



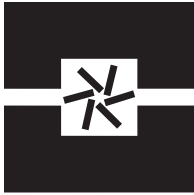
Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

*Student Handbook | Calendar 2012-2013*



[www.BrookhavenCollege.edu](http://www.BrookhavenCollege.edu)



# Brookhaven College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 2012-2013 Student Life Calendar/Handbook

<b>Property of:</b> _____
<b>Address:</b> _____
<b>Phone Number:</b> _____ <b>Email:</b> _____
<b>In case of emergency, please notify:</b>
<b>Name:</b> _____ <b>Phone Number:</b> _____

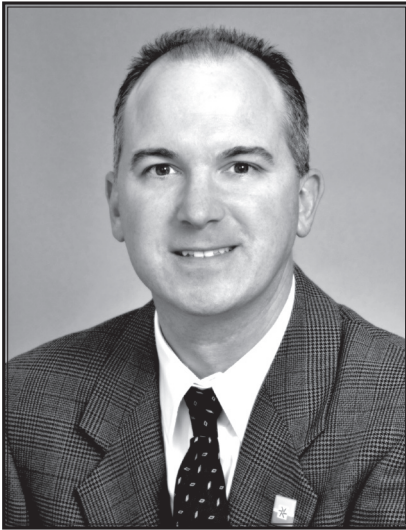
The information in this book was the best available at press time.  
For up-to-date information and changes, please visit our website,  
contact the Student Life Office at 972-860-4115 or  
email [bhcStudentLife@dcccd.edu](mailto:bhcStudentLife@dcccd.edu).

3939 Valley View Lane | Farmers Branch, Dallas, TX 75244-4997  
[www.BrookhavenCollege.edu](http://www.BrookhavenCollege.edu) | 972-860-4700

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## WELCOME FROM THE PRESIDENT



Welcome to the new academic year at Brookhaven College.

You have chosen to attend Brookhaven at an exciting time in our college's history. Like the thousands of Bears who have preceded you, you no doubt recognize our academic excellence, our unmatched affordability, our student-centered pathways to rewarding careers and university transfer programs, and our commitment to serving our local and global communities.

Your time at Brookhaven College will be enhanced and made more valuable through a remarkable team of over 1000 faculty and staff who work together to create not only an excellent learning environment, but also a extensive menu of support services, activities, events and other uniquely Brookhaven opportunities that will enrich your experience. You will be invited to engage often—in and outside of the classroom. You should expect to be challenged; then, rise to the challenge.

Take advantage of all that Brookhaven has to offer. Join a club (or two). Try your hand at writing for the *Courier*—our college newspaper. Cheer our nationally renowned athletic teams to victory. Attend every play, speaker series, musical performance, rally, gallery show, and free food function that you can squeeze into your busy schedule. Read, reflect, and relax in our picturesque outdoor spaces and indoor study coves. You will experience immediate impact and lifelong rewards.

I look forward to seeing you on campus now and on the commencement stage one day soon.

Sincerely,

A handwritten signature in black ink that reads "Thom D. Chesney". The signature is written in a cursive style with a long horizontal flourish at the end.

Dr. Thom D. Chesney  
President

# CAMPUS QUICK CALL

All phone numbers are area code 972

Office (Room Number) . . . . .	Phone	Office (Room Number) . . . . .	Phone
Accounting Help Desk (M132) . . . . .	860-4376	Health & Human Services Division (X1082) . . . . .	860-7869
Administrative Offices (Bldg. A) . . . . .	860-4700	Human Resources Office (A235) . . . . .	860-4813
Admissions (S052) . . . . .	860-4883 / 4884	Language Lab (J104) . . . . .	860-4726
Advising (S113) . . . . .	860-4830	Library, LRC (L200-L350) . . . . .	860-4862
Automotive Technology (Q101) . . . . .	860-4189	Marketing & Management Lab (M206) . . . . .	860-4173
Automotive Lab (Q110) . . . . .	860-4180	Math Lab (K137) . . . . .	860-4605
Bookstore, on campus (S238) . . . . .	484-7651	Math and Science Division (K224) . . . . .	860-4750
<i>Fax:</i> . . . . .	247-7633	Multicultural Center (S136) . . . . .	860-4192
Box Office (C202) . . . . .	860-4118	Office Technology (M128) . . . . .	860-4174
Brookhaven Courier (T241) . . . . .	860-4787	Photography Lab (L116) . . . . .	860-4779
Business Studies Division (M110) . . . . .	860-4160	Physical Education/ Athletic Department (T315) . . . . .	860-4120/4121
Business Office (S060) . . . . .	860-4814	Police Department (B200) . . . . .	911
Career Development Center (S065) . . . . .	860-4894	<i>From off-campus:</i> . . . . .	860-4290
Cashier (S060) . . . . .	860-4819	Radiologic Sciences (X3036) . . . . .	860-4285
Communications Division (L367) . . . . .	860-4555	Registrar (S052) . . . . .	860-4883 / 4884
Communications/Computer Lab (J122) . . . . .	860-4782	School of the Arts (D123) . . . . .	860-4730
Computer Information Technology Lab (K103) . . . . .	860-4955	School of the Arts Lab (D201/202) . . . . .	860-4744
Counseling Center (S124) . . . . .	860-4830	Social Science Division (K240) . . . . .	860-4130
Disability Support Services (S124) . . . . .	860-4673	Student I.D. Cards (S201) . . . . .	860-4115
Economics Lab (M130) . . . . .	860-4169	Student Life (S201) . . . . .	860-4115
ESOL Lab (J105) . . . . .	860-4217	Testing Center (S080) . . . . .	860-4865
(J106) . . . . .	860-4328	Veteran Services (S124) . . . . .	860-4674 / 4672
Financial Aid (S015) . . . . .	860-4110	Visual Communications Labs (B213-B214) . . . . .	860-4351
Food Service (S221) . . . . .	860-4544	Workforce & Continuing Education (S040) . . . . .	860-4600
Health Center (S072) . . . . .	860-4195	World Languages (L420) . . . . .	860-4770

# INSTRUCTIONAL DIVISIONS

## **Business Studies**

Dean: Sandy Wyche: 972-860-4160 | [bhcBusinessStudies@dccd.edu](mailto:bhcBusinessStudies@dccd.edu)

Accounting | Automotive Technology | Business Administration  
Business Office Systems and Support | Computer Information Systems/Computer Science  
Economics | International Business | Management | Marketing | Students 50+  
Visual Communications

## **Communications**

Dean: Kendra Vaglianti: 972-860-4555 | [bhcCommDiv@dccd.edu](mailto:bhcCommDiv@dccd.edu)

Developmental Reading | Developmental Writing | English | Journalism | Photography  
Speech | Student Publications | Tutoring

## **Health and Human Services**

Dean: Juanita Flint: 972-860-4870 | [bhcHHServices@dccd.edu](mailto:bhcHHServices@dccd.edu)

Child Development | EDUC 1300 | EMS/Paramedicine | Nursing | Radiologic Science

## **Mathematics and Science**

Dean: Doris Rousey: 972-860-4750 | [bhcScienceMath@dccd.edu](mailto:bhcScienceMath@dccd.edu)

Astronomy | Biology | Chemistry | Developmental Mathematics | Geology  
Geospatial Technology | Mathematics | Physics

## **Physical Education, Athletics and Nutrition**

Dean: Rick Maxwell: 972-860-4120 | [bhcPhysicalEd@dccd.edu](mailto:bhcPhysicalEd@dccd.edu)

Athletics | Nutrition | Physical Education

## **School of the Arts**

Dean: Rick Maxwell: 972-860-4730 | [BCSA@dccd.edu](mailto:BCSA@dccd.edu)

Cultural Studies | Dance | Drama | Fine Arts | Humanities | Music

## **Social Science**

Dean: Sam Govea: 972-860-4130 | [bhcSocialScience@dccd.edu](mailto:bhcSocialScience@dccd.edu)

Anthropology | Criminal Justice | Geography | Government | History  
Human Development | Philosophy | Psychology | Religion | Sociology

## **World Languages**

Dean: Grant Sisk: 972-860-4770 | [bhcWorldLanguages@dccd.edu](mailto:bhcWorldLanguages@dccd.edu)

American Sign Language | Chinese | English for Speakers of Other Languages (ESOL)  
French | German | Italian | Korean | Spanish

## IMPORTANT DATES FOR FALL 2012

### Aug. 26

100 percent refund period ends for 16-week courses

### Aug. 27

Courses begin

### Aug. 31

TIP – LAST DAY to apply

### Sept. 3

Labor Day Holiday – CAMPUS CLOSED

### Sept. 10

No refund for residency changes will be issued after this date

LAST DAY to drop 16-week course without a “W”

*Students enrolled in courses of shorter duration than 16 weeks, or that begin after Aug. 27, should check with the instructional division office of that course to learn what the last day is to drop with a “W.”*

### Sept. 12

Quick THEA+ test administered

\*70 percent refund period ends for 16-week courses

*\*Applies only to courses that begin Aug. 27-31.*

*\*Refund is based on total tuition charged. If using the Tuition Installment Plan, refund is based on total tuition, not what has been paid.*

### Sept. 18

\*\*25 percent refund period ends for 16-week courses

*\*Applies only to courses that begin Aug. 27-31.*

*\*\*Refund is based on total tuition charged. If using the Tuition Installment Plan, refund is based on total tuition, not what has been paid.*

### Sept. 22

Career Fair, Student Services Center, 10 a.m.-2 p.m.

### Sept. 27

TIP: first installment payment due

### Oct. 10 and 24

Quick THEA test administered

### Oct. 26

Deadline to apply for graduation

### Nov. 1

TIP: final installment payment due

### Nov. 7 and 14

Quick THEA test administered

### Nov. 15

LAST DAY to drop 16-week course with a “W”

*Students enrolled in courses of shorter duration than 16 weeks, or that begin after Aug. 27, should check with the instructional division office of that course to learn what the last day is to drop with a “W.”*

### Nov. 20-25

Spring 2012 semester registration begins for continuing students

### Nov. 22-25

Thanksgiving Holiday – CAMPUS CLOSED

### Nov. 26-Jan. 16

Spring 2012 semester registration begins for all students

### Nov. 26

Classes resume after Thanksgiving

### Dec. 10-13

Final exams

### Dec. 13

16-week semester ends

### Dec. 24-Jan. 1

Winter Break – CAMPUS CLOSED

### Jan. 2

Campus re-opens after Winter Break

### Jan. 5

Quick THEA test administered

+THEA – Texas Higher Education Assessment

## SPRING 2012 REGISTRATION

Nov. 16, continuing students | Nov. 22, all students

Spring Semester: Jan. 22 - May 16, 2013

# September 2012

<p><b>Monday</b></p> <p><b>3</b></p>	<p>Labor Day Holiday – Campus Closed</p>	
<p><b>Tuesday</b></p> <p><b>4</b></p>	<p>The Communications Division Presents: “Fall Forum with Slam Poet Juaquin Zihuatanejo”, 10:30 a.m., Performance Hall</p> <p>SKillsShops: Can You Hear Me Now? Active Listening and Communication Skills, 3 - 4 p.m., S064</p> <p>International Club and IMPP (International Movement for Peace Among Peoples) Club General Meeting, 12:30 - 1:30 p.m., Room TBA</p> <p>Brookhaven Theater – Auditions, 7 p.m., Performance Hall - ¿DE DÓNDE? by Mary Gallagher – Directed by Darise H. Error</p> <p>BSGA Officer Campaigning Starts</p> <p>BSGA Advisor/Officer Meeting, Noon, S220</p>	
<p><b>Wednesday</b></p> <p><b>5</b></p>	<p>Brookhaven Lady Bears Soccer - Southwest Adventist University, 7 p.m., Away</p> <p>Service Learning SHAPE Orientation, 2 – 3 p.m., S064</p> <p>Humanities and Cultural Studies Department Presents: “Ancient Maya Art, Culture, and the 2012 Apocalypse Presented by Dr. Adam Herring, Associate Professor of Art History and Director of Graduate Studies at SMU,” 1:30 p.m., Performance Hall</p> <p>Brookhaven Theater – Auditions, 7 p.m., Performance Hall - ¿DE DÓNDE? by Mary Gallagher – Directed by Darise H. Error</p> <p>Brookhaven Lady Bears Volleyball - Ranger College, 5 p.m., Home</p> <p>BSGA Officer Campaigning</p> <p>SLI Presents: “Orientation, What is Leadership?,” and SGA Elections, 3 p.m., S220</p>	
<p><b>Thursday</b></p> <p><b>6</b></p>	<p>Brookhaven Theater – Auditions, 7 p.m., Performance Hall - ¿DE DÓNDE? by Mary Gallagher – Directed by Darise H. Error</p> <p>BSGA Officer Campaigning</p> <p>Counseling Center Presents: “Counselor’s Corner – Active Listening and Communication Skills,” 9 – 11 a.m. and 3 – 5 p.m., Bldg. S Lobby</p>	
<p><b>Friday</b></p> <p><b>7</b></p>	<p>Brookhaven Lady Bears Soccer - Northeast Texas Community College, 3 p.m., Away</p> <p>Brookhaven Lady Bears Volleyball – North Central Texas College Invitational, TBA, Away</p> <p>BSGA Officer Campaigning</p>	
<p><b>Saturday</b></p> <p><b>8</b></p>	<p>Brookhaven Bears Baseball – Cisco Junior College, Noon, Away (DH)</p> <p>Brookhaven Lady Bears Volleyball – North Central Texas College Invitational, TBA, Away</p>	<p><b>Sunday</b></p> <p><b>9</b></p> <p>70 Percent Refund Period Ends for 16-Week Courses</p>



## AVAILABLE RESOURCES

### ADMISSIONS/ REGISTRAR

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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 and Brookhaven College transcripts. Call 972-860-4883 or 860-4884 or email [bhcAdmissions@dccd.edu](mailto:bhcAdmissions@dccd.edu).

For more detailed information about transcripts and applying for graduation, please see page 70.

### ADVISING

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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, and
- 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 emailing [bhcAdvising@dccd.edu](mailto:bhcAdvising@dccd.edu).

### ATHLETICS

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The Athletics Department seeks to provide a positive academic/athletic experience for all interested Brookhaven College students. These experiences should enhance and support each individual's academic development and personal growth in a program dedicated to quality and excellence at NJCAA Division III level.

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

### BROOKHAVEN COURIER

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The *Brookhaven Courier*, Room T241, 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 email [bhcCourier@dccd.edu](mailto:bhcCourier@dccd.edu).

# September 2012

<p><b>Monday</b></p> <p><b>10</b></p>	<p>IPS and Open Book Project Presents: "Understanding the People and Politics of Afghanistan," Noon, K234</p> <p>12th Day of Class</p> <p>BSGA Officer Elections</p>	
<p><b>Tuesday</b></p> <p><b>11</b></p>	<p>Brookhaven Lady Bears Soccer - Eastfield College, 4 p.m., Home</p> <p>Career Services Presents: Fall 2012 Open House, 11 a.m.- 1 p.m., S065 <i>Come learn about Career Services and get a free cookie!</i></p> <p>BSGA Officer Elections</p> <p>Counseling Center Presents: "Counselor's Corner – Less Stress, More Success," 11 a.m.– 1 p.m. and 3 – 5 p.m., Bldg. S Lobby</p>	
<p><b>Wednesday</b></p> <p><b>12</b></p>	<p>Career Services Presents: Resume Review, 4 – 5:30 p.m., S065</p> <p>Service-Learning COUNTS/READS Orientation, 2 – 3 p.m., S064</p> <p>No Refund for Residency Changes will be Issued After Today   Last Day to Drop 16-Week Course Without a "W"</p> <p>Quick THEA+ Test Administered</p> <p>BSGA Training Working Lunch, Noon - Mandatory for ALL Club Sponsors and Presidents</p> <p>SLI Presents: "Building a Portfolio and Effective Job Search," Guest Speaker Deena Bilbrew, Career Advisor at University of North Texas, 3 p.m., S220</p> <p>Disability Support Services Presents: "Disability Awareness – ADHD (Attention Deficit Hyperactivity Disorder) and LD (Learning Disability)," 9 a.m. – 11 a.m. and 3 – 5 p.m., Bldg. S Lobby</p>	
<p><b>Thursday</b></p> <p><b>13</b></p>	<p>SkillsShops: "What's Your Style? Study Strategies Customized to Your Learning Style," 10 - 11 a.m., X1008</p> <p>Career Services Presents: Resume Review, 11 a.m.- 1 p.m., S065</p>	
<p><b>Friday</b></p> <p><b>14</b></p>	<p>Brookhaven Lady Bears Soccer - Paris Junior College, 7 p.m., Away</p> <p>Brookhaven Bears Baseball – Ranger College, Noon, Home (DH)</p> <p>Phi Theta Kappa General Meeting, 4 p.m. - 6 p.m., X2008</p> <p>Brookhaven Lady Bears Volleyball – Northern Oklahoma College-Enid, 6 p.m., Home</p> <p>BSGA Challenge Course and Teamwork, 1 – 4 p.m.</p>	
<p><b>Saturday</b></p> <p><b>15</b></p>	<p>Music Department and Music Club Presents: "DRAMATICO: Mesquite Symphony Orchestra Scholarship Concert," 7:30 p.m., Performance Hall</p> <p>Brookhaven Lady Bears Volleyball – Ranger College, 10 a.m., Away</p> <p>Brookhaven Lady Bears Volleyball – Trinity Valley College, Noon, at Ranger College</p>	<p><b>Sunday</b></p> <p><b>16</b></p>

## AVAILABLE RESOURCES CONT.

### **BROOKHAVEN STUDENT GOVERNMENT ASSOCIATION**

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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 972-860-4115 or email [bhcStudentLife@dcccd.edu](mailto:bhcStudentLife@dcccd.edu).

### **BUSINESS OFFICE**

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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 at various times throughout the year and include, but are 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 email [bhcBusinessServices@dcccd.edu](mailto:bhcBusinessServices@dcccd.edu).

### **CAREER DEVELOPMENT CENTER**

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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, through our job listing services or at our career fairs. Also within the center are career advising services including career assessments, consultation with career advisors (including résumé writing, mock interviews and interviewing assistance) and access to a computerized career planning program. Computers are available for résumé writing and Internet job searches. For information, call 972-860-4894 or email [bhcJobs@dcccd.edu](mailto:bhcJobs@dcccd.edu).

Visit the Brookhaven College Career Development Center in the Student Services Center, Bldg. S, Room S065, to find a job or learn more about how to plan your career!

The Brookhaven College Development Career Center provides the following resources to currently enrolled and former students and community members.

- Discover, WinWay and the WIN career readiness programs: self-paced computerized career assessment, guidance and resume writing programs
- Job Listings: current on- and off-campus, part-time and full-time job listings
- Career Assessment Testing: take the Myers Briggs Type Indicator and the Strong Interest Inventory to learn which careers would be a match for you.
- Career Fairs: conducted in September and April of each year in the Student Services Center *Students take their résumés and talk informally with more than 50 company recruiters at each fair. Explore your career opportunities!*

# September 2012

<p><b>Monday</b></p> <p><b>17</b></p>	<p>Career Services Presents: Resume Review, 9 - 10:30 a.m., S065</p> <p>Brookhaven Lady Bears Volleyball – Eastfield College, 7 p.m., Home</p> <p>Office of Student Life Presents: “A Taste of Culture” Celebrating Hispanic Heritage Month, noon, Bldg. S Lobby Sample Hispanic and Latino Cuisine</p>
<p><b>Tuesday</b></p> <p><b>18</b></p>	<p>SkillsShops: “Financial Literacy Series #1: Money, Money, Money, Monnnneey – Tips on Money Management,” 12:30 – 1:30 p.m., S253</p> <p>Service Learning Presents: Service Agency Fair, 10 a.m.– 1 p.m., Bldg. S Lobby</p> <p>Brookhaven Lady Bears Soccer - Mountain View College, 4 p.m., Away</p> <p>IPS Presents: Constitution Day Event - “Topical Issues in Constitutional Law and the Effects of the 2012 Election,” Presented by Professor Joe Kobyka of SMU, Noon, X1091</p> <p>Outreach Department - Student Outreach Volunteers Training, 1:30 p.m., S255</p> <p>Career Services Department Presents: Resume Review, 10:30 a.m., Noon, S065</p> <p>25 Percent Refund Period Ends for 16-Week Courses</p> <p>BSGA Advisor/Officer Meeting, Noon, S220</p> <p>The Counseling Center Presents: “Counselor’s Corner – Reading: The App for Life,” 11 a.m.– 1 p.m. and 5 – 7 p.m., Bldg. S Lobby</p>
<p><b>Wednesday</b></p> <p><b>19</b></p>	<p>Career Services Presents: Resume Review, 2:30 p.m.- 4 p.m., S065</p> <p>SkillsShops: “Reading: The App for Life: SQ3R Reading Method,” 4 – 5 p.m., S064</p> <p>Astronomy Department Presents: “Star Gazing for Everyone!,” 8 – 10 p.m., Plaza between K and X Buildings (Please call 972-860-4301 after 5 p.m. on Sept. 19 to confirm.)</p> <p>Office of Student Life Presents: Welcome Back Party, 11 a.m., Commons Courtyard</p> <p>SLI Presents: “Habitudes: Character,” 3 p.m., S220</p>
<p><b>Thursday</b></p> <p><b>20</b></p>	<p>Career Services Presents: Resume Review, 10 - 11:30 a.m., S065</p>
<p><b>Friday</b></p> <p><b>21</b></p>	<p>Outreach Department - Student Outreach Volunteers Training, 1:30 p.m., S255</p> <p>Brookhaven Lady Bears Soccer - North Lake College, 4 p.m., Away</p> <p>Brookhaven Bears Baseball – NJCAA All-Star Game, TBA, Baylor University</p>
<p><b>Saturday</b></p> <p><b>22</b></p>	<p><b>Sunday</b></p> <p><b>23</b></p>

## AVAILABLE RESOURCES CONT.

### CAREER DEVELOPMENT CENTER, cont.

There's more!

- DCCCD Job Listing Service
- Career counseling
- On-campus recruiting
- Career planning workshops
- Résumé-writing assistance
- Mock-interviews
- Information about employment trends, salaries and potential careers
- Special services for veterans
- Career development library resources

For more information, visit Room S065, send an email to [bhcJobs@dcccd.edu](mailto:bhcJobs@dcccd.edu), or call 972-860-4894.

### COLLEGE LEARNING SKILLS COURSES, CLS

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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 paragraphs, 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

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This service, located in Room S020, is required 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 team at 972-860-4687 or email [bhcOrientation@dcccd.edu](mailto:bhcOrientation@dcccd.edu).

### COMMUNICATIONS/COMPUTER LAB

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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 affordable, 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! J-Lab offers computer software such as Word, Excel, Access and PowerPoint. It is the ideal place to search the Internet or set up an email 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.

# September 2012

<p><b>Monday</b></p> <p><b>24</b></p>	<p>Brookhaven Bears Baseball – Navarro College, Noon, Away (DH)</p> <p>Brookhaven Lady Bears Volleyball – Richland College, 7 p.m., Home</p> <p>Office of Student Life Presents Dr. Jose Angel Gutierrez of University of Texas – Arlington, “The Dream Act” In Honor and Celebration of Hispanic Heritage Month, Noon, K234</p>	
<p><b>Tuesday</b></p> <p><b>25</b></p>	<p>Brookhaven Lady Bears Soccer - Richland College, 4 p.m., Home</p> <p>Service Learning COUNTS/READS Orientation, 2 – 3 p.m., S064</p> <p>SkillsShops: “Mean People Stink! How to Deal with Difficult People,” 12:30 – 1:30 p.m., S253</p> <p>The Health Center Presents: Carter Blood Care Blood Drive, 10 a.m.– 4 p.m., Building S Parking Lot</p> <p>BSGA General Meeting, Noon, S220</p> <p>Open Book Presents: “A Celebration of Cultures: The Beauty of Home,” Noon - 2 p.m., Commons Courtyard</p>	
<p><b>Wednesday</b></p> <p><b>26</b></p>	<p>Service Learning SHAPE Orientation, 2 – 3 p.m., S064</p> <p>The Health Center Presents: Carter Blood Care Blood Drive , 10 a.m.– 4 p.m., Building S Parking Lot</p> <p>Office of Student Life Presents: “Taste of Culture” Celebrating Hispanic Heritage Month, Noon, Bldg. S Lobby</p> <p>SLI Presents: Personal Networks, 3 p.m., S220</p> <p>Disability Support Services Presents: Disability Awareness – Autism, 11 a.m.– 1 p.m. and 3 – 5 p.m., Bldg. S Lobby</p> <p>Office of Student Life Presents: “How Money Works” by Eva Marie Carson, District Leader with Primerica, Noon, TBA</p>	
<p><b>Thursday</b></p> <p><b>27</b></p>	<p>Career Services Presents: Fall 2012 Career Fair (Professional Attire and Resumes Preferred), 10 a.m.- 2 p.m., Bldg. S Lobby</p> <p>The Health Center Presents: FREE STD/HIV Testing by Dallas County Health and Human Services, 10:45 a.m.– 4 p.m., Building S Parking Lot</p> <p>TIP: First Installment Payment Due</p> <p>Brookhaven Lady Bears Volleyball – Mountain View College, 7 p.m., Away</p>	
<p><b>Friday</b></p> <p><b>28</b></p>	<p>Brookhaven Lady Bears Soccer - Eastfield College, 4 p.m., Away</p> <p>Service-Learning Enrollment Period Deadline</p> <p>Brookhaven Bears Baseball – Dallas Christian College, 2 p.m., Home</p>	
<p><b>Saturday</b></p> <p><b>29</b></p>	<p>Brookhaven Lady Bears Soccer - Dallas Christian College, 11 a.m., Away</p> <p>Brookhaven Lady Bears Volleyball – Hill College, 2 p.m., Away</p>	<p><b>Sunday</b></p> <p><b>30</b></p>

## AVAILABLE RESOURCES CONT.

### CONVERSATION PARTNERS

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The Conversation Partners Program brings together native speaking volunteers with students from the Brookhaven College ESOL program. Volunteers meet each week with a small group of students to give them an opportunity to practice their English conversation skills and to learn about American culture. For more information, call 972-860-4192 or email [bhcConversationPartners@dcccd.edu](mailto:bhcConversationPartners@dcccd.edu).

### COUNSELING SERVICES

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The 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 involves child or elder abuse. Call 972-860-4339, email [bhcCounseling@dcccd.edu](mailto:bhcCounseling@dcccd.edu) or visit Room S124. Find out more by going to [BrookhavenCollege.edu/studentsvcs/counseling/counseling.aspx](http://BrookhavenCollege.edu/studentsvcs/counseling/counseling.aspx).

### DISABILITY SUPPORT SERVICES

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The Disability Support Services Department offers a variety of services to enable students with disabilities to participate in the full range of college experiences. Brookhaven College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act and ensures equal access to college programs and facilities. Students are asked to provide documentation of their disabilities to the Disability Support Services Office. A documentation review committee reviews the documentation, then rehabilitation specialists meet with the students one-on-one to determine and coordinate the necessary accommodations. Accommodations may include readers and/or scribes for tests, note-takers in the classroom, extended time on tests, interpreters for students who are hearing impaired, etc. For more information, call 972-860-4673, email [bhcADAservices@dcccd.edu](mailto:bhcADAservices@dcccd.edu), or visit Room S124.

### EXERCISE FACILITIES

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Campus facilities include: two-mile jogging trail, gymnasium containing six basketball goals, 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.

# October 2012

<p><b>Monday</b></p> <p><b>1</b></p>	<p>IPS Presents: "Air Quality in Texas" by Carrie Paige, Environmental Scientist with U.S. Environmental Protection Agency (Region 6), Noon, K234</p> <p>Brookhaven Bears Baseball – North Central Texas College, Noon, Home (DH)</p> <p>Brookhaven Lady Bears Volleyball – Cedar Valley College, 7 p.m., Home</p> <p style="text-align: center;"><b>Forum Gallery + Studio Gallery: Oct. 1-31</b>  <b>Faculty Gallery Talks, Oct. 24, Noon,</b>  <b>Studio Gallery: Paho Mann, Reception TBA</b></p>	
<p><b>Tuesday</b></p> <p><b>2</b></p>	<p>Office of Student Life Presents: "U.S. Elections and Debates," 4 p.m., TBD</p> <p>General Meeting - International Club and IMPP (International Movement for Peace among Peoples) Club, 12:30 to 1:30 p.m., Room TBA</p> <p>Brookhaven Lady Bears Soccer, TBD - 4 p.m., TBD</p> <p>BSGA Advisor/Officer Meeting, Noon, S220</p> <p>Counseling Center Presents: "Counselor's Corner – Time Management," 9 – 11 a.m. and 3– 5 p.m., Bldg. S Lobby</p>	
<p><b>Wednesday</b></p> <p><b>3</b></p>	<p>Office of Student Life Presents: Watch Party for Presidential Debate: President Barack Obama and GOP Nominee Mitt Romney - Air Time TBD, Building S</p> <p>Police Department Presents: "Heat" Auto Theft Prevention Window VIN Etching, 10 a.m., E-1 Parking Lot</p> <p>SLI Presents: Dinning Etiquette with Jeff Hudson, Etiquette Trainer (SLI Members only), TBA</p> <p>Open Book Presents: "Effects of Childhood Memories," Discussion with Dr. Julie Perez, 12:15 - 1:15 p.m., X3009</p>	
<p><b>Thursday</b></p> <p><b>4</b></p>	<p>SkillsShops: "One of These Days I'll Stop Procrastinating: Time Management Skills," 3 – 4 p.m., S064</p>	
<p><b>Friday</b></p> <p><b>5</b></p>	<p>Brookhaven Lady Bears Soccer - Mountain View College, 4 p.m., Home</p> <p>Brookhaven Bears Baseball – Arlington Baptist University, 2 p.m., Home</p>	
<p><b>Saturday</b></p> <p><b>6</b></p>	<p>Brookhaven Lady Bears Volleyball – Paris Junior College, 10 a.m., Home</p> <p>Brookhaven Lady Bears Volleyball – Cisco Junior College, 2 p.m., Home</p>	<p><b>Sunday</b></p> <p><b>7</b></p> <p>Brookhaven College Bears Basketball - Mullen's Jamboree (Scrimmages), 4 p.m., Away</p>



## AVAILABLE RESOURCES CONT.

### FINANCIAL AID OFFICE

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The Financial Aid Office, Room S015, helps students meet their educational expenses through grants, loans and scholarships, and by coordinating on-campus part-time employment. The application process for financial aid may take up to two to three months. Students should apply early. The Free Application for Federal Student Aid may be found at [www.studentaid.ed.gov](http://www.studentaid.ed.gov). Funds for campus-based aid are limited and applications are reviewed on a first-come-first-served basis. Students should be aware that it is always their responsibility to pay their tuition on or before the due date regardless of the type of aid expected. For further information, you may call the Financial Aid Call Center at 972-587-2599 or email [bhcFA@dcccd.edu](mailto:bhcFA@dcccd.edu).

### HEALTH CENTER

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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. For a cost, the Health Center also offers 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 email [bhcHealthCenter@dcccd.edu](mailto:bhcHealthCenter@dcccd.edu).

### HIGH SCHOOL PROGRAMS

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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 email [bhcOutreach@dcccd.edu](mailto:bhcOutreach@dcccd.edu).

### HONORS

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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 email [bhcAcademicHonors@dcccd.edu](mailto:bhcAcademicHonors@dcccd.edu).

# October 2012

<p><b>Monday</b></p> <p><b>8</b></p>	<p>Brookhaven Lady Bears Volleyball – Eastfield College, 7 p.m., Away</p> <p>Disability Support Services Presents: Disability Awareness – Epilepsy, TBI (Traumatic Brain Injury), and Hearing and Visual Impairments, 11 a.m.– 1 p.m. and 5 – 7 p.m., Bldg. S Lobby</p>	
<p><b>Tuesday</b></p> <p><b>9</b></p>	<p>Career Services Presents: Resume Review, 9 - 10:30 a.m., S065</p> <p>Brookhaven Lady Bears Soccer - North Lake College, 4 p.m., Home</p> <p>SACSCOC On-site Review Committee Visit – All Day, Location TBA</p> <p>BSGA General Meeting, Noon, S220</p>	
<p><b>Wednesday</b></p> <p><b>10</b></p>	<p>SkillsShops: “Afraid of the Math Monster? Techniques to Overcome Math Anxiety,” 4 – 5 p.m., S064</p> <p>Quick THEA Test Administered</p> <p>SACSCOC On-site Review Committee Visit – All Day, Location TBA</p> <p>SLI Presents: Balance, 3 p.m., S220</p> <p>Office of Student Life Presents: Ollimpaxqui Ballet Company “A celebration of Latin Heritage through Dance,” Noon, Commons Courtyard</p>	
<p><b>Thursday</b></p> <p><b>11</b></p>	<p>Office of Student Life Presents: Watch Party for Vice Presidential Debate: Vice President Joe Biden and the GOP Vice Presidential Nominee Paul Ryan, Air Time TBD, Building S</p> <p>Brookhaven Theater – “¿DE DÓNDE?” by Mary Gallagher – Directed by Darise H. Error, 8 p.m., Performance Hall</p> <p>SACSCOC On-site Review Committee Visit – All Day, Location TBA</p> <p>College Police Department and Office of Student Life Present: Domestic Abuse Awareness, 9 a.m. – 6 p.m., Bldg. S Lobby</p>	
<p><b>Friday</b></p> <p><b>12</b></p>	<p>Brookhaven Lady Bears Soccer - Richland College, 4 p.m., Away</p> <p>Phi Theta Kappa General Meeting, 4 - 6 p.m., X2008</p> <p>Brookhaven College Bears Basketball - 4th Annual Con Cockrell Alumni Game, 8 p.m., Home</p> <p>Brookhaven Theater – “¿DE DÓNDE?” by Mary Gallagher – Directed by Darise H. Error, 8 p.m., Performance Hall</p> <p>Brookhaven Bears Baseball – Tyler Junior College, Noon, Home (DH)</p>	
<p><b>Saturday</b></p> <p><b>13</b></p>	<p>Brookhaven College Bears Basketball - Richland Jamboree (Scrimmages), 10 a.m., Away</p> <p>Brookhaven Theater – “¿DE DÓNDE?” by Mary Gallagher – Directed by Darise H. Error, 8 p.m., Performance Hall</p>	<p><b>Sunday</b></p> <p><b>14</b></p> <p>Brookhaven Theater – “¿DE DÓNDE?” by Mary Gallagher – Directed by Darise H. Error, 2:30 p.m., Performance Hall</p>

## AVAILABLE RESOURCES CONT.

### LIBRARY AND LEARNING RESOURCES CENTER

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The library, Rooms L200 and L350, is a supermarket of resources for learning. Besides books, videos, magazines and newspapers, the library has more than 65 online databases. Almost all of these are full text, *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. The online library is available by going to [www.dcccd.edu](http://www.dcccd.edu) and clicking on "Library." If the library doesn't have the information, you can request books or journals from other libraries. Accessing library resources at all seven DCCCD colleges is as easy as going online to the DCCCD Library Catalog. Photocopy machines are available as well. **Note:** To check out materials, a Student I.D. is required. For more information, please call the Reference Desk at 972-860-4862.

### MATH LAB

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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, email [bhcMath@dcccd.edu](mailto:bhcMath@dcccd.edu) or call 972-860-4198.

### MULTICULTURAL CENTER

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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 and Intensive English Program. Call 972-860-4192 or email [bhcMulticulturalCenter@dcccd.edu](mailto:bhcMulticulturalCenter@dcccd.edu).

#### IMPORTANT NOTE TO INTERNATIONAL NON-IMMIGRANT STUDENTS:

All international students who were issued their current I-20 before Aug. 9, 2002, must obtain a new I-20. Please go to the Brookhaven College Multicultural Center, located in Room S136, to fill out the required documents. Failure to do so will jeopardize your student status.

Information and services of the Multicultural Center are provided in the following areas:

Academic advising	Degree planning
Interpretation of assessment test scores	Transfer guidelines
Immigration information	Admission of students on F-1 visa
Cross-cultural communication techniques and mentoring	

# October 2012

<p><b>Monday</b></p> <p><b>15</b></p>	<p>Brookhaven Lady Bears Soccer - Southwest Adventist University, 5 p.m., Home</p> <p>Brookhaven Theater Auditions, "THE FANTASTICKS" - Book and Lyrics by Tom Jones, Music by Harvey Schmidt – Directed by Charles Self 7 p.m., Black Box Theatre C205</p> <p>Career Services Presents: Resume Review, 2 - 3:30 p.m., S065</p> <p>Brookhaven Lady Bears Volleyball – Richland College, 7 p.m., Away</p>
<p><b>Tuesday</b></p> <p><b>16</b></p>	<p>Office of Student Life Presents: Watch Party for Presidential Debate: President Barack Obama and GOP Nominee Mitt Romney - Air Time TBD, Building S</p> <p>SkillsShops: "Financial Literacy Series #2: Urge to Splurge? Strategies for Record Keeping and Spending Plans," 12:30 – 1:30 p.m., S253</p> <p>Brookhaven Theater Auditions, "THE FANTASTICKS" - Book and Lyrics by Tom Jones, Music by Harvey Schmidt – Directed by Charles Self 7 p.m., Black Box Theatre C205</p> <p>BSGA Advisor/Officer Meeting, Noon, S220</p>
<p><b>Wednesday</b></p> <p><b>17</b></p>	<p>SLI Presents: "Importance of Effective Communication," 3 p.m., S220</p>
<p><b>Thursday</b></p> <p><b>18</b></p>	<p>Brookhaven Lady Bears Soccer - MAC Conference Tournament</p> <p>SkillsShops: "Cash for College: Tips for Applying for Scholarships," 10 - 11 a.m., X1008</p> <p>Brookhaven Theater and Open Book Presents: Special Free Student Matinee, "¿DE DÓNDE?" by Mary Gallagher – Directed by Darise H. Error, 10:30 a.m., Performance Hall</p> <p>Brookhaven Lady Bears Volleyball – Mountain View College, 7 p.m., Home</p>
<p><b>Friday</b></p> <p><b>19</b></p>	<p>Brookhaven College Bears Basketball - Brookhaven Jamboree (Scrimmages), 7 p.m., Home</p> <p>Brookhaven Theater presents: "¿DE DÓNDE?" by Mary Gallagher – Directed by Darise H. Error, 8 p.m., Performance Hall</p>
<p><b>Saturday</b></p> <p><b>20</b></p>	<p>Brookhaven Lady Bears Soccer - MAC Conference Tournament</p> <p>Brookhaven Theater presents: "¿DE DÓNDE?" by Mary Gallagher – Directed by Darise H. Error, 8 p.m., Performance Hall</p> <p>Brookhaven Theater Auditions, "THE FANTASTICKS" - Book and Lyrics by Tom Jones, Music by Harvey Schmidt – Directed by Charles Self, 1 p.m., Black Box Theatre, C205</p> <p>Service Learning Presents: Brookhaven College Volunteers at North Texas Food Bank, 12:45 – 3:30 p.m. (Cockrell Hill Campus)</p> <p>Brookhaven Bears Baseball – North Central Texas College, Noon, Away (DH)</p> <p>Brookhaven Lady Bears Volleyball – Vernon College, 2 p.m., Home</p>
<p><b>Sunday</b></p> <p><b>21</b></p>	<p>Brookhaven Theater presents: "¿DE DÓNDE?" by Mary Gallagher – Directed by Darise H. Error, 2:30 p.m. Performance Hall</p>

## AVAILABLE RESOURCES CONT.

### POLICE DEPARTMENT

The Brookhaven College Police Department is charged with the personal safety of students, employees and visitors. The department includes 17 peace officers, 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, T-3 and bicycle units perform patrols of the campus. 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; 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, or visit Room B200.

#### 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. Information about emergencies also may be available by calling the Student Inclement Weather and Emergency Information Hotline at 972-860-4200.

#### Parking Policy

Brookhaven College has three reserved-parking areas: one is in the lot labeled P-2, one is in the lot labeled P-6 and the other is in the lot labeled P-5. These two areas are for Brookhaven College employees. 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. Read the Parking Policy online at <http://www.brookhavencollege.edu/studentvcs/police/parking.aspx>.

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

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

#### 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 or flier stating staff parking only.
2. After two weeks grace period, 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.

# October 2012

<p><b>Monday</b></p> <p><b>22</b></p>	<p>Office of Student Life Presents: Watch Party for Presidential Debate: President Barack Obama and GOP nominee Mitt Romney - Air Time TBD, Bldg. S</p> <p>Brookhaven Lady Bears Volleyball – Cedar Valley College, 7 p.m., Away</p>	
<p><b>Tuesday</b></p> <p><b>23</b></p>	<p>SkillsShops: “The Glass IS Half Full: Strategies for Positive Thinking,” 2:30 - 3:30 p.m., S064</p> <p>BSGA General Meeting, Noon, S220</p>	
<p><b>Wednesday</b></p> <p><b>24</b></p>	<p>Art Department - Forum Gallery + Studio Gallery - Forum Gallery: BCSA Art Faculty – Faculty Gallery Talks, Noon</p> <p>The Green Team Presents: 10th Annual Campus Sustainability Day, Time and Place TBA</p> <p>Quick THEA Test Administered</p> <p>Brookhaven Lady Bears Volleyball – MAC Tie-Breaker (if needed), 7 p.m.</p> <p>SLI Presents: Integrity Checks, 3 p.m., S220</p>	
<p><b>Thursday</b></p> <p><b>25</b></p>	<p>SGA Presents: Brookhaven College Halloween Party, 2 – 5 p.m.</p> <p>The Counseling Center Presents: “Counselor’s Corner – Positive Thinking,” 11 a.m. – 1 p.m. and 5 – 7 p.m., Bldg. S Lobby</p> <p>Disability Support Services Presents: Disability Awareness – Mobility Impairments, 9 – 11 a.m. and 3 – 5 p.m., Bldg. S Lobby</p>	
<p><b>Friday</b></p> <p><b>26</b></p>	<p>Brookhaven Lady Bears Volleyball – Metro Athletic Conference Tournament</p>	
<p><b>Saturday</b></p> <p><b>27</b></p>	<p>Brookhaven Lady Bears Volleyball – Metro Athletic Conference Tournament</p> <p>Office of Service Learning and Civic Engagement Presents: Make a Difference Day</p>	<p>Deadline to Apply for Graduation</p> <p><b>Sunday</b></p> <p><b>28</b></p>

## AVAILABLE RESOURCES, CONT.

### **POLICE DEPARTMENT, cont.**

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#### **Parking Violations, Cont.**

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 if second violation, the placement of a wheel-immobilizing device on the vehicle.

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

### **POSTING INFORMATION, SELLING ON CAMPUS**

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Student Life, Room S201, approves all notices posted on college bulletin boards. Special bulletin boards are designated for used books for sale and cultural activities. Notices will remain posted one month and may not exceed 8 1/2 x 11 inches. 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 email [bhcCourier@dcccd.edu](mailto:bhcCourier@dcccd.edu).

### **SCHOOL OF THE ARTS**

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The Brookhaven College School of the Arts, BCSA, annually presents a showcase of national, local 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 email [bhcBoxOffice@dcccd.edu](mailto:bhcBoxOffice@dcccd.edu).

### **SERVICE-LEARNING PROGRAM**

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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 972-860-4115, visit Room S201, or email [bhcServiceLearning@dcccd.edu](mailto:bhcServiceLearning@dcccd.edu).

# October/November 2012

<p><b>Monday</b></p> <p><b>29</b></p>	<p>IPS Presents: "Can Environmentalism and Capitalism Coexist?" Presented by Dr. John Walther of SMU, Noon, K234</p> <p>Office of Service-Learning and Civic Engagement Presents: Susan G. Komen 3-Day Walk Volunteer Sign-up, 11:30 a.m. – 12:30 p.m., Bldg. S Lobby</p>	
<p><b>Tuesday</b></p> <p><b>30</b></p>	<p>Susan G. Komen: 3-Day Walk</p> <p>SkillsShops: Fight Stage Fright: Relaxation Techniques for Public Speaking, 12:30 – 1:30 p.m., S253</p> <p>BSGA Advisor/Officer Meeting, Noon, S220</p>	
<p><b>Wednesday</b></p> <p><b>31</b></p>	<p>Brookhaven College Police Department Presents: Spooky Trot 5K Run/Walk – Entry Fee 5 Non-perishable Food Items, 7:30 a.m. Run and 8 a.m. Walk, Campus Track (Prizes Awarded for Costumes and Race Times)</p> <p>SGA Presents: Brookhaven College Halloween Party – Come by for Spooky Treats, Ghoulish Music, and Prizes for Costumes, Noon – 3 p.m., H125</p> <p>Susan G. Komen: 3-Day Walk</p>	
<p><b>Thursday</b></p> <p><b>1</b></p>	<p>Brookhaven College Bears Basketball - El Centro College, 7 p.m., Home</p> <p>Susan G. Komen: 3-Day Walk</p> <p>TIP: Final Installment Payment Due</p> <p>Open Book Art Contest Deadline, 5 p.m., L367</p>	
<p><b>Friday</b></p> <p><b>2</b></p>	<p>Bears Basketball - Tyler Classic- Tyler Junior College, 7 p.m., Away</p> <p>Susan G. Komen: 3-Day Walk</p>	
<p><b>Saturday</b></p> <p><b>3</b></p>	<p>Bears Basketball - Tyler Classic- Stephen F. Austin Club Team, 2 p.m., Away</p> <p>Susan G. Komen: 3-Day Walk</p>	<p>Susan G. Komen: 3-Day Walk</p> <p><b>Sunday</b></p> <p><b>4</b></p>



## AVAILABLE RESOURCES CONT.

### **SMOKING REGULATIONS POLICY**

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Brookhaven College is a smoke-free campus with designated smoking areas. The college's smoking policy applies to all employees, students and visitors. All Brookhaven College campus buildings and grounds are non-smoking areas with the exceptions of six parking lots designated for smokers. Should you have any questions about the Smoking Policy, please contact the Brookhaven College Police Department, Building B200 or call 972-860-4290. The only areas where smoking is permitted are in all of the parking lots, P-1 thru P-7.

Anyone noticing an individual who is smoking in a non-smoking area may inform the subject(s) of the smoke-free policy and refer them to one of the designated parking lots, or contact the College Police 972-860-4290. When an individual who is smoking in a non-smoking area is observed by a college police officer, the officer shall inform the smoker of the policy and request him/her to relocate to one the designated parking lots.

Should an individual continue to violate the smoking policy after being advised by a police officer that he/she is in violation, the following actions may occur:

1. In the case of a student, a report shall be written with said violation and the matter referred to the Vice President of Student Affairs.
2. In the case of an employee, a report will be written and the matter referred to his/her supervisor.
3. In the case of a visitor, the Police Officer will escort the violator off campus and a criminal trespass warning may be issued.

### **STUDENT CLUBS AND ORGANIZATIONS**

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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.

For more detailed information on Student Clubs, please see page 54.

### **STUDENT COMPUTER CENTER / LANGUAGE LAB**

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

**Note:** A Brookhaven College Student I.D. is 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.

# November 2012

<p><b>Monday</b></p> <p><b>5</b></p>	<p>IPS, Phi Theta Kappa, and the Speech Department Presents: 6th Annual Speech Contest: Persuasive Campaign Speeches, 1:30 - 3:30 p.m., K234</p> <p>Susan G. Komen: 3-Day Walk</p> <p>The Health Center Presents: American Red Cross Blood Drive, 11 a.m.– 3 p.m., Building S Parking Lot</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>Forum Gallery + Studio Gallery, Studio Art Classes 1</b></p> <p>2D Design, 3D Design, Drawing, Life Drawing, Art Metals</p> <p><b>Nov. 5-12, Time TBA</b></p> </div>	
<p><b>Tuesday</b></p> <p><b>6</b></p>	<p>Brookhaven College Bears Basketball - Southwestern Adventist University, 7 p.m., Home</p> <p>International Club and IMPP (International Movement for Peace among Peoples) Club - General Meeting, 12:30 to 1:30 p.m., Room TBA</p> <p>The Health Center Presents: FREE STD/HIV Testing by Dallas County Health and Human Services, 10:45 a.m.– 4 p.m. Building S Parking Lot</p> <p>BSGA General Meeting, Noon</p> <p>Counseling Center Presents: "Counselor's Corner – Test Taking Strategies," 9 a.m. – 11 a.m. and 3– 5 p.m., Bldg. S Lobby</p> <p>Election Day</p>	
<p><b>Wednesday</b></p> <p><b>7</b></p>	<p>SkillsShops: "From Anxiety to Excellence: Test Taking Strategies," 11 a.m.– Noon, X3009</p> <p>Phi Theta Kappa: New Member Orientation Meeting, 3:30 - 4:30 p.m. and 4:30 - 5:30 p.m., X2008</p> <p>Quick THEA Test Administered</p> <p>SLI Presents: Identity</p> <p>Disability Support Services Presents: Disability Awareness – Emotional and Psychological Impairments, 11 a.m.– 1 p.m. and 5 – 7 p.m., Bldg. S Lobby</p>	
<p><b>Thursday</b></p> <p><b>8</b></p>	<p>Brookhaven College Bears Basketball - Paul Quinn University JV, 7 p.m., Home</p> <p>Brookhaven Lady Bears Soccer – NJCAA DIII National Championship, TBD, Garden City, NY</p> <p>Phi Theta Kappa: New Member Orientation Meeting, 3:30 - 4:30 p.m. and 4:30 - 5:30 p.m., X2008</p> <p>Gay Straight Alliance and the Office of Student Life Presents: HIV/AIDS Awareness</p>	
<p><b>Friday</b></p> <p><b>9</b></p>	<p>Brookhaven School of the Arts Presents: Dance Concert, 8 p.m., Performance Hall</p> <p>Brookhaven Lady Bears Soccer – NJCAA DIII National Championship, TBD, Garden City, NY</p> <p>Office of Student Life and Office of Veterans Affairs Presents: Veteran's Door Decorating Contest Judging, TBA</p>	
<p><b>Saturday</b></p> <p><b>10</b></p>	<p>Brookhaven College Bears Basketball - Northwestern State University JV, 1 p.m., Away</p> <p>Brookhaven Lady Bears Soccer – NJCAA DIII National Championship, TBD, Garden City, NY</p> <p>Brookhaven School of the Arts Presents: Dance Concert, 8 p.m., Performance Hall</p>	<p><b>Sunday</b></p> <p><b>11</b></p> <p>Brookhaven Lady Bears Soccer – NJCAA DIII National Championship, TBD, Garden City, NY</p> <p>Brookhaven School of the Arts Presents: Dance Concert, 2:30 p.m., Performance Hall</p>

## AVAILABLE RESOURCES, CONT.

### STUDENTS 50 +

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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 972-860-4807, or send an email to [bhc50Plus@dcccd.edu](mailto:bhc50Plus@dcccd.edu). We are located in Building M, Room M203.

### STUDENT LEADERSHIP INSTITUTE

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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

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The 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](mailto:bhcStudentLife@dcccd.edu).

For more detailed information on Student Life, please see page 40.

### TEXAS HIGHER EDUCATION ASSESSMENT/ACCUPLACER™

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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 Center, Room S113, contact [bhcAdvising@dcccd.edu](mailto:bhcAdvising@dcccd.edu) or call 972-860-4830.

# November 2012

<p><b>Monday</b></p> <p><b>12</b></p>	<p>IPS Presents: "Politics, Planning and Opportunities - Panel Discussion with Metrocrest Area Mayors," Noon, K234</p> <p>Office of Student Life and Office of Veterans Affairs Presents: Veteran's Day Celebration, TBA</p>
<p><b>Tuesday</b></p> <p><b>13</b></p>	<p>SkillsShops: "Financial Literacy Series #3: Don't Drown in Debt: Tips for Understanding Credit," 12:30- 1:30 p.m., S253</p> <p>BSGA Advisor/Officer Meeting, Noon</p>
<p><b>Wednesday</b></p> <p><b>14</b></p>	<p>Quick THEA Test Administered</p> <p>SLI Presents: "Success Through Motivation: Excellence in Culture and Diversity" by Emmanuel Kavumbi, 3 p.m., S220</p>
<p><b>Thursday</b></p> <p><b>15</b></p>	<p>Brookhaven College Bears Basketball - Southwestern Christian College, 7 p.m., Away</p> <p>SkillsShops: "Final Exams! Work! Family! Holidays! Stress Management Strategies," 11 a.m.-Noon, X1008</p> <p>Last Day to Withdraw from Classes</p>
<p><b>Friday</b></p> <p><b>16</b></p>	<p>Brookhaven College Bears Basketball - Jimmy Butler Classic- Texas Wesleyan JV, 5:30 p.m., Away</p> <p>Phi Theta Kappa General Meeting, 4 - 6 p.m., X2008</p> <p>Brookhaven Lady Bears Volleyball – NJCAA Div. III National Championships –Rochester, MN</p> <div data-bbox="971 1586 1542 1731" style="border: 1px solid black; padding: 5px; text-align: center;"> <p><b>Forum Gallery + Studio Gallery</b>  <b>Studio Art Classes 2</b>            Ceramics, Computer Graphics, Photography, Printmaking, Watercolor  <b>Nov. 16-26, Time TBA</b></p> </div>
<p><b>Saturday</b></p> <p><b>17</b></p>	<p>Brookhaven Lady Bears Volleyball – NJCAA Div. III National Championships –Rochester, MN</p> <p>Music Department Presents: String and Keyboard Ensembles Recital, 7:30 p.m., Performance Hall</p> <p>Brookhaven College Bears Basketball - Jimmy Butler Classic- Houston CC Southwest, 2 p.m., Away</p> <p>Last Day to Drop 16-Week Course with a "W"</p>
<p><b>Sunday</b></p> <p><b>18</b></p>	<p>Phi Theta Kappa: Fall Induction Ceremony, 2 - 4 p.m., Performance Hall</p>

## AVAILABLE RESOURCES CONT.

### TESTING CENTER

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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, and
- 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 email [bhcTesting@dcccd.edu](mailto:bhcTesting@dcccd.edu).

For more detailed information on the Testing Center, see page 32.

### TUTORING SERVICES

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All currently enrolled Brookhaven College students have access to free, open labs with tutoring staff. The tutoring schedule is online at [www.BrookhavenCollege.edu/studentsvcs/tutoring/schedule.aspx](http://www.BrookhavenCollege.edu/studentsvcs/tutoring/schedule.aspx). Additional information on tutoring, including how to become a tutor, is available at [www.BrookhavenCollege.edu](http://www.BrookhavenCollege.edu) on the Tutorial Services Web page. Click on “T” in the A-Z index and select Tutoring.

### VETERAN SERVICES

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Whether you are currently serving in the military, a veteran or a veteran’s dependent, we want to help you enjoy the full value of your active duty or veteran’s educational benefits. Brookhaven’s Veterans Affairs Office offers individual academic advisement, registration, degree planning, course certification for VA benefits, and referrals for campus and community resources. For additional information, call 972-860-4673, send an email to [bhcVeteransServices@dcccd.edu](mailto:bhcVeteransServices@dcccd.edu) or visit the website at [www.BrookhavenCollege.edu/studentsvcs/veterans](http://www.BrookhavenCollege.edu/studentsvcs/veterans). We look forward to serving you.

### WORKFORCE AND CONTINUING EDUCATION

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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. An online schedule is available. For the most current schedule of courses, go to [www.BrookhavenCollege.edu](http://www.BrookhavenCollege.edu) and click on “Class Schedules.” For more information, call 972-860-4600 or contact [bhcWCE@dcccd.edu](mailto:bhcWCE@dcccd.edu). To register, call 972-860-4715.

# November 2012

<b>Monday</b> <b>19</b>	
<b>Tuesday</b> <b>20</b>	BSGA General Meeting, Noon, S220 Spring Registration Begins for Continuing Students
<b>Wednesday</b> <b>21</b>	
<b>Thursday</b> <b>22</b>	Thanksgiving Holiday Break Begins – Campus Closed
<b>Friday</b> <b>23</b>	Brookhaven College Bears Basketball, Joe Huey Classic, Richland College, 6 p.m., Away Holiday – Campus Closed
<b>Saturday</b> <b>24</b>	Brookhaven College Bears Basketball - Joe Huey Classic- TBA Richland College, 4 p.m., Away Holiday – Campus Closed
<b>Sunday</b> <b>25</b>	

# 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; CRJ 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

# November/December 2012

<p><b>Monday</b></p> <p><b>26</b></p>	<p>Classes Resume from Holiday Break</p> <p>Disability Support Services Presents: Disability Awareness – PTSD (Post Traumatic Stress Disorder), 11 a.m.– 1 p.m. and 3 p.m. – 5 p.m., Bldg. S Lobby</p>	
<p><b>Tuesday</b></p> <p><b>27</b></p>	<p>BSGA Advisor/Officer Meeting, Noon, S220</p>	
<p><b>Wednesday</b></p> <p><b>28</b></p>	<p>Brookhaven College Bears Basketball - Southwestern Christian College, 7 p.m., Home</p> <p>SkillsShops: "Avoid Brain Drain: Concentration and Study Strategies," 3 – 4 p.m., S064</p> <p>SLI Presents: "Personal Growth," 3 p.m., S220</p>	
<p><b>Thursday</b></p> <p><b>29</b></p>	<p>Brookhaven College Bears Basketball - El Centro College - 7 p.m. - Home</p> <p>Service Learning Showcase, 10:30 a.m. – Noon, Performance Hall Lobby</p> <p>Service Learning Awards and Recognition Ceremony, 1 – 2 p.m., TBD</p> <p>Brookhaven Theater Presents: "THE FANTASTICKS" - Book and Lyrics by Tom Jones, Music by Harvey Schmidt – Directed by Charles Self, 8 p.m., Black Box Theatre (C205)</p> <p>Music Department Presents: Honors Recital, 1:30 p.m., Performance Hall Lobby</p> <p>The Counseling Center Presents: "Counselor's Corner – Concentration and Study Strategies," 11 a.m.– 1 p.m. and 3 p.m. – 5 p.m., Bldg. S Lobby</p>	
<p><b>Friday</b></p> <p><b>30</b></p>	<p>Brookhaven Theater Presents: "THE FANTASTICKS" - Book and Lyrics by Tom Jones, Music by Harvey Schmidt – Directed by Charles Self, 8 p.m., Black Box Theatre (C205)</p> <p>Brookhaven Lady Bears Soccer - NJCAA DIII National Championship, Time TBD, Garden City, NY</p>	
<p><b>Saturday</b></p> <p><b>1</b></p>	<p>Brookhaven Theater Presents: "THE FANTASTICKS" - Book and Lyrics by Tom Jones, Music by Harvey Schmidt – Directed by Charles Self, 8 p.m., Black Box Theatre (C205)</p> <p>Brookhaven College Bears Basketball - Northwestern State University JV, 2 p.m., Home</p> <p>Music Department Presents: Brookhaven Choral Society, 7:30 p.m., Performance Hall</p>	<p><b>Sunday</b></p> <p><b>2</b></p> <p>Brookhaven Theater Presents: "THE FANTASTICKS" - Book and Lyrics by Tom Jones, Music by Harvey Schmidt – Directed by Charles Self, 2:30 p.m., Black Box Theatre (C205)</p>



## TESTING CENTER

In addition to assessment testing, the Testing Center also administers tests assigned by Brookhaven College faculty members. Testing Center Hours of Operation for instructional tests are:  
Monday–Thursday: 7:30 a.m. to 10 p.m. | Fridays: 7:30 a.m. to 3 p.m.  
Saturdays: 8 a.m. to 5 p.m. | Sundays: CLOSED

### **THE LAST TEST IS GIVEN ONE HOUR BEFORE CLOSING.**

Turn to the calendar on pages 34 and 74 for other hours of operation and important dates.

To take a test, give the Testing Center examiner the following information:

1. class name, number and section number;
2. test number or name;
3. instructor's name; and
4. permission slip, if required by instructor.

Your student identification card or any government-issued photographic identification is required before any test is given.

### **Important testing reminders!**

THE LAST TEST IS GIVEN ONE HOUR BEFORE CLOSING.

- Cellular phones and electronic devices are not allowed in the Testing Center.
- No books, papers or calculators are allowed unless specified by your instructor.
- Programmable calculators, when allowed, will be cleared before and after a test by Testing Center staff.
- No food or drinks are allowed inside the Testing Center.
- Once you have started a test, you will not be allowed to leave and re-enter to continue the test.
- If it is determined you have unauthorized materials at your desk or if you are looking at a test other than your own, your test will be taken from you. Your academic records will be blocked immediately and your instructor, division dean and the college Vice President of Academic Affairs and Student Success will be notified.
- The Testing Center does not provide scantrons, essay books, pens, pencils, erasers or other testing supplies to students. These items can be purchased in vending machines located in the Student Services Center.
- Coin-operated (\$0.25/quarter) lockers for books are provided in the Student Services Center. Briefcases must be stored in your car. It is recommended that you bring your own change; the Cashier's window in the Student Services Center can provide change for lockers only from 8:30 a.m.-5 p.m.

**IMPORTANT NOTE:** Children are not allowed in the Testing Center. Children can never be left unattended in the Student Services Center while you test.

For more information please contact the Testing Center at 972-860-4383 or email [bhcTesting@dcccd.edu](mailto:bhcTesting@dcccd.edu).

# December 2012

<p><b>Monday</b></p> <p><b>3</b></p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>Forum Gallery + Studio Gallery</b>  <b>Studio Art Classes 3</b>            Painting, Sculpture  <b>Dec. 3 - 10, Time TBA</b></p> </div>	
<p><b>Tuesday</b></p> <p><b>4</b></p>	<p>SkillsShops: "Hanging Out, Hooking Up, Falling in Love: Develop and Maintain Healthy Relationships," Noon – 1 p.m., S253</p> <p>General meeting - International Club and IMPP (International Movement for Peace among Peoples) Club - 12:30 to 1:30, Room TBA</p> <p>BSGA General Meeting, Noon, S220</p>	
<p><b>Wednesday</b></p> <p><b>5</b></p>	<p>Brookhaven College Bears Basketball - Southwestern Adventist University, 8 p.m., Away</p> <p>Extended Study Hours, L351</p> <p>Music Department Presents: Brookhaven College Lab Band, 7:30 p.m., TBA</p> <p>SLI Presents: SLI Banquet (By Invitation Only), 3 p.m., S220</p>	
<p><b>Thursday</b></p> <p><b>6</b></p>	<p>Brookhaven College Bears Basketball - Southwest Collegiate Institute, 7 p.m., Away</p> <p>Last Day to Submit Service-Learning Hours for Credit</p> <p>Brookhaven Theater Presents: "THE FANTASTICKS" - Book and Lyrics by Tom Jones, Music by Harvey Schmidt – Directed by Charles Self, 8 p.m., Black Box Theatre (C205)</p> <p>Extended Study Hours, L351</p> <p>The Counseling Center Presents: Counselor's Corner – Stress Management, 9– 11 a.m. and 3 – 5 p.m., Bldg. S Lobby</p> <p>Office of Student Life Presents: Holiday Open House, 10 a.m.– 6 p.m., S201</p>	
<p><b>Friday</b></p> <p><b>7</b></p>	<p>Brookhaven College Bears Basketball - Howard College, 4 p.m., Away</p> <p>Phi Theta Kappa General Meeting 4 - 6 p.m., X2008</p> <p>Brookhaven Theater Presents: "THE FANTASTICKS" - Book and Lyrics by Tom Jones, Music by Harvey Schmidt – Directed by Charles Self, 8 p.m., Black Box Theatre (C205)</p> <p>Extended Study Hours, L351</p> <p>Last Day for Students on Probation to Register for Winter Term</p>	
<p><b>Saturday</b></p> <p><b>8</b></p>	<p>Brookhaven Theater Presents: "THE FANTASTICKS" - Book and Lyrics by Tom Jones, Music by Harvey Schmidt – Directed by Charles Self, 8 p.m., Black Box Theatre (C205)</p> <p>Extended Study Hours, L351</p>	<p><b>Sunday</b></p> <p><b>9</b></p> <p>Brookhaven Theater Presents: "THE FANTASTICKS" - Book and Lyrics by Tom Jones, Music by Harvey Schmidt – Directed by Charles Self, 2:30 p.m., Black Box Theatre (C205)</p> <p>Extended Study Hours, L351</p>

# FINAL EXAM SCHEDULE, FALL 2012

Time of Class	Exam Date	Exam Day	Exam Time
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## **MONDAY-WEDNESDAY DAY-TIME COURSES**

7:30 a.m.	Dec. 10.	Monday	8-9:50 a.m.
9 a.m.	Dec. 12.	Wednesday	9-10:50 a.m.
10:30 a.m.	Dec. 10.	Monday	10-11:50 a.m.
noon.	Dec. 12.	Wednesday	noon-1:50 p.m.
1:30 p.m.	Dec. 10.	Monday	2-3:50 p.m.
3 p.m.	Dec. 12.	Wednesday	3-4:50 p.m.
4 p.m.	Dec. 10.	Monday	4-5:50 p.m.

## **TUESDAY-THURSDAY DAY-TIME COURSES**

7:30 a.m.	Dec. 11.	Tuesday	8-9:50 a.m.
9 a.m.	Dec. 13.	Thursday	9-10:50 a.m.
10:30 a.m.	Dec. 11.	Tuesday	10-11:50 a.m.
noon.	Dec. 13.	Thursday	noon-1:50 p.m.
1:30 p.m.	Dec. 11.	Tuesday	2-3:50 p.m.
3 p.m.	Dec. 13.	Thursday	3-4:50 p.m.
4 p.m.	Dec. 11.	Tuesday	4-5:50 p.m.

## **MONDAY-WEDNESDAY NIGHT COURSES**

5:40 p.m.	Dec. 10.	Monday	6-7:50 p.m.
7:10 p.m.	Dec. 10.	Monday	8-9:50 p.m.
8:40 p.m.	Dec. 12.	Wednesday	8-9:50 p.m.

## **TUESDAY-THURSDAY NIGHT COURSES**

5:40 p.m.	Dec. 11.	Tuesday	6-7:50 p.m.
7:10 p.m.	Dec. 11.	Tuesday	8-9:50 p.m.
8:40 p.m.	Dec. 13.	Thursday	8-9:50 p.m.

## **MONDAY-ONLY COURSES**

Final examinations will be given on Dec. 10 at the regularly scheduled final examination time for Monday and Wednesday classes.

## **TUESDAY-ONLY COURSES**

Final examinations will be given on Dec. 11 at the regularly scheduled final examination time for Tuesday and Thursday classes.

## **WEDNESDAY-ONLY COURSES**

Final examinations will be given on Dec. 12 at the regularly scheduled final examination time for Monday and Wednesday classes.

## **THURSDAY-ONLY COURSES**

Final examinations will be given on Dec. 13 at the regularly scheduled final examination time for Tuesday and Thursday classes.

## **FRIDAY-ONLY COURSES**

Final examinations will be given on Dec. 7 at the regularly scheduled class time.

## **SATURDAY-ONLY COURSES**

Final examinations will be given on Dec. 8 at the regularly scheduled class time.

## **SUNDAY-ONLY COURSES**

Final examinations will be given on Dec. 9 at the regularly scheduled class time.

NOTE: Exams taken in the Testing Center may have different testing deadlines. Check with your instructor.

# December 2012

<b>Monday</b> <b>10</b>	Final Exams Extended Study Hours, L351
<b>Tuesday</b> <b>11</b>	Final Exams Extended Study Hours, L351 BSGA Advisor/Officer Meeting, Noon, S220
<b>Wednesday</b> <b>12</b>	Final Exams Extended Study Hours, L351 College Police Department Presents: Annual Angel Tree, Bldg. S Lobby College Police Department Presents: Season to be Sober, 10 a.m.– 2 p.m., Bldg. S Lobby
<b>Thursday</b> <b>13</b>	Final Exams Semester Loan Books Due to the Library Fall Semester Ends
<b>Friday</b> <b>14</b>	
<b>Saturday</b> <b>15</b>	Brookhaven College Bears Basketball - Collin County College, 4 p.m., Away
<b>Sunday</b> <b>16</b>	

# BROOKHAVEN COLLEGE BOOKSTORE

## What You're Looking For.

***Buy textbooks early, when classes start, or anytime you want!***

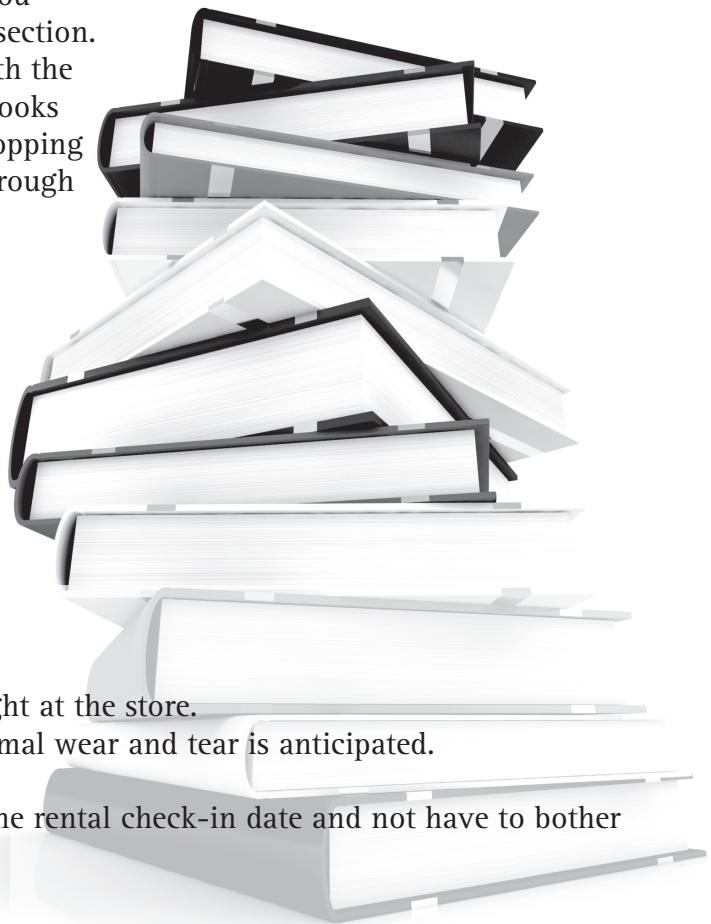
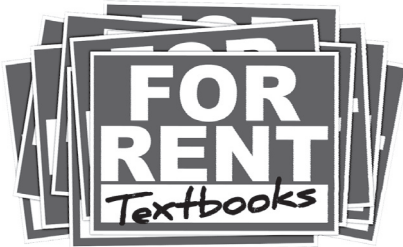
### **Shop On-Campus...Building S**

The Brookhaven College Bookstore is located in Building S and is open Monday through Friday for all your everyday needs. We offer new and used books, textbook rentals, digital textbooks, apparel, food and gifts – a complete source for everything to support your educational experiences. We buy books every day! Stop by; the staff is eager to help you with your textbooks, or just to give you encouragement before your test!

### **Shop Online.... [www.bhcdccd.bkstr.com](http://www.bhcdccd.bkstr.com)**

Ordering your books online from the bookstore is simple, quick and convenient. All you need to know are the classes and the semester or term.

The process begins by selecting the appropriate campus and term. Now pull out your class schedule. For each of your classes our process will walk you through choosing your department, course and section. After you've selected a class, we'll show you both the required textbooks and any recommended textbooks needed for that class. Then put them in your shopping cart and continue ordering until you've gone through your class schedule. Your order can be held for pick up in the store or you can have it shipped directly to you.



### **Rent-A-Text...SAVE 50% OR MORE**

- Students save big.
- You can rent online and pick up your books right at the store.
- You can highlight and write in the book. Normal wear and tear is anticipated.
- We accept multiple forms of payment.
- You can check in your books at the store by the rental check-in date and not have to bother with shipping.

**BROOKHAVEN COLLEGE BOOKSTORE**

**Located in the Student Service Building, Room S238**

**972-484-7651**

# December 2012

<b>Monday</b> <b>17</b>	Last Day for Faculty to Submit Grades Electronically Through eConnect	
<b>Tuesday</b> <b>18</b>		
<b>Wednesday</b> <b>19</b>		
<b>Thursday</b> <b>20</b>		
<b>Friday</b> <b>21</b>	College Buildings and Offices Close for the Holidays at Close of Business	
<b>Saturday</b> <b>22</b>	<b>Sunday</b> <b>23</b>	

# IMPORTANT DATES FOR SPRING 2013

## REGISTRATION DATES

Includes eConnect and on-campus registration

**Nov. 20-25:** Registration for Continuing Students\*

*\*Continuing Students are those who were enrolled Spring, Summer or Fall 2012, semesters.*

**Nov. 26-Jan. 16:** Registration of all students

*Registration remains open until the day prior to the first class meeting for courses with a start date later than Jan. 22.*

**IMPORTANT:** Beginning for Spring 2013, all students must register for classes before the first class meeting.

### Dec. 24-Jan. 2

Winter Break – CAMPUS CLOSED

### Jan. 2

Campus re-opens after Winter Break

### Jan. 5

Quick THEA test administered

### Jan. 11

LAST DAY for students on probation, suspension, academic dismissal to register

LAST DAY for Dual Credit registration

LAST DAY for high school juniors and seniors to apply

### Jan. 12

Extended Saturday Registration, 9:30 a.m.-4 p.m.

### Jan. 21

100 percent refund period ends for 16-week courses

Martin Luther King Jr. Day – CAMPUS CLOSED

### Jan. 22

Courses begin

### Jan. 25

TIP – LAST DAY to apply

### Feb. 1

DEADLINE to apply for May graduation

### Feb. 4

No refund for residency changes will be issued after this date  
LAST DAY to drop 16-week course without a “W”

*Students enrolled in courses of shorter duration than 16 weeks, or that begin after Aug. 27, should check with the instructional division office of that course to learn what the last day is to drop with a “W.”*

### Feb 7

\*70 percent refund period ends for 16-week courses

*\*Applies only to courses that begin April.*

*\*Refund is based on total tuition charged. If using the Tuition Installment Plan, refund is based on total tuition, not what has been paid.*

### Feb. 13

\*\*25 percent refund period ends for 16-week courses

*\*Applies only to courses that begin April.*

*\*\*Refund is based on total tuition charged. If using the Tuition Installment Plan, refund is based on total tuition, not what has been paid.*

### Feb. 21

TIP: first installment payment due

### Feb 28

College Conference Day / NO CLASSES

### March 1

DCCCD Day of Service / NO CLASSES

### March 18-22

Spring Break – CAMPUS CLOSED

### March 25

Classes resume

### March 29

Holiday – CAMPUS CLOSED

### April 4

TIP: final installment payment due

### April 11

Career Fair, Student Services Center, 10 a.m.-2 p.m.

### April 18

LAST DAY to drop 16-week course with a “W”

*Students enrolled in courses of shorter duration than 16 weeks, or that begin after Aug. 27, should check with the instructional division office of that course to learn what the last day is to drop with a “W.”*

### May 13-16

Final exams

### May 16

16-week semester ends

Commencement

Limited hours of service: 8:30 a.m.-5 p.m.

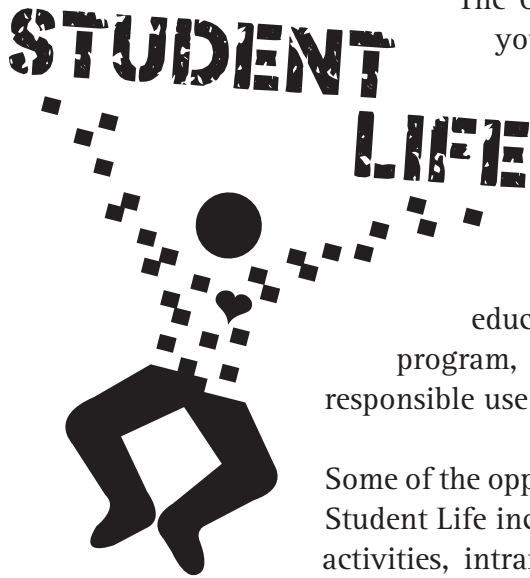
+THEA – Texas Higher Education Assessment

# December 2012

<b>Monday</b> <b>24</b>	Holiday - CAMPUS CLOSED
<b>Tuesday</b> <b>25</b>	Holiday - CAMPUS CLOSED
<b>Wednesday</b> <b>26</b>	Holiday - CAMPUS CLOSED
<b>Thursday</b> <b>27</b>	Holiday - CAMPUS CLOSED
<b>Friday</b> <b>28</b>	Holiday - CAMPUS CLOSED
<b>Saturday</b> <b>29</b>	<b>Sunday</b> <b>30</b>



## OFFICE OF STUDENT LIFE



The Office of Student Life is a unique, vital and integral part of your learning experience here at Brookhaven College. Through a wide variety of programs, special events and involvement opportunities in and out of the classroom, on- and off-campus, we invite you to participate fully in college life and get everything you can out of your Brookhaven experience. The Student Life staff wishes to challenge and support students in their effort to become mature and liberally educated adults. Through active participation in the co-curricular program, it is hoped that students will learn to make intelligent and responsible use of their abilities now and throughout their lives.

Some of the opportunities for involvement and service offered by the Office of Student Life include: guest speakers, artist performances, special events and activities, intramurals, multicultural celebrations, clubs and organizations, Student Government Association, Student Ambassadors, Student Leadership Institute, new student group orientation, service learning, civic engagement and volunteerism. The office also supplies student ID cards, copy machines and pay-for-print stations, computers and fax machine for student use and more.

The Office of Student Life is open Monday-Thursday from 8 a.m.–7 p.m. and Friday from 8 a.m. – 4:30 p.m.. For more information stop by and visit them in the Student Services Center, Bldg. S, Room S201, call them at 972-860-4115 or email them at [bhccstudentlife@dccd.edu](mailto:bhccstudentlife@dccd.edu).

### STUDENT CLUBS AND ORGANIZATIONS

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Student clubs and organizations allow individuals to discover and improve special interests and skills, and assume various leadership roles in the campus community. A list of the current registered Brookhaven College student organizations and contact information can be found on page 54 of this handbook. The list is continually changing, so for more up to date information, please contact the Office of Student Life.

Brookhaven College encourages students to form and belong to organizations and clubs that develop common interests compatible with the mission statement and whose activities are consistent with District policies and regulations. Recognition of a student organization or club does not imply the college's approval or endorsement of a student organization's particular point of view. Activities of recognized student groups are circumscribed by the student organization or club's mission statement as stated in the group's approved constitution.

Recognized student organizations and clubs may use campus facilities and services, provided the group is properly registered with the Office of Student Life. Organizations and clubs are obligated to register at the beginning of each academic year. Failure to register will result in the student group being placed on inactive status with the loss of privileges that accompany college recognition.

# December 2012/January 2013

<b>Monday</b> <b>31</b>	Holiday - CAMPUS CLOSED	
<b>Tuesday</b> <b>1</b>	Holiday - CAMPUS CLOSED	
<b>Wednesday</b> <b>2</b>	Campus Buildings and Offices Open	
<b>Thursday</b> <b>3</b>		
<b>Friday</b> <b>4</b>		
<b>Saturday</b> <b>5</b>	Brookhaven College Bears Basketball - Ballers For Christ, 2 p.m., Home Quick THEA Test Administered	<b>Sunday</b> <b>6</b>

## OFFICE OF STUDENT LIFE

### **STUDENT CLUBS AND ORGANIZATIONS cont.**

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Membership in a recognized organization or club is limited to currently enrolled students, faculty, staff and alumni. Membership is open to all who meet the prescribed criteria without respect to race, sex, creed or national origin. The group's officers and members are responsible for their individual and collective actions on or off campus. Organization, club or member recognition may be terminated immediately if the group fails to abide by their approved constitution or violates the Code of Student Conduct, state or federal law.

Students interested in forming a new student organization can stop by the Office of Student Life to meet with the staff and pick up the necessary paperwork. The procedure for seeking recognition requires the submission of a written constitution that clearly states the purpose of the organization, membership criteria, leadership structure and the by-laws by which the group will conduct its business. Student organizations must also have a faculty or staff advisor who will work with the organization and assume responsibility for the organization.

Officers or individual members are NOT authorized to sign a purchase order, contract, or represent themselves as agents of Brookhaven College. When goods or services are purchased with Brookhaven College funds, the Director of Student Life must approve authorization of expenditures in advance. Complete receipts for approved purchases must accompany all requests for reimbursements. Purchases or other contract agreements made contrary to the above may result in personal liability for the individuals involved. All approvals must be sought through the Director of Student Life in advance.

All chartered student clubs and organizations are required to submit a budget request at the beginning of each academic year in order to qualify for funding. The requests will be reviewed and late or incomplete funding requests will not be accepted. Along with the Student Government Charter and Appropriations Committee, the Director of Student Life will review all funding requests and allocate available funds appropriately.

Faculty and administrative staff may choose to serve as a resource to student organizations and clubs by providing general advice and counsel to group officers. Faculty or staff serving in this capacity are expected to provide guidance to help the club or organization carry out its mission within the parameters of the mission, rules and regulations of Brookhaven College, the Dallas County Community College District and applicable federal, state, and local laws. For more information, consult the Brookhaven College Student Organization Handbook.

We are always looking to add to our list of organizations if there is interest from the student body, so stop by and visit with us.

# January 2013

**Monday**

**7**

Forum Gallery + Studio Gallery: Jan. 7 - Feb. 6  
Forum Gallery: Brian Molanphy  
Studio Gallery: Jungeun Lee, Receptions TBA

**Tuesday**

**8**

**Wednesday**

**9**

**Thursday**

**10**

**Friday**

**11**

Last Day for Students on Probation, Suspension, Academic Dismissal to Register SPRING 2013

**Saturday**

**12**

Brookhaven College Bears Basketball - Cedar Valley College, 2 p.m., Away

Quick THEA Test Administered

Extended Saturday Registration, 9:30 a.m. - 4 p.m.

**Sunday**

**13**

Last Day for Dual Credit Registration

Last Day for High School Juniors and Seniors to Apply

# OFFICE OF STUDENT LIFE

## **RISK MANAGEMENT TRAINING**

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All advisors and officers of Brookhaven College organizations are required to undergo risk management training. This training is mandated by Texas law. No organization will receive recognition from the college unless all pertinent members and the advisor have undergone the mandated training. The Director of Student Life will arrange the training sessions at the beginning of the fall and spring semesters.

## **STUDENT GOVERNMENT**

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Every student enrolled at Brookhaven College is a member of the Brookhaven College Student Association, whose representative body is the Brookhaven Student Government Association, BSGA. Besides student representation, BSGA is an advocate for the Brookhaven College student body and acts as a liaison for students to the administration and faculty. BSGA provides communication between campus organizations and the student body and offers opportunities for leadership development, involvement and personal growth within the Brookhaven College community.

The Student Government executive officers are elected every year at the beginning of the fall semester. Contact the Office of Student Life for more information concerning these elections. Once the executive officers are elected, additional positions and the senate will be selected. General meetings are at noon every other Tuesday in Room S220. BSGA also is involved in the Texas Junior College Student Government Association, TJCSGA.

## **STUDENT LEADERSHIP INSTITUTE**

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The Student Leadership Institute, SLI, can provide you with some of the tools needed to “shoot for the moon” and reach for the stars. SLI is a leadership development program open to all Brookhaven College students. It offers a diverse itinerary of leadership training sessions, seminars, conferences and events.

SLI can provide you with opportunities for leadership and learning.

- Develop your leadership skills
- Discover your personal leadership style
- Meet students and network with your peers
- Add experience to your resume and portfolio
- Reflect on your values and promote self-growth
- Improve your credentials for scholarship opportunities
- Gain opportunities to meet one-on-one with college, community and national leaders
- Succeed academically (students who get involved in campus life are less likely to drop out of school)
- Celebrate your accomplishments

# January 2013

<b>Monday</b> <b>14</b>	Faculty Reports
<b>Tuesday</b> <b>15</b>	
<b>Wednesday</b> <b>16</b>	Brookhaven College Bears Basketball - Eastfield College, 7 p.m., Away Registration ENDS for Full Semester 16 Week Courses
<b>Thursday</b> <b>17</b>	
<b>Friday</b> <b>18</b>	
<b>Saturday</b> <b>19</b>	Brookhaven College Bears Basketball - Richland College, 2 p.m., Home
	<b>Sunday</b> <b>20</b>

# OFFICE OF STUDENT LIFE

## **STUDENT LEADERSHIP INSTITUTE cont.**

You can choose your level of membership achievement based upon your participation in the SLI Program. The requirements for the various membership levels are:

### **MEMBER**

Submit SLI Application and attend two SLI meetings/activities

### **TEN-STAR MEMBER**

Attend at least 10 SLI meetings/activities and complete two leadership electives\*

### **SIXTEEN-STAR MEMBER**

Attend at least 16 SLI meetings/activities and complete three leadership electives\*

### **ALL-STAR MEMBER**

Attend at least 20 SLI meetings/activities and complete four leadership electives\*

\* A leadership elective can include participation in any of these programs:

- Student Ambassador Program
- Student Government Association
- Phi Theta Kappa
- Volunteering to assist the Office of Student Life or the Office of Service-Learning and Civic Engagement with a campuswide event. Written documentation will be required.

You must complete the requirements for your membership over the course of the academic school year, the fall to spring terms.

This year SLI will be offering an introductory and an advanced track. Sessions will be every Wednesday afternoon throughout the academic year. Leadership conferences also will be offered both on campus and off during both the fall and spring semesters. Applications and additional information can be found in the Office of Student Life, Room S201, or by calling 972-860-4115.



# January 2013

<b>Monday</b> <b>21</b>	<p>Martin Luther King, Jr. Day Holiday - CAMPUS CLOSED</p> <p>Office of Service Learning and Civic Engagement Presents: MLK Day of Service, 10 a.m.– 6 p.m., Bldg. S Lobby</p> <p>100 Percent Refund Period Ends for 16-Week Classes</p>
<b>Tuesday</b> <b>22</b>	<p>Spring Semester Begins</p>
<b>Wednesday</b> <b>23</b>	<p>Brookhaven College Bears Basketball - North Lake College, 7 p.m., Home</p>
<b>Thursday</b> <b>24</b>	
<b>Friday</b> <b>25</b>	<p>TIP: Last Day to Apply</p> <p>Emerald Awards, 10 a.m., Performance Hall</p>
<b>Saturday</b> <b>26</b>	<p>Brookhaven College Bears Basketball - Mountain View College, 2 p.m., Away</p>
	<b>Sunday</b> <b>27</b>



# OFFICE OF STUDENT LIFE

## STUDENT AMBASSADORS

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The Brookhaven College Student Ambassadors Program enlists volunteer support from outstanding students at the college to reach out to prospective students and the community. Student Ambassadors help with outreach at special campus events, high schools, campus tours, New Student Orientation, registration, community activities and more.

As an ambassador, you will have the opportunity to:

- develop a professional network,
- participate in new learning opportunities,
- enhance your resume,
- serve your college and your community,
- meet community leaders,
- increase your self-esteem and confidence, and
- make new friends.

## NEW STUDENT GROUP ORIENTATION

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New Student Group Orientation is designed to make new students at Brookhaven College welcome and help them succeed. Group orientation is a half-day opportunity for new students to meet and interact with faculty and current Brookhaven students, visit with various college services that can help them succeed throughout their time at the college, tour the campus, prepare for placement testing and learn about financial aid.

## POSTING INFORMATION ON CAMPUS

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The Office of Student Life approves all notices posted on all Brookhaven College bulletin boards. Special bulletin boards are designated around campus for selling books, roommate notices and off campus activities. Notices may remain posted for no more than one month, and postings larger than 8.5 x 11 require additional approval.

The Office of Student Life also coordinates the distribution of information and merchandise on campus. Individuals interested in distributing free product samples or printed information on campus must complete the necessary paperwork in advance in Room S201. No sale of commercial merchandise or services is permitted on campus; however, commercial ads are accepted by the *Brookhaven Courier*, the student newspaper. For ads or additional information call 972-860-4787.

# January/February 2013

<p><b>Monday</b></p> <p><b>28</b></p>	<p>Deadline to Apply for May Graduation</p>	
<p><b>Tuesday</b></p> <p><b>29</b></p>	<p>Brookhaven Theater Auditions: "8" by Dustin Lance Black – Directed by Michael A. Robinson, 7 p.m., Performance Hall</p> <p>SkillsShops: "Can You Hear Me Now? Active Listening and Communication Skills," 3 – 4 p.m., Place TBA</p> <p>Service Learning COUNTS/READS Orientation, 2 – 3 p.m., S064</p> <p>BSGA General Meeting, Noon, S220</p>	
<p><b>Wednesday</b></p> <p><b>30</b></p>	<p>Brookhaven Theater Auditions: "8" by Dustin Lance Black – Directed by Michael A. Robinson, 7 p.m., Performance Hall</p> <p>Service Learning SHAPE Orientation, 2 – 3 p.m., S064</p> <p>African American Poetry Presents: "Earth, Wind and Fire: Poetry of the 1970's Black Arts Movement," 10:30 a.m., Performance Hall</p>	
<p><b>Thursday</b></p> <p><b>31</b></p>	<p>Brookhaven Theater Auditions: "8" by Dustin Lance Black – Directed by Michael A. Robinson, 7 p.m., Performance Hall</p> <p>No Refund for Residency Changes Will be Issued After Today</p> <p>Last Day to Drop 16-Week Class Without a "W"</p> <p>Office of Student Life and PTK Presents: Poverty in America Awareness Event "Donate your Lunch Money for 1 Day" Proceeds will go to the Brookhaven College Food Pantry, TBA</p>	
<p><b>Friday</b></p> <p><b>1</b></p>	<p>Phi Theta Kappa General Meeting, 4– 6 p.m., X2008</p>	
<p><b>Saturday</b></p> <p><b>2</b></p>	<p>Brookhaven College Bears Basketball - Cedar Valley College, 2 p.m., Home</p> <p>Quick THEA Test Administered</p>	<p><b>Sunday</b></p> <p><b>3</b></p>

## SERVICE-LEARNING AND CIVIC ENGAGEMENT

Service-learning is a teaching and learning strategy that integrates meaningful service with academic study and reflection to enrich the learning experience, build civic responsibility and strengthen communities. Students apply their academic skills and knowledge to address real-life needs in their own communities.

An exciting, hands-on approach to education, service-learning is taking place in a wide variety of settings: schools, hospice care, early-childhood centers, and hospitals, as well as community and faith-based organizations across the nation. The core concept driving this educational strategy is that combining service objectives and learning objectives results in a radically effective transformative method of teaching students.

Civic engagement is active collaboration that builds on the resources, skills, expertise and knowledge of the campus and community: Service-Learning improves the quality of life in communities in a manner consistent with the campus mission: teaching, research and service.

### Service-Learning Programs

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#### ***Improve community life and learn civic and social responsibility!***

**Brookhaven COUNTS:** COUNTS is a math enrichment program for students enrolled in the college level mathematics course MATH 1414. Brookhaven College students work with children in grades 3-12 in the Carrollton-Farmers Branch and Dallas independent school districts to help them achieve better grades in math and prepare for state testing.

**Brookhaven READS:** READS is a literacy program for students enrolled in college-level English courses ENGL 1301 or higher. Brookhaven College students work with students in grades K-11 in the Carrollton-Farmers Branch and Dallas independent school districts to help build upon reading and writing skills.

**Brookhaven SHAPE:** A service-learning opportunity for students enrolled in nutrition and early-childhood classes to take an active role in combating childhood obesity. Students will work with youth and a community partner in programs that focus on developing healthy eating alternatives and promoting of active lifestyles.

**Democracy In Action:** A civic engagement project for students enrolled in government or related courses. This project allows students to learn the democracy skills of collaboration, critical thinking, research and participation. DIA activities can include the Veteran's History Project, voter registration drives and political campaign work such as door-to-door canvassing, phone bank, circulating political information, distributing yard signs and designing marketing materials.

# February 2013

<b>Monday</b> <b>4</b>	12th Day of Class
<b>Tuesday</b> <b>5</b>	BSGA Advisor/Officer Meeting, Noon, S220
<b>Wednesday</b> <b>6</b>	Brookhaven College Bears Basketball - Eastfield College, 7 p.m., Home Career Services Presents: Spring 2013 Open House, 11 a.m.- 1 p.m., S065 <i>Come learn about Career Services and get a free cookie</i> SLI Presents: Meet and Greet/Review of Fall Semester, 3 p.m., S220 Office of Student Life Presents: Dr. Wright Lassiter, Chancellor of the Dallas County Community College District – “Crossroads” A Celebration of Black History Month, 10:30 a.m., TBA
<b>Thursday</b> <b>7</b>	SkillsShops: “What’s Your Style? Study Strategies Customized to Your Learning Style” 10 – 11 a.m., Place TBA 70 Percent Refund Period Ends for 16-Week Classes
<b>Friday</b> <b>8</b>	
<b>Saturday</b> <b>9</b>	Brookhaven College Bears Basketball - Richland College, 2 p.m., Away 25 Percent Refund Period Ends for 16-Week Classes
	<b>Sunday</b> <b>10</b>

# SERVICE-LEARNING AND CIVIC ENGAGEMENT

## Service-Learning Programs cont.

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International Conversation Partners: This on-campus service opportunity allows students to share their culture and American experiences with international students currently enrolled in English for Speakers of Other Languages classes. Groups meet weekly for informal discussions, allowing ESOL students to practice their English and learn about the American culture.

\* Each service opportunity is open to any student pursuing a related major or desiring to perform community service hours.

\*\* To view a full list of service locations, visit [www.dcccd.edu/service-learning](http://www.dcccd.edu/service-learning).

## How to Participate in Service-Learning

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- 1) Select a program of interest, such as Brookhaven SHAPE or Democracy in Action, or choose an agency at [www.dcccd.edu/service-learning](http://www.dcccd.edu/service-learning) where you would like to complete your service hours.
- 2) Contact the site and speak with the Site Director or Volunteer Coordinator to find out what you need to do to begin your service hours; (i.e. site application, criminal background check, orientation) and when you can begin. NOTE: Paperwork at the service site may take additional time to process, so complete this step right away.
- 3) Complete the service-learning liability release form (available in the Office of Student Life, Room S201). NOTE: Students who do not complete this step by the deadline WILL NOT receive service-learning credit.
- 4) Sign up on [www.NobleHour.com](http://www.NobleHour.com) to track your hours online. Only your site director or the person he/she designates is permitted to sign off and verify your hours.
- 5) Complete the service hours required by your instructor. Keep a written log of your service experience to assist you in completing reflection assignments given by your instructor and/or reflection sessions conducted by the Office of Student Life.
- 6) If required by your instructor, participate in the Civic Engagement Showcase held by the Office of Service-Learning and Civic Engagement.
- 7) Submit your service hours by the due date to receive credit. Please check the important dates list on the Brookhaven College service-learning website for the official due date.
- 8) Completion of your service-learning hours will be reported to your instructor so that class credit can be assessed.

# February 2013

Monday

11

**Forum Gallery + Studio Gallery: Feb. 11 - March 6**  
**Forum Gallery: Bryan Florentin**  
**Studio Gallery: Judy Youngblood, Receptions: TBA**

Tuesday

12

SkillsShops: "Financial Literacy Series #1: Money, Money, Money, Monnnneey - Tips on Money Management," 12:30 – 1:30 p.m., Place TBA

College Police Department Presents: Sexual Assault Awareness Annual Event, All Day, Bldg. S Lobby

BSGA General Meeting, Noon, S220

Wednesday

13

Brookhaven College Bears Basketball - North Lake College, 7 p.m., Away

Service Learning Presents: Service Agency Fair, 10 a.m.– 1 p.m., Bldg. S Lobby

Career Services Presents: Resume Reviews, 11 a.m.- 12:30 p.m., S065

SLI Presents: "Discipline," 3 p.m., S220

Thursday

14

SkillsShops: "Hanging Out, Hooking Up, Falling in Love: Develop and Maintain Healthy Relationships," 2 – 3 p.m., Place TBA

Friday

15

Saturday

16

Brookhaven College Bears Basketball - Mountain View College, 2 p.m., Home

Quick THEA Test Administered

Sunday

17

# STUDENT CLUBS AND ORGANIZATIONS

All phone numbers are area code 972

Name of Club/Organization			Name of Club/Organization		
Sponsor Name	Division	Telephone	Sponsor Name	Division	Telephone
<b>African Cultures Club</b>			<b>International Club</b>		
Winnie Clarke	Testing Center	860-4869	Sheri Van Court	World Languages	860-4683
Jamileh Stroman	World Languages	860-4821	Maria Prado	World Languages	860-4770
<b>Art Club</b>			<b>Korean Culture Club</b>		
Susan Mollet	School of the Arts	860-4138	Chong Chu	School of the Arts	860-4732
			Don Taylor	School of the Arts	860-4732
<b>Asian Culture Club</b>			<b>Math/Science Club (STEM)</b>		
Jamileh Stroman	World Languages	860-4821	Anahita Sidhwa	Mathematics and Science	860-4750
<b>Believers' Love World</b>			<b>Music Club</b>		
Eva Blankenship	Advising	860-4935	Octavio Gutierrez	School of the Arts	860-4720
<b>Brookhaven Active Adult Students, BAAS</b>			<b>Pathways</b>		
DeBorah Whaley-Stephenson	Business Studies	860-4807	Kellie Hickman	Disability Services	860-4852
<b>Brookhaven Choral Society</b>			<b>Phi Theta Kappa, PTK</b>		
Melody Gamblin-Bullock	School of the Arts	860-4548	Sheri Van Court	World Languages	860-4683
<b>Brookhaven Flute Club</b>			<b>Radiology Science Club</b>		
Pam Youngblood	School of the Arts	860-4730	Stephanie Wells	Health & Human Services	860-4257
<b>Brookhaven Greenies</b>			<b>Rising Star Club</b>		
Carrie Schweitzer	President's Office	860-4848	Vince Waggoner	Rising Star Office	860-4257
Lois Wagenseil	Learning Resource Center	860-4818			
<b>Brookhaven Latino Dance Club</b>			<b>SERVE - the Club</b>		
Rebecca Garcia	World Languages	860-4828	Andrew Deibert	Student Life	860-4703
<b>Brookhaven Players</b>			<b>Spanish Club</b>		
Darise Error	School of the Arts	860-4244	Rebecca Garcia	World Languages	860-4828
			Daffne Bennett	Outreach	860-4699
<b>Criminal Justice Club</b>			<b>Student Veterans Organization</b>		
Thom Parr	Social Science	860-4130	Monique Jameison	Student Support Services	860-4674
<b>Cristian Collegiate Ministry, CCM</b>			<b>Urban Dance Club</b>		
Gary McKnight	Testing Center	860-4383	Eva O'Brien	Dance Department	860-4122
Ellyn Favors	Off-campus liaison	972-213-4067			
<b>Dancers' Theatre</b>			<b>Visual Communications Club, VCOM</b>		
Micki Saba	School of the Arts	860-4122	Wes Smith	Business Studies	860-4735
<b>Gay-Straight Alliance</b>			<b>Windmill Writers Club</b>		
Chad Price	Advising	860-4923	Aaron Clark	Communications	860-4778
<b>IMPP - International Movement For Peace Among People</b>			<b>Yoga and Meditation Club</b>		
Sheri Van Court	World Languages	860-4683	Rick Tuman	Workforce & Continuing Education	860-4678
<b>Institute for Political Studies</b>					
Ahad Hayaud-Din	Social Science	860-4137			

# February 2013

<b>Monday</b> <b>18</b>	Career Services Presents: Resume Reviews, 10:30 a.m. - 12:30 p.m., S065
<b>Tuesday</b> <b>19</b>	Service Learning SHAPE Orientation, 2 – 3 p.m., S064 Health Center Presents: Carter BloodCare Blood Drive, 10 a.m.– 4 p.m., Bldg. S Parking Lot BSGA Advisor/Officer Meeting, Noon
<b>Wednesday</b> <b>20</b>	Brookhaven College Bears Basketball - MAC Conference Quarter-Finals, Time/Place TBA Service Learning COUNTS/READS Orientation, 3 – 4 p.m., S064 SkillsShops: “Reading: The App for Life - SQ3R Reading Method,” 12:30– 1:30 p.m., Place TBA Health Center Presents: Carter BloodCare Blood Drive, 10 a.m.– 4 p.m., Bldg. S Parking Lot SLI Presents: “Mental Toughness,” 3 p.m., S220
<b>Thursday</b> <b>21</b>	Brookhaven College Bears Basketball - MAC Conference Semi-Finals, Time/Place TBA TIP: First Installment Payment Due Quick THEA Test Administered
<b>Friday</b> <b>22</b>	Brookhaven College Bears Basketball - MAC Conference Final, 7 p.m., Place TBA
<b>Saturday</b> <b>23</b>	
<b>Sunday</b> <b>24</b>	



# eCONNECT

**eConnect** is your online interactive connection to student services. You will find up-to-the-minute information for all seven colleges of the Dallas County Community College District and the Dallas TeleCollege. **eConnect** services include information about admissions, class listings, grades, payments and more. Class listings include available seats, cancellations, additions and other information. You can even plan your schedule and register online if you meet certain eligibility criteria.

To access eConnect, visit us at [www.BrookhavenCollege.edu](http://www.BrookhavenCollege.edu), click on the letter “E” and select eConnect.

## Plan My Schedule: for Current Students

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Plan My Schedule, where a login identification is required, is an online service that allows currently enrolled credit students to plan a class schedule on **eConnect** for one or more terms prior to registration, whether that registration is online or with an advisor. Through **eConnect**, current students may take the following actions.

- Start planning as soon as class listings are available through **eConnect's** “Search for Credit Classes”
- Search for credit classes by term
- Select classes to add to their schedule plan
- View schedule conflicts, prerequisite or corequisite requirements and class syllabus
- Email their plan to themselves, friends or family
- Print their plan to take to an advisor for assisted registration
- If eligible, register online based on their plan

## ELIGIBILITY FOR ONLINE REGISTRATION

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NOTE: First-time-in-college students cannot register online.

If you are planning to register online for credit classes using **eConnect**, you must have documented the following:

- be in good standing and have a grade point average of 2.0 or better;
- have a Texas Success Initiative status of complete, exempt, waived or have taken an approved TSI test in reading, writing and math; and
- have no restrictions or blocks.

If you experience difficulty using online registration and the eligibility criteria apply to you, please contact the Admissions Office by phone at 972-860-4883 or by email at [bhcAdmissions@dcccd.edu](mailto:bhcAdmissions@dcccd.edu).

If these criteria do not apply to you, or if you are not sure of your status, please contact the Brookhaven College Advising Center by phone at 972-860-4830 or by email to [bhcAdvising@dcccd.edu](mailto:bhcAdvising@dcccd.edu).

## eConnect Hours of Operation

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eConnect hours of operation are 3 a.m.-1 a.m., seven days a week.

Use eConnect in your home, office or wherever you have Internet access. New students can visit the “General Information” section at [eConnect.dcccd.edu](http://eConnect.dcccd.edu) for information about how to get a login identification and password for the interactive sections.

# February/March 2013

<b>Monday</b> <b>25</b>	Brookhaven College Bears Basketball - Region V 'IF' Game, 7 p.m., Place TBA
<b>Tuesday</b> <b>26</b>	SkillsShops: "Mean People Stink! How to Deal with Difficult People," 3 – 4 p.m., Place TBA BSGA General Meeting, Noon, S220
<b>Wednesday</b> <b>27</b>	Service Learning Enrollment Period Deadline SLI Presents: "Responsibility," 3 p.m., S220
<b>Thursday</b> <b>28</b>	DCCCD Employee Development Day – Day and Evening Classes Will Not Meet
<b>Friday</b> <b>1</b>	DCCCD Day of Service – Friday Day Classes Will Not Meet. Friday Evening, Saturday and Sunday Classes Will Meet. Phi Theta Kappa – General Meeting, 4 - 6 p.m., X2008
<b>Saturday</b> <b>2</b>	
<b>Sunday</b> <b>3</b>	

## eCONNECT cont.

### Services

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Login not required:

- Search for credit classes, available seats and other up-to-the-minute information
- Search course descriptions and browse the catalog

Login required

- Register for credit classes
- Request a credit transcript
- Buy your books online
- Review your financial aid information
- Apply for your Financial Aid DCCCD Money card
- Update your Student Information Profile
- Request privacy of your directory information
- Pay for credit classes
- Update your email and phone numbers
- View your current schedule of classes
- Check your grades
- Review your student record

## eCAMPUS

Once you've planned your schedule and conducted your interactive business with *eConnect*, you can use eCampus as a virtual campus for instructional matters – a Web-based learning system and electronic community center for students and faculty. This customizable, secure portal offers class, collaboration and communication tools; assessment features; and access to a vast array of teaching and learning resources. Following are some examples of what you'll find on eCampus at *eCampus.dcccd.edu*.

### Future Students:

Visit eCampus to learn more about a class – see if it's a subject that suits your educational goals.

### Current Students:

announcements from professors • chat rooms  
class content • class syllabi • library resources  
news and media resources • online classes  
calendar to synchronize with your smart phone



**The App for Life**

# March 2013

<b>Monday</b> <b>4</b>	Classes Resume
<b>Tuesday</b> <b>5</b>	BSGA Advisor/Officer Meeting, Noon, S220 Office of Student Life Presents: Celebrating National Women's History Month, Noon, Bldg. S Lobby
<b>Wednesday</b> <b>6</b>	Phi Theta Kappa New Member Orientation, 3:30 - 4:30 p.m. and 4:30 - 5:30 p.m., X2008 SLI Presents: "Commitment," 3 p.m., S220
<b>Thursday</b> <b>7</b>	Phi Theta Kappa New Member Orientations, 3:30- 4:30 p.m. and 4:30 - 5:30 p.m., X2008 SkillsShops: "One of These Days I'll Stop Procrastinating - Time Management Skills," 4 - 5 p.m., Place TBA Brookhaven Theater Presents: "8" by Dustin Lance Black - Directed by Michael A. Robinson, 8 p.m., Performance Hall
<b>Friday</b> <b>8</b>	Brookhaven Theater Presents: "8" by Dustin Lance Black - Directed by Michael A. Robinson, 8 p.m., Performance Hall
<b>Saturday</b> <b>9</b>	Brookhaven Theater Presents: "8" by Dustin Lance Black - Directed by Michael A. Robinson, 8 p.m., Performance Hall
<b>Sunday</b> <b>10</b>	Phi Theta Kappa Spring Induction Ceremony, 2 - 4 p.m., Performance Hall

## WHAT THE ADVISING CENTER STAFF EXPECTS OF YOU.

Students are expected to actively participate in their educational experience. Active participation extends into planning your educational goals. While the Advising Center staff is available to assist you, advisors will not make your decisions for you.

The advising staff will be able to better serve you if you keep the following things in mind.

- Build a relationship with an academic advisor so you feel comfortable talking with your advisor when you have questions or need help or support.
- Plan ahead. Come see an advisor during the semester and not only during busy registration times. An advisor can spend more in-depth time with you during the semester.
- You may have many more commitments other than just school, so make sure that you have taken all your time commitments into account. Good time management skills can make a big difference.
- If you are thinking of dropping a course or if you are struggling with your grades, speak to an advisor as soon as possible to discuss your options before it is too late.
- Choose the program of study, degree or certificate that will best meet your goals, or learn about majors offered by four-year colleges or universities.
- Read the online college catalog so you are familiar with the courses and degree plans offered at Brookhaven College. Pay close attention to course prerequisites and be prepared to present proof of completion of prerequisites if needed.
- If your future plans include transferring to a four-year college or university, select classes that will transfer.
- Learn about other sources of information and assistance at Brookhaven College.



# March 2013

<p><b>Monday</b></p> <p><b>11</b></p>	<p><b>Forum Gallery + Studio Gallery: March 11 - April 4</b>  <b>Forum Gallery: Janet Chaffee</b>  <b>Studio Gallery: Shafaq Ahmad, Reception: TBA</b></p>	
<p><b>Tuesday</b></p> <p><b>12</b></p>	<p>SkillsShops: "Financial Literacy Series #2: Urge to Splurge? Strategies for Record Keeping and Spending Plans," 12:30 - 1:30 p.m., Place TBA</p> <p>Brookhaven Theater Auditions, "ALMOST MAINE" by John Cariani – Directed by Lisa Devine, 7 p.m., Black Box Theatre (C205)</p>	
<p><b>Wednesday</b></p> <p><b>13</b></p>	<p>Brookhaven Theater Auditions, "ALMOST MAINE" by John Cariani – Directed by Lisa Devine, 7 p.m., Black Box Theatre (C205)</p> <p>Astronomy Department Presents: "Star Gazing for Everyone!," 8 – 10 p.m., Plaza between K and X Buildings (Please call 972-860-4301 after 5 p.m. on March 13 to confirm.)</p> <p>Advising Center, Admissions Office and Health Center Presents: College/Majors/Degree/Health Fair, 10 a.m.– 2 p.m., Bldg. S Lobby</p> <p>SLI Presents: Indoor Challenge Course (Must be a current member to attend), Time TBA</p>	
<p><b>Thursday</b></p> <p><b>14</b></p>	<p>SkillsShops: "Cash for College: Tips for Applying for Scholarships," 10 – 11 a.m., Place TBA</p> <p>Brookhaven Theater Auditions, "ALMOST MAINE" by John Cariani – Directed by Lisa Devine, 7 p.m., Black Box Theatre (C205)</p> <p>Brookhaven College Bears Basketball – National Tournament, Time/Date TBA</p>	
<p><b>Friday</b></p> <p><b>15</b></p>	<p>Women's Empowerment Conference, 10 a.m.- 4 p.m., S201</p> <p>Brookhaven College Bears Basketball – National Tournament, Time/Date TBA</p>	
<p><b>Saturday</b></p> <p><b>16</b></p>	<p>Brookhaven College Bears Basketball – National Tournament, Time/Date TBA</p> <p>ASACC – National Student Advocacy and Leadership Spring Conference, Washington D.C.</p>	<p><b>Sunday</b></p> <p><b>17</b></p>

# March 2013

<b>Monday</b> <b>18</b>	Spring Break – CAMPUS CLOSED
<b>Tuesday</b> <b>19</b>	Spring Break – CAMPUS CLOSED
<b>Wednesday</b> <b>20</b>	Spring Break – CAMPUS CLOSED
<b>Thursday</b> <b>21</b>	Spring Break – CAMPUS CLOSED
<b>Friday</b> <b>22</b>	Spring Break – CAMPUS CLOSED
<b>Saturday</b> <b>23</b>	Quick THEA Test Administered
	<b>Sunday</b> <b>24</b>

# March 2013

<b>Monday</b> <b>25</b>	Classes Resume
<b>Tuesday</b> <b>26</b>	SkillsShops: "Afraid of the Math Monster? Techniques to Overcome Math Anxiety," 3 – 4 p.m., Place TBA Career Services Presents: Resume Review, 9 – 11 a.m., S065 BSGA General Meeting, Noon, S220
<b>Wednesday</b> <b>27</b>	Career Services Presents: Resume Review, 4 – 5 p.m., S065 SLI Presents: "Strengths," 3 p.m., S220
<b>Thursday</b> <b>28</b>	
<b>Friday</b> <b>29</b>	Holiday Begins – CAMPUS CLOSED
<b>Saturday</b> <b>30</b>	
	<b>Sunday</b> <b>31</b>



# TRANSCRIPTS

## DCCCD Transcripts

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- A transcript remains on file for every student who has attended a credit course within DCCCD regardless of when they took that course.
- The transcript is official if the document has a college seal and is signed by the registrar.
- A minimum of two working days is required to process a transcript request unless the request is made in person.
- A transcript will be released only if all obligations to DCCCD have been settled.
- Transfer credits from other institutions are not recorded on DCCCD transcripts. If you need a transcript of work completed at another institution, you must secure it from that institution.

## Transcripts from Other Institutions

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- Students transferring to Brookhaven College from other institutions of higher education must submit official transcripts from all regionally accredited U.S. (and U.S territories) institutions attended or to the Admissions Office. Transcripts must be no older than three years from the date the transcript was printed to comply with the state records and retention law, established by the Texas State Library and Archives Commission. Students seeking admission after having not attended for a year or longer must also submit a new official transcript.
- All official transcripts from previous colleges/universities must be current and on file in order for a Degree Plan Request to be processed.



# April 2013

<b>Monday</b> <b>1</b>	Classes Resume
<b>Tuesday</b> <b>2</b>	BSGA Advisor/Officer Meeting, Noon, S220  Office of Student Life Presents: Lydia Connor, Children's Advocacy Center of Collin County – Child Abuse Prevention Month "Darkness to Light Conference" (Certificates to be awarded to those who attend the entire conference.), 1 – 4 p.m.
<b>Wednesday</b> <b>3</b>	Career Services Presents: Résumé Review, 11 a.m.– 12:30 p.m., S065  SLI Presents: "Résumés and Cover Letters," 3 p.m., S220
<b>Thursday</b> <b>4</b>	Career Services Presents: Résumé Review, 11 a.m.– 12:30 p.m., S065  SkillsShops: "Fight Stage Fright: Relaxation Techniques for Public Speaking," 2:30 – 3:30 p.m., Place TBA  TIP Final Installment Payment Due  PTK National Convention
<b>Friday</b> <b>5</b>	Phi Theta Kappa General Meeting, 4 - 6 p.m., X2008  PTK National Convention
<b>Saturday</b> <b>6</b>	PTK National Convention
<b>Sunday</b> <b>7</b>	

# ADMISSIONS OFFICE

## 1. AP/CLEP SCORES

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If you have AP or CLEP scores that you would like to receive credit for, you may pick up a request form at the Admissions Office. You must be currently enrolled in classes, and you must attach an official score report to the request form.

## 2. DEGREE PLANS

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For students' convenience the degree plan request form is located on the Brookhaven College website in the A-Z Index under "D" for "Degree Plan Request Form." Fill out the form and drop it off at the front counter of the Admissions Office. Students who plan to graduate with an associate's degree from Brookhaven College must submit an official degree plan prior to completing 45 credit hours.

## 3. CATALOG YEARS

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Catalog years are valid for five years. You must be enrolled in at least one semester for the chosen catalog year. If you are unsure of what catalog year to use see your academic advisor.

## 4. GRADUATION

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For students' convenience the application for graduation can be printed from the Brookhaven College website. The form is located in the A-Z Index under "A" for "Application for Graduation." Students need to be aware of the graduation application deadline for the semester in which they complete their graduation requirements.

## 5. REINSTATEMENT INTO A CLASS

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If you are receiving financial aid and have been dropped from a class, please visit the Financial Aid Office first about getting reinstated into your class. All other students must begin the reinstatement process in the appropriate division office. If you are unsure of what division your class belongs to, please see page 5 for a list of divisions.

## 6. LATERAL TRANSFERS/COURSE EXCHANGES

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Lateral transfers and course exchanges must first be handled through the division office. The division office will then explain your next steps.

Please Note: This guide contains policy regulations and procedures in existence at the time this publication went to press. The Brookhaven College Admissions Office reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures and applicable state and federal regulations. This guide is for information purposes and does not constitute a contract, express or implied, between any applicant, student or staff member and Brookhaven College of the Dallas County Community College District.

# April 2013

<b>Monday</b> <b>8</b>	
<b>Tuesday</b> <b>9</b>	Career Services Presents: Résumé Review, 2:30– 3:30 p.m., S065 BSGA General Meeting, Noon, S220
<b>Wednesday</b> <b>10</b>	SkillsShops: “The Glass IS Half Full - Strategies for Positive Thinking,” 11 a.m.– Noon, Place TBA International Club and IMPP Presents: International Day, 10 a.m.– 3 p.m., Commons Courtyard SLI Presents: “Professional Attire and Interviewing Skills” – Guest Speaker, Deena Bilbrew, Career Advisor at University of North Texas, 3 p.m., S220
<b>Thursday</b> <b>11</b>	Career Services Presents: Spring 2013 Career Fair (Professional Attire and Resumes Preferred), 10 a.m.- 2 p.m., Bldg. S Lobby
<b>Friday</b> <b>12</b>	School of the Arts Presents: Dance Concert, 8 p.m., Performance Hall
<b>Saturday</b> <b>13</b>	School of the Arts Dance Department Presents: Dance Concert, 8 p.m., Performance Hall Quick THEA Test Administered
<b>Sunday</b> <b>14</b>	School of the Arts Dance Department Presents: Dance Concert, 2:30 p.m., Performance Hall Last Day to Drop 16-Week Class with a “W”

# ADMISSIONS OFFICE

## RESIDENCY

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The amount of tuition you are charged is based upon your residency classification. The Admissions Office determines your residency classification based on the information you submit and in accordance with the rules and regulations of the Coordinating Board of the Texas College and University System and the policies of Brookhaven College/Dallas County Community College District and the Board of Trustees.

A student is not to provide residency documents; however, if he or she wants to pay the lower rate of tuition, then the state approved documents must be submitted before the census date. Below is a list of the most common documents accepted for residency purposes.

1. Submit a letter from your employer stating the dates that you have been employed there as well as the current date. The letter must include the past 12 consecutive months (if you have worked at more than one place, you may provide a letter from each employer to cover the full 12 months). The letter must be on company letterhead; if letterhead is not available, then, you must attach a business card of the person who wrote the letter.

If you cannot provide the above letter then you may provide the following:

1. last year's property tax statement showing that you own a home in the state of Texas

OR

2. a current, valid license to conduct some type of business issued by the state of Texas  
*For example: nursing, law, cosmetology, bartending, insurance sales, etc.*

AND, the above WILL NOT be accepted unless accompanied by one of the following:

1. a current Texas Driver's license that was either issued more than 12 months ago or expires less than 4 years from the date you bring it in
2. a current voter's registration card
3. 12 months of utility bills or bank statements in your name and with your current address--If this option is chosen, there must be one bill for every single month for the past 12 consecutive months.

If you cannot provide these documents in your name but have a spouse who can, you may provide the above documents in his/her name, along with a copy of your marriage certificate that shows you have been married at least one year.

If you are a dependent of a Texas resident, you may provide the above documents in your parents' name along with a copy of last year's tax return showing you were claimed as a dependent. Know that your residency status does not automatically change after taking classes for one year. It is the student's responsibility to bring these documents to the Admissions Office to have your residency status changed.

This list is not inclusive of every document that is accepted. For a complete list of acceptable documents, please visit the residency page (under "R" in the A-Z index) of the Brookhaven College website, [www.BrookhavenCollege.edu](http://www.BrookhavenCollege.edu).

# April 2013

**Monday**

**15**

**Tuesday**

**16**

SkillsShops: "Financial Literacy Series #3 - Don't Drown in Debt: Tips for Understanding Credit," 12:30 – 1:30 p.m., Place TBA

BSGA Advisor/Officer Meeting, Noon, S220

**Wednesday**

**17**

SLI Presents: "Time Management," 3 p.m., S220

**Thursday**

**18**

SkillsShops: "From Anxiety to Excellence: Test Taking Strategies," 11 a.m.– Noon, Place TBA

Last Day to Withdraw from Classes

**Friday**

**19**

**Saturday**

**20**

**Sunday**

**21**

# BROOKHAVEN COLLEGE GRADING SYSTEM

## Grade Point Average, GPA

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Grade points are determined by multiplying the number of points earned for each course by the number of credit hours the course carries. A student who takes a three hour course earns an “A” accumulates 12 grade points for that course. A student’s Grade Point Average is determined by adding up the total grade points received and dividing by the total number of hours attempted. For example, if a student earns 48 grade points while enrolled in 15 credit hours, the student has a Grade Point Average of 3.2 for the semester.

<b>Grade</b>	<b>Interpretation</b>	<b>Grade Point</b>
A	Excellent performance	4 grade points
B	Good performance	3 grade points
C	Average performance	2 grade points
D	Poor performance	1 grade points
F	Failing performance	0 grade points
CR	Credit	Not computed
E	Effort	Not computed
I	Incomplete	Not computed
NR	Not Reported by Instructor	Not computed
P	Progress (Discontinued)	Not computed
W	Withdraw	Not computed

## Your transcript and grade report will indicate two different GPAs.

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GPA (1)–Grade point average (1) is inclusive of all courses taken that receive a performance grade of “A”–“F”. This includes all ESOL, developmental classes and classes with course numbers beginning in 0.

GPA (2)–Grade point average (2) is inclusive of all college-level courses taken.

## E Grade –Developmental Classes Only

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This grade is given when an instructor wishes to reflect a student’s progress in a developmental studies course. An E-grade is non-punitive and not computed. The E grade indicates that a student participated in a class according to TSI guidelines but was unable to perform C-level or passing work, which would qualify the student to enroll in college-level courses.

# April 2013

Monday

22

Forum Gallery + Studio Gallery: April 23 - May 3  
Juried Art Student Exhibition  
Awards reception: May 2, noon - 1:30 p.m.

Tuesday

23

The Health Center Presents: American Red Cross Blood Drive, Time TBA, Bldg. S Parking Lot

BSGA General Meeting, Noon, S220

Wednesday

24

SkillsShops: "Avoid Brain Drain - Concentration and Study Strategies," 3 - 4 p.m., Place TBA

SLI Presents: "Emotional Security," 3 p.m., S220

Office of Student Life Presents: Jennifer Talley, Education Specialist with Dallas Children's Advocacy Center "Recognizing and Reporting Child Abuse," 10:30 a.m., S220

Thursday

25

Brookhaven Theater Presents: "ALMOST MAINE" by John Cariani - Directed by Lisa Devine, 8 p.m., Black Box Theater (C205)

Office of Student Life Presents: Graduation Party, 11:30 a.m. - 2:30 p.m., Commons Courtyard

Friday

26

Brookhaven Theater Presents: "ALMOST MAINE" by John Cariani - Directed by Lisa Devine, 8 p.m., Black Box Theater (C205)

Saturday

27

Brookhaven Theater Presents: "ALMOST MAINE" by John Cariani - Directed by Lisa Devine, 8 p.m., Black Box Theater (C205)

Service Learning Presents: Healthy Family Day (Global Youth Service Day), 10 a.m. - Noon, Place TBA

Quick THEA Test Administered

Sunday

28

Brookhaven Theater Presents: "ALMOST MAINE" by John Cariani - Directed by Lisa Devine, 2:30 p.m., Black Box Theater (C205)



## BROOKHAVEN COLLEGE GRADING SYSTEM cont.

### **Incomplete (I)**

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This grade is given when students cannot complete course requirements due to some unforeseen problem. It is the student's responsibility to request this arrangement from the instructor. The Incomplete Contract will state the conditions of the contract and the deadline for completion. The incomplete grade will be converted to an agreed upon performance grade if the contract is not completed by the set deadline.

### **Withdrawal (W)**

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It is the student's responsibility to officially drop from a class or withdraw from the college. If the student stops attending class and does not drop a class or withdraw from college before the final deadline, he or she will receive an "F." Classes dropped prior to the official census date will not be given a grade or appear on transcripts; classes dropped after the census date but before the final drop date will receive a "W" (withdrawl).

The withdrawal/drop process is not official until the proper drop procedure has been followed and completed with an advisor or on eConnect. If eligible, students who go through an advisor to withdraw, pick up an Advising Report in Admissions and Student Records Office.

### **Important Information About Dropping Courses**

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Based on Section 51.907 of the Texas Education Code, neither DCCCD nor any other public Texas college may permit students to drop more than six college-level courses after the official drop-and-add period. The six-course limit includes courses dropped at other Texas public colleges, unless a course qualifies as an exception. Contact our college's counseling/advising office for details related to exceptions. High school students currently enrolled in DCCCD Dual Credit, Early College and Collegiate High School are waived from this requirement until they graduate from high school.



# April/May 2013

<b>Monday</b> <b>29</b>	
<b>Tuesday</b> <b>30</b>	SkillsShops: "Final Exams! Work! Family! Stress Management Strategies," Noon – 1 p.m., Place TBA BSGA Advisor/Officer Meeting, Noon, S220
<b>Wednesday</b> <b>1</b>	SLI Presents: End of the Year Awards Ceremony and Banquet (By Invitation Only), 3 p.m., S220
<b>Thursday</b> <b>2</b>	Service Learning Presents: Awards and Recognition Ceremony, 1 – 2 p.m., Place TBA Service Learning Presents: Service Learning Showcase, 10:30 a.m. – Noon, Performance Hall Lobby Brookhaven Theater Presents: "ALMOST MAINE" by John Cariani – Directed by Lisa Devine, 8 p.m., Black Box Theater (C205) Art Department - Forum Gallery + Studio Gallery – Juried Art Student Exhibition
<b>Friday</b> <b>3</b>	Phi Theta Kappa – General Meeting, 4 – 6 p.m., X2008 Brookhaven Theater Presents: "ALMOST MAINE" by John Cariani – Directed by Lisa Devine, 8 p.m., Black Box Theater (C205)
<b>Saturday</b> <b>4</b>	Brookhaven Theater Presents: "ALMOST MAINE" by John Cariani – Directed by Lisa Devine, 8 p.m., Black Box Theater (C205)
<b>Sunday</b> <b>5</b>	Brookhaven Theater Presents: "ALMOST MAINE" by John Cariani – Directed by Lisa Devine, 2:30 p.m., Black Box Theater (C205)

# FINAL EXAM SCHEDULE, SPRING 2013

Time of Class	Exam Date	Exam Day	Exam Time
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## **MONDAY-WEDNESDAY DAY-TIME COURSES**

7:30 a.m.	May 13	Monday	8-9:50 a.m.
9 a.m.	May 15	Wednesday	9-10:50 a.m.
10:30 a.m.	May 13	Monday	10-11:50 a.m.
noon	May 15	Wednesday	noon-1:50 p.m.
1:30 p.m.	May 13	Monday	2-3:50 p.m.
3 p.m.	May 15	Wednesday	3-4:50 p.m.
4 p.m.	May 13	Monday	4-5:50 p.m.

## **TUESDAY-THURSDAY DAY-TIME COURSES**

7:30 a.m.	May 14	Tuesday	8-9:50 a.m.
9 a.m.	May 16	Thursday	9-10:50 a.m.
10:30 a.m.	May 14	Tuesday	10-11:50 a.m.
noon	May 16	Thursday	noon-1:50 p.m.
1:30 p.m.	May 14	Tuesday	2-3:50 p.m.
3 p.m.	May 16	Thursday	3-4:50 p.m.
4 p.m.	May 14	Tuesday	4-5:50 p.m.

## **MONDAY-WEDNESDAY NIGHT COURSES**

5:40 p.m.	May 13	Monday	6-7:50 p.m.
7:10 p.m.	May 13	Monday	8-9:50 p.m.
8:40 p.m.	May 15	Wednesday	8-9:50 p.m.

## **TUESDAY-THURSDAY NIGHT COURSES**

5:40 p.m.	May 14	Tuesday	6-7:50 p.m.
7:10 p.m.	May 14	Tuesday	8-9:50 p.m.
8:40 p.m.	May 16	Thursday	8-9:50 p.m.

## **MONDAY-ONLY COURSES**

Final examinations will be given on May 13 at the regularly scheduled final examination time for Monday and Wednesday classes.

## **TUESDAY-ONLY COURSES**

Final examinations will be given on May 14 at the regularly scheduled final examination time for Tuesday and Thursday classes.

## **WEDNESDAY-ONLY COURSES**

Final examinations will be given on May 15 at the regularly scheduled final examination time for Monday and Wednesday classes.

## **THURSDAY-ONLY COURSES**

Final examinations will be given on May 16 at the regularly scheduled final examination time for Tuesday and Thursday classes.

## **FRIDAY-ONLY COURSES**

Final examinations will be given on May 10 at the regularly scheduled class time.

## **SATURDAY-ONLY COURSES**

Final examinations will be given on May 11 at the regularly scheduled class time.

NOTE: Exams taken in the Testing Center may have different testing deadlines. Check with your instructor.

# May 2013

**Monday**

**6**

**Tuesday**

**7**

BSGA General Meeting, Noon, S220

**Wednesday**

**8**

Office of Student Life Presents: "A Taste of Culture" Celebrating Asian Pacific Islander Heritage Month, Noon, Bldg. S  
*Sample Asian and Pacific Islander Cuisine*

English Department Presents: Students' Poetry Slam, Time TBA, Commons Courtyard

**Thursday**

**9**

Office of Student Life Presents: 2013 Spring Fling, 11 a.m.– 1 p.m., Commons Courtyard

Last Day to submit Service-Learning Hours for Credit

**Friday**

**10**

Last Day for Students on Probation to Register for May Term

**Saturday**

**11**

**Sunday**

**12**

# BROOKHAVEN COLLEGE GLOSSARY

## **Accuplacer**

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Accuplacer is a untimed computerized test of reading, math and writing. This test is given Monday through Friday in the Testing Center and is approved as an alternate assessment to TSI.

## **Brookhaven Courier**

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*Brookhaven Courier*, the award-winning campus newspaper, is a laboratory publication of the college's journalism, photography and visual communications classes.

## **BSGA (Brookhaven Student Government Association)**

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Brookhaven College is home to a highly regarded, active student government. Membership is open to all students; officer positions are peer-chosen at the beginning of each Fall semester.

## **CARE Team**

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The CARE Team, a group of qualified college professionals, address students whose behavior or mental, emotional or psychological health may pose a direct threat to themselves or to the college community.

## **Core**

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"Core" refers to the Core Curriculum, the basic set of courses required for four-year degrees. The Brookhaven College Core Curriculum is guaranteed to transfer as a block to any public four-year university in Texas.

## **eCampus**

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Through this Web-based learning tool, students receive announcements from professors, take online classes, participate in class-related chat rooms and access learning resources.

## **eConnect**

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eConnect is the college's online student services portal, allowing students to register, pay tuition, check grades, request transcripts, update email addresses and phone numbers, view financial aid information and more.

## **ESOL (English for Speakers of Other Languages)**

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Available for credit and for noncredit, ESOL prepares non-native English speakers for college or for the workforce by polishing their skills in listening/speaking, reading, writing and grammar.

## **FTIC (First Time in College)**

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First-time-in-college students are those who have never before enrolled in a college or university. FTIC students are required to attend orientation, submit appropriate transcripts and test scores, and meet with an advisor for academic counseling.

## **J-Lab**

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This general-use computer lab, located in Bldg. J, Room J122, offers free access to word processing, Internet and other computer-based programs. J-Lab is open to all students.

# May 2013

<b>Monday</b> <b>13</b>	Brookhaven Theater Auditions - "LITTLE WOMEN" based on the novel by Louisa May Alcott, book by Allan Knee, Lyrics by Mindi Dickstein, and Music by Jason Howland – Directed by Darise H. Error, by appointment, Performance Hall  Final Exams
<b>Tuesday</b> <b>14</b>	Brookhaven Theater Auditions - "LITTLE WOMEN" based on the novel by Louisa May Alcott, book by Allan Knee, Lyrics by Mindi Dickstein, and Music by Jason Howland – Directed by Darise H. Error, by appointment, Performance Hall  Final Exams
<b>Wednesday</b> <b>15</b>	Brookhaven Theater Auditions - "LITTLE WOMEN" based on the novel by Louisa May Alcott, book by Allan Knee, Lyrics by Mindi Dickstein, and Music by Jason Howland – Directed by Darise H. Error, by appointment, Performance Hall  Final Exams
<b>Thursday</b> <b>16</b>	Brookhaven Theater Auditions - "LITTLE WOMEN" based on the novel by Louisa May Alcott, book by Allan Knee, Lyrics by Mindi Dickstein, and Music by Jason Howland – Directed by Darise H. Error, by appointment, Performance Hall  Final Exams  Spring Semester Ends  Campus Closes at 5 p.m. for Graduation Ceremony
<b>Friday</b> <b>17</b>	
<b>Saturday</b> <b>18</b>	Quick THEA Test Administered
<b>Sunday</b> <b>19</b>	

## **BROOKHAVEN COLLEGE GLOSSARY cont.**

### **Open Book Project**

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Each year, the Open Book Project committee selects one book for college-wide reading and engages staff and students in conversations and activities stemming from the themes of the book.

### **Phi Theta Kappa**

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PTK is an international honor society for two-year colleges and is open to students who qualify. Brookhaven College's award-winning chapter, Alpha Delta Pi, honors and encourages academic excellence and high character.

### **QEP (Quality Enhancement Plan)**

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A new requirement of the SACS reaffirmation of accreditation process, the QEP is a strategy for improving student learning. The theme chosen for Brookhaven College's QEP is reading.

### **Rising Star**

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Rising Star is a scholarship program that provides qualified high school graduates with financial and academic support services.

### **SAP (Satisfactory Academic Progress)**

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SAP measures a student's progress toward completion of a program of study. All students must pass SAP requirements to be eligible for financial aid.

### **Service-Learning**

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Through community service, students experience hands-on learning while meeting the needs of the community. Service-learning opportunities include SHAPE, COUNTS, READS, Democracy in Action and International Conversation Partners, among other programs through local organizations.

### **SLI (Student Leadership Institute)**

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SLI is a leadership development program open to all Brookhaven College students and offers a diverse itinerary of retreats, training sessions, seminars and conferences.

### **STEM (Science, Technology, Engineering, Math)**

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STEM refers to the math- and science-based fields of science, technology, engineering and math.

### **TIP (Tuition Installment Plan)**

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The Tuition Installment Plan is a payment agreement that allows students to pay tuition in increments, with 50 percent due when the plan is initiated, 25 percent due before the start of the sixth class week and 25 percent due before the start of the 11th class week. TIP is available for the spring and fall semesters.

### **Workstudy**

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Students interested in working on campus as a form of financial aid have that opportunity through workstudy. To apply, fill out a FAFSA and apply through the Office of Financial Aid.

# May 2013

**Monday**

**20**

Brookhaven Theater Auditions - "LITTLE WOMEN" based on the novel by Louisa May Alcott, book by Allan Knee, Lyrics by Mindi Dickstein, and Music by Jason Howland – Directed by Darise H. Error, by appointment, Performance Hall

Last Day for Faculty to Submit Grades Electronically Through eConnect

**Tuesday**

**21**

Brookhaven Theater Auditions - "LITTLE WOMEN" based on the novel by Louisa May Alcott, book by Allan Knee, Lyrics by Mindi Dickstein, and Music by Jason Howland – Directed by Darise H. Error, by appointment, Performance Hall

**Wednesday**

**22**

Brookhaven Theater Auditions - "LITTLE WOMEN" based on the novel by Louisa May Alcott, book by Allan Knee, Lyrics by Mindi Dickstein, and Music by Jason Howland – Directed by Darise H. Error, by appointment, Performance Hall

**Thursday**

**23**

Brookhaven Theater Auditions - "LITTLE WOMEN" based on the novel by Louisa May Alcott, book by Allan Knee, Lyrics by Mindi Dickstein, and Music by Jason Howland – Directed by Darise H. Error, by appointment, Performance Hall

**Friday**

**24**

**Forum Gallery + Studio Gallery: May 24 - 31  
Carrollton-Farmers Branch High School AP Art Students,  
Studio Gallery: W.T. White High School, Reception:  
May 24, 6 - 8 p.m.**

**Saturday**

**25**

**Sunday**

**26**



# BROOKHAVEN COLLEGE 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:

a. College catalog.

b. Board of Trustees policies and administrative procedures manual.

c. Student handbook.

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

### **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.

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.
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.
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## **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.
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.

## **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.

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.

### **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](http://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.



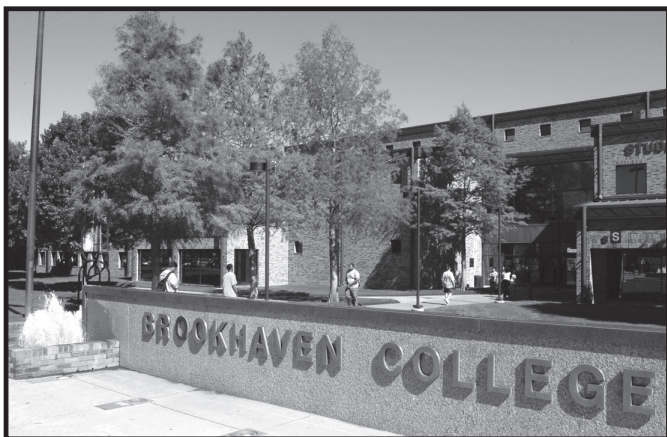
Brookhaven College has many outstanding degree, certificate, and technical preparatory career programs to meet your interests and needs. We look forward to providing you with quality services and instruction to assist you in meeting your educational goals. We are dedicated to student success.

## 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.



## NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and the Privacy Act, FERPA, (20 U.S.C. §123G; 34 CFR Part 99) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.

Students should submit to the Brookhaven College Registrar, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the college to amend a record that they believe is inaccurate. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of a right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including campus law enforcement personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing a task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official's professional responsibility.

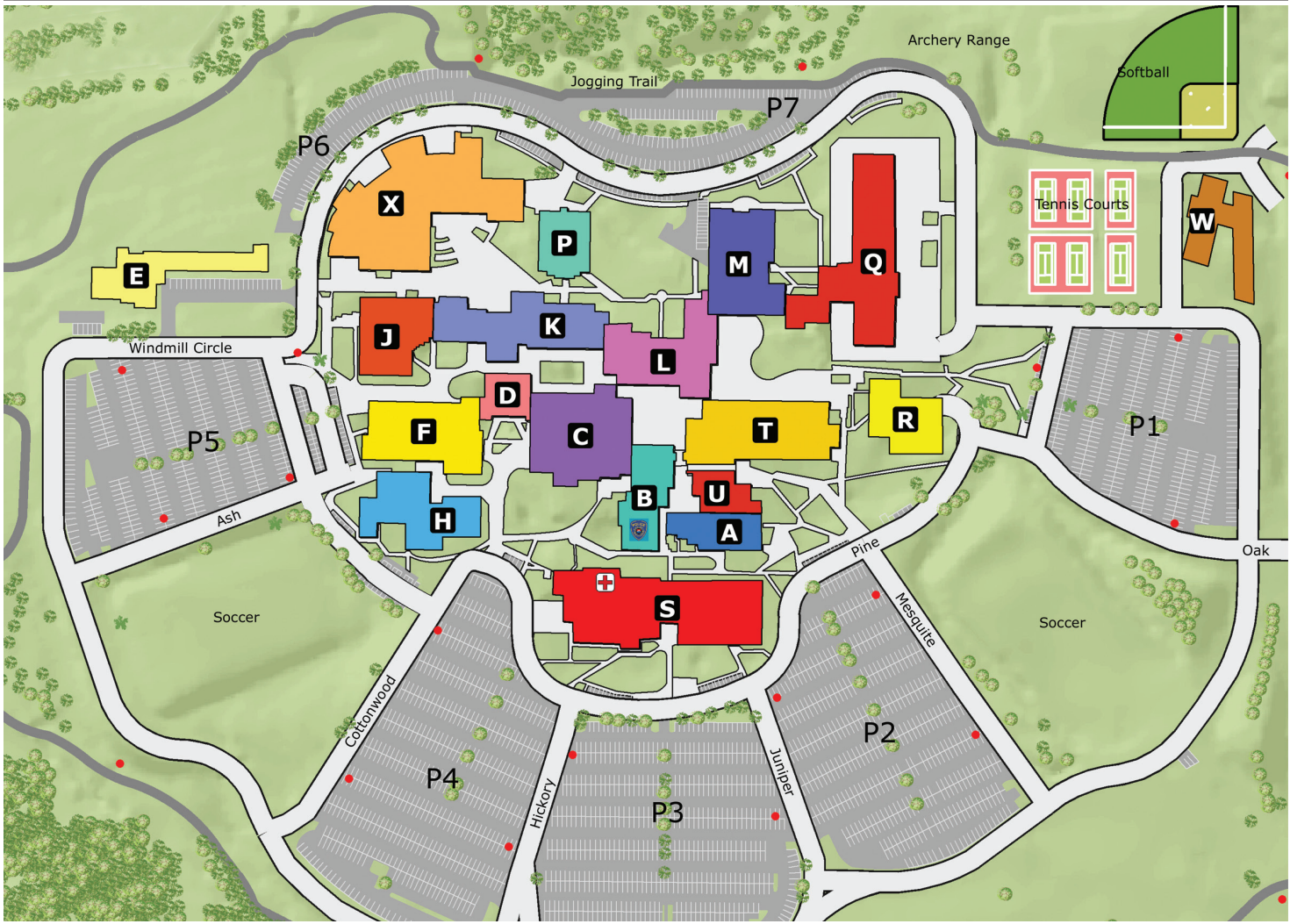
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

*Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605*

5. Directory information includes:
- a. name;
  - b. home address;
  - c. home telephone number;
  - d. e-mail addresses;
  - e. field of study;
  - f. photograph;
  - g. date and place of birth;
  - h. dates of attendance;
  - i. enrollment status, i.e., full-time, part-time, undergraduate, graduate;
  - j. degrees, certificates and other honors and awards received;
  - k. the type of award received, i.e., academic, technical, tech-prep, or continuing education;
  - l. participation in officially recognized activities;
  - m. weight and height of members of athletic teams;
  - n. student classification; and
  - o. name of the most recent previous institution attended; or,
  - p. similar information.

**NOTE:** Students may request that all or any part of the directory information be withheld from the public by giving written notice to the Brookhaven College Registrar's Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. Students may request to withhold their directory information at any time during the academic year if they are unable to provide written notice within these time frames.

# 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)	T241	Library, LRC	L200-L350
Business Office	S060	Mathematics and Science Division	K224
Business Studies Division	M110	Multicultural Center	S136
Cafeteria/Treetop Café	S221	Orientation Team	S020
Career Development Center	S065	Physical Education, Athletics and Nutrition Division	T315
Cashier	S060	Police Department	B200
Communications Division	L367	School of the Arts	D123
Communications Lab	J122	Social Science Division	K240
Counseling Center	S124	Student Life	S201
Disability Support Services	S124	Testing Center	S080
Financial Aid	S015	Veterans Services	S124
Geotechnology Institute, EMGI	Bldg. H	Workforce and Continuing Education Division	S040
		World Languages	L420

Brookhaven College | 3939 Valley View Lane | Farmers Branch, TX 75244-4997  
 www.BrookhavenCollege.edu | 972-860-4700 | bhcfinfo@dccc.edu

*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, genetic information, gender identity or gender expression. 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, #1203027, Aug. 2012, tw.*