in the Testing Center upon referral by an advisor. ACCUPLACER™ is a computerized test of reading, writing and mathematics. It also includes a timed writing sample. Students may be enrolled in developmental study courses if they score poorly in one or more of the tested areas.

For more information about Texas Success Initiative requirements or ACCUPLACER™, visit the Advising and Counseling Center, Room S113, contact bhcAdvising@dcccd.edu, or call 972-860-4830.

TESTING CENTER

The Testing Center, Room S080, administers tests to students as directed by instructors and advisors/counselors. Students who use the Testing Center must provide the following.

- 1) A valid picture identification, I.D., in the form of a current Brookhaven College student I.D. card, a valid driver license, a valid passport or military I.D. card.
- 2) Pens, pencils, erasers and calculators when needed.
- 3) A testing Blue Book for essays if needed.

The Testing Center will provide scratch paper when needed. Electronic devices, such as cell phones, pagers, PDAs, mp3 players, etc., are not allowed in the Testing Center. The Center also administers psychometric tests upon referral by a counselor and correspondence tests to students taking courses in universities outside the Dallas metroplex. For more information, call 972-860-4865, or send an e-mail to bhcTesting@dcccd.edu.

TUTORING

All currently enrolled Brookhaven College students have access to free, open labs staffed with tutoring staff. See the schedule online at www.brookhavencollege.edu/studentsvcs/tutoring/schedule.aspx. Additional information on tutoring, including how to become a tutor, is available at www.BrookhavenCollege.edu on the Tutorial Services Web page. Click on "T" in the A-Z index and select Tutoring.

WORKFORCE AND CONTINUING EDUCATION

Lifelong learning and workforce development courses are available through the Workforce and Continuing Education Division, Room S022. Noncredit courses are taught year-round on the main campus and at area high schools. Career programs and personal enrichment courses also are available. Workforce development and specialized technical training are offered on site through contracting with businesses. A printed schedule is published several times a year and an online schedule is continuously updated. For more information, call 972-860-4600 or contact bhcWCE@dcccd.edu. To register, call 972-860-4715.

IMPORTANT NOTICE THIRD-ATTEMPT TUITION POLICY

Effective for fall 2005 semester, the Dallas County Community College District will charge a higher tuition rate to students who register to take a course for the third or subsequent time.

On the student's third and subsequent attempts to take the majority of credit and workforce continuing education courses, the higher tuition will be charged. Developmental studies courses and some others are not included in this policy.

Courses taken in the fall 2002 semester or later at any of the Dallas County Community College District are counted toward the third attempt. To view detailed lists of

- 1) courses that will not be charged at the higher tuition rate, and
- 2) cross-listed courses where one course equates to another for this purpose, please go online to <http://www.dcccd.edu/thirdcourseattempt/>.

For more information, please contact the Advising and Counseling Center, Room S113, 972-860-4830, e-mail bhcAdvising@dcccd.edu.

Academic Programs/Advising

Advising Center	S113	860-4830
Disability Services	S124	860-4626
Multicultural Center	S136	860-4192

Accidents

Police Department	B200	911 or 860-4290
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Athletics

Athletics	T316	860-4121
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Books

Bookstore, on campus	S238	484-7652 Fax: 972-247-7633
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Bulletin Boards

Student Life	S201	860-4115
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Business Office Services/Cashier

Tuition, refund, payment options, restrictions on account, returned checks, special event tickets and DCCCD Money Card: Higher One	S060	860-4819 1-877-211-2694
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Bus Service to Brookhaven College

Dallas Area Rapid Transit, DART		214-979-1111
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Career Counseling

Advising Center	S113	860-4830
Career Development Center	S065	860-4894

College Orientation for First-Time-In-College Students

eConnect Online Registration Center	S062	860-4359
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Credit Courses

Concurrent Enrollment	S040	860-4651
Advising Center	S113	860-4830
Multicultural Center	S136	860-4192
Senior Adults/Students 50+	M203	860-4698/4807

Degree Information

Advising Center	S113	860-4830
Multicultural Center	S136	860-4192

Disability Support Services

Disability Services	S124	860-4673
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Distance Learning/Telecourses Registration

Admissions – General Info	S052	860-4883/4884
DCCCD Hotline		669-6400

eConnect Online Registration

eConnect Online Registration Center	S062	860-4359
Help Desk		972-669-6402

Emergency Message Delivery

Police Department	B200	860-4290
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Employment

On-campus		
Financial Aid	S015	860-4110
Career Development Center	S065	860-4894
Off-campus		
Career Development Center	S065	860-4894

Financial Aid

Financial Aid Office	S015	860-4110
Scholarships	S015	860-4680
Loans	S015	860-4681
Rising Star Program	S010	860-4106
Workforce and Continuing Education		
Noncredit Financial Aid	S015	860-4112

Food Service, Treetop Café/Cafeteria

Food Service Office	S221	860-4357
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Graduation

Admissions	S052	860-4883/4884
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Guest Speakers

Student Life	S201	860-4115
College Learning Skills Lab	J122	860-4749

Health Needs

Health Center	S072	860-4195
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International Student Assistance

Multicultural Center - ESOL	S136	860-4192
Language Lab	J104	860-4726

Library

Circulation / Reserves / Periodicals	L200	860-4863
Reference	L350	860-4862

Lost and Found

Police Department	B200	860-4290
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Whom Do I Ask About...?

All phone numbers are area code 972

Noncredit Courses

Workforce and Continuing Education S040 860-4600

Parking - Citation Payment

Cashier S060 860-4819

Payment Options

Business Office S060 860-4819

Posters and Advertising

Student Life S201 860-4115

Publications

Catalogs and Schedules S Lobby 860-4700
Brookhaven Courier Office B212 860-4787

Refunds

Tuition/Vending Machine S060 860-4819

Residency Information

Admissions S052 860-4707

Returned Check

Cashier S060 860-4819

School of the Arts

School of the Arts D123 860-4730

Student Clubs and Organizations

Student I.D. Cards

Student Government

Student Life S201 860-4115

Student Newspaper

Brookhaven Courier B212 860-4787

Students 50+

Advising/Registration M203 860-4698/4807

Study Skills

Communications Lab J122 860-4782

Substance Abuse Prevention

Health Center S072 860-4195

Support Groups

Counseling Center S124 860-4626

Testing

Testing Center S080 860-4865

Texas Success Initiative Requirements

Admissions S045 860-4708
 Advising Center S113 860-4830
 Multicultural Center S136 860-4192
 Testing Center S080 860-4865
 College Learning Skills Lab J122 860-4782

Tickets

Parking/Police Department B200 860-4190
 Performance Events/Box Office C202 860-4118
 Special Events, Movie, Six Flags, etc./Cashier S060 860-4819

Transfer Information

Advising Center S113 860-4830
 Multicultural Center S136 860-4192

Transcripts

Admissions S052 860-4883/4884

Tuition/Refund

Payment/Cashier S060 860-4819
 Tuition Rates/Admissions S052 860-4883/4884

Tutorial Assistance

Tutor Coordinator S255 860-4199

Vending Machine Refund

Cashier S060 860-4819

Veterans Benefits Information

Financial Aid/Veterans Services S015 860-4681

Withdrawal

Admissions S052 860-4883
 Advising Center S113 860-4830
 Multicultural Center S136 860-4192

Workforce and Continuing Education, CEUs

WCE Division S040 860-4600

When Are They Open?

All phone numbers are area code 972

NOTE: Office hours are subject to change.

Office	Room Number	Phone Number
Accounting Help Desk	M132	860-4376
Hours are posted.		
Administrative Offices	Bldg. A	860-4700
M-F	8:30 a.m.-4:30 p.m.	
Admissions	S052	860-4883/4884
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	
Advising	S113	860-4830
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	
Automotive Technology	Q101	860-4189
M-Th	8:30 a.m.-5 p.m.	
F	8:30 a.m.-4 p.m.	
Automotive Lab	Q110	860-4180
M-Th	7:30 a.m.-3 p.m. 6-9 p.m.	
F	7:30 a.m.-2 p.m.	
Bookstore, on campus	S238	484-7652, Fax: 247-7633
M & T	8 a.m.-7 p.m.	
W & Th	8 a.m.-6 p.m.	
F	8 a.m.-3 p.m.	
Box Office	C202	860-4118
M-Th	1-5 p.m.	
F	1-3 p.m.	
Brookhaven Courier	B212	860-4787
M-F	8:30 a.m.-5 p.m.	
Business Studies Division	M110	860-4160
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	
Business Office	S060	860-4814
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	
Career Development Center	S065	860-4894
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	
Cashier	S060	860-4819
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	

Office	Room Number	Phone Number
Communications Division	L367	860-4555
M-Th	8:30 a.m.-8 p.m.	
F	8:30 a.m.-4:30 p.m.	
Communications/Computer Lab	J122	860-4782
M-Th	7:30 a.m.-8:45 p.m.	
F	7:30 a.m.-2:45 p.m.	
S	10 a.m.-2:45 p.m.	
Computer Information Technology Lab	K103	860-4746 or 860-4567
M-Th	9 a.m.-10 p.m.	
F	9 a.m.-2 p.m.	
S	9 a.m.-2 p.m.	
Counseling Center	S124	860-4830
M-Th	9 a.m.-6 p.m.	
F	9 a.m.-4:30 p.m.	
Disability Support Services	S124	860-4673
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	
Economics Lab	M130	860-4169
M-Th	9 a.m.-8:30 p.m.	
F	9 a.m.-3p.m.	
ESOL Lab	J105	860-4217
M-R	8:30 a.m.-9:30 p.m.	
F	8 a.m.-5 p.m.	
S	9 a.m.-4 p.m.	
ESOL Lab	J106	860-4328
M-R	9 a.m.-9 p.m.	
F-S	9 a.m.-4 p.m.	
Financial Aid / VA	S015	860-4110
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	
Food Service	S221	860-4357
M-Th	7:30 a.m.-1:30 p.m.	
F	7:30 a.m.-1:30 p.m.	
Health Center	S072	860-4195
M-Th	8:30 a.m.-8 p.m.	
F	8:30 a.m.-4:30 p.m.	
Health & Human Services Division	X1082	860-7869
M-F	8:30 a.m.-5 p.m.	

When Are They Open?

All phone numbers are area code 972

Office	Room Number	Phone Number
Human Resources Office	A235	860-4813
M-F	8:30 a.m.-5 p.m.	
Language Lab	J104	860-4726
M-Th	8 a.m.-9:30 p.m.	
F-S	10 a.m.-2 p.m.	
Library, LRC	L200-L350	860-4862
M-Th	8 a.m.-9:30 p.m.	
F	8 a.m.-3:30 p.m.	
S	10 a.m.-3 p.m.	
Marketing & Management Lab	M206	860-4173
M-Th	9 a.m.-3 p.m., 5-9 p.m.	
F	9 a.m.-noon	
Math Lab	K137	860-4759
M-Th	8:30 a.m.-8 p.m.	
F-S	9 a.m.-2 p.m.	
Math and Science Division	K224	860-4750
M-Th	8:30 a.m.-8 p.m.	
F	8:30 a.m.-4:30 p.m.	
Multicultural Center	S136	860-4192
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	
Office Technology	M128	860-4174
Hours are posted.		
Photography Lab	L116	860-4779
M-Th	9 a.m.-4:30 p.m.	
F	9 a.m.-1 p.m.	
Physical Education/ Athletic Department	T315	860-4120/4121
M-F	8:30 a.m.-5 p.m.	
Police Department	B200	911
	From off-campus:	860-4290
Open 24 hours a day, 7 days/week, 365 days/year		
Radiologic Sciences	X3036	860-4285
Registrar	S052	860-4883 / 4884
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	

Office	Room Number	Phone Number
School of the Arts	D123	860-4730
M-Th	8:30 a.m.-8 p.m.	
F	8:30 a.m.-5 p.m.	
School of the Arts Lab	D201/202	860-4744
Hours are posted		
Social Science Division	K240	860-4130
M-Th	8:30 a.m.-8 p.m.	
F	8:30 a.m.-4:30 p.m.	
Student I.D. Cards	S201	860-4115
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	
Student Life	S201	860-4115
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	
Testing Center	S080	860-4865
NOTE: The last test of the day is given one hour before closing.		
M-Th	7:30 a.m.-10 p.m.	
F	7:30 a.m.-3 p.m.	
S	8 a.m.-5 p.m.	
Visual Communications Labs	B213-B214	860-4351
M-Th	noon-1:30 p.m. 4:30 p.m.-7 p.m.	
F	11 a.m.-6 p.m.	
S	noon-7 p.m.	
Workforce & Continuing Education	S040	860-4600
M-Th	8:30 a.m.-7 p.m.	
F	8:30 a.m.-4:30 p.m.	
World Languages	L420	860-4770
M-Th	8 a.m.-8 p.m.	
F	8 a.m.-4:30 p.m.	
ESOL Lab Hours are listed on Page 22.		

DCCCD CORE CURRICULUM

TIER 1 – CORE FOUNDATIONS

Critical Reading and Writing

Select EACH of the following courses.

ENGL 1301, 3 credits

HIST 1301, 3 credits

Speaking and Listening

Select ONE of the following. 3-4 credits

SPCH 1311, 1315, 1321

ARAB 1311, 1312, 1411, 1412;

CHIN 1311, 1312, 1411, 1412;

FREN 1311, 1312, 1411, 1412;

GERM 1311, 1312, 1411, 1412;

GREE 1311, 1312, 1411, 1412;

ITAL 1311, 1312, 1411, 1412;

JAPN 1311, 1312, 1411, 1412;

KORE 1311, 1312, 1411, 1412;

LATI 1311, 1312, 1411, 1412;

PORT 1311, 1312, 1411, 1412;

RUSS 1311, 1312, 1411, 1412;

SGNL 1301, 1302;

SPAN 1311, 1312, 1411, 1412;

VIET 1311, 1312, 1411, 1412

Quantitative Reasoning

Select ONE of the following. 3-4 credits

MATH 1314/1414, 1316, 1324, 1325/1425, 1332, 1333, 1348, 1350, 1351, 2321/2421, 2342/2442, 2412, 2513, 2414, 2315, 2318/2418, 2320/2420, 2305

Wellness and the Human Experience

Select ONE of the following. 1-3 credits

ARTS 1311, 1312, 1313, 1316, 2313, 2316, 2326, 2333, 2336, 2341, 2346, 2348, 2356, 2366;

BIOL 1322; BUSI 1307; COMM 1316, 1318; DANC 1245, 1341, 1347, 1351; DRAM 1322, 1330, 1351;

ECON 1303; MUEN 1122, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1151, 1152, 1153, 2123, 2141;

MUSI 1116, 1181, 1183, 1192, 1263

PHED 1100, 1101, 1102, 1104, 1105, 1106, 1107, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1116, 1117, 1118,

1119, 1120, 1121, 1122, 1123, 1124, 1125, 1126, 1127, 1128, 1129, 1164, 1165, 1251, 1304, 1306, 1346;

SOCI 2301, 2340;

SPCH 2341;

TIER 2 – CORE DOMAINS

Qualitative Reasoning, Literacy and Research

Select the following. 3 credits

ENGL 1302

Self and Society

Select ONE of the following. 3 credits

ANTH 2302, 2346, 2351;

COMM 1307;

CRIJ 1301, 1307;

ECON 2301, 2302, 2311;

GEOG 1302, 1303, 2312;

GOVT 2304, 2311;

HIST 2321, 2322, 2327;

PSYC 2301, 2306, 2314, 2316;

SOCI 1301, 1306, 2306, 2319, 2336; TECA 1303, 1354

Select the following. 3 credits

GOVT 2301

Select ONE of the following. 3 credits

HIST 1302, 2301, 2328, 2381

Humanity, Creativity, and the Aesthetic Experience

Select ONE of the following. 3 credits

ARTS 1301, 1303, 1304;

DANC 2303;

DRAM 1310, 2361, 2366;

HUMA 1311, 1315;

MUSI 1306, 1308, 1309, 1310

Select ONE of the following: 3 credits

CUST 2370;

ENGL 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342, 2343, 2351;

HUMA 1302, 1305, 2319;

PHIL 1301, 1304, 1316, 1317, 2303, 2306, 2307, 2316, 2317, 2318, 2321

FOREIGN LANGUAGE

ARAB 2311, 2312;

CHIN 2311, 2312;

FREN 2311, 2312;

GERM 2311, 2312;

GREE 2311, 2312;

ITAL 2311, 2312;

JAPN 2311, 2312;

KORE 2311, 2312;

LATI 2311, 2312;

PORT 2311, 2312;

RUSS 2311, 2312;

SPAN 2311, 2312, 2321, 2322, 2323; 2324;

VIET 2311, 2312

Scientific Discovery and Sustainability

Select TWO of the following. 8 credits

ANTH 2401; BIOL 1406, 1407, 1408, 1409, 1411, 2401, 2402, 2406, 2416, 2420, 2421;

CHEM 1405, 1406, 1407, 1411, 1412, 2423, 2425;

ENVR 1401, 1402;

GEOL 1401, 1402, 1403, 1404, 1405, 1445, 1447;

PHYS 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426

TIER 3 – INTEGRATIVE LEARNING

Critical Issues in Local, National and Global Contexts

Select the following. 3 credits

GOVT 2302

Brookhaven College Save \$\$ on Textbooks

• Buy Books Early: Buy your textbooks early to obtain cheaper used



copies.

- Financial Aid: Check with the Financial Aid Office for grants, scholarships and financial aid.
Call 972-860-4110, Room S015.
 - Textbook Loan Program: Apply for textbook loans: \$250 per term (to be repaid in full a week after the last class date) at the Financial Aid Office.
Call 972-860-4110, Room S015.
 - Library Textbook Reserve: Study your course textbook in the library. Check at the Library Circulation Desk, Room L200, 972-860-4312 or online: <http://library.dcccd.edu/screens/opacmenu.html>
 - Textbook Semester Loan Programs: Investigate eligibility to borrow copies of textbooks for the semester through the Brookhaven Faculty Association Semester Textbook Loan Program.
Contact Nancy Barlow at nBarlow@dcccd.edu.
 - Textbook Sale Message Board: Buy (and sell) your books directly from another student through Student Life textbook message board, outside Student Life, Room S201.
 - Follett Bookstore Online: Order your books when you finish registering online through eConnect or order online at <http://www.bkstr.com>.
 - Follett Bookstore Buyback: Sell your textbook back at the bookstore at the end of the semester, Room S238.
- **Ask about the Rental program at Follett Bookstore.**

What Are You Doing This Weekend?

Do you want a degree, but can't quit your job?
Consider the three-day Weekend College at Brookhaven!

Take your choice:
Friday Evening, Saturday Morning,
Saturday Afternoon, Sunday Afternoon

MATH LAB

Are you taking a math course? How about some extra help?

Come by the Math Lab!

Bldg. K, Room K137

The math lab provides FREE tutoring and other resources including:

- Solution manuals and textbooks for use in the labs;
- video CD and DVD tutorials;
- computer tutoring software;
- additional tutoring support - especially for DMAT students

Spring 2011 Hours

Monday-Thursday, 9 a.m.-8 p.m.

Friday, 9 a.m.-2 p.m. – Saturday, 9 a.m.-4 p.m.

Join a Learning Community this Spring.

Learning communities are linked courses that students take together. Ask your advisor if one of these communities fits into your academic plan! Students in learning communities are 20 percent more likely to pass the courses and are less likely to withdraw. Many communities require one textbook instead of two, so costs are reduced.

You will benefit from a learning community, because it provides

- a more interconnected learning experience,
- participation in a community of students,
- a chance to work more closely with your professors in a shared content environment,
- the opportunity to make friends and form study groups with other students in the community,
- an increased rate of success and higher GPA for students than stand-alone courses.

Do you need some extra support?

Look for courses with a Human Development component, coded as HDEV. These courses offer study skills, testing strategies and other college tools that can lead to success in your learning community and other courses.



Questions?

Contact an advisor today!
bhcAdvising@dcccd.edu

Brookhaven College Student Code of Conduct

STUDENT CODE OF CONDUCT

Student rights and responsibilities: student conduct

PURPOSE

The purpose of policies about student conduct and discipline are to provide guidelines for the educational environment of Brookhaven College. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn, to grow, and to develop. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise these freedoms with responsibility.

DEFINITIONS

Definitions to be used in this policy are as follows:

1. "Designated administrator or DA shall mean an administrator or the officer or officers directly responsible for student affairs at Brookhaven College. See Policy DNA.

POLICY DNA: PERSONNEL POSITIONS: QUALIFICATIONS AND DUTIES

The District director of human resources is responsible for ensuring the accuracy and completeness of all job descriptions and is authorized to promulgate procedures to evaluate current and new jobs. (Refer to Compensation Guidelines for additional information.)

CONTRACTUAL DUTIES

In addition to such duties as may be specifically described in the employee's position description and employment agreement, each contractual employee shall also have the following duties:

FACULTY MEETINGS

1. Faculty meetings are regarded as a vital District-to-college, and college-to-college communication link. Attendance at such meetings is mandatory. Faculty members are required to arrange personal and professional commitments so that attendance at such meetings is possible.

COMMITTEE ASSIGNMENTS

2. Committee work is essential to the operation of an effective educational program. All faculty and administrative staff members are expected to participate in assigned committees and to carry out the specific purposes for which the committees were established. Contributions of instructional personnel through committee activities are considered to be one essential aspect of the contractual commitment.

COMMENCEMENT EXERCISES

3. Each college is responsible for setting up deadlines and procedures which will insure that proper academic regalia is secured for graduation exercises. The Brookhaven College President or designee will coordinate the commencement exercises.

EXTENDED-DAY ASSIGNMENTS

4. Members of the full-time faculty may be required to serve in the evening and/or weekend program as a part of their basic contractual duties.

OFFICE HOURS

1. A full-time faculty member shall maintain posted office hours of not less than five hours per week (or more if prescribed by the College President) being normally not less than one hour per day, Monday through Friday. Office hours for student conferences shall be scheduled at times reasonably calculated to maximize availability of the faculty member to his or her students.

2. A "student" shall mean one who is currently enrolled at Brookhaven College. This includes credit, non-credit, and dual credit students, regardless of method of delivery. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while

he or she is on the campus of any component institution.

3. "College-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.

4. A "college" or "institution" means Brookhaven College.

5. "College premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.

6. "Published college regulation or policy" means standards of conduct or requirements located in the:

- College catalog.
- Board of Trustees policies and administrative procedures manual.
- Student handbook.
- Any other official publication.

RESPONSIBILITY

Each student shall be charged with notice and knowledge of the contents and provisions of Brookhaven College's/DCCCD's policies, procedures, and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law (see policies FLBA, et. seq.), the following types of behavior shall be prohibited:

1. Intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.

2. Unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.

3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.

4. Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.

5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with Brookhaven College/District policies, regulations and procedures.

6. Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.

7. Intentionally or maliciously furnishing false information to the college.

8. Sexual harassment.

9. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.

10. Unauthorized use of computer hardware or software.

11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Brookhaven College/DCCCD Board of Trustees policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper.
- Using test materials not authorized by the person administering the test.
- All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.

Brookhaven College Student Code of Conduct

e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.

f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.

g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.

h. Bribing another person to obtain an unadministered test or information about an unadministered test.

POLICY FLBA: DRESS AND GROOMING

Students' dress or grooming may not materially and substantially interfere with normal school operations. *Calbillo v. San Jacinto Junior College*, 305 F.Supp. 857 (S.D. Tex. 1969)

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

12. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.

13. Theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.

14. Intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.

15. Failure to comply with the direction of Brookhaven College officials, including campus security/safety/police officers, acting in performance of their duties.

16. Violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.

17. Use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.

18. Unauthorized presence on or use of college premises.

19. Nonpayment or failure to pay any debt owed to the college with intent to defraud. (Appropriate personnel at Brookhaven College may be designated by college or District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily block admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the Designated Administrator for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by college personnel.)

20. Use or possession of an alcoholic beverage on college premises with the exception of:

a. specific beverage-related courses within the El Centro College food service program, or

b. a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

DISCIPLINE

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with FM below.

POLICY FM: AUTHORITY

Brookhaven College/District has inherent authority to maintain order and discipline students. It may discipline students for failing to abide by its standards of conduct. *Speake v. Grantham*, 317 F.Supp. 1253 (S.D. Miss. 1970)

Students who cause disorders and disrupt the school's educational environment may be disciplined. *Lansdale v. Tyler Junior College*, 318 F.Supp. 529 (E.D. Tex. 1970)

Students attending the Brookhaven College/District are subject to reasonable rules and regulations of the Board. *Foley v. Benedict*, 55 S.W.2d 805 (Tex. Comm. App. 1932); *Calbillo v. San Jacinto Junior College*, 305 F.Supp. 857 (S.D. Tex. 1969)

SUSPENSION

Brookhaven College/District may define offenses for which suspension (for the rest of the semester or for a longer period of time) may be imposed and determine whether the offense has been committed. Students are entitled to a fair notice or warning of what constitutes prohibited conduct. Students shall be given a fair opportunity to demonstrate innocence in a hearing before school officials. Students are entitled to due process in disciplinary hearings, including being given adequate notice of the hearing and definite charges in advance and the right to a fair hearing before an impartial tribunal. *Foley v. Benedict*, 55 S.W.2d 805 (Tex. Comm. App. 1932); *Cornette v. Aldridge*, 408 S.W.2d 935 (Tex. Civ. App. 1966); *Jenkins v. Louisiana State Board of Education*, 506 F.2d 992 (5th Cir. 1975); *Shamloo v. Mississippi State Board of Trustees, etc.*, 620 F.2d 515 (5th Cir. 1980)

EXPULSION OF CERTAIN FOREIGN STUDENTS

The Board may expel from the District any student who is a citizen of a country other than the United States attending the District under a nonimmigrant visa issued by Immigration and Naturalization Service and who is finally convicted of certain offenses defined by state law. Education Code 51.909(a.)

A "violation" means an act or omission which is contrary to a published college regulation or policy.

Sanctions for violations of prohibited conduct for (1) through (6) may result in expulsion; for (7) through (13) may result in suspension; for (14) through (20) may result in sanctions other than expulsion or suspension.

Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

"Aggravated violation" means a violation which resulted or foreseeable could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

DISCIPLINE AND PENALTIES

Interpretation of Regulations: Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

Inherent Authority: The college reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

STUDENT PARTICIPATION

Students are asked to assume positions of responsibility in the college judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the Brookhaven College administration and in the DCCCD Board of Trustees.

Brookhaven College Student Code of Conduct

STANDARDS OF DUE PROCESS

Students who allegedly violate Brookhaven College/District policy are entitled to fair and equitable proceedings. The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the college may result.

ACCOUNTABILITY

Students may be accountable to both civil authorities and to the college for acts that constitute violations of law and this code. Disciplinary action at the college shall normally proceed during the pendency of criminal proceedings and shall not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. Students who participate in a college course through the R. Jan LeCroy Center for Educational Telecommunications are subject to the code of student conduct and are assigned a college for that purpose.

DISCIPLINARY PROCEEDINGS INVESTIGATION, CONFERENCE AND COMPLAINT

When the Brookhaven College Designated Administrator receives information that a student has allegedly violated a published college regulation or policy, the Designated Administrator shall investigate the alleged violation, which may include a discussion with a student. After completing the preliminary investigation, the Designated Administrator may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student; or
2. Proceed administratively, which includes a summons, conference, and disposition.
3. Upon appeal, prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.
4. The Designated Administrator will notify the individual who filed the complaint of the disposition of the complaint. If the Designated Administrator dismisses the allegation, the individual may appeal, in writing, to the President of Brookhaven College within five working days after disposition.

The Brookhaven College President or a designee may suspend a student immediately and without prior notice for an interim period pending disciplinary proceedings, when there is evidence that the continued presence of the student on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions. A student who is suspended on an interim basis shall be given an opportunity to appear before the president or a designee within five working days from the effective date of the interim suspension. A hearing with the President shall be limited to the following issues only:

1. The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions.

After the hearing, the Brookhaven College President or designee may modify the interim suspension as reasonable to protect the student, public, and college.

No person shall search a student's personal possessions for the purpose of enforcing this code unless the student's prior permission has been obtained or unless a law enforcement officer conducts the search as authorized by law.

SUMMONS

The Brookhaven College Designated Administrator shall summon a student regarding an alleged violation of this code by sending the student a letter. The letter shall be sent by certified mail, return receipt requested, addressed to the student at his or her last known address as it appears in the records of the Admissions/Registrar's Office or shall be delivered personally to the student.

The letter shall direct a student to appear at a specific time and place not less than five working days after the date of the letter, unless the student can show good cause as prescribed below. The letter shall describe briefly the alleged violation and cite the published college regulation or policy which allegedly has been violated.

The Designated Administrator has authority to place a student on disciplinary probation if the student fails, without good cause, to comply with a letter of summons, or to apply sanctions against the student as provided in this code.

DISPOSITION

At a conference with a student in connection with an alleged violation of this code, the Designated Administrator shall provide the student with a copy of this code and discuss administrative disposition of the alleged violation.

1. If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, and the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5 p.m. of the day following administrative disposition. Failure to return this form, waives the student's right to appeal.
2. If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The Designated Administrator shall note the date of refusal in writing and the student shall acknowledge in writing such date.
3. Administrative disposition means:
 - a. The voluntary acceptance of the penalty or penalties provided in this code.
 - b. Other appropriate penalties administered by the Designated Administrator.
 - c. Without recourse by the student to hearing procedures provided herein.

The Designated Administrator shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the director of the Brookhaven College Police Department, to the complainant, and to other appropriate officials.

DISCIPLINE AND PENALTIES: DISCIPLINE HEARINGS PROCEDURE HEARING COMMITTEE

When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the student discipline committee. The hearing request must be made to the President of Brookhaven College in writing, on or before the sixth working day after the date of refusal of administrative disposition. The committee shall be composed of equal numbers of students, administrators, and faculty of the college. The committee and its chair shall be appointed by the President for each hearing on a rotating basis or on the basis of availability. The committee chair will be selected from the administration or faculty.

The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.

The chairman shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.

Brookhaven College Student Code of Conduct

The Designated Administrator shall represent the college before the student discipline committee and present evidence to support any allegations of violations.

NOTICE

The committee chairman shall notify the student of the date, time, and place for the hearing by sending the student a letter by certified mail, return receipt requested, addressed to the student at his or her address appearing in the Admissions/Registrar's Office records. The letter shall specify a hearing date not less than five nor more than 10 working days after date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.

The chairman may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time, and place.

CONTENT OF NOTICE

The notice shall advise the student of the following rights:

1. To a private hearing or a public hearing (as he or she chooses).
2. To appear alone or with legal counsel if the alleged violation subjects the student to expulsion or suspension. The role of legal counsel is limited as provided in the code.
3. To have a parent or legal guardian present at the hearing.
4. To know the identity of each witness who will testify.
5. To cause the committee to summon witnesses, and to require the production of documentary and other evidence possessed by the college.
6. To cross-examine each witness who testifies.

FAILURE TO COMPLY WITH NOTICE

A student who fails to appear after proper notice and without good cause will be deemed to have pleaded guilty to the violation pending against the student. The committee shall impose appropriate penalty and notify the student in the same manner as the notice of hearing.

ROLE OF LEGAL COUNSEL

Legal counsel who represents a student in a hearing where the alleged violation subjects the student to expulsion or suspension is limited to advising and assisting the student. This limitation means that legal counsel shall not cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. The same preceding limitation applies to counsel who represents the college. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject the student to expulsion or suspension.

PRELIMINARY MATTERS

Charges arising out of a single transaction or occurrence, against one or more students, may be heard together, or, upon request by one of the students-in-interest, separate hearings may be held.

There will be disclosure of all evidence to both sides prior to the hearing.

At least by noon, five full working days before the hearing date, the student concerned shall furnish the committee chairman with:

1. The name of each witness he or she wants summoned and a description of all documentary and other evidence possessed by the college which he or she wants produced.
2. An objection that, if sustained by the chairman of the student disciplinary committee, would prevent the hearing.

3. The name of the legal counsel, if any, who will appear with the student.

4. A request for a separate hearing, if any, and the grounds for such a request.

HEARING PROCEDURE

The hearing shall be conducted by the chairman who shall provide opportunities for witnesses to be heard. The college will be represented by legal counsel if the student is represented by legal counsel in a hearing where the student is subject to expulsion or suspension.

If a hearing may result in expulsion or suspension of a student, the college will have a court reporter present to transcribe the proceedings. If a hearing will not result in expulsion or suspension of a student, legal representation is not permitted and recording of the hearing by any means is not permitted unless authorized by law.

If the hearing is a private hearing, the committee shall proceed generally as follows:

1. Persons present shall be the complainant, the Designated Administrator, and the student with a parent or guardian if desired.
2. Before the hearing begins, the Designated Administrator or the student may request that witnesses remain outside the hearing room.
3. The Designated Administrator shall read the complaint.
4. The Designated Administrator shall inform the student of his or her rights, as stated in the notice of hearing.
5. The Designated Administrator shall present the college's case.
6. The student may present his or her defense.
7. The Designated Administrator and the student may present rebuttal evidence and argument.
8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

If the hearing is a public hearing, the committee shall proceed generally as follows:

1. Persons present shall be the complainant, the Designated Administrator, and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:
 - a. Brookhaven College Faculty association.
 - b. Brookhaven College student and employee newspaper.
 - c. Brookhaven College President.
- Other persons may attend based on the seating available. The chairman may limit seating accommodations based on the size of the facilities.

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2. Before the hearing begins, the Designated Administrator or the student may request that witnesses remain outside the hearing room.

3. The Designated Administrator shall read the complaint.

4. The Designated Administrator shall inform the student of his or her rights, as stated in the notice of hearing.

5. The Designated Administrator shall present the college's case.

6. The student may present his or her defense.

7. The Designated Administrator and the student may present rebuttal evidence and argument.

8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.

9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.

10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

EVIDENCE

Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Advising and Counseling Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, presented by the Designated Administrator, that the student violated a published college regulation or policy.

All evidence shall be offered to the committee during the hearing.

A student defendant may choose not to testify against himself or herself. The committee will make a determination based on the evidence presented.

RECORD

The hearing record shall include: a copy of the notice of hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and other materials considered by the committee; and the committee's decisions.

PETITION FOR ADMINISTRATIVE REVIEW

A student is entitled to appeal in writing to the Brookhaven College President who may alter, modify, or rescind the finding of the committee and/or the penalty imposed by the committee. A student is ineligible to appeal if the penalty imposed by the appeals committee is less than suspension or expulsion. The President shall automatically review every penalty of expulsion. Sanctions will not be imposed while appeal is pending.

A student is entitled to appeal in writing to the DCCCD Board of Trustees through the Brookhaven College President, the DCCCD Chancellor, and the Chairman of the Board. An appeal from the student discipline committee is by review of the record (not de novo).

A petition for review is informal but shall contain, in addition to the information required, the date of the student discipline committee's action and the student's reasons for disagreeing with the committee's action. A student shall file his or her petition with the Brookhaven College President on or before the third working day after the day the discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the DCCCD Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student wishes to petition the Board, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

The President, the Chancellor, and the Board in their review may take any action that the student discipline committee is authorized to take; however, none may increase the penalty. They may receive written briefs and hear oral argument during their review.

The President, Chancellor, and Board shall modify or set aside the finding of violation, penalty, or both, if the substance rights of a student were prejudiced because of the student discipline committee's finding of facts, conclusions, or decisions that were:

1. In violation of federal or state law or published college regulation or policy;

2. Clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or

3. Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

AUTHORIZED DISCIPLINARY PENALTIES

The DA or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

1. An "admonition" means a written reprimand from the Designated Administrator to the student on whom it is imposed.

2. "Warning probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.

3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of identification card, creating a disturbance in or on college premises, and gambling.

4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.

5. "Bar against readmission" may be imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.

6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

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7. "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.

8. "Suspension of eligibility for official athletic and nonathletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities as illustrated by, but not limited to, the following: having intoxicating beverages in any college facility, with the exception of specific beverage-related courses within the El Centro College food service program; giving false information in response to requests from Brookhaven College and the DCCCD; instigating a disturbance or riot; stealing, any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act that is classified as a misdemeanor or felony under state or federal law.

9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

10. "Suspension from the college" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.

11. "Expulsion" is permanent severance from the college.

A sanction imposed at one college shall apply to all colleges of the College District.

STUDENT CONDUCT: HAZING

Summary of Chapter 37, Subchapter F of the Texas Education Code

State law prohibits hazing by any person or organization and provides punishment by fines and/or imprisonment, as appropriate. A person's consent to hazing is not a defense to criminal prosecution. A person may commit the offense of hazing either directly or indirectly. Indirect acts include recklessly permitting hazing to occur or failure to report first hand knowledge of planned or past hazing.

Hazing means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.

STUDENT GRIEVANCE PROCEDURE DEFINITION

A student grievance is a college-related problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. A grievance also includes discrimination on the basis of race, color, religion, national origin, sex, disability of age.

SCOPE

The student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College. This student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, and then by the division dean. If a

student is not satisfied, the student may appeal the decision, in writing, to the appropriate vice president. If still not satisfied, the student may pursue the appeal to the College President whose decision is final.

SEXUAL HARASSMENT

The student grievance procedure is not applicable to complaints of sexual harassment. All students may report complaints of sexual harassment informally to the Brookhaven College human resources director, Terri Edrich at 972-860-4825, or to the vice president for student development at 972-860-4832. Students may also report complaints formally to the DCCCD vice chancellor of educational affairs as provided in the sexual harassment procedure.

INFORMAL PROCEDURES

Students who wish to file a Brookhaven College-related grievance should, but are not required to discuss it with the College employee most directly responsible for the condition which brought about the alleged grievance. If the grievance is not resolved to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the administrative offices to determine the next level of authority. If an appeal does not resolve the grievance, the student may proceed to the appropriate vice president with a written presentation of the grievance.

If the vice-presidential level of appeal does not prove satisfactory to the student, the student may seek review under the formal procedures below.

OTHER PROCEDURAL MATTERS

If a student files a grievance informally by discussing it with the college employee most directly responsible, etc., the following procedures apply. The student shall discuss the grievance fully at each level in the process. At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. Each level may seek the appropriate authority, if necessary, to resolve the grievance. The entire informal procedure should take no longer than 30 days.

FORMAL PROCEDURES

Procedures for appeals are as follows:

1. A student who wishes a grievance to be heard by an appeal committee must submit a request in writing to the Brookhaven College Executive Vice President of Instruction and Student Support (Executive Vice President for Instruction and Student Support) or the Executive Dean of Student Support Services.

2. The Executive Vice President for Instruction and Student Support or responsible employee will convene and chair the appeal committee.

3. The appeal must be heard by the committee within ten class days of the request unless extended with the agreement of both the student and the Executive Vice President for Instruction and Student Support or responsible employee.

4. The committee will be ad hoc and will consist of two students, two faculty members, and one staff member who is either an administrator or a noncontractual employee. It is the responsibility of the College President or designee to appoint all committee members and the appointor shall examine each member to ensure their impartiality.

5. The appeal committee will make findings and send its decision to the College President. A grievant may seek review of an adverse decision through the President. The decision of the President shall be final.

BOARD ACTION

By law, the DCCCD Board of Trustees is not required to take any action concerning a grievance, but is required to listen if the grievance is presented at a public meeting.

Brookhaven College Student Code of Conduct

APPEAL COMMITTEE PROCEDURES

1. If a student requests a hearing by an appeal committee, a grievance must be in writing and contain:

- a. the student's name and address;
- b. the nature of the grievance, including the date it occurred;
- c. the corrective action sought;
- d. any other relevant information.

2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event or occurrence. The entire formal procedure should take no longer than 30 days.

3. In conducting the appeal committee hearing, the Executive Vice President for Instruction and Student Support or responsible employee is authorized to:

- a. require any student or employee to provide a written statement along with any documents concerning the events and circumstances that may have given rise to the grievance;
- b. require any student or employee to appear and testify;
- c. question each individual who testifies; and
- d. copy all documents.

This is not an adversarial proceeding. The Executive Vice President for Instruction and Student Support or responsible employee shall conduct a hearing in a professional and cooperative manner and all participants are expected to do likewise.

4. Failure to comply with a summons or order from the Executive Vice President for Instruction and Student Support or responsible person may result in disciplinary action.

5. The appeal committee shall base its decisions during a hearing and make a recommendation upon the common sense and good judgement of a reasonable person.

6. The Executive Vice President for Instruction and Student Support or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.

7. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witness (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.

COORDINATORS

Coordinator for the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (Title II) and Education Amendments of 1972 (Title IX) include:

George T. Herring-Vice President of Business Services, Section 504 and Title II Coordinator

Lynne Levesque-Athletic Director, Title IX Coordinator

COMPUTER USE POLICY

Purpose of Computer Use Policy: Brookhaven College and the DCCCD are committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, Brookhaven College/DCCCD encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The District also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, Brookhaven College/DCCCD encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information.

Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, Brookhaven College's/DCCCD's policies concerning computing use.

The Chancellor is authorized to promulgate policies and procedures to implement this policy. Refer to the Business Procedures Manual for additional information.

Use of Brookhaven College/District Resources

Use of District computing resources and facilities requires that individual users act in compliance with District policies and procedures, and failure to comply may result in restriction or revocation of access to District resources. Computing "resources and facilities" include, but are not limited to District and college-owned host computer systems, networks, peripheral equipment (such as modems, terminals and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks and the like), and all computer communications controlled, administered, or accessed directly or indirectly by Brookhaven College/DCCCD or by any user. Brookhaven College/DCCCD provides users with an account that permits use of the computing resources and facilities within policies and procedures established by Brookhaven College/DCCCD. Any person who uses District computing resources and facilities through District-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by Brookhaven College/DCCCD.

Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal and international), District policies and procedures, and contractual agreements. The District reserves the right to limit, restrict or deny computing resources and facilities for those who violate District policies, procedures, or local, state or federal laws.

Freedom of Expression

Censorship is not compatible with the goals of Brookhaven College/DCCCD. The District shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality. Access to information by a user may be blocked at the request of that user, or at the request of a minor user's parent.

Privacy

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as Brookhaven College/DCCCD. Issuance of a password or other means of access is to assure appropriate confidentiality of District files and information. It is not a guarantee of privacy nor a license for abuse or improper use of Brookhaven College's/ DCCCD's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated District officials, or required by law.

Intellectual Property

All members of Brookhaven College/DCCCD community should be aware that property laws apply to the electronic environment. Users must abide by all software licenses. District copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise.

Brookhaven College Student Code of Conduct

Unless permission of the author is obtained, utilization of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law.

Criminal and Illegal Acts

Computing resources of Brookhaven College/DCCCD, which include the hardware, software and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate District authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion or sex.

Authorized Use

Computing resources are provided by Brookhaven College/DCCCD to accomplish tasks related to Brookhaven College's/DCCCD's mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use.

Incidental personal use of computing resources is acceptable if the use:

1. imposes no measurable cost on Brookhaven College/DCCCD;
2. is not harmful to Brookhaven College/DCCCD;
3. is not a hindrance to the daily operations of Brookhaven College/DCCCD; and
4. has no adverse effect upon an individual's job or educational performance.

Unauthorized Use

Unauthorized use of Brookhaven College's/DCCCD's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other District users; or unauthorized encryption. Refer to the Business Procedures Manual for additional information.

Individual Responsibility for Use of Computing Resources and Facilities

All members of Brookhaven College/DCCCD community will use these resources and facilities in accordance with Brookhaven College/DCCCD policies and procedures as well as all laws. Failure to fulfill these responsibilities may lead to the cancellation of computer access, other disciplinary action by Brookhaven College/DCCCD and/or referral to legal and law enforcement agencies, in accord with existing District policies and procedures. Individuals using Brookhaven College's/ computing resources or facilities shall:

1. Use District computing resources and facilities in accord with this policy, and respect the rights of other computer users by complying with laws, license agreements and contracts.
2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate use of computing facilities prevent others from using these resources.
3. Use of District computing accounts must be limited to authorized purposes. Use of District-owned resources and facilities shall be limited to District-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.

4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek, read, provide, remove, reconfigure or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or Brookhaven College/DCCCD without the permission of those other computer users or Brookhaven College/DCCCD. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.

5. Report improper use of computer resources and facilities which may include:

- a. breach of computer security;
- b. unauthorized access to computing resources;
- c. release of password or other confidential information on computer security;
- d. harmful access;
- e. alteration, damage, or destruction of data;
- f. injection of a destructive computer virus;
- g. invasion of privacy;
- h. reading files without authorization; or
- i. criminal and illegal acts.

6. Comply with requests concerning computing from the system operator.

7. Report any incidents of harassment using District computing resources and facilities in accord with Brookhaven College's/ policy. It may be harassment if the behavior:

- a. is unwelcome;
 - b. interferes with the user's ability, or the ability of others to work or study;
 - c. creates an intimidating, hostile or offensive environment.
- Alternatively, users may file a grievance through appropriate channels.

8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via District computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (eg, BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through Brookhaven College/DCCCD systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

Computer Software and Copyright Law

The District respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to District policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action. District regulations and procedures will establish guidelines for the use of computer resources and local area networks.

Brookhaven College Student Code of Conduct

Computer Software Policy

It is the policy of the Brookhaven College/DCCCD to respect the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication or copying of computer software or documentation is contrary to Brookhaven College/DCCCD policy and is a violation of the law. Violators are subject to both civil and criminal penalties and/or disciplinary action. Students may use individually owned software on Brookhaven College/DCCCD computers only if the user can provide proof of a license from the copyright owner or will sign a statement to that effect. Additionally, installation of any individually software may need to first be approved by the appropriate college official. Students may have access to computer networks only to further the institutional goals of the Brookhaven College/DCCCD.

COMMUNICABLE DISEASE POLICY

Purpose: The DCCCD Board acknowledges the serious threat to our community and nation posed by the AIDS epidemic. This policy and other procedures developed by the DCCCD Chancellor shall emphasize educating employees and students concerning AIDS and managing each case of AIDS individually with sensitivity, flexibility, and concern for the individual as well as employees and students. In addition, this policy defines and addresses other communicable diseases which from time to time arise in the colleges and District among students and employees.

Philosophy: The District's decisions concerning a person who has a communicable disease shall be based upon current and well-informed medical judgement which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable risks and available alternatives to respond to a student or employee with a communicable disease.

Nondiscrimination

Students: No student will be required to cease attending a college or participating in college functions solely on the basis of diagnosis of a communicable disease.

Employees: An employee who has a communicable disease will be treated in the same manner as other employees who have other illnesses or injuries.

Confidentiality

The District shall comply with applicable statutes and regulations which protect the privacy of persons who have a communicable disease.

Education

The Chancellor shall develop and maintain a comprehensive educational program regarding HIV infection for students and employees. The Brookhaven College Communicable Disease Coordinator. The coordinator shall be a registered nurse who has received training in communicable diseases, particularly HIV infection. A student or employee who has a communicable disease is strongly encouraged to report the disease to the coordinator.

Counseling

The Communicable Disease Coordinator shall refer students and employees to sources of testing for HIV infection and counseling upon voluntary request. An individual shall bear the expenses of such testing and counseling.

FIREARMS POLICY

Firearms are strictly forbidden upon any campus (including all buildings and grounds) and all other locations owned, operated or leased by the Brookhaven College/DCCCD. This prohibition applies to any person including a person who processes a license to carry a handgun under the Concealed Handgun Law.

STUDENT RIGHT TO KNOW ACT

Under the terms of the Student Right to Know Act, the Brookhaven College/DCCCD maintains and updates on an annual basis, student persistence, graduation rates, transfer rates and other relevant statistics. To obtain copies of these reports, contact Brookhaven College/DCCCD Office of Research or visit the college Web site at www.BrookhavenCollege.edu and click on "Campus Security Report" under the letter "C."

Campus crime statistics may be obtained from Brookhaven College Police Department, Bldg. B, Room B200. (Published in compliance with the Student Right-to-Know and Campus Security Act; Public Law 101-542.)

Brookhaven College policies are subject to change by the DCCCD Board of Trustees. For official DCCCD policies, please see the Board Policy Manual maintained by the Texas Association of School Boards.

Brookhaven College Mission Statement

At Brookhaven College, a public, open-door, two-year institution dedicated to student success, we provide quality educational programs by offering a broad range of programs, learning opportunities and experiences. We prepare our students to value the individuals and organizations within our diverse community and to face the challenges as responsible and productive members of society. We achieve our mission through our goals and strategic directions.

The purpose and goals of Texas public community colleges is as set forth in Education Code 130.003, as follows:

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. Freshman and sophomore courses in arts and sciences;
4. Continuing adult education programs for occupational or cultural upgrading;
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. Workforce development programs designed to meet local and statewide needs;
8. Adult literacy and other basic skills programs for adults; and
9. Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of postsecondary education in Texas.





BROOKHAVEN COLLEGE BOOKSTORE

3939 Valley View Lane
972-484-7652

www.bhcdccd.bkstr.com



*Valid on rental titles. Based on average savings vs new book price. See store for details.

**Join the Brookhaven Active
Adult Student Club**



We're a group of students 50+ years of age who like to travel, have fun, meet new people and keep our brains growing. We have a general membership meeting the third Friday of each month. Stop by and visit!

For more information on the spring happenings, call DeBorah at 972-860-4807 or e-mail:

DeBorah@dccd.edu

We're looking forward to meeting you!
JOIN US TODAY!



The Brookhaven Courier

The student newspaper is your source for college news.

Campus News • Entertainment • Letters to the Editor • Bears Sports

News tip?

Call 972-860-4787, fax to 972-860-4142, or
send an e-mail to: *bhcCourier@dccd.edu*

eConnect

Register now for spring! Plan ahead next for summer!

Check to see if you are eligible for online registration through eConnect, <http://eConnect.dccd.edu>.

Campus Map



Campus Directory

Office	Room	Office	Room
Admissions	S052	Head Start Center	Bldg. E
Advising Center	S113	Health Center	S072
Automotive Technology Division	Q100	Health and Human Services Division	X1082
Bookstore, on campus	S238	Human Development	K240
Box Office	C202	Human Resources	A224
<i>Brookhaven Courier</i> (student newspaper)	B212	Library, LRC	L200-L350
Business Office	S060	Mathematics and Science Division	K224
Business Studies Division	M110	Multicultural Center	S136
Cafeteria/Treetop Café	S221	Physical Education, Athletics and Nutrition Division	T315
Career Development Center	S065	Police Department	B200
Cashier	S060	School of the Arts	D123
Communications Division	L367	Social Science Division	K240
Communications Lab	J122	Student Life	S201
Counseling Center	S124	Testing Center	S080
Disability Support Services	S124	Veterans Services	S015
Financial Aid	S015	Workforce and Continuing Education Division	S040
Geotechnology Institute, EMGI	Bldg. H	World Languages	L420

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Brookhaven College is proud to be an Hispanic-Serving Institution with more than 25 percent Hispanic student enrollment since 2006. Educational and employment opportunities are offered by Brookhaven College without regard to race, color, age, religion, national origin, sex, disability, sexual orientation or genetic information. Brookhaven College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Brookhaven College. The three-fold purpose for publishing the Commission's address and contact numbers is to enable interested constituents (1) to learn about the accreditation status of Brookhaven College, (2) to file a third-party comment at the time of Brookhaven College's decennial review, or (3) to file a complaint against Brookhaven College for alleged non-compliance with a standard or requirement. Normal inquiries about Brookhaven College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Brookhaven College and not to the Commission's office. M&PI Office, #1011051, Dec. 2010, tw.