



Harvester Handbook 2011-2012



Eastfield College

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

3737 Motley Drive • Mesquite, TX 75150



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Please note that some information in this handbook may have changed since printing.



Dear Student,

Welcome to Eastfield College. We are so glad you've chosen to pursue your educational goals at Eastfield. Whether you are pursuing a certificate or degree, seeking new career skills, or enriching your life through interesting credit or Continuing Education courses, we want Eastfield to be the place where you reach those goals.

At Eastfield we strive to make your educational experience engaging and successful. We offer services such as academic and career advising, tutoring, and student life activities. Our faculty are knowledgeable and caring and want to work with you to ensure your academic success. In order for learning to be more comfortable and enjoyable for you, we are updating and remodeling current spaces. We believe these facilities changes will enhance your learning experiences at Eastfield.

Please use this handbook to learn about Eastfield services and policies. Every Eastfield employee is eager to answer your questions or assist with needed services. We are glad you are here.

Best wishes for your continued success.

Dr. Jean Conway
President

Mission Statement

The mission of Eastfield College is to provide excellence in teaching and learning.

Eastfield College is a comprehensive community college founded by the Dallas County Community College District in 1970. The college anticipates and responds to the educational needs of students and employers by providing four types of programs: academic credit-transfer, college-readiness, technical-occupational, and non-credit continuing education. Eastfield delivers educational services at its main campus in Mesquite, at a community campus in the Pleasant Grove area of Dallas, at selected community locations, and through distance learning.

Eastfield College embraces an environment that reflects, respects, and celebrates diversity. The college offers an educational experience that emphasizes critical thinking, decision-making, reflection, and creativity. It is committed to being accessible, adaptable, and accountable to students, the community, and other stakeholders.

To accomplish this mission, Eastfield College has identified the following strategic goals:

1) advancing student success, 2) enabling employee success, 3) ensuring institutional effectiveness, and 4) meeting community educational needs.

This mission is carried out in a culture that values:

Integrity	Innovation
Scholarship	Responsibility
Success	Fairness
Honesty	Collaboration
Person-centeredness	Diversity
Stewardship	Joy

Accreditation

Eastfield College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 or fax 404-679-4558 for questions regarding the accreditation of Eastfield 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 Eastfield College, (2) to file a third-party comment at the time of Eastfield College's decennial review, or (3) to file a complaint against Eastfield College if there is evidence to support the institution's significant non-compliance with a requirement or standard.

Normal inquiries about Eastfield College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Eastfield College and not to the Commission's office.

Welcome to Eastfield College!



Built on farmland once owned by the Motley family, Eastfield College opened its doors in 1970 and continues to provide quality teaching and learning experiences to students in the eastern portion of Dallas County. We are proud of our rich heritage and welcome you to the Harvester family!

This handbook was designed to provide information you need to know in order to achieve your goals. We hope you will refer to it often as you pursue your education at Eastfield College.

We hope you will take pride in achieving success at Eastfield College. Eastfield students pursue and achieve excellence in the classroom, on campus and in the community. Harvesters are responsible and accountable citizens who have a positive impact on our community. Show your pride.



Harvester Pride!

Academic Calendar for 2011 – 2012

Fall Semester, 2011

August 22 (M)	Faculty Reports
August 29 (M)	Classes Begin
September 5 (M)	Labor Day Holiday
September 12 (M)	12th Class Day
November 17 (R)	Last Day to Drop/Withdraw
November 24 (R)	Thanksgiving Holidays Begin
November 28 (M)	Classes Resume
December 12–15 (M-R)	Final Exams
December 15 (R)	Semester Ends
December 19 (M)	Last day for faculty to submit grades through eConnect
December 23 (F)	College buildings and offices close for the holidays at end of workday

Winter Term, 2011 – 2012Contact the College for availability and schedules

Spring Semester, 2012

January 2 (M)	Holiday
January 3 (T)	College Buildings and Offices Open
January 9 (M)	Faculty Reports
January 16 (M)	Martin Luther King, Jr. Day Holiday
January 17 (T)	Classes Begin
January 30 (M)	12th Class Day
March 1 (R)	Employee Development Day – day and evening classes will not meet
March 2 (F)	Employee Development Day – day and evening classes will not meet Friday evening, Saturday and Sunday classes will meet
March 5 (M)	Classes Resume
March 12 (M)	Spring Break Begins
March 16 (F)	Spring Holiday for All Employees
March 19 (M)	Classes Resume
April 6 (F)	Holiday Begins
April 9 (M)	Classes Resume
April 12 (R)	Last Day to Drop/Withdraw
May 7-10 (M-R)	Final Exams
May 10 (R)	Semester Ends, Eastfield College Commencement (Graduation Ceremony)
May 14 (M)	Last day for faculty to submit grades through eConnect

May Term, 2012Contact the College for availability and schedules

First Summer Session: (Based on Summer Session I—includes classes meeting on Fridays – June 8, 15, 22 & 29)

May 28 (M)	Memorial Day Holiday
June 6 (W)	Classes Begin
June 9 (S)	4th Class Day
June 27 (W)	Last Day to Withdraw
July 3 (T)	Final Exams/Summer Session I Ends
July 4 (W)	Fourth of July Employee Holiday
July 7 (S)	Last day for faculty to submit grades through eConnect

Second Summer Session: (Based on Summer Session II that does not have classes meeting on Fridays)

July 9 (M)	Classes Begin
July 12 (R)	4th Class Day
August 2 (R)	Last Day to Withdraw
August 9 (R)	Final Exams
August 9 (R)	Summer Session II Ends
August 13 (M)	Last day for faculty to submit grades through eConnect

Important Numbers/Quick Call Phone List

What	Who/Where	Phone: 972-860-extension
Academic Advising	Advisement Center Building C-120	7106
Academic Testing/ Assessment	Assessment/Testing Center Building C-114	7011
Add/Drop a Class	Advisement Center Building C-120	7106
Apply for Admission	Admissions Office Building C-119	7337
Bookstore/Follett	Building N-100	972-279-3660
Child Care	Children's Laboratory School Building K	7195
Clubs & Organizations	Student Life C-141	7185
College Police (non-emergencies)	Building N-112	4290
Computer Lab	Building L-108	7012
Counseling (Personal)	Building C-140	7371
Disability Services	Building C-238	8348
Dual & Concurrent Enrollment	Building C-125	7323
eConnect Center	Building C-127	7014
Emergencies	Do not use a cell phone	Call 911 from a campus phone
ESOL Advising	ELLA Center Building C-112	8308
Financial Aid	Building C-215	972-587-2599

What	Who/Where	Phone: 972-860-extension
Gateway to College	Building N-109	7129
GED Courses	Building W	7113
Health Center	Building C-139	7190
ID Cards	Computer Lab Building L-108	7012
International Student Advising	Advisement Center Building C-120	8367
Library	Building L-200	7168
Lost & Found	College Police Building N-112	8347
Pay your tuition & fees	Business Office/Cashier Building C-126	8381
Phi Theta Kappa International Honor Society	Student Life Building C-141	7185
Pool & Weight Room	Building P-200	7140
Rising Star Office	Building C-237B	7327
School Newspaper Et Cetera	Building N-240	7130
Service Learning	Building C-236	7062
Student Government Association	Building C-141	7185
Student Life	Building C-141	7185
TRiO	Building C-237	8353
Tutoring	Learning Assistance Center Building C-236	7177
Upward Bound Office	Building N-231	7284
Veterans Affairs	Building C-125	7323

Section One: What Every Harvester Should Know!

Before Classes Begin:

- Complete the registration process (application, assessment, advisement, payment or financial aid process, and orientation).
- Learn how to use eConnect (visit the eConnect Center for assistance, Building C-127).
- Print your paid fee receipt from eConnect.
- Attend the Eastfield College New Student Orientation
- Get a student ID card. (Page 21)
- Set up your Eastfield netmail account. (Page 21)
- Register for the Higher One Money Card. (Page 20–21)
- Learn where your classes are before the first day of class.
- Plan where you will park your car or locate the student drop-off/bus stop locations.
- Order/purchase your textbooks. Keep your receipts! (Page 13)
- Learn how to access and use eCampus. (Page 14)
- Learn important college terms and policies. (Page 18–20, 34–39)

First Day of Class:

- Make sure you have a copy of your class schedule when you arrive on campus.
- Arrive on campus early!
- Anticipate room changes. Know where the Division Offices are for your classes so you can manage changes quickly. (Page 12–13)
- Make sure you have paper and a pen.
- Your course syllabus is just as important as your textbook. Keep it in a folder/notebook with your class notes and handouts.
- Know how to reach your professor should an emergency occur.
- Don't be afraid to ask questions if you do not understand what is being said!
- Exchange phone numbers and email addresses with several students in each of your classes. This information is helpful later when you may need to miss a class or want to form a study group.
- Grab a bite to eat in the Campus Center (Atrium/Pit) at Subway and invite someone to join you.

First Week of Classes:

- Attend class regularly and be on time!
- Locate the College Library and learn to use the available resources. (Page 15)
- Locate the Computer Lab and set up your computer account and pay-to-print account. (Page 14)
- Purchase/rent your textbooks as needed. (Page 13)
- Make any changes to your class schedule before the class meets for the second time (eConnect, C-120 or Advisement Center, C-127).
- Locate the Learning Assistance Center and ask about free tutoring sessions (Building C-236). (Page 15)
- Locate the Health Center (Building C-139). (Page 15)
- Locate the Office of Student Life for “Welcome Week” activities (Building C-141). (Page 15)

First Semester:

- Attend class regularly and be on time!
- Form a routine of scheduled study, work, family and free time and stick to it!
- Look for ways to engage in co-curricular activities (Student Life & Service Learning).
- Visit with your academic advisor after the first month of classes to discuss your progress or any challenges you may be facing.
- Feeling overwhelmed or anxious and need someone to talk to? (Page 14)
- Meet with your academic advisor after mid-term exams to discuss course selections for the next semester.
- Don't procrastinate! Complete the next semester's registration process early to ensure you get the classes and schedule you want.

Second Semester:

- Attend class regularly and be on time!
- Update your school record information (eConnect).
- Continue to meet with your academic advisor at least three (3) times a semester.
- Finalize your educational goals and file an official Degree Plan (Admissions Office).
- Engage in co-curricular activities (Student Life).

Third Semester and Beyond!

- Attend class regularly and be on time!
- Continue to meet with your academic advisor at least three (3) times a semester.
- Engage in co-curricular activities (Student Life).
- Begin planning to enter the work force or transferring to another institution (Transition Center).
- Order a set of transcripts to be sent to prospective institutions to which you've applied. Keep a set for yourself (Admissions Office).

Section Two: Administration, Academic Divisions, & Student Service Departments

Administration

College President, Dr. Jean Conway
Vice President for Teaching and Learning, Mr. Michael Gutierrez
Vice President of Organizational Development, Dr. Tom Graca
Vice President of Business Services, Mr. Jim Jones

Academic Divisions

Arts, Language and Literature Division, G-138, 972-860-7124; Fax: 972-860-7248

www.eastfieldcollege.edu/al

Office Hours: Monday – Friday 8 a.m. – 5 p.m.

Art; Asian-American/Middle Eastern-American Studies; Chinese Communications; Dance; Drama; English; ESL; ESOL; French; Humanities; Japanese; Music; Spanish and Speech Communications

Career Technologies Division, T-143, 972-860-7143; Fax: 972-860-8393

www.eastfieldcollege.edu/caat/

Office Hours: Monday – Thursday 7:30 a.m. – 8:30 p.m.; Friday 7:30 a.m. – 5 p.m.

Auto Body Technology; Automotive Technology; Blueprint Reading; Business Office Systems and Support; CAD/CAM-CNC; Computer Aided Design & Drafting; Computer Aided Manufacturing; Computer Information Systems; Computer Science; Custom Auto Street Rod; Digital Imaging Technology; Electronics Technology; Electronic Telecommunications; Heating, Ventilation & Air Conditioning/Refrigeration; Mechatronics; Renewable Energy and Welding

College Readiness and Mathematics Division, C-202, 972-860-7108/7297; Fax: 972-860-7292

<http://www.eastfieldcollege.edu/as/>

Office Hours: Monday – Friday 8 a.m. – 5 p.m.

Developmental Mathematics; Developmental Reading; Developmental Writing; Human Development; Learning Frameworks; Mathematics and Technical Mathematics

Science & Physical Education Division, S-213, 972-860-7140; Fax: 972-860-8339

<http://www.eastfieldcollege.edu/smpe/>

Office Hours: Monday – Friday 8 a.m. – 5 p.m.

Biology; Chemistry; Engineering; Geology; Medical Terminology; Nutrition; Physical Education and Physics

Social Science, Human Services & Business Division, N-109, G-237, 972-860-7156/7159; Fax: 972-860-8319

<http://www.eastfieldcollege.edu/sshs/>

Office Hours: Monday – Friday 8 a.m. – 5 p.m.

Accounting; Anthropology; Business; Child Development; Children’s Laboratory School; Criminal Justice; Economics; Gerontology; Government; History; Management; Marketing; Philosophy; Police Academy; Psychology; Religion; Sign Language; Sociology; Social Work; Substance Abuse and Teacher Preparation

College Departments – Student Services

Admissions/Registrar’s Office, C-119, 972-860-7337

<http://www.eastfieldcollege.edu/ari/index.asp>

Office Hours: Monday – Thursday, 8 a.m. – 7 p.m.; Friday 9 a.m. – 5 p.m.

Advisement Center, C-120, 972-860-7106/7109

<http://www.eastfieldcollege.edu/advisement/index.asp>

Office Hours: Monday – Thursday, 8 a.m. – 7 p.m.; Friday 9 a.m. – 5 p.m.

Assessment/Testing Center, C-114, 972-860-7011

<http://www.eastfieldcollege.edu/ari/testing.asp>

Office Hours: Monday – Thursday 8 a.m. – 9 p.m.; Friday 9 a.m. – 7 p.m.

Bookstore, Follett #608, N-100, 972-279-3660 or 972-279-3669

<http://www.efollett.com/>

See website for hours.

Business Office/Cashier, C-126, 972-860-7093 (for payment by credit card)

<http://www.eastfieldcollege.edu/bus/bo/index.asp>

Office Hours: Monday – Thursday, 8 a.m. – 7 p.m.; Friday 9 a.m. – 5 p.m.

College Police N-131; Non-Emergency Calls 972-860-4290; In case of an emergency call 911 from a campus phone; Lost & Found, N-131, 972-860-8347

<http://www.eastfieldcollege.edu/ssi/Police/>

Career & Employment Services, C-138 (Career Exploration Room), 972-860-8310, Fax: 972-860-8326

<http://www.eastfieldcollege.edu/careers>

Need help choosing your major or finding a job? Career Services is ready to assist current and former students. Call for appointment.

Computer Lab, L-108, 972-860-7012

<http://www.eastfieldcollege.edu/itc/compentr/index.asp>

Fall & Spring Semester Hours: Monday–Thursday, 7 a.m. – 10 p.m.; Friday, 7 a.m. – 9 p.m.;

Saturday 9 a.m. – 5 p.m. Check the website for Spring Break, Summer and Holiday hours

Counseling Services Office (ECS), C-140, 972-860-7371

www.eastfieldcollege.edu/ssi/ecs/index.asp

Office Hours: Monday – Thursday 8 a.m. – 7 p.m.; Friday 8 a.m. – 5 p.m.

Email: jquan@dcccd.edu

Disability Services Office (DSO), C-238, 972-860-8348

<http://www.eastfieldcollege.edu/ssi/ECS/index.asp>

Office Hours: Monday – Thursday 8 a.m. – 7 p.m., Friday 8 – 5 p.m.

Email: efcdso@dcccd.edu

eCampus (Follow the first time users instructions. Tutorials are available online.)

<http://ecampus.dcccd.edu/>

eConnect Center, C-127

<https://econnect.dcccd.edu/index.jsp>

Office Hours: Monday – Thursday, 8 a.m. – 7 p.m.; Friday 9 a.m. – 5 p.m.

ELLA: The English Language Learning Advisement Center, C-112, 972-860-8308

Office Hours: Monday – Thursday, 8 a.m. – 7 p.m.; Friday 8 a.m. – 5 p.m.

ELLA has been created to address the needs and desires of the English learner (ESOL and ESL). ELLA will match the English Language learners' needs and goals with Eastfield College programs of study.

Financial Aid, C-215, 972-587-2599

www.eastfieldcollege.edu/ssi/finance/index.html

Email: efcfa@dcccd.edu

Office Hours: Monday & Tuesday 8 a.m. – 7 p.m., Wednesday & Thursday 8 a.m. – 5 p.m., Friday 8 a.m. – 12 p.m.

Health Center, C-139, 972-860-7190

<http://www.efc.dcccd.edu/ssi/Health/index.asp>

Office Hours: Monday – Wednesday, 8 a.m. – 7 p.m.; Thursday – Friday, 8 a.m. – 5 p.m.

High School Student Services

Dual and Concurrent Enrollment, C-125, 972-860-7323

<http://www.efc.dcccd.edu/as/DualCredit/index.asp>

Educational Talent Search (Pleasant Grove Campus)

972-860-7895, 802 S. Buckner Blvd., Dallas, TX. 75217

<http://www.efc.dcccd.edu/ssi/trio/Talent/index.asp>

Gateway to College, N-109, 972-860-7129

<http://www.efc.dcccd.edu/ssi/Gateway/index.asp>

Rising Star, C-237B, 972-860-7327

<http://www.efc.dcccd.edu/RisingStar/index.asp>

Upward Bound, N-231, 972-860-7625

<http://www.efc.dcccd.edu/ssi/trio/ub/index.asp>

International Student Advising, C-120A, 972-860-8367

<http://www.eastfieldcollege.edu/ARI/Orientation/International.asp>

Office Hours: Monday – Thursday, 8 a.m. – 7 p.m.; Friday 9 a.m. – 5 p.m.

Learning Assistance Center (LAC), C-236, 972-860-7177

<http://www.eastfieldcollege.edu/er/LAC/>

Office Hours: Monday – Thursday, 8 a.m. – 9 p.m., Friday 8 a.m. – 3 p.m., Saturday 10 a.m. – 2 p.m.

Library, L-200, Circulation Services, 972-860-7168; Reference Services, 972-860-7174; Media and Reserve Services, 972-860-7178

<http://www.eastfieldcollege.edu/er/Library/>

Hours for Fall, Spring and Summer semesters:

Monday–Thursday 7:30 a.m. – 10 p.m.; Friday 7:30 a.m – 4:30 p.m.; Saturday 9 a.m. – 2 p.m.

Orientation

<http://www.eastfieldcollege.edu/ARI/Orientation/index.asp>

School Newspaper – Et Cetera, N-240, 972-860-7130

<http://www.eastfieldnews.com/>

Service Learning, C-236D (inside the Learning Assistance Center), 972-860-7062

<http://www.eastfieldcollege.edu/ServiceLearning/index.asp>

Student Life, C-141, 972-860-7185

<http://www.efc.dcccd.edu/ssi/StudentLife/index.asp>

Office Hours: Monday – Friday 8 a.m. – 5 p.m.

- Campus Activity Board (CAB)
- Honor Societies (Phi Theta Kappa & Sigma Kappa Delta)
- Student Clubs & Organizations
- Student Government Association (SGA)
- Student Leadership Academy (SLA)

Subway Sandwich Shop, Campus Center (Atrium/Pit), 972-860-8300

TRiO/SSS (Student Support Services), C-237, 972-860-8353

Email: efctrio@dcccd.edu , www.eastfieldcollege.edu/ssi/trio/

Office Hours: Monday – Thursday 8 a.m. – 7 p.m.; Friday 8 a.m. – 5 p.m.

Veterans Affairs, C-125, 972-860-7323, Fax 972-860-8389

Email: 4VeteranAffairs@dcccd.edu

Transition Center, C-125, 972-860-7323

Pleasant Grove Campus

802 S. Buckner • Dallas, TX 75217

972-860-5300 (Admissions)

The Pleasant Grove Campus (PGC) is a student-centered, learning community adding value to the lives of students and a community comprised of over 148,000 residents and over 3,600 businesses.

Driving Directions: Pleasant Grove Campus is located between Lake June Road and Elam Road on Buckner Blvd.

From Eastfield College: Take I-30 West to the Buckner Blvd exit and go South (left). Go approximately 5 miles and the campus will be on your left.

Enrollment Services at Pleasant Grove Campus

Monday through Thursday	9:00 a.m. to 7:00 p.m.
Friday	9:00 a.m. to 5:00 p.m.
Saturday (Advising Only)	9:00 a.m. to 12:00 p.m.

Javier E. Olguin
Executive Director

JavierEOlguin@dcccd.edu

Office	Room	Phone 972-860-Extension
Administration	112	5307
Business Office/Cashier.....	100	5323
Enrollment Information	112	5318
Library	109	5341
Police	112	5311
Talent Search Office	112	5321

Pleasant Grove Campus Vision & Purpose

To foster a college-going culture in the Pleasant Grove neighborhood by providing quality instruction and programs in academic, technical, occupational, and continuing education. The campus features state of the art technology and student-centered classrooms enabling an environment conducive to educational success. The Pleasant Grove Campus is designed as a satellite campus connecting the neighborhood to the Eastfield College main campus and other sister colleges within the DCCCD.

Pleasant Grove Campus features:

- 40,000 square feet
- 10 smart technology classrooms
- 4 state of the art computer labs
- 1 electronically driven library
- 1 testing/learning center
- 1 community room equipped with a kitchen (the community room is available to civic and business organizations of the Pleasant Grove community for social and public service events)

Programs:

- Workforce training programs
- Continuing Education (CEU's) classes
- ESL and ESOL classes
- GED training
- College Readiness courses in reading, writing and math
- Freshman-level credit courses

Section Three: Tips for Student Success!

A. Eastfield College Terminology

Academic Advising – Refers to meeting with an academic advisor to assist with educational goal planning and course selection

Add – The process of adding additional classes to your schedule after you have already registered

Advising – Refers to meeting with an academic advisor to assist with educational goal planning and course selection

Advising Report – The unofficial academic record that contains a student’s contact information, degree plan selection, assessment scores, listing of current schedule, listing of previously completed courses and grades, GPA, and other vital information necessary for effective advising

Atrium/Pit – Campus Center in Building C

Award – As in Financial Aid allocation of funds. Students who qualify for Financial Aid receive an “Award Letter” via eConnect.

Campus Activity Board (CAB) – A student group that assists the Office of Student Life in planning programs and activities for students on campus

Class Schedule – Online listing of courses offered each semester

Co-curricular – Refers to activities sponsored by the college that enhance student learning outside of the classroom

College Work Study (CWS) – Form of financial aid that allows students to earn funds by working part-time on campus

Common Book – A program adopted by the college that engages staff, students and faculty in reading the same book that includes special presentations, guest speakers and programs to enhance the learning experience

Core Curriculum – A set of courses (42 credit hour minimum) that provides knowledge, skill and experiences for success in college and life Core courses are guaranteed to transfer to Texas public colleges and universities

Counseling – Refers to private personal counseling provided by a campus licensed professional counselor

Course Load – The number of semester hours for which a student is registered

Course No. – A four-digit number identifying the course

Credit Hour – The standard unit for computing college credit - Example: a 3 credit hour class means you attend the class 3 hours per week

Curriculum – A stated list of courses required to complete a major, certificate, diploma or degree

Developmental Course – A skill-building course in reading, writing or math that prepares students for college level courses

Degree Plan – A list of courses required to earn a degree. (See also Program of Study)

Drop – The act of officially withdrawing from a particular course without penalty before a specified date (See pages 6-7, 39)

eCampus – The web based online tool for students to access academic classes which is used mostly for online classes Many lecture based classes also utilize eCampus as a supplemental tool for classroom resources.

eConnect – eConnect is a web interface that provides a variety of online services for students. Students can review class schedules, register (if permitted), view their grades, update their student contact information, and view their financial aid status. Every student should become very familiar with using eConnect.

EFC – Stands for Eastfield College

Elective – A course that is not part of a particular curriculum but necessary in order to complete the required amount of credit hours in a certificate or degree plan.

Financial Aid – Financial assistance for college expenses; students who qualify for Financial Aid will receive an “Award Letter” via eConnect

Flexible-Entry Course – A course beginning and ending on dates which are different from the regular semester. This is also referred to as a “flex-entry” or “short semester” registration. Consult the class schedule for further information

Freshman – A student with fewer than 30 semester hours of credit

Full-Time Student – One who is enrolled for 12 semester hours during the regular term and six or more semester hours during the summer

Grants – A form of financial aid support that does not require repayment

Grade Point – The number of points given in a course, depending on the quality of work done

Grade Point Average (GPA) – Total average of total grade points earned

Harvester – A student enrolled at Eastfield College; an employee of the college; someone who reaps the reward of hard work, determination, and perseverance

Lab Hours – The number of hours a student spends each week in a laboratory or other learning environment

Lecture Hours – The number of hours a student spends each week in a classroom other than a laboratory

Liberal Arts – Refers to academic subjects such as arts, languages, psychology, or philosophy, as distinguished from the sciences and technical studies

Loans – A form of financial aid support that requires repayment after graduation

Orientation (New Student Orientation) – A mandatory program for all new-to-college students that provides vital information about the college, student services, and resources Eastfield College provides to enable students to be successful in reaching their personal, educational, and career goals; offered before every Fall and Spring semester. Reservations required

Part-Time Student – One who is enrolled in fewer than twelve semester hours during a regular term and less than six semester hours during a summer term

Performance Grade – A grade of A, B, C, D, or F. This does not include the grades of E, W, WX, or I

PG – Stands for Pleasant Grove campus

Prerequisite – A course you must successfully complete before enrolling in a specific course.

Program of Study – Different from a degree plan; relates to the purpose for receiving financial aid. A program of study must be chosen in order to receive financial aid

Standards of Academic Progress (SAP) – An important policy that may affect your financial aid

Scholarships – A form of financial aid that does not require repayment

Scholastic Probation – Incurred when the average of all grades drops below a “C” or GPA is 2.0 or below

Scholastic Suspension – Occurs when a student has previously been on probation and their cumulative GPA drops below 2.0

Section – A 4-digit number that describes a specific course taught perhaps by a different instructor at another time but in the same subject

Semester Hours – The total number of credit hours taken in any one semester

Service Learning – A co-curricular activity that allows students to gain real world experience that complements the learning in the classroom

Six Drop Rule – The Texas Education Code only allows students to drop six courses during their pursuit of an undergraduate degree. After six courses have been dropped, students will be given a grade for any course taken. (See page 39)

Sophomore – A student with 30 to 60 semester hours of credit

Student Government Association (SGA) – The official organization that represents the voice of the student body

Student Leadership Academy – A series of workshops sponsored by the Office of Student that focus on aspects of leadership to prepare students for campus and community leadership

Student Life – Refers to campus engagement in activities outside of the classroom

TBA – Abbreviation for “to be announced.” May be seen on class schedules when class times or room locations were not known at the time the schedule was created. Check with the appropriate course Division Office for the current time or location.

Third Attempt Rule (Repeating the Course) – The Dallas County Community College District will charge a higher tuition to students registering the third or subsequent time for a course.

TSI – Texas Success Initiative is a state program designed to improve student success in college. Part of the program is an assessment to determine your basic skills in reading, writing and math

Transcript – An official record of your college courses and grades

Transfer Courses – College level courses (developmental courses do not transfer) which four-year colleges will accept as meeting part of their requirements

Transition Center – The office that houses the Dual & Concurrent Enrollment program and Transfer Assistance for students ready to transfer to four year colleges and universities

Tuition – The charges for enrolling in a college based on the number of credit hours a student is taking and the student’s place of legal residence. Tuition rates are posted on the DCCCD website <https://www1.dcccd.edu/cat1011/tuition/schedule.cfm?loc=4>

Work Study – Form of financial aid that allows students to earn funds by working part-time on campus. Offices on campus hire “work study” students to perform various duties throughout the semester.

B. “How to ...” Section

How to Use eConnect, eCampus, Read your Advising Report and Paid Fee Receipt

The eConnect Center (Building, C, Room C-127) is a valuable resource center for new and returning students. Staff members are available to assist you in logging in to the eConnect system and explaining how to use the various tools and resources available. When printing copies of your advising report and paid fee receipt, make sure you understand how to read these reports before you leave campus. Friendly staff will be happy to assist you. Also, 20 minute “how to use” sessions will be offered throughout the day to help you navigate the eConnect and eCampus systems. Look for the schedule posted in the eConnect Center.

The eConnect Resource Center is also the place where you can get assistance in completing your Financial Aid application. Ask the staff for assistance.

How to Get a DCCCD Higher One Money Card (Use eConnect)

What is a DCCCD Money Card?

If you are a DCCCD student or employee taking credit or continuing education classes, you will receive your financial aid and other refund/disbursements through the DCCCD Money Card program.*

To ensure you get your money, here’s what you need to do:

Verify that DCCCD has your correct address at <https://econnect.dcccd.edu/moneycard> and set up an activation word (login required). If the address is not correct, you’ll need to visit the **Admissions Office** which will require a photo ID and address verification documents. (Login to eConnect for quick access.) After your DCCCD Money Card arrives in the mail, use your card to log in to the <http://www.DCCCDMoneyCard.com> website. There, you’ll choose one of three options for receiving your money:

- 1. Deposit to a free Higher One checking account** — The DCCCD Money Card then becomes a debit card for your account. Before choosing this option, visit <http://www.DCCCDMoneyCard.com> to learn how the card works, understand its benefits and find out how to avoid paying any fees. (With this option, you’ll get your money within one business day.)

How to Apply for Financial Aid

Financial Aid Office

Room C-215

Phone: 972-587-2599

Email: efcfa@dcccd.edu

1. Apply early. The Free Application for Federal Student Aid (FAFSA) becomes available January 1 (www.fafsa.ed.gov).
2. Complete the DCCCD/Eastfield College Admission Application online at <https://www1.dcccd.edu/stuapp/>. You will be required to create an “eConnect Account.”
3. Submit ALL previous college transcripts to the Admissions Office in C-119.
4. Select your Program of Study via eConnect.
 - a. Login to your eConnect account with your student ID number and password.
 - b. Choose “Select My FA Program”.
 - c. Click on the drop down box and choose your program of study/degree plan making sure to select is as your PRIMARY degree and select your campus location.
 - d. Click on “Submit” once you have selected your program.
 - e. Please allow 48-72 hours for your records to be updated.
5. Apply for the DCCCD Money Card via eConnect.
6. Sign up for your FREE Eastfield email account (Netmail) via eConnect.
 - a. Even if you already have an email account you are currently using, all financial aid correspondence is conducted via Netmail and eConnect. Make sure to list this Netmail account as your email address of record. You can make that change on eConnect by looking under the Personal Information section and choosing “change my email address.”
7. Review your Student Aid Report (SAR) at www.fafsa.ed.gov.
8. Check your eConnect “Financial Aid” section in case you have any “missing information” that needs to be submitted in order to process your financial aid allocation (award). Respond to any and all email requests sent from DCCCD.
9. Make sure all documentation is signed and has been received by the Financial Aid Office.
10. **Very Important:** You will be notified via eConnect that you qualify for Financial Aid and the amount you have been “awarded.” You must activate your award on eConnect immediately upon receiving your Award Notification (Award Letter). Failure to do so could cause delays in receiving your allocation.

Steps: 1) Login to eConnect often, and 2) Pay attention to deadlines! In order for Financial Aid to be awarded in a timely manner, applications and documentation must be submitted before the deadlines established for each academic year, Spring Semester, and Summer I. If you are not sure about those dates, check the Eastfield College Financial Aid Web page or email the Financial Aid Office. (**Note:** Be sure you are completing the FAFSA for the academic time period you wish to receive aid. Ex: the 2011-2012 FAFSA covers the Fall 2011 semester, the Spring 2012 semester, and the Summer I 2012 semester only.)

How to Choose a Major

Career & Employment Services

Room C-138, Career Exploration Room

Phone: 972-860-8310, Fax: 972-860-8326

Visit the Career & Employment Services website and take advantage of the many tools and resources available to help you in making the important educational decision of choosing your college major. Schedule an appointment with an Academic Advisor or visit the Career Exploration Center to discuss your options and career choices now and after graduation. For more information, visit the website

<http://www.eastfieldcollege.edu/careers>.

How to File a Degree Plan*

Eastfield College Admissions Office
Room C-119

Not sure what degree to choose? Review the list of degrees listed in the DCCCD Catalog/Eastfield College Catalog. <https://www1.dcccd.edu/cat1011/cattoc.cfm?loc=4>

Once you have decided to earn a degree at Eastfield College, you must complete a **Degree Plan Request Form**. Degree plans may be requested any time during your first term or any subsequent terms at Eastfield, provided ALL official transcripts are on file at Eastfield.

*Don't confuse "Degree Plan" with "Program of Study."

- Degree plan refers to a selection of courses that upon completion result in the awarding of a certificate or degree.
- Program of Study refers to your purpose for receiving Financial Aid. All students receiving Financial Aid must choose a Program of Study via eConnect.

How to Request a Transcript

Eastfield College Admissions Office
Room C-119

1. If you attended Eastfield after 1999, you can request a transcript using eConnect (<https://econnect.dcccd.edu/index.jsp>). See https://econnect.dcccd.edu/training_help.html for help.
2. Stop by the Admissions Office and complete a Transcript Request Form. Either leave the form in the after-hours drop box or with an Admissions counselor.
3. Visit the Admissions Office Web page and download a copy of the Transcript Request Form. Send the completed form along with a copy of your driver's license to the following address:
Eastfield College Admissions Office
3737 Motley Dr.
Mesquite, TX 75150

You may also fax your request (along with a copy of your driver's license) to 972-860-8306.

Transcripts will be sent out the second business day after we receive your request.

Please allow 7 business days for processing during peak seasons.

How to Get School Health Insurance

Health Center
Room C-139
Phone: 972-860-7190

Student health insurance, with optional coverage for spouse and children, is available through outside vendors. Visit our web page for a list of vendors, or stop by the Health Center and pick up a copy.

From EFC homepage use navigation bar to:

Current or Future Student Services

Health Center

Health Insurance Vendors.

<http://www.eastfieldcollege.edu/ssi/Health/>

How to Apply for Student Government Association (SGA)

Office of Student Life

Room C-141

Phone: 972-860-7185



The purpose of the Eastfield College Student Government Association is to serve as student representatives on behalf of the student body of the college. Student Government members participate in decision making processes and serve as student representatives on various and Eastfield College DCCCD committees. Student Government representatives take an active role in campus leadership.

The Executive Board (President, Vice President, Secretary, Treasurer, and Parliamentarian) is elected each April; Senators and House of Representatives are elected in September. All elected officials serve a one year term. Leadership training is provided. For application/candidate information, contact Student Life or view the web page <http://www.eastfieldcollege.edu/ssi/studentlife/Govt/index.asp>

Meetings are held on alternating Friday afternoons throughout the year. All students are welcomed and encouraged to attend. SGA members are happy to follow up on any concerns or suggestions you may have that will benefit the student body. Suggestion/concern boxes are located throughout the campus in various student services' areas. Let your voice be heard!

The Interim Director of the Office of Student Life serves as the advisor for SGA. For questions, please contact Judy Schwartz at 972-860-7185 or email judyschwartz@dcccd.edu.

How to Join the Campus Activities Board

Office of Student Life

Room C-141

Phone: 972-860-7185



The Campus Activities Board members assist in event planning and idea development for programs in the Office of Student Life. Participation also includes instruction in etiquette, developing time lines, budget management, photography, video, social media and advertising. Members will work with all aspects of leading a team to organize and develop an event.

Workshops are held Monday's at 1:00 p.m. throughout the semester. Participation in these workshops and various campus events throughout the semester is required.

Applications are available in the Office of Student Life, C-141. Application acceptance will be based on availability of positions on the Board.

Come be a part of this creative and innovative team. For more information, contact Janet Foreman at 972-860-7186 or janetforeman@dcccd.edu.

How to Join the Student Leadership Academy

Office of Student Life

Room C-141

Phone: 972-860-7185



“The real test of leadership isn’t where you start out. It’s where you end up.”

John C. Maxwell

Learning to lead can be a fun and rewarding experience that will open many doors of opportunity for you in the future. The Student Leadership Academy is a series of workshops on various aspects of leadership to help you become the leader you want to be and prepare you to become leaders on campus and in the community. Workshops, conferences and events are offered throughout the academic year. All activities are free of charge to currently enrolled students. For a list of workshop topics, times and dates, go to <http://www.eastfieldcollege.edu/ssi/studentlife/SLA.asp>.

For more information, contact Rita Bregola at 972-860-7182 or email ritabregola@dccd.edu

How to Join a Club or Start a New Club

Office of Student Life

Room C-141

Phone: 972-860-7185



Being part of campus life provides valuable learning experiences that compliment the learning you receive in the classroom. Joining a club or student organization or starting a new club can be a fun and rewarding experience for you.

To join a club: Stop by the Office of Student Life and pick up a list of currently recognized student clubs and organizations on campus. When you find the ones you’re interested in, fill out a “contact form” and put it in their mailbox. Someone should contact you shortly. Also, look for the date of the Club Fairs that are offered every Fall and Spring semesters. You’ll be able to meet the officers and members of the clubs you are interested in.

What if you want to start a new club? The staff in the Office of Student Life is here to help you every step of the way. They assist you in following DCCCD policies and procedures. They offer leadership training in various formats, and teach and assist you with event planning. So, let’s get you started on your way to forming a new student club or organization!

Step One: Pick up a **New Club Packet** from the Office of Student Life, Room C-141. Start talking to fellow students about your ideas, interests, and goals. Ask the Student Life Staff for a table in the Pit to recruit new students to your club. Meeting space can also be arranged for new club recruitment. Come up with a great name for your club.

Step Two: All clubs are required to submit a **Petition for Recognition Form** (this is a DCCCD form) and a **Club Constitution**. Instructions for completing these forms can be found in the **New Club Packet**.

Step Three: Choose a **full-time** faculty member, professional support staff member or administrator to serve as your “Club Advisor.” Your Club Advisor will serve as a mentor to your group, attend your club meetings (as much as possible), assist with your club activities and provide advice concerning campus policies and resources. Make a list of those you would like to ask to serve. You can have more than one (especially if you are a large or

active group!) Call or email the people you have selected and schedule an interview appointment that is convenient for them. Be sure to go the meeting prepared to answer some basic questions about your club such as your mission, purpose, activities you'd like to pursue, who your officers are, and when you'd like to hold club meetings. After the meeting, thank them for their time, and ask them to let you know their decision within one week if possible. Be sure to leave them your contact information should they have any questions and need follow-up.

Step Four: Once you have selected your advisor(s), have them complete their portion of the **Petition for Recognition** form. Ask them to review your **Club Constitution** for suggestions or corrections. Submit the required paperwork and your final draft of the constitution to the Office of Student Life. A "Student Life Liaison" will be assigned to work with your club, and you'll be notified about attending mandatory club orientation.

Step Five: Once you have completed all four steps, you will be notified when the Director of the Office of Student Life and the Dean of Student Services has approved your petition for recognition and you are an officially recognized Eastfield College student organization.

Remember, we are here to help you every step of the way! Have questions? Call us at 972-860-7185 or stop by and meet the Student Life Liaisons in Room C-141. New Club Packets are available all year; however, student organizations must be officially recognized no later than April 1.

How to Volunteer for Student Life Events

Office of Student Life

Room C-141

Phone: 972-860-7185



Volunteering at Student Life events and campus activities is one of the best ways to have a more positive college experience. The Office of Student Life relies heavily on student volunteers to assist us with our various programming tasks. They use volunteers to serve food and help decorate at events, serve as host/hostesses at workshops and speaker presentations, and various tasks in relation to fulfilling our mission of providing co-curricular activities that enhance a student's learning and development. It's fun, too! Stop by and ask how you can get involved in campus life!

How to Sign up for Service Learning

<http://www.eastfieldcollege.edu/servicelearning/>

Service Learning is a co-curricular experiential learning opportunity that allows students to participate in community service activities that directly relate to their academic coursework. Students should first inquire if their professors are participating in the Service Learning program. If so, each professor determines the incentive for participation. In order to achieve the most positive experience, communicate effectively with your professor as to his/her specific expectations such as number of hours to complete in your chosen service area and any assignments that might be related to your experience. In most cases, students are required to participate in at least 15 hours of community service. The college will provide a list of agencies and local organizations that provide semester long service opportunities. The Office of Student Life will also be co-sponsoring a series of "Service Saturdays" for those who would like to try a variety of experiences.

How to Request Disability Services

Disability Services Office

Room C-238

Phone: 972-860-8348

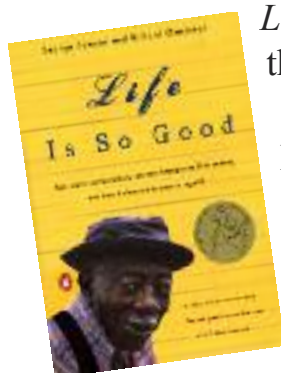
Email: efcdso@dcccd.edu

The Eastfield College policy to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) includes the provision of appropriate auxiliary aids and services to students with disabilities to ensure effective communication and access to the educational process.

In order to give sufficient time to evaluate your request for an accommodation, your request for semester length services should be submitted at least 30 days prior to the first day of class. Requests for additional services should be submitted at least 3 working days prior to the date the service is needed.

For more information, visit the Disability Services website. <http://www.eastfieldcollege.edu/ssi/DSO/index.asp>

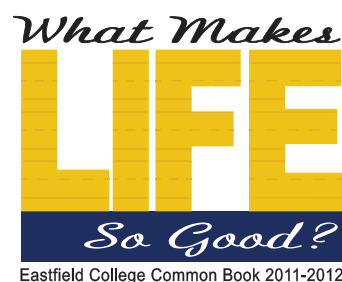
The 2011–2012 Common Book Project



Life Is So Good is the story of George Dawson and his extraordinary journey through the 20th century and how he learned to read at age 98.

Mission Statement

Through the use of a common book, Eastfield College will engage its students, faculty, and community in diverse programs designed to enrich, stimulate, and foster interdisciplinary learning.



Goals

- Increase student retention through engaged activities that develop interest in reading, writing and critical thinking
- Engage students, faculty, support staff and the Eastfield community in an open dialogue about philosophical issues, cultural diversity, historical contexts, gender, religion, and social interactions
- Allow faculty to expand and diversify their course curricula through the use of new pedagogical principles and varied teaching methodologies
- Increase community development with partnerships with the K-12 schools in our service area as well as community members by engaging them in Common Book activities

Student Learning Outcomes

Students who participate in the Common Book Project should be able to:

- Appraise the text from varying disciplinary perspectives.
- Explain how the text relates to specific disciplinary course work.
- Produce a formal response to the text from specific disciplinary approaches.

Achieving the Dream Goal Setting Worksheet

We all have dreams; things we want to do, accomplish, or complete during the course of our lifetime. How does one go from “having a dream” to “living a dream?” The answer to that question is “set a goal.” Goals help us focus on making our dreams a reality.

SMART Goal Method

S	Specific	Who? What? When? Where? Why?
M	Measurable	How much? How many? How often?
A	Attainable	Is this goal something you can realistically accomplish?
R	Relative	How does this goal connect with your personal values?
T	Timely	When do you plan to accomplish this goal?

SMART Goal Example: I will earn a bachelor’s degree in Accounting within six years.

Specific: A bachelor’s degree in Accounting is very specific.

Measurable: I will have a diploma to show for my effort.

Attainable: I love working with numbers, and I’m very good in math. I have the finances to attend school and I have the emotional support of my family and friends while working towards this goal.

Relative: I value education and learning. I also value performing a task that allows businesses and individuals to manage their finances in a fiscally responsible manner.

Timely: Completing a degree within six years is an achievable amount of time. This time frame also allows me to take advantage of summer internship programs that will enhance my career opportunities upon graduation. Setting this goal to be completed in six years also keeps me focused on steadily completing my course requirements in a reasonable amount of time.

Practice: Applying the principles of the SMART Goal method, develop your own SMART Goal. Does your goal meet the SMART Method qualifications?

Long-Term, Mid-Term & Short-Term Goal Worksheet

When setting a goal, it sometimes helps to manage your goal by looking forward and working backwards. Divide your goal into Long-Term, Mid-Term and Short-Term goals. Then, break each of these goals down into manageable steps. Don't forget to ask yourself, "Are each of these goals SMART goals?"

Write down your Long-Term SMART Goal: _____

What would I need to achieve in order to be halfway to my Goal? _____

Write down your Mid-Term Goal: _____

What do I need to do right now to begin achieving my goal? _____

Write down your Short-Term Goal: _____

Use the following format to manage the steps to achieving your Goal:

My Short-Term Goal is: _____

My Target Date: _____

To reach my goal I will do these three things:

- 1.
- 2.
- 3.

I will know I've reached my goal because:

- 1.
- 2.
- 3.

I can identify at least 3 obstacles or challenges I will face while working towards this goal.

- 1.
- 2.
- 3.

I can list 3 things I can do to stay motivated to reach this goal:

- 1.
- 2.
- 3.

Time Management is Life Management!

Achieving your goals means prioritizing how you spend your time on a daily, weekly and monthly basis. Setting priorities based upon your short term and long term goals helps you make wiser decisions and stay motivated to succeed.

Use the chart below to help you determine how you currently spend your time and what is needed to manage your college schedule. What changes do you need to make in order to manage your time more efficiently? Share your results with someone you trust who can support you on your journey to success!

Your Routine Schedule

How many hours do you:	Weekday		Weekend		Total
typically sleep each night?	_____ x 5	+	_____ x 2	=	
work each week?	_____ x 5	+	_____ x 2	=	
spend on meals, including preparation?	_____ x 5	+	_____ x 2	=	
spend on exercising?	_____ x 5	+	_____ x 2	=	
spend on sleeping?	_____ x 5	+	_____ x 2	=	
spend socializing?	_____ x 5	+	_____ x 2	=	
spend on TV or videos or interacting on the computer?	_____ x 5	+	_____ x 2	=	
spend in household tasks?	_____ x 5	+	_____ x 2	=	
spend with family time and responsibilities?	_____ x 5	+	_____ x 2	=	
spend on others (such as volunteer, religious activities, etc.)?	_____ x 5	+	_____ x 2	=	
Total for all routine activities				=	

Your college schedule

How many credits do you plan to take? _____ credits

How many hours do you:					Total
need to study weekly?	_____ credits	x	1-2 hours	=	
spend commuting each week?	_____ days in class	x	___ hrs per day	=	
spend in class?	_____ days in class	x	___ hrs per day	=	
spend on others (such as clubs, sports, etc.)?	_____ days doing	x	___ hrs per day	=	
Total for all routine activities				=	

Combined college and routine schedules

Total hours in a week:	168	
Time spent on routine activities	=	
Time spent on college activities	=	
Total for all activities	=	

Based on your time schedule calculations, what observations do you have about your time allocations and management?

How to Manage Your Money

Eastfield College Financial Literacy Program (Fall & Spring semester)

Our Mission

Eastfield College understands how important it is that students establish good money-management habits. The goal of Eastfield's Financial Literacy program is to help students and their families improve their understanding of financial concepts and services so that they are empowered to make more informed choices and take better actions to improve their present and long-term financial well-being.

Our Purpose

Eastfield's Financial Literacy Program provides resources that help students adjust to handling all of the responsibilities that comes with managing money. The goal is to help students think about the differences between things that are fundamental necessities as opposed to desires or preferences — leading to making more informed choices and taking responsibility for making changes to improve present and long term financial well being.

Services

The Financial Literacy Program in partnership with the Texas Guaranteed Student Loan Corporation offers outreach to students in the form of workshops on a number of financial literacy topics, including but not limited to:

- Needs and Wants: Prioritizing What Counts
- Monitoring Spending: Keeping It Real
- Spending Plans: Meeting Goals the Simple Way
- Setting Goals: Getting There
- Credit Basics: How Money Works
- Managing Credit: Priorities and Pitfalls
- Solving Debt Problems: Strategies and Solutions
- Saving and Investing: Risks and Returns

The objectives of these workshops will allow students to:

- Create a personalized budget by learning how to identify and track expenses during and after college
- Create a financial survival plan for college
- Learn the difference between good and bad credit, as well as the importance of maintaining a good credit score
- Develop the ability to set both short-term and long-term financial goals
- Locate internal and external financial education resources

Online Resources Links

<http://www.efc.dcccd.edu/ssi/finance/index.asp>

<http://www.tgslc.org/students/>

http://www.efc.dcccd.edu/ssi/finance/foundation_scholarshipList.asp

Budget Worksheet

Monthly Expenses	Budget	Actual	Monthly Expenses	Budget	Actual
Deductions			Personal and Health		
Savings (to be set aside)	\$	\$	Clothing	\$	\$
Child Support/Alimony	\$	\$	Toiletries/Care Products	\$	\$
Other:	\$	\$	Haircuts	\$	\$
Housing			Monthly Dues/Fees	\$	\$
Rent/Mortgage Payment	\$	\$	Insurance (Health, Life)	\$	\$
Utilities (Gas, Water, Electric)	\$	\$	Doctor/Dentist Visits	\$	\$
Home Insurance and Taxes	\$	\$	Prescription/OTC Drugs	\$	\$
HOA Fees	\$	\$	Laundry/Dry Cleaning	\$	\$
Other:	\$	\$	Other:	\$	\$
Debt Payment			Education		
Credit Card Payments	\$	\$	Tuition	\$	\$
Student Loans	\$	\$	Books/Fees	\$	\$
Other:	\$	\$	Supplies	\$	\$
Food			Other:	\$	\$
Groceries	\$	\$	Entertainment		
Eating Out/Fast Food	\$	\$	Concerts/Movies	\$	\$
Campus Meal Plan	\$	\$	Sporting Events	\$	\$
Other:	\$	\$	Sports/Recreation Equipment	\$	\$
Transportation			DVDs, CDs, Video Games	\$	\$
Car Payment	\$	\$	Other:	\$	\$
License and Registration	\$	\$	Miscellaneous/Unexpected		
Gas/Oil	\$	\$	Gifts/Charity	\$	\$
Normal Car Maintenance	\$	\$	Pet Supplies/Vet	\$	\$
Public Transit, Parking, Toll	\$	\$	Traffic Ticket	\$	\$
Other:	\$	\$	Car Repair	\$	\$
Family			Home Repair/Improvement	\$	\$
Day Care/Babysitting	\$	\$	Entertaining Guests	\$	\$
Activities/Lessons	\$	\$	Other:	\$	\$
Pet Sitting	\$	\$	Monthly Net Income:		
Other:	\$	\$		\$	\$
			- Total Expenses	\$	\$
			= Monthly Spendable Income	\$	\$

Budget Worksheet
courtesy of



Section Four: DCCCD & Campus Policies

STUDENT CODE OF CONDUCT

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability, sexual orientation or genetic information.

Purpose

The purpose of policies about student conduct and discipline is to provide guidelines for the educational environment of the District. 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.

Policies, Rules, and Regulations

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 college administration and in the Board of Trustees.

Standards of Due Process: Students who allegedly violate 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 which constitute violations of law and this code. Disciplinary action at the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Responsibility: Each student shall be charged with notice and knowledge of the contents and provisions of the District'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, 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 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 Board 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 an 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.
- "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 college officials, including campus security/safety 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 a college may be designated by college 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 appropriate Vice President 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 with the El Centro 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 the Student Code of Conduct. 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 (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.

Disciplinary Proceedings

When the appropriate Vice President or officer directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the appropriate Vice President or a designee shall investigate the alleged violation. After completing the preliminary investigation, the appropriate Vice President may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student; or
2. Proceed administratively and impose disciplinary action; or
3. 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 appropriate Vice President will notify the complainant of the disposition of the complaint. If the appropriate Vice President dismisses the allegation, the complainant may appeal to the President for review in writing within five (5) working days after disposition.

The 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 (5) working days from the effective date of the interim suspensions. 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 or normal college functions.

After the hearing, the 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. Complete information on the Student Code of Conduct can be viewed in the college catalog at www.eastfieldcollege.edu.

Student Grievance Procedure

Informal Student Complaint Process

Student Complaint Form (Students may obtain copies of the Student Complaint Form from any Division Office, from members of the Student Government and online at <http://www.eastfieldcollege.edu/SSI/index.asp>.)

It is recommended that students discuss their concerns with the College employee most directly responsible for the condition which brought about the concern first (instructor, supervisor, staff, etc). If the student's concern is not resolved to their satisfaction, the student may appeal to the next level of authority.

If an appeal does not resolve the concern, the student may proceed to the appropriate Vice President to present their concern in writing (students will be asked to complete the Student Complaint Form). If the vice presidential level of appeal does not prove satisfactory to the student, the student may seek review under the formal grievance process.

Formal Grievance Process

To request a formal grievance hearing, a student must submit a request in writing (not a form, just a written request) to the appropriate Vice President. Within 10 days of receiving the written request, the appropriate Vice President will convene and chair the Appeals Committee. The Appeals Committee will make its finding, and send a decision to the College President. The student will be notified of the finding. A student may seek review of the Appeals Committee's decision through the College President. The decision of the College President is final.

Procedures for Filing a Student Complaint

(Form may be found at <http://www.efc.dcccd.edu/ssi/GradeDisputeInstConcern.pdf>)

Complaints regarding an Academic Concern (grades, faculty/student issues):

1. Students should first try to resolve the complaint by speaking with their instructor. Students must complete the Student Complaint Form.
2. If the student is not comfortable speaking with their instructor or, if after speaking with the instructor, they feel their concern has not been resolved, the student should contact the appropriate Division Dean. Students must complete the Student Complaint Form.
3. If, after speaking with the Division Dean, the student does not agree with the decision made, they may appeal the decision, in writing, to the Vice President of Teaching and Learning. Students must complete the Student Complaint Form.
4. The Vice President of Teaching and Learning will meet with the student and, depending upon the nature of the complaint, may designate other faculty or administrators to investigate, mediate and/or suggest resolutions.
5. The Vice President of Teaching and Learning will provide the student with a written response within ten (10) working days after a written appeal.
6. If the student is not satisfied with the decision of the Vice President of Teaching and Learning, he/she may seek review under the formal grievance procedures.
7. Student wishing to seek review under the formal grievance process must submit a request in writing to the appropriate Vice President.
8. The appropriate Vice President will convene and chair the Appeals Committee.
9. The appeal will be heard by the committee within ten (10) days of the request unless extended with the agreement of both the student and the appropriate Vice President.
10. The Appeals Committee will make a determination and send its decision to the College President.
11. A student grieving the decision of the Appeals Committee may seek review through the College President. The decision of the President shall be final.

Complaints Regarding Student Services or Administrative Concerns:

1. Students should first try to resolve the complaint by speaking with the Supervisor or person responsible for the specific area. Students must complete the Student Complaint Form.
2. If, after speaking with the supervisor or person responsible for the specific area, the student feels their concern has not been resolved they should contact the Department Director. Students must complete the Student Complaint Form.
3. If, after speaking with the Department Director, the student feels their concern has not been resolved they should contact the next level administrator (dean, manager). Students must complete the Student Complaint Form.

4. If, after speaking with the Division Dean, the student still feels his/her concern has not been resolved they may appeal the decision, in writing to the appropriate Vice President responsible for that area. Students must complete the Student Complaint Form.
5. The Vice President of Teaching and Learning will meet with the student and depending upon the nature of the complaint may designate other faculty or administrators to investigate, mediate and/or suggest resolutions.
6. If the student is not satisfied with the decision of the Vice President of Teaching and Learning, he/she may seek review under the formal grievance procedures.
7. Students wishing to seek review under the formal grievance process must submit a request in writing to the appropriate Vice President.
8. The appropriate Vice President will convene an Appeals Committee.
9. The appeal will be heard by the committee within ten (10) days of the request unless extended with the agreement of both the student and the appropriate Vice President.
10. The Appeals Committee will make a determination and send its decision to the College President.
11. The student grieving the decision of the Appeals Committee may seek review through the College President. The decision of the President shall be final.

Sexual Harassment

Sexual Harassment is not tolerated at Eastfield College and is a violation of the Student Code of Conduct. Any student that believes that he or she is being sexually harassed is strongly encouraged to file a sexual harassment complaint. The Student Grievance Procedure is not applicable to complaints of sexual harassment. The following options are provided specifically for filing sexual harassment complaints at Eastfield College.

- An “informal” complaint to be handled on campus may be filed with the appropriate Vice President or Human Resources.
- A “formal” complaint may be filed with: The DCCCD Vice Chancellor of Educational Affairs, 214-378-1808 or the DCCCD Office of Human Resources, 214-378-1504.

Computer Use Policy

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 are subject to both civil and criminal penalties and/or disciplinary action. Students may use individually owned software on college 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 owned 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 college. The complete DCCCD Electronic Communication Policy can be found on the DCCCD website, <https://www1.dcccd.edu/cat1011/ss/computer.cfm?loc=DCCCD>

Drug-Free Schools and Communities Act

To satisfy the requirements of the “Drug Free Schools and Communities Act,” the colleges and facilities are committed to creating an educational and work environment free from use or distribution of illicit drugs and abuse of alcohol. The college prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Information and confidential referrals concerning counseling and treatment programs for drug and alcohol abuse may be obtained from the Counseling and/or Advisement Center, Health Center and location Human Resources Office.

Equal Educational and Employment Opportunity Policy (EEEOP)

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability, sexual orientation or genetic information. The college provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services and athletics. Existing administrative procedures of the college are used to handle student grievances. To file a grievance, refer to the Student Code of Conduct.

Equity in Athletics Disclosure Act

All co-educational institutions of higher education that participate in any Federal student financial aid program and have intercollegiate programs must provide information concerning their intercollegiate athletics programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382. This Act and accompanying federal regulations requires that intercollegiate athletics information be made available for inspections by students, prospective students and the public. The college website or Physical Education Office can provide this information.

Family Educational Rights and Privacy Act Of 1974

The Family Educational Rights and Privacy Act (FERPA) 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 registrar, dean, head of the academic department or other appropriate official, 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 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 is:

Family Policy Compliance Office
U .S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

5. Directory information includes:
 - a. name;
 - b. home address;
 - c. home telephone number;
 - d. e-mail address (both college generated and personal);
 - 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;
 - o. name of the most recent previous institution attended or
 - p. similar information.

Students may request that directory information, except name and verification of enrollment status, be withheld from the public by giving written notice to the Admissions/Registrar's Office. If a student does not provide written notification to the Admissions/Registrar's Office, any person may make a written request for directory information and the information will be disclosable. No telephone requests will be accepted.

Repeating the Course

The Dallas County Community College District will charge a higher tuition to students registering the third or subsequent time for a course. This course may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the DCCCD campuses since the Fall 2002 semester. More information is available at:

https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm.

Standard of Conduct

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the Student Code of Conduct. If you are unable to complete the course (or courses) for which you have registered, it is your responsibility to withdraw formally from the course (or courses). Failure to do so will result in your receiving a performance grade, usually an “F.”

Stop Before Your Drop

For students who enrolled in college level courses for the first time after fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. The campus Advisement Center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges.

For more information, you may access: <https://www1.dcccd.edu/coursedrops>.

Tobacco Policy

Eastfield proper is designated as a tobacco-free zone. People may only use tobacco products in their cars and in the parking lots. As students enter the campus grounds proper, use of tobacco products will need to stop. Cigarette extinguishing receptacles are located at several locations on the perimeter of the campus by the edge of parking lots.