



Texas Southmost College

TRADITION • INNOVATION • OPPORTUNITY



2016-2017
CATALOG

Table of Contents

Disclaimer	6
Accreditation	6
Contact Information	6
Affiliations	7
President’s Welcome	8
Board of Trustees	9
History of Texas Southmost College	11
Texas Southmost College Strategic Plan	13
Vision Statement.....	13
Mission Statement.....	13
Role and Scope.....	13
Values.....	13
Institutional Goals	14
Central Administration	15
Notice to Students	16
Statement of Equal Opportunity	16
Rights of Individuals with Disabilities.....	16
Statement on Alcoholic Beverages, Tobacco and other Substances	16
Statement on Firearms	16
Sexual Harassment Policy	16
Smoke and Tobacco Free Environment.....	16
Religious Holy Days.....	16
Gainful Employment.....	17
Students Subject to Additional Tuition and Fees.....	17
Records and the Annual FERPA Notification to Students	17
Student Right to Know-Graduation Statistics.....	18
Student Right to Know-Crime Statistics.....	18
The American Opportunity Tax Credit.....	18
Lifetime Learning Credit	18
Selective Service	18
Solomon Amendment.....	19
General Regulations	19
Administrative Withdrawal	19
Change of Address.....	19
Official Communications	19
Use of Legal Name.....	19
Use of Student ID Number	19
Access to Student Records.....	20
Discrimination Complaints.....	20

Student Rights and Responsibilities	21
Student Code of Conduct.....	21
Academic Calendar.....	22
Admission.....	31
General Admission Requirements	31
Admissions Classifications.....	32
ApplyTexas Application.....	40
Checklist of Application Materials	40
Residency.....	41
Guidelines for Completing the ApplyTexas Application	42
Admission/Registration Holds.....	42
Admission Appeal Procedures	42
Texas Success Initiative (TSI).....	42
TSI Placement Guide 2016-2017.....	43
TSI Requirement Exemptions.....	46
Academic Fresh Start	47
What is Academic Fresh Start?.....	47
Who Determines Eligibility for Academic Fresh Start?	47
How Does This Affect Your Admission as an Undergraduate?.....	47
How Does This Affect Your Financial Aid?	47
Applying to a Postgraduate or Professional Program.....	47
Academic Advising	48
Transfer Credit.....	48
Transfer Transcript Evaluation	49
Military Transfer.....	49
Transfer Credit Evaluation for Students Submitting Transcripts from Foreign Institutions.....	50
Transfer Dispute Resolution.....	50
Transcript Request.....	50
Internal Proficiency Examinations.....	50
External Standardized Examinations	51
Tuition and Fees	53
Tuition Refund Schedule.....	54
Payment Information	54
Installment Payment Plan	54
Financial Aid	55
Free Application for Federal Student Aid (FAFSA).....	55
Applying for Financial Aid	55
Deadlines for Filing the FAFSA	56
Eligibility Requirements for Student Financial Aid	56
Calculating Financial Need	57
Verification	57

Notification of Financial Aid Awards.....	58
Receiving Financial Aid Funds	58
Satisfactory Academic Progress (SAP)	58
Good Standing	59
Warning Status	59
Financial Aid Suspension	59
Appeal Process	59
Spring and Summer Transfer Students	60
Concurrent Enrollment and Financial Aid Eligibility.....	60
Enrollment Status by Session	60
Withdrawing from College and Returning Financial Aid Funds	60
State and Federal Grants	61
Student Loan Programs	63
Disbursement of Loan Funds	63
Federal Direct PLUS Loans Program	64
Consolidation Loan Program	64
Federal and State Work-Study Program.....	64
Registration	64
Assessment/Placement Testing	65
Testing Requirements for Mathematics, English and Reading Restricted Courses.....	65
Approved Exemptions and Waivers	65
College Preparatory Courses (Developmental Education)	66
Holistic Advising.....	66
Accelerated Programs.....	66
English for Speakers of Other Languages (ESOL)	67
Attendance and Participation in College Preparatory (Developmental Education) Courses	67
Freshmen Seminar Course	67
Course Numbering System.....	67
Prerequisite and Co-requisite Courses	67
Semester Course Load.....	67
Workforce Training and Continuing Education.....	68
Dual Enrollment	68
Early College High School	68
Adds, Drops, and Withdrawals	69
Adds	69
Drops and Withdrawals	69
Faculty Initiated Drops	70
College Initiated Drops.....	70
Three-Peat (Third-Attempt) Enrollment Ruling	70
Developmental Education Enrollment Ruling (27-Hour Rule).....	70
Six Course Drop Ruling.....	70

Official Withdrawals	71
Withdrawal for Military Service.....	71
Reinstatement to Class.....	71
Student Services	71
Student Handbook	71
Advising Center.....	71
Testing Center	72
Transfer, Career and Employment.....	73
Transfer Planning.....	73
Career Planning	73
Job Readiness.....	73
Counseling Center	73
Disability Services	74
Student Activities	74
Veteran and Military Services	75
Library	75
New Student Orientation	75
Learning Labs	75
Open Computer Lab Usage.....	75
Student Identification.....	76
User ID and Password	76
Identification Card (Photo ID).....	76
Public Safety.....	76
Campus Parking Regulations.....	76
Safety	76
Lost and Found.....	76
Class Cancellations Due to Inclement Weather.....	76
Digital Learning Environment	76
TSC Online	77
Educational Technologies and Curricular Innovation (ETCI)	77
Academic Standards.....	78
Attendance.....	78
Final Exams	78
Grades	79
Grading System	79
Incomplete Grades.....	79
Grade Changes	79
Grade Point Average (GPA).....	80
Repetition of Courses	80
Academic Freedom for Students.....	80
Academic Standing and Probation	80

Good Standing	80
Academic Probation.....	80
Academic Dismissal (First or Second Academic Dismissal).....	81
Honors in Graduation	81
Graduation	81
Graduation Application	81
Degree/Certificate Requirements.....	82
Catalog Requirements	83
Deadlines	83
Commencement Exercises	83
Guarantee for Job Competency for Professional/Technical/Workplace Students.....	83
AA, AS, AAT Transferability.....	84
Reverse Transfer Degree	85
Degree and Certificate Program Information	85
Program of Study.....	85
Academic Transfer Programs	85
Associate of Arts (AA)	85
Associate of Arts in Teaching (AAT)	85
Associate of Science (AS)	85
Academic Non-transfer Programs	85
Associate of Applied Science (AAS).....	85
Level 1 Certificate	86
Level 2 Certificate	86
Transfer to a College/University	86
Transfer of Credit, Core Curriculum and Field of Study Curricula Rules and Regulations.....	86
Core Curriculum	89
Field of Study Curricula	91
Degrees and Certificates Offered at TSC.....	91
Associate of Arts	92
Associate of Arts in Teaching	92
Associate of Science	92
Associate of Applied Sciences	93
Certificate – Level One	94
Certificate – Level Two	94

Disclaimer

This catalog contains policies, regulations, procedures, and general course content effective at the time of publication. Texas Southmost College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal regulations. Changes will become effective whenever enacted by the Texas Southmost College administration and will apply to both prospective students and those already enrolled.

This catalog and the student handbook are the primary sources available to students outlining the responsibilities of the college and student, and each student is responsible for knowing the rules, regulations, requirements, and academic policies of Texas Southmost College. Both publications are available on the Texas Southmost College web site or in hard copy from the Office of Admissions and Records.

Accreditation

Texas Southmost College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate and associate degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas Southmost College.

Contact Information

Texas Southmost College
80 Fort Brown, Brownsville, Texas 78520
(956) 295-3600
www.tsc.edu

Affiliations

National/International

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association for Campus Activities (NACA)
- Association of Title IX Administrators (ATIXA)
- Association for Conflict Resolution (ACR)
- American Student Government Association (ASGA)
- Association for Student Conduct Administration (ASCA)
- Association for the Promotion of Campus Activities (APCA)
- National Association of Colleges and Employers (NACE)
- National Association of Veterans' Program Administrators (NAVPA)
- National Behavioral Intervention Team Association (NaBITA)
- National Center for Higher Education Risk Management (NCHERM)
- National Hispanic Professionals Organization (NHPO)
- National Intramural-Recreational Sports Association (NIRSA)
- National Wellness Institute
- National Community College Hispanic Council (NCCHC)
- North American Association of Commencement Officers (NAACO)
- American Association of Community Colleges (AACC)
- Association of Community College Trustees (ACCT)

State/Regional

- Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)
- Texas Association of Student Financial Aid Administrators (TASFAA)
- Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
- Placement Association of Texas (PAT)
- Southern Association for Colleges and Employers (SoACE)
- Texas Association of Collegiate Veteran's Program Officials (TACVPU)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Texas Association of Community Colleges (TACC)

Local

- Brownsville Chamber of Commerce
- All In Brownsville
- Brownsville Economic Development Council (BEDC)
- South Padre Island Chamber of Commerce
- San Benito Economic Development Corporation (SBEDC)
- United Brownsville
- Workforce Solutions Cameron

President's Welcome

Welcome to the Texas Southmost College! We are excited and ready to help you begin your journey to a bright and successful future!

At TSC, you will receive a quality education at a value. Our services and programs come in numerous forms, providing options for two-year degrees, specialized job training, transfer to four-year institutions, and lifetime enrichment.

You will get the same first two years of a Bachelor's education available at a university. You will gain the knowledge and skills you need to succeed — while saving thousands of dollars! And, with smaller classes, you'll get more support along the way.

You'll also have the flexibility to take classes during the day or evening to accommodate your busy schedule. Then, when you're finished, you'll be ready to go straight into a high-skill, high-wage job or transfer to a four-year university as a junior.

We are passionate about helping you succeed! Register today! Experience the power of opportunity, seize it, and transform your life!

I hope to see you on campus!

Lily F. Tercero
President



Board of Trustees



Adela Garza - Chair

Elected to Board: 2014, Term Expires: 2020, At-Large-Position: Place 1

Adela Garza was elected to the TSC Board of Trustees in June 2008 and re-elected in June 2014. She grew up in Laredo and later moved with her husband to the Lower Rio Grande Valley, where they raised their family. Mrs. Garza attended TSC in the 1980s and received a Bachelor of Arts and Sciences degree from The University of Texas-Pan American in 1987. Her professional life includes six years as a senior education consultant for Wasatch Education, and she is co-owner of Tino's Prescription Shop and vice president of TIADEL Corp. Systems. She was on the board of Los Fresnos Consolidated Independent School District from 1999-2003, serving as board president from 2001-2003. She has also served on various boards including International Education Services, Olmito Irrigation District No. 20 and Healthy Communities of Brownsville.

Garza currently serves on the board of directors of the Alternative South Texas Educator Program (ASTEP) and the Building Committee for Lord of Divine Mercy Catholic Church. Garza and her husband of 39 years, Faustino, have four children and three grandchildren.



Juan Mendez III, J.D. - Vice-Chair

Elected to Board: 2016, Term Expires: 2022, At-Large-Position: Place 4

Juan "Trey" Mendez III was born and raised in Brownsville. He received his Bachelor of Arts in Government degree from UTB-TSC in 2002. While at UTB-TSC, he was an inaugural member of the Scorpion golf team and served as sports editor of The Collegian, the student newspaper. He went on to receive his law degree from The University of Texas at Austin in 2005. At the time of his acceptance to the UT School of Law in 2002, Mendez was only the second UTB-TSC alumnus to have been accepted into the prestigious program. During his three years in Austin, Mendez was instrumental in encouraging other UTB-TSC students to attend the law school.

Mendez has served on the Texas Exes Scholarship Committee at The University of Texas at Austin since 2006. He enjoys renovating historical properties and is the co-owner of the Fernandez building and the Old Brownsville Jail, two of Brownsville's most important historical structures. His passion for Brownsville's rich history resulted in his appointment as Chairman of the Brownsville Heritage Council. Mendez currently has his own law practice known as the Mendez Law Firm on Elizabeth Street.



Ruben Herrera, J.D. - Secretary

Elected to Board: 2016, Term Expires: 2022, At-Large-Position: Place 5



Reynaldo García, DDS - Trustee

Elected to Board: 2012, Term Expires: 2018, At-Large-Position: Place 6

Dr. Reynaldo Garcia is a retired Dentist and proud Brownsville native. He attended Texas Southmost College from 1955-1957, completed his pre-dental requirements at Del Mar College in Corpus Christi and North Texas State University, and graduated with a doctorate in dental surgery from the University of Texas Dental Branch at Houston in 1961. Dr. Garcia practiced dentistry for 45 years and also served 9 years in the US Air Force as a Major. He has been married to Angelika for 40 years.



Ramon Champion Hinojosa - Trustee

Elected to Board: 2012, Term Expires: 2018, At-Large-Position: Place 7

Mr. Hinojosa is a retired school superintendent. He holds a Bachelor of Arts in English and Government degree from St. Mary's University and a Master's in Education degree from Texas A&I University in Kingsville. Mr. Hinojosa has spent 35 years in education as an elementary, middle and high school teacher, assistant superintendent, and superintendent. He also directed federal, bilingual education, and parental involvement programs.



Art Rendon - Trustee

Elected to Board: 2014, Term Expires: 2020, At-Large-Position: Place 2

Art Rendon resides in Brownsville, Texas. He holds a bachelor's degree in government with a minor in history from Pan American University and a master's degree in educational administration from the University of Texas-Brownsville. He is a veteran, having served in the United States Marine Corps. Mr. Rendon has been employed by the Brownsville Independent School District for over 25 years and has experience as a high school teacher, assistant principal, and principal. He also served as the former director for special education. He currently serves as the transportation director for Brownsville ISD. Mr. Rendon served on the West Brownsville Little League Board for a number of years and recently served on the Brownsville Housing Authority Board.

He and his wife Nora are members of Saint Joseph Catholic Church. Mr. Rendon has been married to Nora Benavides Rendon, a retired BISD librarian for 32 years, and they have three children: Benny, Nora and Aaron. All their children began their college work at TSC and are graduates of the University of the Incarnate Word.



Dr. Tony Zavaleta - Trustee

Elected to Board: 2016, Term Expires: 2022, At-Large-Position: Place 3

Dr. Zavaleta graduated from Saint Joseph Academy in 1964 and entered Texas Southmost College, graduating and transferring to The University of Texas at Austin in 1966, where he completed a Ph.D. in Anthropology in 1976. Moving back to Brownsville in 1976, Dr. Zavaleta began teaching sociology and anthropology at Texas Southmost College and at Pan American University at Brownsville. Dr. Zavaleta became the first Dean of the College of Liberal Arts for UTB/TSC, and also served as the Dean of the College of Mathematics and Science and Technology. He next served as Vice President for Partnership Affairs, where he coordinated all of the work between the TSC Board and UTB, and then became the Vice President for External Affairs, which included governmental relations and all external programs such as Workforce Training and Continuing Education. Dr. Zavaleta served as Interim Provost, the chief operating officer of UTB/TSC, and then as the associate Provost and Vice President for Academic Affairs. In 2011 he retired from the administration to return to full-time teaching. Dr. Zavaleta retired in May 2016 after 40 years of service.

Dr. Zavaleta is regarded as one of the top experts on the US-Mexico Border, and frequently speaks throughout Mexico and the U.S. Dr. Zavaleta was appointed to two Federal commissions by Presidents Reagan and Obama, and he served two terms on the Brownsville City Commission, followed by a term on the City of Brownsville Civil Service Commission.

History of Texas Southmost College

Originally created as an extension of the local independent school district in Brownsville, Texas, its first classes were held in the fall of 1926 in the local high school building. In 1927, the school district issued bonds for the construction of a new building to house the high school and the junior college. In 1931, the college name was changed to the Brownsville Junior College. In 1948, the U.S. Government conveyed Fort Brown, the first military post established by the U.S. Government in Texas, to the College, where the main campus is today.

Voters approved the creation of the Southmost Union Junior College District (empowered to levy ad valorem taxes), as well as a Board of Trustees, at an election held on November 15, 1949, to operate a junior college to be known as Texas Southmost College. The Southmost Union Junior College District Board of Trustees changed the name of the District to Texas Southmost College in 2004. During the 82nd Regular Session of the Texas Legislature, SB 1909, included language changing the college district's name from the Southmost Union College District to Texas Southmost College District



While originally established as an academic program institution, after World War II and throughout the 1950s, the college began to add and expand vocational and occupational program offerings. In 1973, Texas Southmost College offered space on its campus so that a local four-year extension program through Pan American University could be established. The new entity, which was named Pan American University–Brownsville, began classes in fall 1973. In the late 1980s, Pan American University joined The University of Texas System and its institution in Brownsville became known as The University of Texas Pan American-Brownsville.

In 1986, the voters of the Texas Southmost College taxing district approved a \$13 million bond issue to construct a classroom building, a library, and other campus improvements.

In May 1991, the Texas Legislature created The University of Texas at Brownsville (UTB) as an upper-division university, to replace The University of Texas Pan American-Brownsville, and authorized it to enter into an agreement with Texas Southmost College to teach courses not offered at the university. This resulted in the creation of a new umbrella entity for the two institutions officially formulated as "The University of Texas at Brownsville-Texas Southmost College Agreement." Under the agreement, the Texas Southmost College Board of Trustees contracted with The University of Texas System to deliver all academic programs and services, previously offered by TSC, utilizing TSC's existing campus and facilities. In turn, TSC would pay the UTB for delivery of such programs and services by transferring all TSC-related tuition, fees, program income, and state appropriations funding to the UTB. The UTB was defined as the operating entity and several agreements were established, including those relating to the leasing of TSC buildings to the UTB, personnel, programs, and services. Hence, students of both higher education institutions were brought under a single entity: "The UTB-TSC Agreement."

In December 1995, The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) approved the consolidation of UTB and TSC to form the new entity, the University of Texas at Brownsville Texas Southmost College Agreement. In December 2008, UTB-TSC was granted reaffirmation by SACSCOC.

The UTB-TSC Agreement has been governed by the nine-member Board of Regents of the UT System since 1991. The Texas Southmost College Board of Trustees, however, remained intact and continued as a seven-member board elected at large from the ad valorem taxing district of the College. The TSC Board of Trustees retained its authority to levy and collect taxes, manage the assets of the College and monitor performance under the UTB-TSC Agreement. A separate administrative office to support the Board of Trustees was maintained by TSC throughout the term of the UTB-TSC Agreement.

The University of Texas at Brownsville was defined as the operating entity of the UTB-TSC Agreement. Its president served as the president of UTB-TSC, with reporting responsibilities to The University of Texas System Board of Regents and the TSC Board of Trustees. Additionally, when the agreement was consummated, TSC employees ended employment with TSC and became UTB employees. Thus, the UTB employed all faculty and staff throughout the term of the UTB-TSC Agreement. The UTB also became the reservoir of data.

On November 2, 2004, voters in the Texas Southmost College taxing district approved a \$68 million dollar bond package for TSC building projects, including the Arts Center, under the oversight of the UTB-TSC Agreement.

On November 10, 2010, the Board of Regents of the University of Texas System voted to terminate the UTB-TSC Agreement. On February 17, 2011, the Texas Southmost College Board of Trustees voted to develop a model and create legislation whereby TSC would partner with the UT System for use of campus resources and facilities while having two (2) autonomous institutions: Texas Southmost College and the University of Texas at Brownsville. Efforts to develop a model favoring independent operation and governance resulted in the creation of enabling legislation approved by the 83rd Texas Legislature, which provided for the termination of the existing UTB-TSC Agreement on or before August 31, 2015, dependent upon the accreditation of Texas Southmost College.

In October 2011, the Board of Trustees of the Texas Southmost College appointed Dr. Lily F. Tercero to serve as TSC's next president. Her initial, primary assignments were to manage the activities related to termination of the UTB-TSC Agreement and to re-launch Texas Southmost College as an independently operational, fully comprehensive degree granting public community college. TSC continues to work with the UT System Board of Regents, the governing body of the UTB-TSC Agreement.

In December 2015, Texas Southmost College was granted separate Level 1 accreditation by the Southern Association of Colleges and Schools Commission on Colleges.

Texas Southmost College Strategic Plan

Vision Statement

Texas Southmost College will be a premier community college dedicated to student success.

Mission Statement

Transforming our communities through innovative learning opportunities

Role and Scope

Texas Southmost College's mission is guided by our commitment to provide:

- University transfer, career, and technical programs leading to an associate degree or certificate along with courses specializing in college preparatory and developmental education, workforce training, adult literacy, and continuing education to support the evolving needs of citizens, industry, and economic development initiatives within Cameron and Willacy Counties.
- High-quality instruction and learning opportunities in the classroom, online, and through other delivery methods; a supportive and innovative faculty and staff; appropriate technology, equipment, and learning resources; and advising and assessment services to promote transfer to a four-year baccalaureate institution, entry or advancement in the workforce, or lifelong learning.
- A learning-centered, service-oriented environment that celebrates diversity and inclusion; facilitates growth and development; fosters social responsibility, critical thinking, communication, and innovation; and empowers and engages students, faculty and staff to achieve personal and professional goals.
- Institutional effectiveness that embraces individual accountability, data-driven decision making, change, and an unending pursuit of excellence.

Values

To successfully fulfill the vision and mission, Texas Southmost College is consciously committed to:

- Integrity by respecting the ideals of social responsibility, academic honesty, trustworthiness, personal ethics, and the courage to act.
- Access by reaching out to our diverse communities, expanding linkages with industry, and strengthening our partnerships with area ISDs and universities to create accessible and affordable educational pathways for our students, faculty and staff.
- Service by encouraging and recognizing collaboration, teamwork, compassion, and service to others.
- Excellence by providing relevant, high-quality educational experiences and a supportive learning environment to advance knowledge, to promote understanding and to achieve the academic and workforce potential of students, faculty and staff.
- Innovation by embracing emerging technologies to enhance and expand teaching, learning and service opportunities for students, faculty and staff.
- Success by empowering, engaging and educating students, faculty and staff to achieve their personal and professional aspirations for graduation, academic transfer, employment, and other educational goals.

Institutional Goals

In response to the region's challenges and to achieve this vision and mission, TSC's institutional goals will revolve around four priorities and supporting strategies between 2012 and 2017:

1. Pathways

Provide accessible, affordable, and flexible instructional delivery systems and dynamic curricula to all students, regardless of time or place, by enhancing career and technical programs that are responsive to the training needs of industry and a highly skilled workforce and by collaborating with internal and external stakeholders to improve college readiness, define outcomes, and promote multiple paths to student access, completion and success.

Supporting Strategies:

- 1.1** Systematically assess student learning outcomes.
- 1.2** Align college preparatory programs with academic and technical programs.
- 1.3** Create pathways between secondary, TSC and four-year institutions of higher education.
- 1.4** Provide affordable and accessible learning opportunities that meet the needs of the 21st century workforce.

2. Success

Promote academic excellence and student learning through high-quality, learning-centered instruction and support services with a continuous focus on improving student learning outcomes that reflect the highest academic standards and that meet the needs of our communities and industry partners.

Supporting Strategies:

- 2.1** Improve student retention rates.
- 2.2** Adopt high academic standards.
- 2.3** Measure success through employment rates.
- 2.4** Align all courses, programs, and units to institutional goals and outcomes.

3. Community Engagement

Establish mutually beneficial public, private and community-based partnerships to expand awareness, leverage resources, and promote services and programs of the College that meet the needs of the communities in which the College serves.

Supporting Strategies:

- 3.1** Incorporate service learning experiences across the institution.
- 3.2** Establish partnerships with public and private community agencies.
- 3.3** Develop programs that meet the needs of the community.
- 3.4** Integrate wellness initiatives with community partnerships.

4. Institutional Effectiveness

Enhance student success by focusing on continuous improvement that is grounded on evidence-based initiatives, strategies, and processes; student, faculty and staff engagement in teaching and learning outcomes; professional development; an integrated systems approach to facilitate efficient use of college resources through fiscally sound practices; and collaboration with and service to the communities in which the College serves.

Supporting Strategies:

- 4.1** Assure compliance with accrediting agencies.
- 4.2** Provide professional growth opportunities for faculty and staff.
- 4.3** Assess program effectiveness.
- 4.4** Organize and utilize an on-going cycle of strategic planning to support continuous improvement.

Central Administration

Vice President of Finance & Administration

Vacant
Gorgas Tower
956-295-3385

Vice President of Instruction

Marti Flores, Ed.D.
Gorgas D100
956-295-3386

Vice President of Student Services

Mike Shannon
Oliveira Student Services Center 201
956-295-3649

Dean of College Preparatory Studies/Science, Technology, Engineering, and Mathematics

Angelica M. Fuentes, Ph.D.
South Hall 246
956-295-3375

Dean of Health Care, Career, & Technical Education

Jeffrey Gregor
SETB 2.342
956-295-3511

Dean of Humanities

Donald Crouse
South Hall 246
956-295-3381

Notice to Students

All questions concerning the following College policies should be referred to the Vice President of Student Services.

Statement of Equal Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Texas Southmost College on the basis of race, color, sex, national origin, religion, disability, age, or military status.

Rights of Individuals with Disabilities

Texas Southmost College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices. Special emphasis will continue to be placed on correcting conditions, which may inadvertently discriminate against any individual with a disability.

Statement on Alcoholic Beverages, Tobacco and other Substances

Texas Southmost College forbids the manufacture, possession, sale, use, or distribution of illegal drugs and alcoholic beverages on campus and at College sponsored events, whether they occur on or off campus. Students who are found in violation will face disciplinary action, up to and including dismissal from the College. Alcohol may be permitted at certain College-sponsored events with appropriate approval from College administration.

Statement on Firearms

In accordance with the Texas Penal Code, Section 46.03, no person may carry a firearm (1) on the physical premises of Texas Southmost College, (2) on any grounds or building on which an activity sponsored by Texas Southmost College is being conducted, (3) in a passenger transportation vehicle of Texas Southmost College; unless pursuant to written regulations or written authorization of the institution. Individuals found in violation will face appropriate law enforcement action/penalty as well as disciplinary action by Texas Southmost College.

Sexual Harassment Policy

Sexual harassment in the workplace and schools is an illegal Practice under Section 703 of Title VII of the 1964 Civil Rights Act as amended, and Title IX of the Education Amendments of 1972. Sexual harassment of employees or students at Texas Southmost College will not be tolerated and individuals engaging in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal from the College. This policy shall be applied without regard to the gender of the employee involved.

Smoke and Tobacco Free Environment

Texas Southmost College, including all its facilities and grounds, is a smoke and tobacco free environment. Smoking and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of Texas Southmost College and on all property that is owned, leased, rented, or otherwise under the control of Texas Southmost College. Law enforcement officers will issue a citation to those in violation of the policy and repeated violations may result in appropriate disciplinary action by Texas Southmost College.

Religious Holy Days

In compliance with Texas Education Code, Section 51.911, Texas Southmost College allows a student who is absent from class for the observance of a religious holy day to make up the class work for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must notify each instructor in writing by the 15th calendar day of the semester.

Gainful Employment

Federal Title IV regulations require all institutions of higher education to disclose completion and cost information about non-degree programs leading to gainful employment in a recognized occupation. Information about gainful employment programs is available at <http://tsc.edu/index.php/academics/degrees-and-certificates.html>.

Students Subject to Additional Tuition and Fees

Texas Southmost College is required by law to inform students that charges may be instituted by TSC and/or may be incurred when attending other Texas colleges and universities.

Additional Charges for Students Who Exceed 27 Developmental Semester Credit Hours

Texas Southmost College will charge a higher tuition rate to students registering for college preparatory (developmental education) courses who have accumulated at least 27 hours of credit in developmental education courses.

Three-Peat (Third-Attempt) Enrollment Ruling

Texas Southmost College will charge a higher tuition rate to students registering the third (3) or subsequent time for a course. The State will no longer subsidize a student's enrollment for the third (3) or subsequent attempt. Students should meet with an advisor to determine if they are repeating a course for the third (3) time.

Records and the Annual FERPA Notification to Students

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in officially recognized activities, photography, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, individuals may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service at <http://www2.ed.gov/about/contacts/gen/index.html>.

Or contact at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Student Right to Know-Graduation Statistics

Federal law requires that all institutions of higher education disclose graduation rates to students, applicants and potential students. Graduation rates for TSC can be provided upon request to the Office of the Vice President of Student Services.

Student Right to Know-Crime Statistics

The TSC Security Annual Report can be provided upon request to the Office of the Vice President of Finance & Administration.

The American Opportunity Tax Credit

Students may be eligible to claim an American Opportunity Tax Credit (AOC) against their federal income taxes. The AOC may be claimed for the qualified tuition and related expenses of students enrolled at least half time in one of the first two years of postsecondary education when enrolled in a program leading to a degree, certificate or other recognized educational credential. Eligible tuition and fees are determined by the IRS and will be offset by any grants, scholarships or refunds received. More information is available at www.irs.gov.

Lifetime Learning Credit

Students may be eligible to claim a Lifetime Learning Credit against their federal income taxes. The Lifetime Learning Credit may be claimed for the qualified tuition and related expenses of students enrolled in eligible educational institutions. If a student is claiming a Hope Credit, none of that student's expenses for that year may be applied toward the Lifetime Learning Credit. More information is available at www.irs.gov.

Selective Service

Almost all males 18 through 25 years of age living in the United States must register with the Selective Service. Almost all non-citizens also are required to register, including illegal aliens, legal permanent residents, and refugees. If a male non-citizen takes up residence in the United States prior to his 26th birthday, he must register. Additional information can be found at the Office of Veterans and Military Services.

Solomon Amendment

The Solomon Amendment allows military recruiters to request certain recruiting information from institutions about students. Such information is considered directory information under FERPA or data that would normally be collected by the institution. The 1995/1996 National Defense Authorization Act and the 1997 Omnibus Consolidated Appropriations Act gave branches of the military access to student information including student's name, address, telephone number, age or date of birth, class, and major. The Solomon Amendment requires institutions to cooperate and comply with requests from military recruiters for student information.

General Regulations

Administrative Withdrawal

The College reserves the right to withdraw a student from class if, in the judgment of the College officials, such withdrawal is in the best interest of the student or the student body at large.

Change of Address

Students who change their home address or mailing address are expected to notify the College of this change immediately using TSC Online, or by contacting the Office of Admissions and Records. Documentation may be required.

Official Communications

A request that a student report to an administrative or faculty office may be made by letter, email or telephone. Failure to comply with such a request may result in disciplinary action. Each student is responsible for monitoring his/her TSC email account for official communications.

Communications to the entire student body are considered properly delivered when they are placed on official campus bulletin boards on TSC Online and/or on the TSC website. Each student is responsible for regularly checking the bulletin boards and websites.

Use of Legal Name

Students are required to provide their full legal name to the College. Students' permanent records, including official transcripts, are required to identify students by their full legal name.

Use of Student ID Number

A student identification number is required to identify students' permanent records. The automated student information system assigns a random number, called the Student ID, to every student. The Student ID is used for all internal printed materials and provides additional protection to students' privacy. Students are urged to become familiar with their Student ID and to use it when communicating with College offices.

Students are requested to provide their Social Security Number to the College for maintenance of their student records. This number allows the College to meet federal and State reporting requirements, enables communication with financial aid providers and service agencies, allows reporting to IRS regarding eligibility for the American Opportunity Tax Credit and Lifetime Learning Credit, and substantially eases transfer of information between the College and other colleges and universities. Students who do not provide their Social Security Number risk loss of services and benefits and may encounter delays when transferring from or to other institutions. The College makes every effort to protect students' Social Security Numbers from inappropriate disclosure. Questions about College use of the Social Security Number should be forwarded to the Office of Admissions and Records.

Access to Student Records

The Family Educational Rights and Privacy Act of 1974 (PL93-380), commonly referred to as FERPA, provides that all records pertaining to a student that are maintained by the College must be open to inspection by the student and may not be made available to any other person without the written authorization of the student. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. A "student" is defined as a person who has registered and paid for one or more Undergraduate (UG) or Continuing Education (CE) courses and who remains enrolled through the official date of record for that term. The act allows but does not mandate the release of directory information. Under some circumstances, directory information may be released without the student's written permission. Examples of these circumstances include:

1. For legitimate educational purposes within TSC
2. To officials at an institution in which the student seeks to enroll
3. To comply with a court order or subpoena
4. In connection with a health or safety emergency if necessary to protect the student and others
5. To parents of a student who is a dependent for income tax purposes
6. If it is directory information
7. To parents of a student younger than 21 years of age if the disclosure concerns discipline for violation of the campus drug and alcohol policy

Discrimination Complaints

The College does not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status

Any student who believes that he or she has been discriminated against by the institution or its personnel may informally discuss the complaint with the Vice President of Student Services with the objective of reaching a reasonable solution. The Vice President of Student Services shall advise the student of his or her options in the situation and notify the director of human resources.

If the aggrieved student believes the complaint has not been resolved at the informal discussion, he or she may submit a written complaint stating his or her name, the nature and date of the alleged violation, names of persons responsible (where known), names of any witnesses, and requested action within thirty (30) working days of the date of the informal discussion, to the Vice President of Student Services. The Vice President of Student Services shall ensure that the aggrieved student's rights to appropriate due process procedures are honored. If a hearing is held, the Vice President of Student Services shall conduct the hearing. If the final decision is not to the student's satisfaction, he or she may appeal the decision to the Vice President of Student Services within ten working days of the receipt of the written decision.

Student Rights and Responsibilities

Texas Southmost College encourages the intellectual, personal, social and ethical development of members of the College community in an open and supportive environment that promotes honesty, integrity and respect for the rights of all individuals. Students at Texas Southmost College are encouraged to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Texas Southmost College assumes that each student has an earnest educational purpose and possesses a level of maturity necessary to assume obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes, and functions.

Texas Southmost College recognizes that student success is a shared responsibility between the student and the College. Students attending Texas Southmost College are expected to accept and adhere to the following responsibilities:

1. Student attendance and participation is the key to academic success. Regular and punctual attendance in class and laboratories is expected of all students.
2. Students are expected to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Inappropriate behavior may result in disciplinary action against the student.
3. Students attending Texas Southmost College are responsible for adhering to standards of academic integrity. Academic dishonesty may result in disciplinary action against the student.

In support of the rights of its students, Texas Southmost College is committed to:

1. A consistent and fair evaluation of student performance and an impartial process for grade appeals that allows students to appeal academic decisions or actions which they consider unjust or incorrect.
2. Ensuring that students are treated with fundamental fairness and personal dignity that includes an impartial process for students to appeal disciplinary sanctions imposed by the College or to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College employees, or other students.

Detailed information regarding Texas Southmost College's expectations for students is presented in the Student Code of Conduct. The Student Code of Conduct is an articulation of Texas Southmost College's commitment to maintaining an environment that recognizes and supports the rights of its students and provides a guide for defining behaviors the College considers inappropriate.

Student Code of Conduct

Student rights and responsibilities are defined in the Student Code of Conduct in order to give general notice of conduct expectations, to identify sanctions which shall be imposed when misconduct occurs, and to ensure that students are treated with fundamental fairness and personal dignity.

The Student Code of Conduct is available in the Student Handbook and on the College web site.

Academic Calendar

Fall Semester 2016

March 1 (Tuesday)	Fall 2016 Financial Aid Priority Deadline
March 28 (Monday)	Early Registration Begins
August 23 (Tuesday)	Last Day to Submit Apply Texas Application for Fall 2016
August 24 (Wednesday)	Fall 2016 Registration Ends
August 24 (Wednesday)	Fall 2016 Payment Deadline
August 25-26 (Thursday-Friday)	Add/Drop Period (Payment Due Same Day)
August 26 (Friday)	Last day to Withdraw and receive 100% refund of tuition and fees (excludes non-refundable fees)
August 27 (Saturday)	Parent Convocation - For Parents of New Students
August 29 (Monday)	Classes Begin
September 2 (Friday)	Last day to Withdraw and receive 80% refund of tuition and fees (excludes non-refundable fees)
September 5 (Monday)	College Closed - Labor Day
September 12 (Friday)	Last day to Withdraw and receive 70% refund of tuition and fees (excludes non-refundable fees)
September 14 (Wednesday)	Census Day (12th Class day) - Last Day to Withdraw without Recorded Grade
September 19 (Monday)	Last day to Withdraw and receive 50% refund of tuition and fees (excludes non-refundable fees)
September 26 (Monday)	Last day to Withdraw and receive 25% refund of tuition and fees (excludes non-refundable fees)
September 30 (Friday)	Installment Contract (Payment Plan) - First Payment Due
October 10 (Monday)	Spring 2017 Financial Aid Priority Deadline
October 14 (Friday)	Fall 2016 Graduation Application Deadline
October 19 (Wednesday)	Spring 2017 Early Registration Begins
October 28 (Friday)	Installment Contract (Payment Plan) - Final Payment Due
November 18 (Friday)	Last Day to Withdraw
November 24-25 (Thursday-Friday)	College Closed - Thanksgiving Holiday
December 9 (Friday)	Last Day of Class
December 12-16 (Monday-Friday)	Final Exams
December 16 (Friday)	Deadline to Renew Lease Agreement or Return TSC Laptops
December 17 (Saturday)	Fall 2016 Commencement
December 21-January 3	College Closed - Winter Break

Fall Mini-Semester I 2016

March 1 (Tuesday)	Fall 2016 Financial Aid Priority Deadline
March 28 (Monday)	Early Registration Begins
August 23 (Tuesday)	Last Day to Submit Apply Texas Application for Fall 2016
August 24 (Wednesday)	Fall 2016 Registration Ends
August 24 (Wednesday)	Fall 2016 Payment Deadline
August 25-26 (Thursday-Friday)	Add/Drop Period (Payment Due Same Day)
August 26 (Friday)	Last day to Withdraw and receive 100% refund of tuition and fees (excludes non-refundable fees)
August 27 (Saturday)	Parent Convocation - For Parents of New Students
August 29 (Monday)	Classes Begin
August 31 (Wednesday)	Last day to Withdraw and receive 80% refund of tuition and fees (excludes non-refundable fees)
September 5 (Monday)	College Closed - Labor Day
September 6 (Tuesday)	Census Day (6th Class day) - Last Day to Withdraw without Recorded Grade
September 6 (Tuesday)	Last day to Withdraw and receive 50% refund of tuition and fees (excludes non-refundable fees)
September 30 (Friday)	Installment Contract (Payment Plan) - First Payment Due
October 10 (Monday)	Spring 2017 Financial Aid Priority Deadline
October 13 (Thursday)	Last Day to Withdraw
October 14 (Friday)	Fall 2016 Graduation Application Deadline
October 19 (Wednesday)	Spring 2017 Early Registration Begins
October 21 (Friday)	Last Day of Class
October 28 (Friday)	Installment Contract (Payment Plan) - Final Payment Due

Fall Mini-Semester II 2016

March 1 (Tuesday)	Fall 2016 Financial Aid Priority Deadline
March 28 (Monday)	Early Registration Begins
August 23 (Tuesday)	Last Day to Submit Apply Texas Application for Fall 2016
August 24 (Wednesday)	Fall 2016 Registration Ends
August 24 (Wednesday)	Fall 2016 Payment Deadline
August 25-26 (Thursday-Friday)	Add/Drop Period (Payment Due Same Day)
September 30 (Friday)	Installment Contract (Payment Plan) - First Payment Due
October 10 (Monday)	Spring 2017 Financial Aid Priority Deadline
October 14 (Friday)	Fall 2016 Graduation Application Deadline
October 21 (Friday)	Last day to Withdraw and receive 100% refund of tuition and fees (excludes non-refundable fees)
October 24 (Monday)	Classes Begin
October 19 (Wednesday)	Spring 2017 Early Registration Begins
October 26 (Wednesday)	Last day to Withdraw and receive 80% refund of tuition and fees (excludes non-refundable fees)
October 28 (Friday)	Installment Contract (Payment Plan) - Final Payment Due
October 31 (Monday)	Census Day (6th Class day) - Last Day to Withdraw without Recorded Grade
October 31 (Monday)	Last day to Withdraw and receive 50% refund of tuition and fees (excludes non-refundable fees)
November 24-25 (Thursday-Friday)	College Closed - Thanksgiving Holiday
December 8 (Thursday)	Last Day to Withdraw
December 16 (Friday)	Last Day of Class
December 16 (Friday)	Deadline to Renew Lease Agreement or Return TSC Laptops
December 17 (Saturday)	Fall 2016 Commencement
December 21-January 3	College Closed - Winter Break

Spring Semester 2017

October 3 (Monday)	Spring 2017 Financial Aid Priority Deadline
October 19 (Wednesday)	Spring 2017 Early Registration Begins
January 4 (Wednesday)	College Opens
January 10 (Tuesday)	Last Day to Submit Apply Texas Application for Spring 2017
January 11 (Wednesday)	Spring 2017 Registration Ends & Payment Deadline
January 12-13 (Thursday-Friday)	Add/Drop Period (Payment Due Same Day)
January 13 (Friday)	Last day to Withdraw and receive 100% refund of tuition and fees (excludes non-refundable fees)
January 14 (Saturday)	Parent Convocation - For Parents of New Students
January 16 (Monday)	College Closed - Martin Luther King, Jr. Day
January 17 (Tuesday)	Classes Begin
January 23 (Monday)	Last day to Withdraw and receive 80% refund of tuition and fees (excludes non-refundable fees)
January 30 (Monday)	Last day to Withdraw and receive 70% refund of tuition and fees (excludes non-refundable fees)
February 1 (Wednesday)	Census Day (12 th Class Day) - Last Day to Withdraw without Recorded Grade
February 6 (Monday)	Last day to Withdraw and receive 50% refund of tuition and fees (excludes non-refundable fees)
February 13 (Monday)	Last day to Withdraw and receive 25% refund of tuition and fees (excludes non-refundable fees)
February 17 (Friday)	Installment Contract (Payment Plan) - First Payment Due
February 24 (Friday)	College Closed - Brownsville Charro Days
March 1 (Wednesday)	Fall 2017 Financial Aid Priority Deadline
March 10 (Friday)	Spring 2017 Graduation Application Deadline
March 13-17 (Monday – Friday)	College Closed - Spring Break
March 24 (Friday)	Installment Contract (Payment Plan) - Final Payment Due
March 27 (Monday)	Summer 2017 & Fall 2017 Early Registration Begins
April 18 (Tuesday)	Last Day to Withdraw
May 5 (Friday)	Last Day of Class
May 8-12 (Monday-Friday)	Final Exams
May 12 (Friday)	Deadline to Renew Lease Agreement or Return TSC Laptops
May 13 (Saturday)	Spring 2017 Commencement

Spring Mini-Semester I 2017

October 3 (Monday)	Spring 2017 Financial Aid Priority Deadline
October 19 (Wednesday)	Spring 2017 Early Registration Begins
January 4 (Wednesday)	College Opens
January 10 (Tuesday)	Last Day to Submit Apply Texas Application for Spring 2017
January 11 (Wednesday)	Spring 2017 Registration Ends & Payment Deadline
January 12-13 (Thursday-Friday)	Add/Drop Period (Payment Due Same Day)
January 13 (Friday)	Last day to Withdraw and receive 100% refund of tuition and fees (excludes non-refundable fees)
January 14 (Saturday)	Parent Convocation - For Parents of New Students
January 16 (Monday)	College Closed - Martin Luther King, Jr. Day
January 17 (Tuesday)	Classes Begin
January 19 (Thursday)	Last day to Withdraw and receive 80% refund of tuition and fees (excludes non-refundable fees)
January 24 (Tuesday)	Census Day (6th Class day) - Last Day to Withdraw without Recorded Grade
January 24 (Tuesday)	Last day to Withdraw and receive 50% refund of tuition and fees (excludes non-refundable fees)
February 17 (Friday)	Installment Contract (Payment Plan) - First Payment Due
February 24 (Friday)	College Closed - Brownsville Charro Days
March 1 (Wednesday)	Fall 2017 Financial Aid Priority Deadline
March 2 (Thursday)	Last Day to Withdraw
March 10 (Friday)	Spring 2017 Graduation Application Deadline
March 10 (Friday)	Last Day of Class
March 24 (Friday)	Installment Contract (Payment Plan) - Final Payment Due

Spring Mini-Semester II 2017

October 3 (Monday)	Spring 2017 Financial Aid Priority Deadline
October 19 (Wednesday)	Spring 2017 Early Registration Begins
January 4 (Wednesday)	College Opens
January 10 (Tuesday)	Last Day to Submit Apply Texas Application for Spring 2017
January 11 (Wednesday)	Spring 2017 Registration Ends & Payment Deadline
January 12-13 (Thursday-Friday)	Add/Drop Period (Payment Due Same Day)
February 17 (Friday)	Installment Contract (Payment Plan) - First Payment Due
February 24 (Friday)	College Closed - Brownsville Charro Days
March 1 (Wednesday)	Fall 2017 Financial Aid Priority Deadline
March 10 (Friday)	Last day to Withdraw and receive 100% refund of tuition and fees (excludes non-refundable fees)
March 10 (Friday)	Spring 2017 Graduation Application Deadline
March 13-17 (Monday – Friday)	College Closed - Spring Break
March 20 (Monday)	Classes Begin
March 22 (Wednesday)	Last day to Withdraw and receive 80% refund of tuition and fees (excludes non-refundable fees)
March 24 (Friday)	Installment Contract (Payment Plan) - Final Payment Due
March 27 (Monday)	Census Day (6th Class day) - Last Day to Withdraw without Recorded Grade
March 27 (Monday)	Last day to Withdraw and receive 50% refund of tuition and fees (excludes non-refundable fees)
May 4 (Thursday)	Last Day to Withdraw
May 12 (Friday)	Last Day of Class
May 13 (Saturday)	Spring 2017 Commencement

Summer Semester I 2017

March 27 (Monday)	Summer Session I & II Early Registration Begins
May 29 (Monday)	College Closed - Memorial Day
May 30 (Tuesday)	Last Day to Submit Apply Texas Application for Summer Session I 2017
May 31 (Wednesday)	Summer Session I 2017 Registration Ends & Payment Deadline
June 1-2 (Thursday-Friday)	Add/Drop Period (Payment Due Same Day)
June 2 (Friday)	Last day to Withdraw and receive 100% refund of tuition and fees (excludes non-refundable fees)
June 5 (Monday)	Classes Begin
June 5 (Monday)	Last day to Withdraw and receive 80% refund of tuition and fees (excludes non-refundable fees)
June 6 (Tuesday)	Last day to Withdraw and receive 50% refund of tuition and fees (excludes non-refundable fees)
June 8 (Thursday)	Census Day (4 th Class Day) - Last Day to Withdraw without Recorded Grade
June 15 (Thursday)	Summer 2017 Graduation Application Deadline
June 28 (Thursday)	Last Day to Withdraw
July 4 (Tuesday)	College Closed - Independence Day
July 6 (Thursday)	Last Day of Class
July 7 (Friday)	Final Exams
August 10 (Thursday)	Deadline to Renew Lease Agreement or Return TSC Laptops

Summer Semester II 2017

March 27 (Monday)	Summer Session I & II Early Registration Begins
June 15 (Thursday)	Summer 2017 Graduation Application Deadline
July 4 (Tuesday)	College Closed - Independence Day
July 7 (Friday)	Last Day to Submit Apply Texas Application for Summer Session II 2017
July 10 (Monday)	Summer Session II 2017 Registration Ends & Payment Deadline
July 10 (Monday)	Last day to Withdraw and receive 100% refund of tuition and fees (excludes non-refundable fees)
July 11 (Tuesday)	Classes Begin
July 11 (Tuesday)	Last day to Withdraw and receive 80% refund of tuition and fees (excludes non-refundable fees)
July 12 (Wednesday)	Last day to Withdraw and receive 50% refund of tuition and fees (excludes non-refundable fees)
July 14 (Friday)	Census Day (4 th Class Day) - Last Day to Withdraw without Recorded Grade
August 3 (Thursday)	Last Day to Withdraw
August 10 (Thursday)	Deadline to Renew Lease Agreement or Return TSC Laptops
August 10 (Thursday)	Last Day of Class
August 11 (Friday)	Final Exams

Summer Semester III 2017

March 27 (Monday)	Summer Session III Early Registration Begins
May 29 (Monday)	College Closed - Memorial Day
May 30 (Tuesday)	Last Day to Submit Apply Texas Application for Summer Session III 2017
May 31 (Wednesday)	Summer Session III 2017 Registration Ends & Payment Deadline
June 1-2 (Thursday-Friday)	Add/Drop Period (Payment Due Same Day)
June 2 (Friday)	Last day to Withdraw and receive 100% refund of tuition and fees (excludes non-refundable fees)
June 5 (Monday)	Classes Begin
June 7 (Wednesday)	Last day to Withdraw and receive 80% refund of tuition and fees (excludes non-refundable fees)
June 12 (Monday)	Last day to Withdraw and receive 50% refund of tuition and fees (excludes non-refundable fees)
June 13 (Tuesday)	Census Day (7 th Class Day) - Last Day to Withdraw without Recorded Grade
June 15 (Thursday)	Summer 2017 Graduation Application Deadline
July 4 (Tuesday)	College Closed - Independence Day
August 3 (Thursday)	Last Day to Withdraw
August 10 (Thursday)	Deadline to Renew Lease Agreement or Return TSC Laptops
August 10 (Thursday)	Last Day of Class
August 11 (Friday)	Final Exams

Admission

Texas Southmost College is an open admission institution and welcomes all students to attend.

General Admission Requirements

- Applicants must complete an admissions application online at [ApplyTexas](#).
- Students must complete application process by the published application deadline for the term they plan to attend Texas Southmost College for the first time, or after a break in enrollment.
- A new application is required for anyone who applied, but did not register, and for former students who stopped out for one semester or more.
- Students must be sixteen (16) years of age by the start of the academic year in which they enroll.
- Students with high school or university transcripts from a foreign institution must submit an official foreign credential evaluation. TSC recommends the following [agencies](#).

Steps to complete admissions requirements:

- Applicants must complete an admissions application online at [ApplyTexas](#).
- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of Texas Success initiative (TSI) exemption or compliance (test scores or official college transcript) or take mandatory placement tests. All TSC students, regardless of degree or certificate declared, must take the TSI Assessment; however, students enrolling in Level One Certificate programs that do not identify skill levels will not be prohibited from enrolling in a program if identified as not college ready.
- Provide proof of [Bacterial Meningitis](#) vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Students must submit proof of Texas State [Residency](#) for tuition purposes.
- Schedule an advising session if attending college for the first time, transferring with fewer than twelve (12) college-level semester hours, or enrolling in college preparatory (developmental education) courses.
- Meet additional requirements for some admission types. (See information in Admissions Classifications below).

Admissions Classifications

Texas Southmost College recognizes a variety of admissions.

High School Admission

Following graduation, high school students are responsible for submitting complete, official high school transcripts with graduation date.

- Apply for Admission.
Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. All TSC students, regardless of degree or certificate declared, must take the TSI Assessment; however, students enrolling in Level One Certificate programs that do not identify skill levels will not be prohibited from enrolling in a program if identified as not college ready.
- Students who have graduated from high school must submit an official high school transcript with high school graduation date. Official high school transcripts must be sent by the school, sealed or electronically. Transcripts may be delivered in person in a sealed envelope, with the institution letterhead on the envelope.
- Students who have not graduated from high school at the time of application must submit an official high school transcript. Official high school transcripts must include at least six (6) complete semesters and must be sent by the school, sealed or electronically. By the end of the first semester of enrollment, a student must submit a final official transcript that includes the high school graduation date.
- Provide proof of [Bacterial Meningitis](#) vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.

GED Admission

Applicants who did not graduate from high school may be admitted by successfully completing the General Education Development (GED) test. A copy of the certificate of high school equivalency with test scores must be submitted to the Office of Admissions and Records prior to registration.

- Apply for Admission
Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- Comply with Texas Success Initiative (TSI) requirements
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. All TSC students, regardless of degree or certificate declared, must take the TSI Assessment; however, students enrolling in Level One Certificate programs that do not identify skill levels will not be prohibited from enrolling in a program if identified as not college ready.
- Submit official GED test scores report issued by the state where the test was taken and passed.

- Provide proof of [Bacterial Meningitis](#) vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.

Home Schooled Admission

Students applying for admission following completion of a home school program equivalent to the high school level will be admitted as High School Admission graduates. In addition to the standard criteria for admission to Texas Southmost College, home schooled students must present a signed and notarized record of the high school equivalent work completed and the date of graduation.

- Apply for Admission.

Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. All TSC students, regardless of degree or certificate declared, must take the TSI Assessment; however, students enrolling in Level One Certificate programs that do not identify skill levels will not be prohibited from enrolling in program if identified as not college ready.
- Submit transcripts.
 - Students who have graduated must submit a notarized transcript of the high school equivalent work completed and the date of graduation.
 - Students who have not graduated from high school at the time of application must submit a sealed and notarized non-final transcript of the high school equivalent work. In addition, the official non-final high school transcripts must include at least six (6) complete semesters. By the end of the first (1) semester of enrollment at Texas Southmost College, a student must submit a final official signed and notarized transcript that includes the high school graduation date.
- Provide proof of [Bacterial Meningitis](#) vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.

Individual Approval Admission

Students who are eighteen (18) years or older and who are not graduates of high school or the equivalent may be admitted if they can demonstrate their ability to successfully complete college-level coursework. Students who are graduates of an unaccredited high school will qualify as an Individual Approval. College readiness will be determined at the discretion of the College.

- Apply for Admission.
Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. All TSC students, regardless of degree or certificate declared, must take the TSI Assessment; however, students enrolling in Level One Certificate programs that do not identify skill levels will not be prohibited from enrolling in program if identified as not college ready.
- Submit two references, using the form provided by the Office of Admissions and Records, located in the Oliveira Student Services Center. The reference forms must be completed by a non-relative, and preferably someone working in the field of Education.
- Provide proof of [Bacterial Meningitis](#) vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.

Early Admission

Students who have completed their sophomore year of high school or the equivalent may qualify for Early Admission.

- Apply for Admission.
Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. All TSC students, regardless of degree or certificate declared, must take the TSI Assessment; however, students enrolling in Level One Certificate programs that do not identify skill levels will not be prohibited from enrolling in a program if identified as not college ready.
- Complete the sophomore year of high school or the home school equivalent and be 16 years of age by the start of the academic year enrolled.
- Complete and submit the Early Admission form, provided by the Office of Admissions and Records, located in the Oliveira Student Services Center.
- Submit a letter of recommendation from a counselor or designee and parental approval addressing the applicant's maturity and ability to function well in a college environment.
- Submit official high school transcript of coursework completed prior to registration.

- Provide proof of [Bacterial Meningitis](#) vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.
- Maximum combined class load must not exceed eighteen (18) semester credit hours, counting each high school course as equivalent to one three-hour course. Re-enrollment eligibility in subsequent semesters requires a grade of "C" or better in all college-level courses.

To obtain an official transcript of Texas Southmost College coursework after high school graduation, an early admission student must submit a final official high school transcript that includes the graduation date. Prior to high school graduation, Texas Southmost College will only release an official transcript of TSC coursework directly to other institutions of higher education at the student's request.

Early admission students seeking to continue enrollment with Texas Southmost College after high school graduation must submit an ApplyTexas application as a high school graduate and follow the admissions steps outlined under the High School Admissions category.

Dual Enrollment Admission

The Dual Enrollment program allows eligible high school juniors and seniors to earn college credit for specific high school courses in which they are currently enrolled, while completing their high school requirements. In order for students to participate in the program, service area high schools must be approved to offer dual enrollment courses. Dual enrollment students meet the following criteria:

- Apply for Admission.
 - Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. All TSC students, regardless of degree or certificate declared, must take the TSI Assessment; however, students enrolling in Level One Certificate programs that do not identify skill levels will not be prohibited from enrolling in a program if identified as not college ready.
- Complete and submit all required Dual Enrollment forms.
- Demonstrate college-level ability in the subject area(s) requested.
- Be TSI exempt (compliant) in at least one area and meet the basic skills required for specific dual credit courses.
- Provide proof of [Bacterial Meningitis](#) vaccination, if taking courses on TSC campus.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.

Students may take up to two dual enrollment classes per regular semester. Anything over six (6) hours must be approved by the Office High School Programs and Services.

Prior to high school graduation, Texas Southmost College will only release an official transcript of TSC coursework directly to other institutions of higher education at the student's request. Official transcripts of TSC coursework will be released when the student's complete official high school transcript, including the graduation date, is submitted to TSC. It is the responsibility of the student to ensure dual enrollment courses will be accepted by the transfer institution they plan to attend after graduation from high school.

Dual enrollment students seeking to continue enrollment with Texas Southmost College after high school graduation must submit an [ApplyTexas](#) application as a high school graduate and follow the admissions steps outlined under the High School Admissions category.

Early College High School Admission

The Early College High School (ECHS) program allows eligible high school students the opportunity to earn credit hours (SCH) toward an associate's degree while completing their high school requirements. In order for students to participate in the program, service area high schools must be approved to offer early college high school courses. ECHS enrollment students meet the following criteria:

- Apply for Admission.
Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. All TSC students, regardless of degree or certificate declared, must take the TSI Assessment; however, students enrolling in Level One Certificate programs that do not identify skill levels will not be prohibited from enrolling in a program if identified as not college ready.
- Complete and submit all required ECHS forms.
- Demonstrate college-level ability in the subject area(s) requested.
- Provide proof of [Bacterial Meningitis](#) vaccination, if taking courses on TSC campus. State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).

Prior to high school graduation, Texas Southmost College will only release an official transcript of TSC coursework directly to other institutions of higher education at the student's request. Official transcripts of TSC coursework will be released when the student's complete official high school transcript, including the graduation date, is submitted to TSC. It is the responsibility of the student to ensure ECHS courses will be accepted by the transfer institution they plan to attend after graduation from high school.

ECHS students seeking to continue enrollment with Texas Southmost College after high school graduation must submit an [ApplyTexas](#) application as a high school graduate and follow the admissions steps outlined under the High School Admissions category.

Transfer Admission

A transfer student is any student who has completed previous college work at a regionally accredited college or university and plans to attend Texas Southmost College.

- Apply for Admission.
Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. All TSC students, regardless of degree or certificate declared, must take the TSI Assessment; however, students enrolling in Level One Certificate programs that do not identify skill levels will not be prohibited from enrolling in a program if identified as not college ready.
- Submit transcripts.
 - Students must submit official transcripts from all postsecondary institutions attended. If courses are in progress at another institution, official transcripts should be submitted once final grades are posted. Official transcripts must be received in a sealed envelope from the host institution or sent directly from the host institution to the Office of Admissions and Records at Texas Southmost College.
- Submit official high school or college transcripts to the Office of Admissions and Records.
 - Note: If you do not have a final transcript, an official letter from high school or university will be accepted temporarily. The official letter must include: student's name, years of attendance, courses completed, and grades received.
 - Official High School or College Transcript from foreign countries must be evaluated & translated with a Foreign Credential Evaluation services Agency. Select from:
 - **World Education Services, Inc.** P.O. Box Bowling Green Station, New York NY 10274-5087, Ph. 212-966-6311 Fax: 212-739-6100, website: www.wes.org.
 - **Educational Credential Evaluators, Inc.** P.O. Box 514070, Milwaukee, WI 53203-3470, Ph. 414-289-3400, Fax: 414-2893411, website: www.ece.org.
 - **Span Tran Educational Services, Inc.**, 2400 Augusta Dr. Suite 451, Houston, TX 77057, Ph. 713-266-8805, Website: www.spantran.com.
- Provide proof of [Bacterial Meningitis](#) vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.
 - Generally, advising is not required for all transfer students, although it is strongly recommended. However, students entering with less than twelve (12) credit hours, less than a 2.0 grade point average (GPA), or enrolling in college preparatory (developmental education) courses are required to meet with an advisor.

Transient Admission

Students enrolled in and seeking a degree at another institution of higher education who plan to take courses at Texas Southmost College during the summer sessions only are considered transient students and should complete the application process well before registration begins for the summer term they plan to attend.

- Apply for Admission.
Complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
- Comply with Texas Success Initiative (TSI) requirements.
 - Meet the placement requirements with official documentation of TSI exemption or compliance (test scores or official college transcript) or take mandatory placement tests. All TSC students, regardless of degree or certificate declared, must take the TSI Assessment; however, students enrolling in Level One Certificate programs that do not identify skill levels will not be prohibited from enrolling in a program if identified as not college ready.
- Submit transcripts
 - Transient students may submit an official in-progress transcript from the college/university attended if grades for the current semester are not available for the purposes of admission and registration. Upon completion of the semester, students may request their TSC transcript be sent to their college.
 - If students remain enrolled for the subsequent semester, they must submit an official transcript from the college/university with final grades posted.
- Provide proof of [Bacterial Meningitis](#) vaccination.
 - State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).
- Schedule an advising session.
 - Advising is not required for all transient students but is strongly recommended. Students entering with less than twelve (12) credit hours, less than a 2.0 grade point average (GPA), or enrolling in college preparatory (developmental education) courses are required to meet with an advisor.

Former Student Admission

Students who have previously attended TSC and have not enrolled within the past twelve (12) months at any other college or university must satisfy all applicable admissions requirements prior to registration and complete the [ApplyTexas](#) application. Students with academic dismissals more than ten (10) years old will enter in good academic standing. Returning students whose last status was Academic Dismissal must petition for readmission as outlined under Academic Standing and Probation.

Students with a break in enrollment of one (1) regular semester or more are required to provide proof of bacterial meningitis vaccination. State law requires that entering students show evidence of receiving a bacterial meningitis vaccination or booster dose during the five (5) year period prior to enrollment. The law allows for some exceptions. Information is also available through the Texas Higher Education Coordinating Board (THECB).

If students return to TSC after a five (5) year absence, they may be required to re-submit transcripts for admission and/or graduation. Students who have been academically dismissed from a former institution should refer to Academic Standing and Probation.

International Student Admission

All persons seeking admission holding non-permanent visas will be processed as international students. Applicants for F-1 student visas, or F-1 visa students transferring from a high school, college, or university in the United States, must submit a completed International Student Application form. Contact the Office of Admissions and Records for additional information and forms.

All international students must follow the admissions steps outlined under the specific admissions category. International student applicants not completing college-level courses at a United States college or university are required to provide TSI Assessment scores or take the TSI Assessment before the start of the first (1) semester of enrollment. A student who fails any one (1) of three (3) areas (reading, math, or writing) may enroll in some program courses, but may also be required to enroll in college preparatory (developmental education) courses as needed.

For admission, all foreign transcripts must be translated into English by a member of the American Translators Association. Students seeking transfer credit from foreign institutions must submit the official transcript evaluated by a member of the National Association of Credential Evaluation Services (NACES). Please note: Some evaluation services require translation from a specific translation service.

Senior Citizen Admission

Senior Citizens who will be age 65 by the census date of the term may enroll in course offerings in two (2) different categories at a reduced cost.

College Credit Courses:

- Must complete an [ApplyTexas](#) application.
- Must submit an official transcript from the last college or university attended prior to admission.
- May enroll only on the first day of the term based on space availability.
- Responsible for completing course requirements.
- Normal tuition waived, but responsible for associated fees.
- Restrictions:
 - Space available.
 - 6 (six) credit hour limit.
 - Courses with differential tuition.
 - Activity classes, such as private music lessons, art studio, wellness/fitness.
 - Courses requiring programmatic prerequisites.
 - Courses that were previously registered for credit in the same semester.

Audit of College Credit Courses:

- May enroll only on the first day of the term based on space availability.
- \$50.00 per semester credit hour audit fee.
- Instructor must approve course audit.
- No other services are provided (including textbooks or access to Pearson) and no other fees are charged.
- Restrictions:
 - Space available.
 - Six (6) credit hour limit.
 - Courses with differential tuition.
 - Activity classes, such as private music lessons, art studio, wellness/fitness.
 - Courses requiring programmatic prerequisites.
 - Courses that were previously registered for credit in the same semester.

Senior Citizen waiver and audits do not apply to Continuing Education courses.

Audit (Non-Credit) Admission

Audit/Non-Credit status provides students with the usual learning opportunities without mandatory course requirements such as attendance, written work, and tests. Students who audit a course will not receive a grade or credit for the course. An additional audit fee will apply.

Students who enroll only for audit admission must complete the [ApplyTexas](#) application and contact the Office of Admissions and Records to declare their intent to audit a course(s).

Audit courses cannot be changed to credit (nor can credit to audit) after the census date of the course or term, whichever occurs first. Audit courses will be noted on the student's permanent record as "AU" for Audit.

ApplyTexas Application

Potential students must submit an admission application to [ApplyTexas](#). The application should take 15-30 minutes. If the application is not completed in a single session, the file may be saved. To complete the ApplyTexas application, students will need their social security number (if applicable) and a valid email address (admission status will be sent to this address). Applications are typically processed within 2-3 business days.

Tuition may be determined by residency status based on the answers provided to the core "residency" questions on the ApplyTexas application, and residency documentation provided by the student.

Students without a social security number should contact the Office of Admissions & Records for assistance. An institutional number will be assigned in its place.

Once students have submitted the ApplyTexas application to TSC, they do not need to re-apply for subsequent admission provided there is no break in enrollment.

Checklist of Application Materials

Students should have the following information available before beginning the online application:

- Social Security Number.
Providing your social security number (SSN) is optional, but it is strongly recommended. Applications and documents without social security numbers are difficult to match, which may result in additional processing time for admissions and financial aid. For questions or concerns, contact the Office of Admissions and Records.
- Name of the county in which you live.
- Email address. (Students without email accounts can create them at various free sites such as yahoo.com, gmail.com or hotmail.com).
- Visa/Permanent Resident information to include Permanent Residence Card, issue date, and number.
- Documentation of bacterial meningitis vaccination.
- TSI assessment scores.
- SAT, ACT, and/or TAKS (grade 11) scores and test dates.
- Names and dates of high school(s) and college(s)/university(ies) attended.
- Academic standing at previous college(s)/university(ies).

Residency

Students must accurately answer questions about their residency on the [ApplyTexas](#) application for admission and provide supporting documentation as set out below, if necessary.

For purposes of determining residency, TSC complies with all applicable state and federal regulations, as well as the Texas Higher Education Coordinating Board recommendations.

TSC uses three residency classifications for students:

1. "In-district" (students who live within the TSC taxing district),
2. "Out-of-district" (students who live in all other counties within the state of Texas), and
3. "Non-residents" (out-of-state or international students).

It is the student's responsibility to provide a copy of one of the documents listed as 1-3 below, and any other supporting documents required. These documents will be used to establish that the student is domiciled in Texas and has maintained a residence in Texas continuously for at least twelve (12) months prior to the census date of the semester in which the student is enrolling. These documents must be in the name of the student or dependent student's parent(s) and dated to encompass at least twelve (12) months prior to the census date of the semester in which the student is enrolling.

1. Statement from Employer on company letterhead (or a payroll check stub), including start and current/end dates, which encompasses at least twelve (12) months prior to the census date. Student employment, such as work-study, receipt of stipends, fellowship, research or teaching assistant positions, does not qualify as a basis for establishing domicile.
2. Lease or Rental Agreement/Contract of real property, other than campus housing, which encompasses at least twelve (12) months prior to the census date. If this document is provided as the sole basis of a domicile, it must be accompanied by an additional supporting document that supports the maintenance of this residence for at least twelve (12) months prior to the census date, as follows:
 - Texas high school transcript
 - Texas college or university transcript
 - Permanent Texas Driver License (at least one-year-old). Generally, the license expiration date minus the date of enrollment should not exceed three years.
 - Texas Voter Registration Card
 - Texas vehicle registration
 - Bank statements or cancelled checks
 - Utility bill (electric, telephone, water or cable) for the year preceding enrollment
 - Federal income tax return for the previous year
3. Copy of one of the documents below, which must be (a) accomplished and maintained for at least twelve (12) months prior to the census date, and (b) accompanied by at least one of the documents above, as follows:
 - a. Title to real property in Texas
 - b. Marriage certificate with documentation to support that the spouse is a domiciliary of Texas
 - c. Ownership of a business in Texas with documentation to support that (a) the business is a partnership or corporation and (b) it is owned by the student or dependent student's parent(s)

State or local licenses to conduct business or practice a profession in Texas. Persons and their dependents, who do not live in the TSC district, but who own property that is subject to ad valorem taxation by the TSC taxing district, are also classified as "in-district."

Guidelines for Completing the ApplyTexas Application

- Log on to [ApplyTexas](#) to create a student profile.
- Record the [ApplyTexas](#) User ID and Password for future access.
- Select “Two-Year Undergraduate Application.”
- Select the college to which the application will be delivered.
- Submit the application.
- Copy the “application number” provided in the window for your records.

Once the application is submitted, all corrections and updates require a visit to the Office of Admissions and Records. Students will receive an email with a verification number upon submission.

When you consult with the Office of Admissions and Records, please have your email verification and confirmation number with you.

Admission/Registration Holds

Admission/Registration holds preventing the release of official TSC transcripts may be placed on students’ records until all admission requirements are met and may result in delayed registration.

Admission/Registration holds result when a student does not provide all official transcripts from all institutions attended or the student has not yet met other admission requirements.

Admission/Registration holds prevent the release of official TSC transcripts.

Admission Appeal Procedures

Students who fail to meet the admission criteria stated in the TSC current catalog, students on suspension from any institution, and students who wish to challenge an enrollment or registration decision may do so by submitting an appeal to the Enrollment Appeal Committee (EAC) through the Office of Admissions and Records.

Texas Success Initiative (TSI)

The Texas Success Initiative is a state-mandated program that promotes academic success by ensuring that all students are prepared for college-level coursework.

TSI measures reading, writing, and mathematics skills to determine students’ readiness to enroll and perform in freshman-level academic coursework. Students are required to test and to be advised based on the results of their TSI assessment scores. Students will not be denied admission to TSC based on TSI scores or college placement scores; however, testing is usually required prior to enrollment.

TSI Placement Guide 2016-2017

READING SKILLS PLACEMENT

Score:	TSI	COMPASS/ e-Write	THEA	ASSET/ W A-THEA	ACCUPLACER
Option 1: NCBO BASE READ 0017 (only offered prior to Fall 2016) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 1	≤ 35	≤159	≤ 25	≤25
Option 1: NCBO BASE READ 0018 (only offered prior to Fall 2016) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 2	36-45	160-179	26-28	26-30
Option 1: NCBO BASE READ 0019 (only offered prior to Fall 2016) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 3	46-55	180-189	29-31	31-35
Mainstreamed into READ 0323 with NCBO Fundamentals READ 0020 (if not identified as ESOL)	ABE Level 4	56-65	190-199	32-35	36-40
Referred to take ESOL Accuplacer	ABE Levels 1, 2, 3, 4	≤ 65	≤199	≤ 35	≤40
INRW 0421 (reading score needs to be combined w/writing score for placement in this course)	ABE Levels 5 & 6	66-68	200-210	36	41-50
Accelerated INRW 0421/INRW 0422 (reading score needs to be combined w/writing score for placement in this course)	342-344	69-70	211-219	37	51-67
Option 1: INRW 0422 (Dean Approval) Option 2: Mainstreamed into ENGL 1301/ NCBO INRW 0023 Essential Reading and Writing Strategies Option 3: STAR INRW 0422 w/ ARTS 1301, SPCH 1315, COMP 1301, or CRIJ 1301 Option 4: College Prep INRW 0022 (only offered prior to Fall 2016)	345-350	71 - 80	220 - 229	38 - 40	68 - 77
<i>No Remediation Required</i>	≥351	≥ 81	≥ 230	≥ 41	≥ 78

WRITING SKILLS PLACEMENT

Score:	TSI	COMPASS/ e-Write	THEA	ASSET/ W A-THEA	ACCUPLACER
Option 1: NCBO BASE ENGL 0017 (only offered prior to Fall 2015) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 1	2	≤ 150	23	≤ 1
Option 1: NCBO BASE ENGL 0018 (only offered prior to Fall 2015) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 2	2	≤ 151-160	24	2
Option 1: NCBO BASE ENGL 0019 (only offered prior to Fall 2015) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 3	3	≤ 161-170	25	2
Referred to take ESOL Accuplacer	ABE Levels 1, 2, 3, 4	≤ 3	≤ 179	≤ 26	≤ 3
Mainstreamed into ENGL 0323 with NCBO Fundamentals ENGL 0020 (if not identified as ESOL)	ABE Levels 4, 5, 6	3	171-179	≤ 26	3
INRW 0421 (writing score needs to be combined w/ reading score for placement in this course)	Essay* 1-2	Essay = 4	180 - 199	27 - 37	Essay = 4
Accelerated INRW 0421/INRW 0422 (writing score needs to be combined w/reading score for placement in this course)	Essay* 3	Essay = 4	190-199	30 - 37	Essay = 4
Option 1: INRW 0422 (Dean Approval) Option 2: Mainstreamed into ENGL 1301/ NCBO INRW 0023 Essential Reading and Writing Strategies Option 3: STAR INRW 0422 w/ ARTS 1301 or SPCH 1315 or 1301 or CRIJ 1301 Option 4: College Prep INRW 0022 (only offered prior to Fall term)	Essay* 4 w/ MC 358-362	Essay = 5	200 - 219	38 - 39	Essay = 5
No Remediation Required	Essay* ≥ 5	Essay ≥ 6	≥ 220	≥ 40	Essay ≥ 6

***Prioritize the Essay over the Multiple Choice score for placement.**

MATH SKILLS PLACEMENT

Score:	TSI	COMPASS/ e-Write	THEA	ASSET/ W A-THEA	ACCUPLACER
NCBO BASE MATH 0017 (only offered prior to Fall 2016)	ABE Level 1	1-4	100-109	23	20-23
NCBO BASE MATH 0018 (only offered prior to Fall 2016)	ABE Level 2	5-9	110-118	24	24-27
NCBO BASE MATH 0019 (only offered prior to Fall 2016)	ABE Level 3	10-13	119-128	25	28-31
Mainstreamed into MATH 0321 with NCBO Fundamentals MATH 0020	ABE Level 4	14-18	129-139	26	32-35
Option 1: STAR MATH 0320 w/MATH 1332 Option 2: STAR MATH 0320 w/MATH 1342 (Depends on the student POS, must need a non-algebraic course)	ABE Level 4, 5, 6 or a score of 336-349	19 - 28	140 - 199	27-29	36 - 54
MATH 0321	ABE Level 5 & 6 or a score of 336-337				
Option 2: Accelerated MATH 0321/ MATH 0322	338-344	24-28	150-199	28-29	45-54
Option 1: STAR MATH 0322/MATH 1314 (Traditional, for Allied Health Fields, for Auto & Construction Tech Fields) Option 2: MATH 0322 (with conditions) <ul style="list-style-type: none"> • Student who took Math 0321 with ABE level 4, 5, or 6 • Approval from the Dean • Student who failed an Accelerated or STAR course 	345-349	29 - 38	200 - 229	30-37	55 - 62
Option 1: Mainstreamed into MATH 1314 with NCBO MATH 0023 Essential Math Strategies Option 2: NCBO College Prep MATH 0022 (only offered prior to Fall 2015)	348-349	36-38	225-229	34-37	60-62
No Remediation Required***	≥350	≥ 39	≥ 230	≥ 38	≥ 63

EXEMPTIONS*: Valid for 5 years from date of testing.

MILITARY	ACT	SAT	STAAR EOC	TAKS
A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.	COMP ≥ 23	COMB ≥ 1070		
A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.	ENG ≥ 19 (READ & WRIT)	CRIT READ ≥ 500 (READ & WRIT)	ENG III, LVL II (READ & WRIT)	ELA ≥ 2200 and writing ≥ 3
	MATH ≥ 19	MATH ≥ 500	ALG II, LVL II (MATH)	MATH ≥ 2200

*TSI exemptions are based on [Texas Administrative Code Chapter 4, Subchapter C, Rule §4.54 Exemptions, Exceptions, and Waivers](#)

TSI Requirement Exemptions

Students may be exempt from taking the TSI Assessment, unless it is needed as a prerequisite for a specific course, if they meet one of the following:

- **ACT**
Composite score of twenty-three (23) or higher, with a minimum score of nineteen (19) in each section of the English and math tests. Scores are valid for five (5) years from date of testing.
- **SAT**
Combined score of 1070 or higher, with a minimum of 500 in each section of the verbal and math tests. Scores are valid for five (5) years from date of testing.
- **TAKS 11th Grade Exit-Level**
Minimum scale score of 2200 on the exit-level math section and 2200 on the English Language Arts (ELA) section with a writing sub-section score of three (3) or higher. Scores are valid for five (5) years from date of testing.
- **Readiness Status**
Met college-level readiness standards in English, reading, and mathematics at an accredited Texas public institution of higher education.
- **Transfer from Private or Accredited Out-of-State Institutions**
Satisfactorily completed a minimum of three (3) college-level semester credit hours in English, reading, and math with a grade of "C" or better.
- **Degree**
Earned an Associate or Baccalaureate degree from an accredited Texas public institution of higher education.
- **Military**
Currently serving on active duty in the U.S. Armed Forces, Texas National Guard, or as a member of a reserve component of the U.S. Armed Forces for at least three (3) years preceding enrollment.

After August 1, 1990, was honorably discharged, released, or retired from active duty as a member of the U.S. Armed Forces, Texas National Guard, or as a member of a reserve component of the U.S. Armed Forces.

Students who do not provide official documentation to verify one of the exemptions above are required to take the TSI Assessment. Although students may be exempt from TSI, a college-level placement exam may be required to assist in course placement.

Students who initially do not meet the college-level standard may re-take an assessment instrument according to TSC and test instrument guidelines. After testing, students should consult with an advisor to develop a plan to achieve the skill level required for the degree to be earned.

Academic Fresh Start

What is Academic Fresh Start?

If a student is a Texas resident and applies for admission (or readmission) to Texas public colleges or universities and enrolls as an undergraduate, the student may be able to begin a new course of study with a clear academic record.

If a student has credits for college courses taken ten (10) or more years prior to the planned enrollment date, those credits (and grades) can be ignored for enrollment purposes under the "Academic Fresh Start" Law.

Please remember: This is an all or nothing option. A student cannot pick and choose which courses to ignore and which courses to count. If a student chooses the "Academic Fresh Start" option, the student will not receive any credit for any courses taken at least ten years ago.

This means that courses taken previously:

- Cannot be used to fulfill new prerequisite requirements;
- Cannot be counted toward a new degree; and
- Will not be counted in new G.P.A. calculations.

Who Determines Eligibility for Academic Fresh Start?

The Director of Admissions and Records at the college or university where the student is planning to enroll is the final authority on applying or interpreting a student's right to an Academic Fresh Start.

How Does This Affect Your Admission as an Undergraduate?

A student must still complete the usual admissions process. This includes providing information on all colleges or universities previously attended, along with official transcripts from all schools attended.

How Does This Affect Your Financial Aid?

Academic Fresh Start clears only academic records. When deciding eligibility for financial aid, the school must still count all prior credits earned. If the student earned a graduate degree prior to enrolling as an undergraduate under the Academic Fresh Start option, the student will only be eligible for aid available to graduate students. Contact the Director of Financial Aid at the school where you are enrolling for details.

Applying to a Postgraduate or Professional Program

What happens if a student enrolls under the Academic Fresh Start option, earns an undergraduate degree, and then applies to a postgraduate or professional program at a public university?

- Admissions staff for masters, doctoral or other professional degree programs at public universities will consider only the G.P.A. established by the course work completed after enrolling in Academic Fresh Start, plus any other criteria the school uses in evaluating applicants for admission.
- Credits and G.P.A. earned prior to Academic Fresh Start will not be used to evaluate the application for admission into the postgraduate or professional program.

Please note: Nothing in the law prohibits a public university from applying standard admissions requirements.

Academic Advising

All students are encouraged to seek academic advising before beginning the registration process to explore program options and learn about academic requirements and course prerequisites. Knowledge regarding selected program of study allows students to progress quickly towards graduation, saving time and money. For students considering eventual transfer to another institution, an early visit with the office of Transfer, Career and Employment is highly recommended. Advising is required for:

- All first-time college students, including those who have earned college dual enrollment credit as high school students.
- Transfer college students with fewer than twelve (12) earned college semester credit hours.
- Students on academic probation or dismissal.
- Students who need college preparatory (developmental education) courses.

If TSC requires advising, an admission/registration hold will be placed on the student's record until the requirement has been met.

Students are encouraged to consult with an academic advisor about courses and other educational concerns if currently enrolled and pursuing a two-year degree program, planning to transfer to another college or university, or simply taking a few selected courses. In addition to course and degree requirements, policies and procedures are subject to change. Students are encouraged to stay informed of any changes that may affect them by meeting with an academic advisor regularly and checking the TSC website for updates.

Many students who plan to transfer to a university are advised to fulfill the lower-division requirements for the university selected for their continued education. It is the responsibility of all students to ensure that they take courses at TSC that will be accepted by the senior institutions they wish to attend.

Degree Audit System

The degree audit tool allows students to track their progress towards completion of their degree. Students can access their degree audit by visiting MyTSC Online, or by meeting with an academic advisor. Students should keep a copy of their degree audit, referring back to it frequently to ensure completion of remaining courses need to graduate on time.

Requesting a Change of Major

TSC Students can request to change their major by visiting the Academic Advising office and submitting a Change of Major form. Any change of majors submitted after the term census date will not take effect until the end of the academic semester (prior to the start of the next academic term). Excessive changes to a student's major may affect the scheduled timeline towards graduation.

Transfer Credit

Only academic or technical courses required within a major field of study and in which a "C" or better has been earned may be applied toward a certificate or degree. This applies to all degree plans. Credit may be transferred to TSC from colleges and universities regionally accredited by one of the following associations:

- Middle States Association of Colleges and Schools
- New England Association of Colleges and Schools
- Northwest Association of Colleges and Schools
- North Central Association of Colleges and Schools
- Southern Association of Colleges and Schools
- Western Association of Colleges and Schools

Courses from institutions accredited by the following agencies recognized by the Texas Higher Education Coordinating Board (THECB) may be applied by the college toward a certificate or degree only after being reviewed on a case by case basis:

- Accrediting Bureau of Health Education Schools (ABHES)
- Accrediting Commission of Career Schools and Colleges (ACCSC)
- Accrediting Council for Independent Colleges and Schools (ACICS)
- Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM)
- American Board of Funeral Service Education (ABFSE)
- Association of Biblical Higher Education (ABHE) (undergraduate only)
- Commission on Accrediting of the Association of Theological Schools (ATS)
- Council on Occupational Education (COE)
- Distance Education and Training Council (DETC)
- National Association of Schools of Theatre (NAST)
- Transnational Association of Christian Colleges and Schools (TRACS)

Credit from institutions not regionally accredited by one of the above associations is not accepted by TSC. The Office of Admissions and Records is responsible for verifying an institution's regional accreditation status and for evaluating the official transcripts. Traditional classroom instruction and credit by examination are the basis on which transferred credit is recognized. A minimum of 25% of the required semester credit hours toward a degree or certificate must be completed at TSC.

To meet the requirements, only those courses in which a "D" or better has been earned may be applied toward an academic degree, and only those technical courses in which a "C" or better has been earned may be applied to meet the requirements in the major field of study. This policy applies to all degree plans.

Courses taken ten (10) or more years prior to a student's last enrollment at TSC will not count as semester credit hours toward the award of the degree or certificate in the Applied Science area of major concentration. These courses will only be transferred or credited as elective credits towards the fulfillment of degree/certificate requirements. However, a student may petition for an exception, which will be evaluated and awarded as determined by the Division Dean with approval by the Vice President of Instruction.

Transfer Transcript Evaluation

The term "official transcript of record" refers to the record of coursework transferred from other regionally accredited colleges and universities to TSC. An official evaluation of college transfer coursework will be processed during the first (1) semester of enrollment at TSC. During registration, evaluations will be completed within two (2) weeks of receiving the official transcript.

Students transferring to TSC can expect that approved academic courses earned at any Texas public institution will be accepted in transfer. Transcripts received become the permanent property of TSC.

Official transcripts from all colleges and universities attended must be forwarded to the Office of Admissions and Records. Transcripts may not be faxed or emailed, unless it is sent electronically from another institution via Parchment or E-scrip Safe. When using these companies to send transcripts they must be sent directly to the Office of Admissions and Records email address (admissions@tsc.edu).

Transfer students are not at liberty to disregard any part of their past collegiate record and apply for admission on a partial college record or solely on the basis of a high school record.

Military Transfer

Transfer work from military education is accepted based on the American Council on Education Guide. Students must present an official copy of the Army/American Council on Education Registry Transcript System or the Sailor/Marine American Council on Education Registry Transcript.

Transfer Credit Evaluation for Students Submitting Transcripts from Foreign Institutions

Students seeking transfer credit for courses completed at a foreign institution must submit the official transcript and an official third (3) party report/recommendation from a member of the National Association of Credential Evaluation Services (NACES) that includes translation, interpretation, and evaluation of the transcript.

Transfer Dispute Resolution

Transfer disputes may arise when students are transferring courses to TSC from other institutions and/or when TSC courses are not accepted for credit by another Texas public institution of higher education. Both institutions involved in the transfer issue will attempt to resolve the transfer dispute in accordance with the THECB rules and/or guidelines.

The purpose of the THECB's transfer rules is to facilitate the transfer of lower-division courses and to clarify students' rights and responsibilities as potential transfer students. The procedure for the resolution of transfer disputes is codified in THECB Rules, Chapter 4, Subchapter B, online.

In all disputes, the Transfer Credit Petition form must be completed to initiate a dispute action. The completed form must be forwarded to the receiving institution within fifteen (15) calendar days after the evaluation has been submitted to the student. From the date a student is notified of credit denial (date evaluation is sent by the receiving institution), the law allows a maximum of forty-five (45) calendar days for the resolution of the dispute by the sending and receiving institutions.

The appropriate academic dean makes the final decision if course is approved or denied.

Transcript Request

Students may request official transcripts at the Office of Admissions and Records. Once processed, transcripts will be sent as requested. A fee may be charged.

In compliance with FERPA regulations and TSC procedures, transcripts may only be released to the student of record. Students will need to submit a Third-Party Authorization form (with proper Identification) if they are unable to pick-up official transcripts in-person.

TSC will not mail via overnight services; fax to other educational institutions, students, employers or other third parties; or accept students' personal requests for transcripts via email or phone.

A registration hold will prevent processing and release of a student transcript. Transcripts may be withheld if students have not settled all admissions requirements (e.g., submitting official transcripts from all institutions attended) and satisfied all financial obligations to TSC.

Internal Proficiency Examinations

Students enrolled in the current semester, with paid tuition for that semester, may satisfy the requirement of certain courses by passing proficiency examinations provided the following criteria are met:

- Student meets appropriate departmental requirements in order to take departmental exams and receives written departmental approval.
- Student has obtained information or approval from the Testing Center and/or department. Upon approval, students must pay the appropriate fees as defined in the fee schedule.
- Student takes the exam before the census date of the semester in which the student is enrolled if applying for credit by exam after enrolling in a course.

- Student has taken a comprehensive written examination that may include prescribed performance tests.
- Student must receive a performance grade of "C" or better to receive credit.

Examinations for credit hours are not administered in all departments. No more than sixteen (16) semester credit hours earned by internal proficiency examinations may apply toward graduation.

External Standardized Examinations

Applicants must submit:

- Official test score reports from testing agencies: College Entrance Examination Board Advanced Placement Program, College-Level Equivalency Program, etc.
- Official transcripts if credit by examinations was earned at other regionally accredited institutions.

CLEP Credit

Texas Southmost College recognizes the credit-granting scores recommended by the American Council on Education (ACE). Students can be granted a maximum of 32 hours of non-course based credit. No credit will be awarded until the student has successfully completed as least six (6) hours of course credit from Texas Southmost College.

Students taking the CLEP test will earn equivalent college credit from TSC when attaining the scores indicated. No grade will be assigned for the corresponding course. CLEP credit is not applied to the transcript until the student has successfully completed 6 regular college credits at TSC. Students may not earn more than 32 total hours from any testing equivalency source.

AP Credit

Students taking the AP test will earn equivalent college credit from TSC when attaining the scores indicated. No grade will be assigned for the corresponding course. AP credit is not applied to the transcript until the student has successfully completed 6 regular college credits at TSC, and students may not earn more than 32 total hours from any testing equivalency source.

Tech Prep Articulation Agreement

College credit for certain technical courses may be requested after satisfactory completion of the secondary portion of a curriculum detailed in a Tech Prep articulation agreement. All Tech Prep agreements must be approved by the Texas Higher Education Coordinating Board (THECB). It is the student's responsibility to contact the appropriate department chair to request Tech Prep credit within the time limits detailed in the agreement. The student must provide the chair with proper documentation of satisfactory completion of the secondary portion of the curriculum.

Tech Prep credits approved by the department chair are not posted on the transcript until the student has satisfied the minimum semester credit hour resident requirement specified in the agreement. In no case will a Tech Prep semester credit hour resident requirement be fewer than three (3) semester credit hours. While the number of semester credit hours may vary between agreements, in no case will the maximum credit earned through a Tech Prep agreement exceed sixteen (16) semester credit hours.

ATC Advanced Technical Credit

In order to receive college credit for an ATC Statewide articulation course, a student must earn a minimum grade of a "B" or better. To receive college credit for an ATC statewide articulation course, a student must complete the course as a Junior (11th grade) or Senior (12th grade). The student should enroll in a public two-year institution within 15 months of High School graduation. The student must declare a specific program of study in order to receive a specific course taken during high school. The appropriate dean will approve or deny courses after turning in a Petition for Award of Advanced Credit to the office of Admissions and Records.

The student must notify the office of Admissions and Records of ATC Course work. The office of Admissions and Records is not responsible of initiating any process after High School transcript has been submitted.

For further information please contact the office of Admissions and Records.

Prior Learning Credit

The assessment of prior learning may be requested for specific technical programs by individuals seeking to obtain college-level credit for training received at a technical institution. Prior Learning Credit may be obtained from the corresponding department or dean.

Sources of prior learning may include:

- Certification/licensure/credentials equivalents
- Military service

After admission to TSC, students should consult with the appropriate academic department to determine whether prior learning may be applicable for college credit. Students must be enrolled in the current semester for which they are applying for such credit.

A technical program advisor or other representative will guide students in the process of identifying the college courses that clearly match prior learning as evidenced by documentation and sufficient justification. Before prior learning credit can be awarded and posted on a student's official college transcript, final approval must be obtained by the appropriate dean or designee.

A maximum of twelve (12) semester credit hours may be earned through the assessment of prior learning and applied toward graduation. Credits earned by prior learning are posted on the transcript as equivalency credit (non-graded). TSC will retain a copy of the documentation with the student's permanent file.

Continuing Education Units Conversion to Career and Technical Courses

To provide an entry for students wishing to transition from the continuing education portion of their education to the academic credit continuation of their education, students may request a conversion of Continuing Education Units (CEUs) to college credit for specific career and technical courses.

Competencies for the continuing education courses will be compared to those required of courses in the course inventory under the direction of the Dean of Health Careers and Career and Technical Education and approval by the Vice President of Instruction.

Up to 32 semester credit hours may be awarded once the student has earned six (6) college semester credit hours at TSC. Under special circumstances, the six (6) hours may be waived, such as where students are taking a complete course of study in a given contract period with Continuing Education. Conversions of CEUs to academic credit must be requested within three (3) years of completing the continuing education course. Grades will be posted as CR and not included in GPA.

Tuition and Fees

Semester Credit Hours	Texas Residents		Non-Texas Residents	
	In-District	Out-District	In-District	Out-District
1	\$361.30	\$411.30	\$461.30	\$461.30
2	478.30	578.30	678.30	678.30
3	595.30	745.30	895.30	895.30
4	712.30	912.30	1,112.30	1,112.30
5	829.30	1,079.30	1,329.30	1,329.30
6	946.30	1,246.30	1,546.30	1,546.30
7	1,063.30	1,413.30	1,763.30	1,763.30
8	1,180.30	1,580.30	1,980.30	1,980.30
9	1,297.30	1,747.30	2,197.30	2,197.30
10	1,414.30	1,914.30	2,414.30	2,414.30
11	1,531.30	2,081.30	2,631.30	2,631.30
12	1,648.30	2,248.30	2,848.30	2,848.30
13	1,765.30	2,415.30	3,065.30	3,065.30
14	1,882.30	2,582.30	3,282.30	3,282.30
15	1,999.30	2,749.30	3,499.30	3,499.30

This is an estimate of tuition and fees based upon a general education student taking up to 15 credit hours. Fees will vary depending on courses and labs for which a student is enrolled.

Each student is also responsible for instructional material costs, which vary depending on courses and labs for which a student is enrolled.

Tuition and Fees are subject to change by the Texas Southmost College Board of Trustees. Tuition and fees are subject to a cap at fifteen (15) semester credit hours. More information regarding Tuition and Fees is available on the TSC web site.

Payment or payment arrangements (financial aid, installment plan, etc.) for tuition and fees must be made by the due date. Failure to make payment or payment arrangements by the due date may cause the student to be withdrawn from all courses.

Students are responsible for withdrawing from courses they do not wish to attend. If you do not wish to attend one or all of your classes, you must withdraw prior to the first day of class or you may be responsible for payment of all tuition and mandatory fees, including incidental fees. Students who withdraw after classes begin may receive a partial refund, based upon the TSC tuition and fee refund schedule.

Tuition Refund Schedule

1. If the student withdraws during a fall or spring semester or a summer term of 10 weeks or longer:
 - a. Prior to the first class day 100 percent
 - b. During the first five class days 80 percent
 - c. During the second five class days 70 percent
 - d. During the third five class days 50 percent
 - e. During the fourth five class days 25 percent
 - f. After the fourth five class days None

2. If the student withdraws during a term or session of more than five weeks but less than 10 weeks:
 - a. Prior to the first class day 100 percent
 - b. During the first, second, or third class day 80 percent
 - c. During the fourth, fifth, or sixth class day 50 percent
 - d. Seventh day of class and thereafter None

3. If the student withdraws from a term or session of five weeks or less:
 - a. Prior to the first class day 100 percent
 - b. During the first class day 80 percent
 - c. During the second class day 50 percent
 - d. During the third class day and thereafter None

Payment Information

Enrollment is complete only upon full payment of tuition and fees, financial aid award, loan award (must be accepted & entrance counseling completed) or approved installment plan. Failure to make payment, payment arrangements, or complete financial aid/loan documents by the due date may cause the student to be withdrawn from all of their courses.

Payment for tuition and fees may be made at the Cashier's windows in Tandy Hall.

Installment Payment Plan

Students should visit the cashier windows in Tandy Hall to pay tuition and fees with an installment payment plan. To qualify, the student must:

1. Be enrolled at TSC for the semester
2. Complete the installment plan agreement
3. Not have a prior balance with TSC
4. Be 18 years old

Payment of tuition and fees by installment is available each semester during the open enrollment period. Visit the Cashier's windows in Tandy Hall to learn more.

Financial Aid

The Financial Aid Office administers and manages financial assistance programs to the benefit of eligible students and families who are unable to afford the cost of a college education. The goal of the Financial Aid Office is to help students avail themselves of as many federal, state, private and institutional financial aid program opportunities as possible. Financial aid comes in three basic types:

- Grants/Scholarships
- Work-study programs
- Loans

Any or all of these may be combined in a financial aid package to help students pay for educational expenses. Generally, scholarships and grants do not have to be repaid. Loans must be repaid and are therefore not encouraged unless absolutely necessary as a last resort.

This section describes most available financial aid programs, their requirements, and other pertinent policies and procedures. Not all policies and procedures that the Financial Aid Office is required to follow are listed. Policies listed here are only those deemed most important to students. TSC complies with all state and federal regulations governing administration of student financial aid programs. It is important to note that these policies change unexpectedly as a result of legislative action or U.S. Department of Education interpretation. Therefore, in the event of changes after the editing of this catalog, TSC will comply with the most current regulations and interpretations thereof.

More information is available on the TSC [Financial Aid web page](#), including information about student aid programs, scholarship searches, applying for financial aid, and links to other helpful websites.

Free Application for Federal Student Aid (FAFSA)

To determine financial aid eligibility for all federal financial aid programs, the U.S. Department of Education has developed the Free Application for Federal Student Aid (FAFSA). The state of Texas has also opted to accept the FAFSA and the financial aid methodology it represents to establish financial aid eligibility for state programs.

The FAFSA is the first step in the financial aid process and assesses a student's or a family's financial ability to pay for school. Responses to questions on the FAFSA go into a formula established by the Higher Education Act of 1965, as amended, called the Federal Methodology. The result is a student's Expected Family Contribution (EFC). Colleges use the EFC to determine students' financial need and their state, federal or institutional aid eligibility.

Applying for Financial Aid

Students who apply for financial aid at TSC are automatically considered for the following programs:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Texas Public Education Grant (TPEG)
- Texas Grant I (for renewal students)
- Texas Education Opportunity Grant
- College Work-Study

Students wishing to request a loan may complete a request form for the following program(s):

- William D. Ford Federal Direct Loan Program

The application procedures are described below and apply to need-based grants, loans, and work-study employment. TSC scholarship awards are considered a resource when determining eligibility for other financial aid.

Applications for aid will be considered complete when the following has taken place at TSC:

1. The student has been accepted for admission in a program of study leading to a degree or certificate and is making satisfactory academic progress.
2. The student has the following on file at the TSC Financial Aid Office:
 - a. The financial aid application. To ensure the application is electronically forwarded, the TSC federal school code (030646) must appear on the FAFSA. In addition, the student's name and social security number recorded at the college must match exactly the name and social security number recorded on the FAFSA.
 - b. If selected for verification, the student must submit all required documents as requested by the TSC Financial Aid Office.

It is essential that the TSC Financial Aid Office always has the student's most current permanent address, phone number and email address to avoid delays and ensure that important documents are promptly received and processed. Students are encouraged to update contact information as often as necessary by completing the appropriate forms at the Office of Admissions and Records.

Deadlines for Filing the FAFSA

The U.S. Department of Education publishes general deadlines that apply to the processing of a FAFSA online. A processed FAFSA, however, does not guarantee that an eligible student will receive financial aid. In addition, since funding is limited, grants and scholarships are awarded on a first-come, first-served basis to students who qualify. Priority deadlines are available on the Academic Calendar.

Completed applications received by the priority date will receive priority consideration of all available funds, subject to each student's eligibility. Students who submit a completed application (including all required documents) by the Processing Guarantee Date will have an award or denial of aid by the first class day. Completed applications received after the guarantee date will be processed according to date of completion, but will most likely not be processed by the payment deadline. Students in this situation should be prepared to make payment arrangements with the TSC Cashier's Office in regards to their tuition balance prior to the payment deadline.

Eligibility Requirements for Student Financial Aid

In general, students are eligible for federal, state, and institutional aid if they meet the following requirements:

- Be enrolled for at least six (6) semester credit hours as a regular student in an eligible program (Less than half-time students may receive a Pell Grant if they are eligible);
- Be a U.S. citizen or eligible non-citizen. Undocumented students who meet the criteria for Texas residency under HB1403 qualify for limited state financial aid.
- Have a high school diploma or a General Education Development (GED) certificate;
- Not be in default on any student loan or owe a refund to a federal financial aid program;
- Make Satisfactory Academic Progress in a declared course of study. All students must be familiar with the TSC Satisfactory Academic Progress policy;
- Have financial need as determined by the federal need analysis methodology and institutional guidelines; and
- Not have been convicted of a felony or crime involving a controlled substance.

Calculating Financial Need

The information students report when completing the FAFSA is used in a formula established by the Department of Education that calculates an Expected Family Contribution (EFC). The EFC is the amount students and their families are expected to have available toward the student's educational costs. For the Federal Pell Grant program, if the EFC is below a certain number, students are eligible for a Pell Grant, assuming they meet all other eligibility requirements. There is no maximum EFC that defines eligibility for college-based programs. Instead, the EFC is used in an equation to determine financial need:

$$\begin{array}{r} \text{Cost of Education} \\ - \text{Expected Family Contribution} \\ = \text{Financial Need} \end{array}$$

The difference between the cost of education and the Expected Family Contribution is considered the student's financial need. The financial need calculation helps the Financial Aid Office establish eligibility for grants, loans, and work-study. The combination of financial aid from these sources is called a financial aid package and it is meant to help meet the student's financial need.

A booklet describing the formula that produces the Expected Family Contribution (EFC) is available by writing to:

Federal Student Aid Information Center
PO Box 84
Washington, D.C. 20044

Verification

Verification is the process by which a student's financial aid application data is checked for accuracy. Only those students selected for verification by the federal processor or institution need to go through this process. The U.S. Department of Education requires all colleges to complete this process for all students selected without exception. Students are notified of this requirement via the Student Aid Report (SAR) and through an email from the TSC Financial Aid Office.

Students selected for verification are typically asked to submit the following documents, if applicable to their situation:

- The student's (and spouse's, if applicable) official Tax Transcript from the Internal Revenue Service if the Data Retrieval Tool was not used when FAFSA was completed;
- An official Tax Transcript of the parent'(s) from the Internal Revenue Service if the Data Retrieval Tool was not used when FAFSA was completed;
- Wage and Tax income statements (W-2s), 1099, etc. for parent(s) and/or student;
- Household Form; and
- Documentation that verifies benefits or untaxed income, such as:
 - Child Support-Paid and Received
 - Untaxed Pensions
 - Food Stamp benefits
 - Other untaxed income and benefits

TSC Financial Aid Office reserves the right to request any additional documentation to resolve discrepancies found during the verification process.

If FAFSA information does not match with documentation provided by the student, the TSC Financial Aid Office will make corrections to the FAFSA information for the student. If the student is aware that FAFSA information is incorrect and was not selected for verification, the student can make corrections via FAFSA online. Students may also visit TSC Financial Aid Office to obtain assistance on making changes to FAFSA, and will need to provide supporting documentation for the changes.

Federal regulation requires that Financial Aid administrators notify the Office of Inspector General (OIG) whenever suspicions on fraudulent actions are identified, and documentation is mailed to the following address:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1500
1-800-MIS-USED
E-mail: oig.hotline@ed.gov
Web: <http://www.ed.gov/about/offices/list/oig/hotline.html>
Dallas, TX contact number: (214) 661-9530

Notification of Financial Aid Awards

Financial aid award notifications can be found on the student's personal page using TSC Online. The Financial Aid Office does not mail written notifications. Instead, students are contacted via email at the personal email address provided on the FAFSA, and at the one assigned by TSC to check their financial aid status online. Students will be sent email notices whenever there are changes to their financial aid package due to changes regarding their eligibility, enrollment status, or award information. Students can view each source of aid and amount that they have been awarded via TSC Online. The Financial Aid Office can assist students in navigating the web site or provide written instructions.

Most awards are automatically accepted for students unless otherwise instructed. Any financial aid recipients who register for classes and then do not intend to stay enrolled must officially drop their classes to avoid future aid from being disbursed. To avoid possible repayment of financial aid funds, students should drop courses at least ten (10) days prior to the first day of classes. For information regarding the dropping of classes, see the Adds, Drops, and Withdrawals section in this catalog.

Receiving Financial Aid Funds

The TSC Cashier's Office is responsible for distribution of financial aid funds once the award has been completed by the TSC Financial Aid Office. Checks generated are mailed to students at their permanent address without exception. Loan funds are also credited directly into students' accounts. Electronic deposit is also available for students to receive financial aid funds. Inquire with the TSC Cashier's Office for details.

Satisfactory Academic Progress (SAP)

Federal regulations require all students applying for financial assistance to maintain Satisfactory Academic Progress in order to receive aid. The progress standards that students are required to meet in order to maintain financial aid eligibility are:

- **Grade Point Average**
The qualitative measure requires undergraduate students working towards a certificate or an associate's degree to maintain a minimum cumulative Grade Point Average (GPA) of 2.000. This includes grades earned for developmental, dual enrollment and/or transfer coursework;
- **Completion Rate**
The quantitative measure requires undergraduate students maintain a cumulative completion rate of 70% of the attempted coursework (including developmental, dual enrollment and/or transfer hours accepted by TSC). This percentage is determined by dividing the number of hours completed by the total number of hours attempted. Attempted hours are the total number of hours completed plus hours of "W", "I", "F" (as well as repeated coursework); and

- **Timeframe to Complete Academic Program**
This measure limits the number of credit hours attempted in the pursuit of an undergraduate certificate or a degree. The maximum attempted hours are 150% of the credits required to complete the students' program of study. For the purposes of obtaining an associate's degree at TSC requiring 60 credit hours, the maximum is typically 90 credit hours, including developmental, dual enrollment and/or transfer coursework. Students contemplating degree plan changes should consider the ability to complete a new plan with the maximum allowable limits.

Compliance with SAP must be met in order for a student to retain their financial aid eligibility. Students are advised to check their status through their TSC Online account.

The information below describes each status in more detail:

Good Standing

Students are considered to be in Good Standing with Financial Aid if they meet all three (3) standards of progress outlined above. These students may participate in any financial aid programs provided they meet all other eligibility criteria, subject to availability of funds.

Warning Status

Students who fail to meet the grade point average requirement, the completion rate requirement, or attempt 85% or more of the 1.5 times the minimum number of credits required for a degree program, will be placed in Financial Aid Warning Status for the following semester. Students will be notified via email of their warning status.

Financial Aid Suspension

Students in Financial Aid Warning status who fail to meet SAP requirements for the next semester will not be eligible to receive financial aid and will be placed in Financial Aid Suspension. These students are sent a financial aid suspension notice and can continue to enroll, but at their own expense.

Appeal Process

Students may appeal their suspension status. The appeal should include a personal statement (with appropriate documentation) detailing the circumstances that resulted in their failure to meet the required standards and a plan detailing actions the student will take to achieve and maintain Satisfactory Academic Progress. In addition, students must submit a declared degree plan, signed by an academic advisor, clearly showing courses earned towards the program, courses still needed, and the anticipated graduation date. Appeal Packets, complete with forms and instructions, are available in the Financial Aid Office and online. Completed appeal packets must be submitted to the TSC Financial Aid Office.

If the appeal is approved, student will be placed in Financial Aid Probation and eligibility is reinstated subject to program requirements. Progress is reviewed at the end of the semester to make sure that the student is meeting the standards and following the degree plan. Failure in either of these criteria will again result in financial aid suspension.

If the appeal is denied, no financial aid of any kind may be awarded. Students can continue to enroll but at their own expense. A re-appeal is acceptable after students have completed at least one (1) semester (preferably 2 semesters) and believe they can make a case for getting back on track academically. The TSC Financial Aid Appeal Committee's decision is final and may not be appealed further.

Spring and Summer Transfer Students

Students transferring from another institution during the spring or summer semesters must make sure that their prior institution reports to the Common Origination and Disbursement (COD) website the cancellation of any undisbursed Federal Pell Grant and Stafford Loan amounts.

Failure to do so will prevent TSC from awarding any remaining funds for which a student is still eligible from those student aid programs. Students who plan to enroll at TSC only during the summer and then return to their home institution the following fall semester are considered transient students and are therefore not eligible for financial aid at TSC.

Concurrent Enrollment and Financial Aid Eligibility

Students may receive aid at one school per period of enrollment. Students who are enrolled at two institutions for the same semester may receive financial aid at the college they have declared as their home/primary college, if they are enrolled at their primary college. Concurrent students must submit a Consortium Agreement to the TSC Financial Aid office for consideration.

Enrollment Status by Session

Eligibility for financial aid is based on the semester credit hours in which students are enrolled. The Federal Pell Grant program allows for payment of one (1) or more hours based on eligibility. Note the enrollment status definitions for financial aid purposes differ from academic enrollment.

Fall/Spring 16-Week Sessions

- Full-Time Student - Twelve (12) or more semester credit hours
- Three-Quarter-Time Student - Nine to eleven (9-11) semester credit hours
- Half-Time Student - Six to eight (6-8) semester credit hours
- Less Than Half-Time Student - One to five (1-5) semester credit hours
- Maximum Hours Allowed - Eighteen (18) semester credit hours

Summer Session

Summer sessions I and II are combined for financial aid purposes. It is recommended that students register for a minimum of six (6) semester credit hours prior to the start of Summer I in order to be eligible for all possible sources of aid that may be available. Students planning to attend summer sessions I and II should register for both sessions prior to the start of Summer I in order to receive funding for Summer II.

Maximum Hours for Payment: Six (6) semester credit hours for each session with a combined twelve (12) semester credit hours.

Withdrawing from College and Returning Financial Aid Funds

It is important that students know the census date for each semester or session. Although students may be awarded aid based on the number of hours they register for at the start of the semester, financial aid will be recalculated on the basis of the number of hours in which they are still enrolled by the census date(s). For example, students who are initially awarded as full-time (twelve (12) hours) will have their financial aid award adjusted to half-time if they have dropped to six (6) hours by the census date(s) that apply to the student. For some aid programs this means that the student has to pay back half of the aid received.

A drop in enrollment (but not 100% withdrawal) after the census date(s) will not impact the amount of aid received, with the exception of loans. Loans cannot be disbursed at any time in the semester when a student is enrolled in less than six (6) hours. All enrollment adjustments (drops and adds) must be complete as of the end of business on the semester census date.

When students withdraw 100% from TSC, federal regulations require all schools to pro-rate the amount of financial aid that they have earned based on the percentage of the semester that they have attended classes. The regulations require that such a percentage be calculated up until the 60% mark of the semester. Since in most cases students are disbursed 100% of their financial aid under the assumption that they will stay in school the entire semester, withdrawing before the 60% mark means they will have to pay back a portion of their financial aid. Failure to repay these funds results in Financial Aid Holds that may prevent future enrollment or other transactions with TSC.

Return of Title IV Fund Order:

- Federal Unsubsidized Loans/Direct Loans
- Federal Subsidized Loans/Direct Loans
- Federal PLUS Loans/Direct PLUS Loans or Grad PLUS Loans
- Federal Pell Grant
- Federal Supplemental Opportunity Grant (SEOG)
- Federal Iraqi & Afghanistan Service Grant

If a student withdraws before financial aid is disbursed, financial aid amounts will be pro-rated according to federal regulations.

State, local, and institutional grants, loans, and scholarships are also subject to evaluation to assess impact of changes in enrollment status.

State and Federal Grants

Federal Pell Grant

Awards to eligible students are determined through the use of a payment schedule published annually by the U.S. Department of Education. Award amounts vary according to the:

- Educational costs at the institution (the cost of attendance);
- Student's enrollment status;
- Annual appropriations and award maximums set by Congress; and
- Expected Family Contribution on the student's Student Aid Report.

Pell grant funds are awarded once per semester, and summer awards are made if the student's annual eligibility has not been exhausted during the fall and spring semesters.

Federal Supplemental Educational Opportunity Grant (SEOG)

This program provides grants from \$200 to \$1,000 to undergraduate students with a zero (0) Expected Family Contribution who are working toward a degree or certificate in an eligible program.

Texas Public Educational Grant (TPEG)

Texas Public Educational Grants (TPEG) assists undergraduate students who demonstrate financial need as determined by the Financial Aid Office. The amount of the award is based on need and availability of funds. Students must be undergraduates who are Texas residents, non-resident students, or foreign students.

Towards EXcellence Access and Success Grant (TEXAS Grant)

TEXAS Grant awards are only available for renewal students, based upon criteria set by the Texas Higher Education Coordinating Board. In addition, students must meet the following renewal criteria:

- Not have earned an Associate or Baccalaureate Degree;
- Meet the college's Satisfactory Academic Progress policy (See the Satisfactory Academic Progress policy in this catalog);
- Maintain a 75% course completion rate in the most recent academic year;
- Complete at least twenty-four (24) credit hours in the most recently completed academic year;
- Maintain a 2.5 GPA or higher and;
- Receive a TEXAS Grant for no more than ninety (90) attempted semester credit hours.

Texas Educational Opportunity Grant (TEOG)

The TEOG Program pays tuition for students who meet the following program criteria:

- Be registered with Selective Service, or be exempt;
- Have a 9 month EFC of no more than \$5,088;
- Be classified by the institution as a Texas Resident;
- Have not been convicted of a felony or crime involving a controlled substance;
- Not be concurrently receiving a renewal Texas Grant; and
- Be enrolled at least half-time and awarded in the first 30 hours (or its equivalent) of an associate's degree or certificate program (excluding credits for dual enrollment or by examination)

Awards can be renewed based on criteria set by the Texas Higher Education Coordinating Board. In addition to the above requirements, students must meet the following renewal criteria:

- Not have earned an Associate or Baccalaureate Degree;
- Maintained a 75% course completion rate in the most recent academic year;
- Maintained a 2.5 GPA or better; and
- Received a TEOG for no more than seventy-five (75) attempted semester credit hours.

Top 10% Scholarship Program

Students who graduate in the top ten (10) percent of their high school class may qualify for a scholarship. Students will be awarded on a first-come, first-served basis upon availability of funds.

To be eligible for the first year, students must:

- Be Texas residents;
- Be registered with Selective Service or be exempt from registration;
- Demonstrate financial need;
- Submit the FAFSA/TASFA in time to generate the CPS results in a non-rejected status by March 15th
- Complete the Recommended or Distinguished Achievement HS curriculum;
- Rank in the top ten (10) percent of the high school graduating class (as of his/her 7th semester, or 6th if the college uses that semester for admission);
- Graduate from an accredited high school in Texas; and
- Enroll full-time in a Texas public 2-year or 4-year college or university in the fall semester following high school graduation.

To qualify for renewal, provided funding is available, students must:

- Submit the FAFSA/TASFA in time to generate the CPS results in a non-rejected status by March 15th
- Complete thirty (30) semester credit hours in the previous year;
- Maintain a cumulative 3.25 GPA; and
- Complete at least 75% of hours attempted.

Student Loan Programs

William D. Ford Federal Direct Loan Program

TSC provides loan funds directly from the Federal Government under the William D. Ford Federal Direct Loan Program.

To receive a Direct Loan, all students must complete the following requirements available online:

- Review and accept loan offer via TSC Online
- Complete loan entrance counseling
- Complete a new Electronic Master Promissory Note (eMPN)

Direct Student Loan Programs (Subsidized and Unsubsidized)

Direct Student Loans are low-interest student loans certified by TSC and guaranteed by the federal government.

For subsidized loans, the federal government pays the interest while the student is enrolled at least half-time. Unsubsidized loans, on the other hand, require students to make interest payments or to agree to capitalize the interest, which is deferred but becomes part of the principle. Dependent students may borrow subsidized loans up to \$3,500 during their grade level one (1) year and up to \$4,500 in grade level two (2) in addition to \$2,000 of unsubsidized loans each year. Independent students can borrow up to the same level of subsidized amounts per grade level, and as additional \$6,000 in unsubsidized loan per year. Because subsidized loans are based on financial need, the Financial Aid Office establishes the amount students are eligible to borrow. Students must complete a counseling session concerning the loan, repayment of which begins six (6) months after the student leaves school or drops below half-time status.

There is a limit on the maximum period of time (measured in academic years) for students, who are borrowing subsidized loan for the first time starting July 2013, can receive Direct Subsidized Loans. In general, students may not receive Direct Subsidized Loans for more than 150% of the published length of the program of study. This is called the "maximum eligibility period."

For example, if a student enrolls in a 2-year associate degree program, the maximum period for which the student can receive Direct Subsidized Loans is 3 years (150% of 2 years = 3 years). If a student enrolls in a 1-year certificate degree program, the maximum period for which the student can receive Direct Subsidized Loans is 1.5 years (150% of 1 years = 1.5 years).

The maximum eligibility period is based on the published length of the students' current program of study. This means that the maximum eligibility period can change if students change programs. In addition, if students received Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans received for the earlier program will generally count against the new maximum eligibility period.

Disbursement of Loan Funds

Starting fall 2014, loans must be disbursed in two payments. For students who are attending fall and spring, the loan disbursements will be made one per semester. For students who are attending only one semester, the first disbursement will be made at the beginning of the semester and the second disbursement will occur when the student reaches the calendar midpoint between the first and last scheduled days of class of the loan period.

First Time Freshmen who are borrowing loans for the first time will receive their first disbursement thirty (30) calendar days following the start of their program for the semester. For First Time Freshmen students enrolling for one (1) semester only, the second disbursement will occur when the student reaches the calendar midpoint between the first and last scheduled days of class for the loan period.

Students applying for loans are required to complete a loan counseling session and an exit interview if they are graduating, transferring, withdrawing, or dropping below half-time status from the college. For information on loan applications and deadlines, visit the TSC Financial Aid website. Additional information about the Federal Direct Loans program is available at www.studentloans.gov.

Federal Direct PLUS Loans Program

The PLUS Program allows parents to borrow up to the cost of education for each dependent enrolled in college at least half-time. Repayment for parent borrowers begins sixty (60) days after disbursement of the entire loan amount. The PLUS loan amount, together with all other financial aid, may not total more than the student's Cost of Attendance.

Consolidation Loan Program

Consolidation Loans may be arranged to combine loans made to a student under Title IV programs. These loans provide repayment periods appropriate for the total amount outstanding. For example, a student whose total loan debt exceeds \$7,500 may be given a repayment period longer than ten (10) years. Repayment of a Consolidation Loan must begin within sixty (60) days after the selected loans have been consolidated. Students must contact their lenders to find out if they qualify for a Consolidation Loan.

Federal and State Work-Study Program

The Federal and State Work-Study Program provides a job for undergraduate students enrolled at least half-time who demonstrate financial need to help pay for their educational expenses. The hourly pay rate is typically above current federal minimum wage. The amount of Work-Study awarded depends on a student's financial need, availability of funding, and the amount of other aid the student receives. Students are typically approved to work at least fifteen (15) hours per week. Work-Study students are paid twice (2) per month.

The State Work-Study program requires applicants to be Texas residents attending a public or non-profit independent college in Texas. The state program further requires that students be enrolled at least half-time and not be on an athletic scholarship or enrolled in a seminary or other program leading to ordination or licensure to preach.

Registration

Current students and applicants who have completed admission processing are eligible to register. Students are encouraged to use online services for registration and tuition/fee payment.

- The College offers many services through web access through TSC Online. Internet access is provided through on-campus computer stations located near the Office of Admissions and Records in the Oliveira Student Service Center.
- Accessing records through unauthorized user ID and password can result in disciplinary action.
- Registration assistance is provided through the Office of Admissions and Records and Academic Advising.
- Students must adhere to the registration deadlines outlined in the current Academic Calendar.
- Students are encouraged to plan early for registration and make arrangements for payment before registration begins.

Assessment/Placement Testing

Texas House Bill 286 created the Texas Success Initiative (TSI) to ensure that all incoming college students are provided (1) assessment of their readiness for freshmen-level academic coursework, (2) advisement and educational support necessary to assist students who are not ready to enroll in academic coursework, and (3) evaluation to determine when they are ready to enroll in college-level coursework.

TSI measures mathematics, writing, and reading skills to determine a student's readiness to enroll in college entry-level freshman courses. Students are required to test and to be advised based on the results of their TSI Assessment scores. Students will not be denied admission to Texas Southmost College based on TSI or other college placement scores. However, testing is completed prior to enrollment in classes.

TSC has a central Testing Center located in Oliveira Student Service Center which administers tests required for Texas Success Initiative. The Testing Center publishes a calendar of testing times on their website, which can be found on the TSC website. Students are required to schedule tests and submit payment in advance. Students should contact the Testing Center for additional information.

Test scores are usually available immediately following testing. Academic Advisors can assist students with score interpretation.

Students must complete a pre-assessment activity (PAA) prior to taking the TSI Assessment Test. The PAA is also offered at the Testing Center.

Students are encouraged to retest one time after not demonstrating college readiness on the TSI Assessment the first time. However, TSC strongly discourages testing multiple times. College preparatory (developmental education) courses may benefit the student.

Testing Requirements for Mathematics, English and Reading Restricted Courses

All TSI liable students will be required to submit appropriate test scores before enrolling in college-level mathematics, English and/or reading restricted courses. Successful completion of prerequisite courses may substitute for placement test scores. Testing requirements for specific courses are outlined in the course descriptions found on the TSC website under "Academic Degrees and Certificates." Additional information is available at the Academic Advising Center.

Approved Exemptions and Waivers

TSI Exemptions and Waivers apply only to TSI requirements. Documentation of eligibility for an exemption or waiver is required. Students should contact the Office of Admissions and Records, Testing Office, or Academic Advising for additional information about TSI requirements and restrictions and to determine specific documentation required.

Students who qualify for a TSI Exemption are not required to test for TSI purposes and are not required to enroll in college preparatory (developmental) coursework and/or interventions in the corresponding area of exemption. However, all prerequisites for enrollment in specific courses must be met.

Exemptions:

1. TASP Exempt – Students who attended a regionally accredited postsecondary institution prior to the Fall of 1989.
2. Score Exempt – Students who achieved certain scores on the SAT, ACT, TAAS, TAKS-11th Grade, or STAAR EOC test may be fully or partially exempt.
3. Degree – Students who have earned an associate or higher degree from a regionally accredited postsecondary institution or from a recognized international institution.
4. Private or Out-of-State Transfer – Students who have earned at least three (3) semester hours of college-level credit at a regionally accredited private or out-of-state postsecondary institution.
5. Military Exempt – Students who were honorably discharged, retired or released from active duty or from Texas National Guard on or after August 1, 1990.

Waivers:

1. Certificate Waiver – Students pursuing a one-year Certification of Completion or no more than 42 semester hours must take the TSI Assessment, but are exempt from all three parts of the TSI Assessment if scores identify student as not college ready. Regardless of test scores, Certificate students may enroll in any course required for that certificate.
2. Non-degree Seeking Waiver – Students who are not seeking a degree or certificate from a Texas public institution of higher education may qualify; enrollment may be restricted.
3. Military Waiver – Students serving on active duty as a member of the Armed Forces of the United States or the Texas National Guard, or serving as a member of a reserve component of the Armed Forces of the United States for at least the three-year period preceding enrollment.

All TSI waivers must be renewed each term and all course prerequisites must be met.

College Preparatory Courses (Developmental Education)

Students who score below specified level of the TSI Assessment will be required to enroll in college preparatory (developmental education) courses until “C” or higher grades are earned in all required college preparatory courses or until the student passes a retest in the same area. A First Time In College (FTIC) student assessed as needing remediation in any area is required to complete all college preparatory (developmental education) courses before enrolling in college-level coursework. If a College Preparatory Studies (CPS) student is enrolled in the exit level college preparatory course (e.g. INRW 0422 or MATH 0322), a student may be allowed to take college-level courses that do not require TSI standards. Students who successfully complete the exit level developmental education math course, and return to TSC the following semester, must enroll in a college level math course the following semester unless the declared program of study prescribes that the math course be taken during a later semester.

Holistic Advising

The Texas Higher Education Coordinating Board has mandated Holistic Advising for placement.

TSI Rule 4.53: Definitions

(9) Differentiated Placement—Advising and placement of students based on individual strengths and needs. Placement may be based on:

1. TSC Assessment Cut-Score
2. Diagnostic Profile
3. HS GPA/Class Ranking
4. Prior Coursework
5. Workplace Experience
6. Non-cognitive Factors (motivation, self-efficacy)
7. Family Life Issues (job, transportation, finances, childcare, etc)

Developmental courses do not transfer as college credit to other colleges and universities and do not count as credit toward graduation requirements.

Accelerated Programs

Texas Southmost College is committed to implementing policies and instructional delivery techniques based on research and best practices as determined by the latest research and pedagogies utilized by developmental education experts. Accelerated learning is the reorganization of instruction and curricula as to expedite the completion of developmental education coursework. This means that TSC students may begin their program coursework sooner and reach their ultimate goals faster.

TSC currently offers a variety of accelerated learning opportunities:

- Accelerated 8-Week Programs
- Co-requisite Programs
- College Prep Programs
- Mainstreaming Programs
- Non-course Competency Based Options (NCBO)

More information regarding the listed programs can be found on the TSC Division of College Preparatory Studies website.

English for Speakers of Other Languages (ESOL)

ESOL courses are considered college preparatory (developmental education) courses. In addition to the TSI Assessment, TSC students may be required to take ESOL placement tests. The College has the right to require students to enroll in noncredit or credit ESOL courses if it is determined that such courses would benefit the student.

Attendance and Participation in College Preparatory (Developmental Education) Courses

Students taking college preparatory ESOL, mathematics, reading and/or English courses are required to attend class and to keep up with course assignments. Since attendance and participation are essential to student success, an attendance policy is strictly enforced in all CPS courses. The attendance policy is posted in all CPS course syllabi. A student who is excessively absent and/or does not keep up with course assignments may be withdrawn at the discretion of the instructor.

Freshmen Seminar Course

TSC is committed to supporting students in meeting their educational goals by requiring a Learning Framework course (ORIN 0101) for all First-Time-In-College (FTIC) students and transfer students who have completed fewer than twelve (12) semester credit hours.

The Freshman Seminar course examines factors that underlie learning, success, and personal development in higher education. This course focuses on the research and theory in the psychology of learning, cognition, and motivation. It includes information such as processing and self-regulation, factors that impact learning, strategic learning, and educational and career planning.

Course Numbering System

All courses are designated with a prefix, which denotes the field of study and a four-digit course number.

Course Numbering Guideline:

- The first digit of the number indicates the classification of the course: 1 – freshmen, 2 – sophomore, 0 – developmental (Exemption: ORIN 0101)
- The second digit indicates the number of semester hours credit the course carries.
- The last two digits indicate the course sequence. Thus ENGL 1301 is the first English course in the sequence.
- Courses listing a Texas Common Course Number comply with the Texas Common Course Numbering System (TCCNS). These courses are designed to transfer to public colleges and universities in Texas.
- Courses that are designed for a specific technical program follow the Workforce Education Course Manual content and numbering system.

Prerequisite and Co-requisite Courses

Prerequisite Course: A prerequisite is a course that must be completed (often with a certain minimum grade) or a skill that must be demonstrated before students can enroll in a more advanced course. For example, English Composition I is a prerequisite for English Composition II.

Co-requisite Course: A course that a student must enroll in at the same time as the desired course. For example, a College Reading course must be taken with an accompanying Fundamental Lab.

Enrollment in all required prerequisite and co-requisite courses is enforced when a student attempts to register.

Semester Course Load

The minimum semester load for full-time status in a fall or spring semester is twelve (12) credit hours. Students who wish to enroll in more than eighteen (18) hours must have the approval of the division dean. A summer semester consists of a variety of variable length terms. The normal summer semester load is six to eight hours. Students who wish to enroll in more than nine hours must have the approval of the division dean.

Workforce Training and Continuing Education

The mission of Workforce Training and Continuing Education (WTCE) is to fulfill the educational needs of the community by providing high quality and affordable training that delivers the appropriate instruction and skill-set to meet the growing demands of a challenging workforce. The WTCE staff are committed to providing outstanding instruction and services to our community in areas such as: business, languages, technology, public safety, and health.

Program goals:

1. Develop programs that are pathways toward a rewarding career.
2. Develop programs that provide tools for advancement within an existing career.
3. Develop entry programs that lead to a certificate or associate degree.

To learn more, contact Workforce Training and Continuing Education at:

International Technology Economic and Commerce Center (ITECC)
Suite D3A-102
301 Mexico Blvd
Brownsville, Texas 78520
(956) 295-3724

Dual Enrollment

The Dual Enrollment program provides high school students the opportunity to earn college credit while studying in a familiar high school classroom setting.

Through the Dual Enrollment program, eligible high school juniors and seniors may earn college credit for select courses taken while attending high school; taking courses in place of, or in addition to, the normal course load at their high school. High school students admitted to the program must meet the same requirements as all other college students within the guidelines established by The Higher Education Coordinating Board (THECB).

Students participating in the program may receive college credit only, or both high school and college credit, as determined by the policy of the students' high school. College credit earned upon successful completion of Dual Enrollment courses may be applied towards an Associate Degree at TSC or may be transferred to other colleges and universities.

For information regarding the admission process for dual enrollment students, please see the "Admission" section in this catalog.

Early College High School

The Early College High School program (ECHS), provides eligible high school students the opportunity to earn up to 60 semester credit hours (SCH) toward an associate's degree while attending high school. Students admitted to the program must meet the same requirements as all other college students within the guidelines established by The Higher Education Coordinating Board (THECB).

Students participating in the program may receive college credit only, or both high school and college credit, as determined by the policy of the students' high school. College credit earned upon successful completion of ECHS courses may be applied towards an associate's degree at TSC or may be transferred to other colleges and universities.

For information regarding the admission process for ECHS enrollment students, please see the "Admission" section in this catalog.

Adds, Drops, and Withdrawals

Students should carefully consider all options before registering and changing their schedules. The registration period ends approximately a week before the first day of the term. A schedule change period is provided each semester prior to the start of the term. From the beginning of classes through the census date, changes made in courses will not appear on the official transcript. Students withdrawing after the census date will receive a grade of "W" during the withdrawal period. Official "W" recording dates are listed in the Academic Calendar. It is very important to note that:

- All class schedule adjustments must be recorded and officially processed by the Office of Admissions and Records and may require approval from academic departments.
- Withdrawing from a class after the census date may affect a student's ability to re-enroll in the course without an increase in the tuition charged for the course and/or may count toward the maximum drop/withdrawals allowed by a Texas ruling. See "Drops and Withdrawals" below.
- Adding or dropping classes, or withdrawing from all classes, can impact financial aid eligibility. Students should review the financial aid policies on withdrawing from classes. Students who receive financial aid should understand that simply notifying the Office of Financial Aid of enrollment changes is not official notification to Texas Southmost College.
- No drops or withdrawals will be accepted by phone or over the Internet.
- A \$5.00 add/drop fee may be charged.

Add/Drop forms may be picked up in the Office of Admissions and Records. Students are responsible for following up and confirming that requests to withdraw from classes have been processed.

Adds

Classes may be added only during open enrollment or designated add/drop periods. Once the semester/session begins, students may not add a class. See the "Academic Calendar" section of this catalog for important dates.

Students may add classes:

- During open enrollment, or
- During designated add/drop periods.
- A \$5.00 add/drop fee may be charged.

Drops and Withdrawals

Students may withdraw completely from the College or drop a class at any time during open enrollment or designated add/drop periods. Once the semester/session begins, students may drop a class without a recorded grade up until the official semester/session record date (census). After the official record date, students may withdraw from classes until the final semester/session withdrawal deadline. Withdrawing during this period will result in a "W" on the student's transcript. See the "Academic Calendar" section of this catalog for important dates.

Students may drop classes:

- During open enrollment,
- During designated add/drop periods, or
- After classes begin, but before the official record date.
- A \$5.00 add/drop fee may be charged.

Students may withdraw from classes:

- After the official record date ("W" on transcript).

Faculty Initiated Drops

Faculty may process drops for non-attendance when it results in a lack of progress. The course syllabus should include any established attendance policy and students should discuss absences or issues relating to attendance with each instructor.

Students are expected to be actively engaged in learning during enrollment at Texas Southmost College and are expected to attend class on the first day and throughout the semester.

College Initiated Drops

The College reserves the right to drop students from classes for student code of conduct violations and for non-attendance.

- Faculty at Texas Southmost College are required to take daily attendance. At the beginning of each semester/session, the College may drop students who have not attended class.
- Violations of the TSC Student Code of Conduct may result in disciplinary sanctions. These sanctions include being dropped or withdrawn from classes.

Three-Peat (Third-Attempt) Enrollment Ruling

Texas Southmost College will charge a higher tuition rate to students registering the third (3) or subsequent time for a course. The State will no longer subsidize a student's enrollment for the third (3) or subsequent attempt. Students should meet with an advisor to determine if they are repeating a course for the third (3) time.

Developmental Education Enrollment Ruling (27-Hour Rule)

Texas Southmost College will charge a higher tuition rate to students registering for college preparatory (developmental education) courses who have accumulated at least 27 hours of credit in developmental education courses. College preparatory courses include all courses that begin with a zero (0), with the exception of ORIN 0101.

Six Course Drop Ruling

Students are limited to a total of six (6) course drops during their undergraduate career, including a course(s) dropped at another institution as defined in Section 51.907 of the Texas Education Code, which limits the number of courses that may be dropped under certain circumstances. A dropped course is defined as a course in which an undergraduate student at an institution of higher education has enrolled for credit but did not complete under these conditions:

- The student was able to drop without receiving a grade or incurring an academic penalty;
- the student's transcript indicates or will indicate that the student was enrolled in the course past the deadline to add and drop prior to the census date; and
- the student is not dropping the course in order to withdraw from the institution.

Students must visit the Office of Admissions and Records to apply for a Six Drop Waiver. Exceptions to the course drop limit include a total withdrawal from the institution and an approved waiver drop.

Students should carefully consider the number of courses to take and the time commitment required to be successful. Students with a cumulative total of six (6) drops will be awarded the grade earned at the end of the semester.

Official Withdrawals

A total withdrawal from Texas Southmost College is not counted in the above statute. If a student drops one or more courses during the semester before withdrawing completely, the student's individual drops will be counted in the complete withdrawal. Students may withdraw only after meeting with a faculty member or advisor.

To officially withdraw from Texas Southmost College, students must:

- Resolve all financial obligations to Texas Southmost College.
- Submit withdrawal forms to the Office of Admissions and Records.

Withdrawal for Military Service

Military students may want their transcripts to reflect that they withdrew due to military reasons or may request that their transcripts show no indication that they were enrolled, and the course(s) will be permanently removed from their transcript. If a student withdraws as a result of being called to active military service, Texas Southmost College, at the student's option and with proper documentation, shall:

- Grant a student who is eligible under Texas Southmost College guidelines a grade in all courses by designating "Withdrawn-Military" (WM) on the transcript, or
- As determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of coursework and demonstrated sufficient mastery of the course material.

Texas Southmost College shall provide a 100% refund with the presentation of military orders.

Reinstatement to Class

A student dropped for excessive absences resulting in lack of progress may be reinstated to class at the discretion of the instructor of record only if circumstances justify reinstatement. The appropriate reinstatement form must be signed by the faculty member and department chair or division dean and submitted to the Office of Admissions and Records. A reinstatement fee may apply.

Student Services

Student Handbook

The Student Handbook serves as a guide to help students learn about programs and opportunities at TSC, as well as to set forth basic expectations for students. The handbook will answer many questions students may have about academics, conduct, programs and other day-to-day aspects of school life. The Student Handbook is available on the TSC web site. All students are expected to be familiar with the contents of the Student Handbook.

Advising Center

TSC provides academic advisement to students at the Advisement Center, located in the Oliveira Student Services Center. All current or returning TSC students are encouraged to meet with an advisor before registering to discuss course selection and preparation of degree plans. Students not deemed "college ready" according to Texas Success Initiative (TSI) requirements are required to meet with an Academic Advisor until TSI requirements are met. First-Time-in-College (FTIC) students must see an advisor during their first year of attendance at Texas Southmost College.

It is important that all students visit with an Academic Advisor on a regular basis. Your advisor will provide assistance with:

- Academic and admission advising
- Associate degree or certificate planning
- Assessment interpretation
- Information on academic programs
- Course recommendation
- Registration assistance
- Assistance with dropping or withdrawing from a course
- Graduation requirements
- Referral to on-campus student services
- Referral to community services
- Change of major

Testing Center

Texas Southmost College requires assessment for each student in reading, writing, and mathematics to determine proper placement into college entry courses. The TSC Testing Center is committed to the success of our students and surrounding community by offering a variety of testing services that advance students' higher educational goals.

Testing Services Include:

- TSI Assessment testing on-campus and off-campus
- ESOL Accuplacer testing
- Pre-Assessment Activity session
- Proctor Distance Learning exams
- Coordinate TSI Assessment with Disability Services office
- Enter valid and official placement scores
- Enter valid and official credit by exam scores
- Evaluate TSI College-Ready from Official transcripts
- Refer to on-campus and community services
- KAPLAN Nursing Entrance Exam

Test Office Requirements:

- Always have a Photo-ID (government issued ID, school ID, passport, etc.)
- Student must have a TSC ID number in order to test or to submit scores for entry in their Colleague account. TSC ID number is created for student after student successfully submits an application on ApplyTexas for Texas Southmost College.
- Student must schedule exam in person.
- In order for students to test with TSI Assessment, the student must complete a Pre-Assessment Activity or have previous experience with placement tests. Placement tests examples: TSI Assessment, COMPASS, ACCUPLACER, THEA, or ASSEST
- TSI Assessment registration must take place at least 1-day in advance and payment must be received at the same time the appointment is scheduled.
- Official score reports of test(s) taken at TSC Test site must be requested 1-day in advance by submitting Official Test Score form.
- Students interested in scheduling a proctored exam must submit a Proctor Request form. Proctored exams are scheduled around the Testing Office standing test schedule. No credit will be awarded until the student has successfully completed as least six (6) hours of course credit from Texas Southmost College.
- Students requesting Credit-by-Exam scores to be entered must submit an AP/CLEP Score request form.
- KAPLAN registration will open February 1st for spring test sessions and August 1st for fall sessions.

Transfer, Career and Employment

One of the best ways for students to ensure career success is to establish a clear focus on the career path they wish to pursue. Transfer, Career and Employment staff provide students with college transfer planning, career planning, and assistance securing employment upon graduation.

Transfer Planning

During their enrollment at Texas Southmost College, students have the opportunity to fulfill the lower division requirements toward a baccalaureate degree. Students wishing to transfer to a senior university or college may consult with Transfer, Career and Employment staff to learn about the transfer process, admissions steps and deadlines. Texas Southmost College makes every effort to aid students wishing to transfer; however, the student should consult with the intended college or university to ensure appropriate courses are taken at Texas Southmost College.

Transfer, Career & Employment staff also provide students with information regarding university admission requirements, scholarship opportunities, housing, and contact information for selected senior institutions. A transfer fair is held annually that provides students an opportunity to visit with university recruiters, and university transfer advisors from various institutions are scheduled each semester to visit Texas Southmost College to advise prospective transfer students.

Career Planning

Setting a career path is a dynamic process that requires time, planning, and commitment. It requires students to become aware of their strengths, skills, interests, values, and personality type. Transfer, Career and Employment staff can assist students in exploring occupations to learn about the qualifications and experience required to enter a selected field; especially students who are undecided about their career. Through career interest inventories, personality tests, and other methods, students can make an informed decision regarding their future career.

Job Readiness

Transfer, Career and Employment staff support students and alumni as they prepare to enter the workforce, by providing individual and group assistance regarding resume writing, interviewing skills, job market information, and employment referrals. Additionally, a job board (tscjobs.org) is available to assist students in locating employment opportunities.

Counseling Center

Many students face life challenges that can make accomplishing their academic goals difficult. The Counseling Center is available to assist with those challenges by encouraging personal and academic growth to help each student successfully meet life's challenges.

Enrolled students are eligible for personal counseling services, and there is no fee. The counselor respects the confidential nature of discussions to the limits provided by law. No record of a student's visit is made on any academic file.

Disability Services

Disability services are provided to qualified students with learning, physical, developmental, mental and emotional disabilities who are attending Texas Southmost College. Under the Americans with Disabilities Act (ADA) of 1990, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities. Reasonable accommodations are provided by the College to ensure access to all courses, programs, services, jobs, activities and facilities.

Support Services Include:

- Testing accommodations for placement testing and academic tests.
- Adaptive Technology: screen magnification, speech synthesized software, voice activated software, hearing amplification systems (FM systems), and more.
- Adaptive furniture.
- Readers, Scribes (writers), and Sign Language Interpreters.
- Campus and community referrals.
- Other appropriate academic modifications and disability-related information.

Individuals need to be eligible for accommodation services before the services will be approved and provided. To become eligible, an individual will need to:

- Complete a Request for Services form.
- Provide current documentation for the disability for which services are requested. Documentation must be from a competent and qualified source capable of making that diagnosis within their profession.
- Arrange an intake appointment with Disability Services. Be prepared to spend at least one hour to meet with a counselor and complete the initial intake appointment.
- The counselor will determine if the student meets the criteria to receive accommodations, and if so, what accommodations are appropriate.

Approved accommodation services may be provided each semester if the eligible student informs Disability Services that services are needed for the current term. Requests to continue approved services must be in writing. Hand-written notes or e-mail requests to Disability Services are not acceptable.

Student Activities

Texas Southmost College is committed to providing a campus environment that encourages students to participate in programs that promote academic and personal enrichment through the merging of classroom instruction and campus involvement. Through campus involvement, students gain valuable experiences and develop skills in leadership, management, interpersonal communication, problem solving and collaboration.

Student Organizations

Student Organizations assist students in developing a connection and commitment to Texas Southmost College while promoting leadership development, self-confidence and effective group participation. Student Organizations provide students with the opportunity to supplement classroom work with activities that meet personal needs for recognition, growth, companionship, civic involvement, and creative effort.

Student Government Association

The Student Government Association provides a forum for free and open discussion of matters affecting students at Texas Southmost College. The Student Government Association promotes the general welfare of the student body by serving as an advocate for student issues and presenting the student perspective to campus administration, faculty, and college committees.

Campus Activity Board

The Campus Activity Board fosters the personal growth of individuals and promotes the development of socially responsible citizens and leaders by encouraging and ensuring the active participation of students and student organizations in the planning, implementation and evaluation of programs and organizational activities that meet the wide variety of student needs and interests and enhance the sense of community at Texas Southmost College.

Student Leadership Academy

The Student Leadership Academy assists students in developing leadership and interpersonal skills through a series of workshops that emphasize team effectiveness, time management, and conflict resolution. Students have the opportunity to participate and facilitate various community service projects and network with various local leaders. Through this experience, students will strengthen their resume and become leaders on campus and within the community.

Veteran and Military Services

Texas Southmost College welcomes all veterans and active duty military personnel and their families. TSC is absolutely committed to maintaining an environment of academic success and professional development for all of its students. TSC thanks you for your service to our country and we hope to provide a level of service and atmosphere that conveys our appreciation. The mission of the Veteran's Office is to support veterans and family members by providing resources to facilitate the transition from military to academic life; and to provide an environment where veterans can gather to share experiences and support one another through the educational process.

Library

The Library is a resource shared between Texas Southmost College and The University of Texas Rio Grande Valley, Brownsville campus. The Library provides services and collections in support of research, teaching, and learning. The Library [web site](#) provides access to thousands of scholarly journals and e-books, all available to students, faculty, and staff 24/7 from any location worldwide. The library at One West University Boulevard holds a wide array of print books, DVDs, archives, and more, as well as 20 study rooms that are available to be checked out for both group and individual study. Librarians are available to assist students with research in-person, via phone, chat, text, or email.

All currently enrolled students at Texas Southmost College may access Library content via the Library [web site](#) or in person, with their TSC student identification card.

New Student Orientation

All new students and transfer students with fewer than twelve (12) credit hours must attend New Student Orientation. During the orientation, students will:

- Obtain their TSC credentials,
- Learn how to access TSC Online,
- Set-up their student email account,
- Familiarize themselves with Pearson Learning Studio,
- Learn about satisfactory academic progress and good standing, and
- Discover other services and programs critical to their success as TSC students.

Learning Labs

The Learning Lab facilitates academic success by offering student-centered peer tutoring from caring and supportive peer tutors. Discipline specific exam review sessions are also available at the Learning Labs. Students may work with tutors in a one-on-one setting or in groups. Study rooms are also available at no charge. The Learning Lab is located on the second floor of the Oliveira Student Services Center.

Open Computer Lab Usage

Texas Southmost College offers several open use computer labs where students can access TSC Online and Pearson Learning Studio, check their email, and work on class assignments. There is no charge to utilizing open lab computers; however, there may be a charge for printing documents.

Student Identification

User ID and Password

User IDs and passwords provide security access to the online registration system and student email. Once a student is admitted to TSC, a TSC username and temporary password is assigned. Students will then be able to log in and assign themselves a unique password.

Identification Card (Photo ID)

Students are required to have a Texas Southmost College ID. Students seeking a student photo ID must be registered with tuition paid, be enrolled in an installment plan, or have no tuition balance. Students must provide a valid photo ID (such as a Texas driver's license) along with their class schedule to receive a college student photo ID. All students must present a student identification card for access to such services and activities as library usage, campus recreation facilities, special events, academic advisement, etc.

Public Safety

Campus Parking Regulations

If a student plans to park a vehicle on the campus, they must register the vehicle and display a current permit tag. Purchasing a parking permit does not guarantee a parking space but does authorize parking in designated parking areas under control of Texas Southmost College. Students may purchase a permit any time at the Cashier's Office during regular office hours. Only registered students are allowed to obtain parking permits. Temporary Parking Permits are available from the Cashier's windows in Tandy Hall.

More information is available on the [Campus Security & Parking](#) web page.

Safety

The safety of students, faculty, staff and visitors is of vital concern to Texas Southmost College. Everyone in the campus community is involved in creating a safe environment and is encouraged to report all safety concerns by calling campus security. Texas Southmost College contracts with a security agency that works closely with local police. The contact number for Security is (956) 295-3700 for non-emergency situations. When calling, please identify yourself, your location and the situation so that you can be properly assisted. If you have a medical emergency, crisis or other life threatening situation needing a police officer or emergency medical responder, you should immediately call 911.

Lost and Found

Texas Southmost College maintains a Lost and Found in the Security Office, located in Tandy Hall.

Class Cancellations Due to Inclement Weather

Classes at Texas Southmost College may be cancelled due to inclement weather. Notification is made through local radio and TV stations, and on the College web site. If classes are cancelled due to inclement weather or other emergencies, attempts will be made to assure that classroom hours are rescheduled. Students will be notified through the Texas Southmost College Web site and through their TSC email account.

Digital Learning Environment

Texas Southmost College fosters an environment where learning is an active process allowing students to engage in knowledge acquisition, application, creation, evaluation, and analysis. To meet the needs of its diverse learners and to prepare students for the technologies of the 21st century, TSC provides students with a fully digital experience while offering traditional face-to-face courses. Learning materials, such as textbooks and supplemental resources are 100% digital whenever possible; however, all classes are offered with face-to-face instruction.

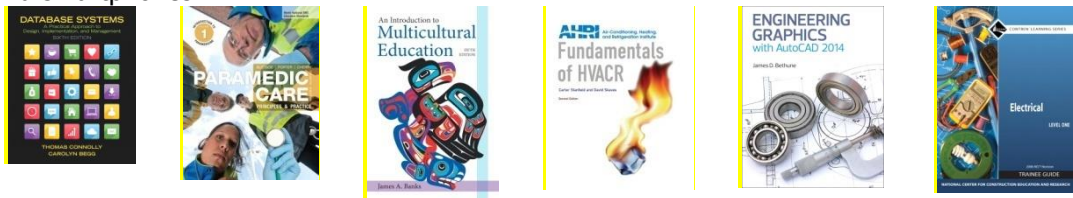
TSC Online

TSC Online, the College's electronic communication tool, connects current and prospective students, faculty and staff to online academic communities, delivers targeted content to diverse user groups and takes advantage of the TSC's robust information technology services to enhance learning, student services, campus life, and outreach.

Educational Technologies and Curricular Innovation (ETCI)

Many students balance work and family responsibilities with their educational goals, so by offering affordable and easily accessible, web-based digital course learning materials, TSC students have more options available to them when receiving important class information and course content. The Office of Educational Technologies and Curricular Innovation (ETCI) supports the institution's teaching and learning activities providing students, faculty, and staff members with a reliable online technology platform, including:

- eTextbooks, learning materials that can be read on multiple displays - laptops, tablet readers, and smartphones



- MyLab, a personalized student learning experience



- Pearson Learning Studio, a cloud-based learning management system with advanced data analytics applications to monitor, analyze, and track trends in student performance



- Smarthinking, a live on-demand online tutorial service that offers vibrant interactive graphics



- Pearson Instructor Education services for faculty development

Learning Studio

Learning Studio provides faculty and students with access to online course content, discussion forums, journals, online tutoring, document sharing, chat, webliography postings, and live web conferencing. These enhanced TSC Online tools are available for courses; however, all courses are taught with face-to-face instruction.

Students Sign-In by following these steps:

Log on to Texas Southmost College main page <http://tsc.edu/>

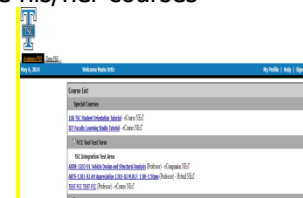
Step 1 – Log on to TSC main page



Step 2 – Select "Learning Studio "eCollege"



Step 3 – Student will be able to see his/her courses



Academic Standards

Attendance

Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into the campus life. Attendance has a significant impact on performance; therefore, regular and punctual attendance in all classes and laboratories is expected of all students.

Students who are absent for any reason should always consult with their instructors. Course syllabi provide specific information regarding attendance, including, for courses involving the internet, online activity that constitutes "attendance." Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence. Additionally, it is the student's responsibility to drop a course for non-attendance. Otherwise, an instructor may initiate student withdrawal.

Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced and faculty will clearly explain these policies in their syllabi.

Students who stop attending class for any reason should contact their instructor and the office of Admissions and Records to officially drop the class. Students may be required to consult with a faculty member or designee before dropping. Failure to officially drop the class may result in a failing grade for the course. It is the student's responsibility to officially drop a class by submitting a completed Add/Drop form to the Office of Admissions and Records.

Final Exams

The TSC Final Exam Schedule can be found on the TSC website.

Grades

Grading System

Course instructors establish grading policy in their respective syllabi. Permanent grades are recorded only at the end of each semester/session. The grades used are:

Grade	Explanation	Quality Points per Semester Hour
A	90-100	4.00
B	80-89.99	3.00
C	70-79.99	2.00
D	60-69.99	1.00
F	Below 60 (Failure)	0.00
AU	Audit	Not used in computing GPA
I	Incomplete	Not used in computing GPA
P	Pass	Not used in computing GPA
CR	Credit	Not used in computing GPA
W	Withdrawn	Not used in computing GPA
WM	Withdrawn Military	Not used in computing GPA
WS	Withdrawn, excluded from Academic Progress	Not used in computing GPA

Note: Specific programs of study may have modified grade scales based on the needs of the program to meet the programs outcomes.

Incomplete Grades

At the discretion of the instructor, a conditional grade of "I" may be issued to a student who has a passing average on all completed coursework, but for a justified reason, such as illness or death in the family or by providential hindrance, has been prevented from taking the final examination or completing other required coursework. The "I" becomes an "F" following the completion of the next long (fall or spring) semester, unless the student completes the balance of the coursework with a performance grade of "D" or higher. Re-enrollment in the course will not change the incomplete status.

Grade Changes

A student has a maximum of thirty (30) days from the end of the semester or term in which the final grade was issued to request a review of the grade or petition for a change of grade. The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course. A student who believes that the grade received is incorrect should first schedule a conference with the instructor to resolve the issue. If the student is unable to reach an agreement with the instructor, the student may initiate the Texas Southmost College Grade Appeal process according to procedures outlined in the Student Handbook.

Grade Point Average (GPA)

The GPA is derived by dividing the total number of quality points by the total number of semester credit hours attempted (not including AU, I, P, CR, W, WM, WS) for which grades have been received. The average is based on all semester and term coursework.

Calculating the GPA:

1. Multiply the number of semester credit hours each course is worth by the quality points earned.
2. Add these values.
3. Divide this sum by the number of semester credit hours attempted.

For Example:

Course	Semester Hours	Quality Points	Grade Points
BIOL 1406	4	3.00 (B)	12
ENGL 1301	3	2.00 (C)	6
SPAN 1411	4	4.00 (A)	16
PSYC 2301	3	2.00 (C)	6
KINE 1104	1	4.00 (A)	4
Total	15		44

$$44 \div 15 = 2.93 \text{ GPA}$$

Repetition of Courses

Once a course is repeated, the most recent grade earned (excluding a "W") will be the one recorded in the GPA. Other colleges and universities may not follow this practice. Students planning to transfer to another institution should check with that institution concerning its repeat policy for admissions criteria.

Academic Freedom for Students

Students shall be free to be guided by scholarly research, study the substance of a given discipline, examine pertinent data, question assumptions, take reasoned exception to information and views offered in the classroom, and reserve judgment about matters of opinion.

Academic Standing and Probation

Acceptable scholastic performance, also known as "Good Standing," is based upon student progress toward successful course and program completion. The components used to compute Academic Standing are GPA and course completion.

Good Standing

Students are considered in Good Standing if they maintain a minimum overall GPA of 2.0, including developmental courses. Good Standing is affected if overall GPA falls below 2.0 at any time (end of a fall, spring, or summer semester term).

Academic Probation

- Students who begin any semester term in Good Standing, but fail to maintain a cumulative GPA of 2.0 or higher, are placed on Academic Probation. Notification of probationary status is communicated electronically through students' TSC email address.
- Students may re-enroll for one (1) semester term when placed on Academic probation, only after meeting with an Advisor.
- Student status is evaluated after each semester term. Students must earn a semester term GPA of 2.0 or higher to remain enrolled while on Academic Probation.
- Academic Probation status is removed when students earn a semester and cumulative GPA of 2.0 or better.

Academic Dismissal (First or Second Academic Dismissal)

- If students on Academic Probation or Continued Academic Probation fail to earn a semester term GPA of 2.0 or fail to earn a cumulative GPA of 2.0 in the next semester term following the probation status, they will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive an email notification to their TSC email account.
- After remaining out for one (1) semester term (fall or spring) for each of the First or Second Academic Dismissals, students may re-enter on Academic Probation only after receiving advisement.
- Students re-admitted must continually earn a semester term GPA of 2.0 or above until Good Standing is reached to remain enrolled.
- Students may re-enroll in Good Standing if minimum academic standards have been met at another accredited college or university during the period of dismissal.
- Students placed on Academic Dismissal for the third (3) time will not be allowed to enroll for one (1) calendar year.

In addition to the policies above, students may be required to reduce their course loads and/or participate in workshops or other academic success seminars designed to teach proven strategies for academic success.

Students receiving benefits from the Department of Veterans Affairs who fail to maintain Good Standing will be reported to the DVA Regional Office as making Unsatisfactory Progress.

Honors in Graduation

At the time of graduation, students earning an associate degree will be recognized for sustained scholastic excellence by graduating with appropriate honors. Honors will be based upon a student's cumulative grade point average on all non-developmental undergraduate hours taken. If courses have been repeated, the last grade recorded will be used in determining grade point average. Honors are as follows:

- Summa cum laude: 3.900-4.000
- Magna cum laude: 3.700-3.899
- Cum laude: 3.500-3.699

Graduation

Texas Southmost College confers degrees and certificates three (3) times a year, at the end of the fall, spring, and summer II semesters. Commencement is held twice a year at the end of the fall and spring semesters.

Texas Southmost College offers recognition for satisfactory completion of work in the following forms:

- Associate of Arts Degree
- Associate of Science Degree
- Associate of Arts in Teaching
- Associate of Applied Science Degree
- Certificates

Graduation Application

To be awarded a degree or certificate, students must meet with an advisor to complete a graduation application. The graduation application will consist of a degree audit, prepared by an advisor after the completion of thirty (30) semester credit hours toward a specific degree or at least fifteen (15) semester credit hours toward a certificate at Texas Southmost College. All candidates should list the catalog edition under which graduation is requested when completing the Application for Graduation form. One graduation application is required for each degree or certificate requested.

Applying for Graduation under the UTB/TSC Partnership

To be awarded a degree or certificate earned during the agreement period between The University of Texas at Brownsville and Texas Southmost College (UTB/TSC) students must meet with an advisor to complete a graduation application. Any coursework completed at The University of Texas after the dissolution of the partnership (Fall 2013) must be reviewed by TSC; any pending coursework can only be transferred to TSC if the course meets the requirements of equivalent coursework at TSC. The student should apply for graduation six months before the requested graduation date.

Course Substitutions

A student is expected to satisfy all college program of study (POS) catalog requirements that were in effect at the time of enrollment. A student who wishes to satisfy a course requirement under an approved POS that has not been pre-approved for the specific Program of Study must petition their advisor to request a course substitution.

Course substitutions are typically limited to six (6) credit hours. In a situation where the student requires a course substitution of more than six (6) credit hours, the student must receive a justification from the program director (when applicable) and division dean.

Technical coursework may not be substituted for program coursework. Course substitutions are not permitted to satisfy any "core" area requirement as defined by the Section 61.821 – 61.822 of the Texas Education Code. Course substitutions cannot be used to satisfy "core complete" requirements.

Course substitution requests take five to ten business days to process. Requests that require consultation with faculty or other offices (academic departments, etc.) may take longer. Students are notified of course substitution decisions via e-mail.

Students are advised not to assume course substitutions will be approved. Until receiving written confirmation that a course substitution has been approved, students are advised to explore other alternatives to complete coursework requirements under their POS. In the case where a course substitution is denied, the student will be required to complete the coursework requirements before a degree can be conferred.

Degree/Certificate Requirements

To be awarded an Associate Degree or Certificate students must:

- Complete all required courses and semester credit hours for the specific degree or certificate.
- Achieve a minimum cumulative GPA of 2.0 in all coursework completed at Texas Southmost College (excluding developmental-level coursework).
- Submit official transcripts of all coursework attempted at other colleges and universities.
- Follow grade criteria for all program coursework as indicated in each program of study. All programs of study are published on the TSC website.
- Earn at least 25% of degree hours required for graduation in residency at Texas Southmost College.
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the term the student is receiving the award.

Catalog Requirements

Students may submit an Application for Graduation form under the degree requirements of Texas Southmost College's:

- Current catalog, or
- Catalog in effect the date of first (1) enrollment at Texas Southmost College, as long as the student was in continual attendance (fall and spring) at Texas Southmost College.

Veterans must follow the catalog year in which they first enrolled at TSC unless the changes is approved by the Veterans Administration Office.

Students should refer to their degree plan to view and monitor their progress toward degree or certificate completion.

Deadlines

To be awarded a degree or certificate, students must apply for graduation by submitting an Application for Graduation form. Applications submitted after the deadline are processed with the next graduating class and diplomas/certificates reflect that date.

Commencement Exercises

All candidates for degrees and certificates are encouraged to participate in commencement exercises. Candidates need not be enrolled during the semester that the Application for Graduation form is submitted or during the semester in which the degree is conferred. For example, a fall graduate may elect to participate in the graduation ceremony the following May or a candidate for graduation may participate in the May graduation ceremony preceding summer completion. Participation in the graduation ceremony, however, does not ensure automatic fulfillment of requirements or that a degree will be awarded.

Guarantee for Job Competency for Professional/Technical/Workplace Students

If an Associate of Applied Science (A.A.S.) graduate or certificate completer, whose coursework began in the Fall 1993 semester or thereafter, is judged by an employer to be lacking in technical job skills identified as exit competencies for the specific degree or certificate program, the graduate will be provided up to nine (9) tuition-free semester credit hours of additional skill training by Texas Southmost College under the conditions of this policy. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

Conditions applying to this guarantee policy:

- The graduate/completer must have earned the A.A.S. degree or certificate in a technical program published in the Catalog (or their addenda).
- The graduate/completer must have completed the A.A.S. Degree or Certificate with a majority (75%) of the credits being earned at Texas Southmost College within a four (4) year time span from initial enrollment. The last fifteen (15) semester credit hours MUST be completed at Texas Southmost College and must include the capstone course for the respective degree. For information on the capstone course, contact the respective academic department.
- The graduate/completer must be employed full-time in an area directly related to the area of program concentration as certified by Texas Southmost College.
- The graduate/completer must commence employment within six (6) months of graduation/completion.

- The employer must certify in writing that the employee is lacking entry-level skills which were identified as program exit competencies as approved by the program advisory committee. The employer must specify the areas of deficiency within ninety (90) days of the graduate's/completer's initial employment.
- The employer, graduate/completer, and representatives of Texas Southmost College will develop a written educational plan for retraining.
- Retraining will be limited to nine (9) credit hours related to the identified skill covered by the retraining plan.
- All retraining must be completed within one (1) calendar year from the time agreed upon for the educational plan.
- The graduate/completer and/or employer is responsible for the costs of books, insurance, uniforms, and/or other course-related expenses.
- The student's sole remedy against Texas Southmost College and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under the conditions described above.

AA, AS, AAT Transferability

Texas Southmost College and senior colleges and universities work closely to ensure a smooth transition from Texas Southmost College to senior colleges and universities' baccalaureate degree programs.

During their enrollment at Texas Southmost College, students are advised to fulfill the lower-division requirements for college or university programs. Students wishing to transfer into a baccalaureate or professional degree program should obtain an undergraduate catalog of the university to which they plan to transfer and consult with a Texas Southmost College Advisor.

Texas Southmost College has established Articulation Agreements with a number of senior colleges and universities. These agreements describe partnerships to facilitate the transfer process and may include:

- Joint Admissions Agreements
- Transfer Plans
- Transfer Guides for Specific Majors
- Core Curriculum Equivalences
- Course Equivalency Tables
- Reverse Transfer Agreements

The agreements allow students to identify which courses may be taken at Texas Southmost College to complete freshman and sophomore requirements for a particular college or university degree program. Senior institutions generally will accept a maximum of sixty-six (66) transfer credit hours in lower-division general education and specific field of study curriculum courses.

Students are encouraged to visit the Texas Southmost College Office of Transfer, Career and Employment to find out which universities have these agreements and to gather information concerning institutions to which they intend to transfer, including university admissions requirements, degree program requirements, scholarships, housing, and university contact information. University admissions representatives and transfer advisors from select institutions are scheduled each semester to advise prospective transfer students at Texas Southmost College.

Reverse Transfer Degree

Students who transfer from Texas Southmost College to another Texas college or university may qualify for an associate's degree. The Reverse Transfer Degree Program is designed for students who have accumulated 25% of the associate degree (usually 15 credit college-level credit hours) at Texas Southmost College and who have subsequently completed the Texas Southmost College degree requirements at the transfer institution. Earned hours must include the courses required by the Texas Higher Education Act as set forth in Subchapter F, sections 51.301 and 51.302 (six [6] semester hours in U.S./Texas government and six [6] hours in U.S./Texas history).

Students seeking the Reverse Transfer Degree must:

- Submit a reverse transfer degree application for graduation to Texas Southmost College.
- Submit an official transcript from a public Texas college or university.

Degree and Certificate Program Information

Program of Study

All programs of study can be found on the TSC website. Many programs of study follow a cohort sequence. It is recommended that students follow the sequence of courses.

Academic Transfer Programs

TSC offers three types of degrees for students whose goal is to transfer to an upper level college or university to complete a baccalaureate or higher degree:

Associate of Arts (AA)

The Associate of Arts degree normally requires at least two years of full-time equivalent college work. The course work is designed to lead the TSC student to transfer to an upper-level baccalaureate program, or in some cases, directly to employment in a specific career.

Associate of Arts in Teaching (AAT)

The Associate of Arts in Teaching (AAT) degree designed to prepare students for transfer to baccalaureate programs leading to initial Texas teacher certification. There are four (4) AAT programs consisting of 60 semester credit (SCH) hours of coursework, which are fully transferable to any Texas public university offering baccalaureate degree programs leading to initial teacher certification.

Associate of Science (AS)

The Associate of Science degree normally requires at least two but less than four years of full-time equivalent college work in a grouping of science-related courses designed to lead the TSC student to transfer to an upper-level science-related baccalaureate program, or in some cases, directly to employment in a specific career.

Academic Non-transfer Programs

In addition, degrees and certificates are offered in occupational/technical areas:

Associate of Applied Science (AAS)

Applied Associate Degree is a two-year program designed to lead TSC students to immediate employment and/or career advancement. The program is composed of an orderly, identifiable sequence of courses designed to meet specific occupational competencies and outcomes. It includes technical courses, general education courses, related instruction, and, as appropriate, elective courses to prepare students for employment as technicians or professionals.

Level 1 Certificate

A Level 1 Certificate is a workforce education program of study that consists of at least 15 and no more than 42 semester credit hours. Level 1 certificate programs are exempt from the requirements of the Texas Success Initiative. At TSC, all students are required to take the Texas Success Initiative (TSI) assessment, regardless of declared program. For Level 1 Certificate programs, TSI scores will not inhibit a student's admittance into a program; instead TSI scores will be used for diagnostic purposes.

Level 2 Certificate

A Level 2 Certificate is a workforce education program of study that consists of at least 30 and no more than 51 semester credit hours. Level 2 Certificates are subject to the requirements of the Texas Success Initiative.

Transfer to a College/University

Students attending Texas Southmost College for one or two years then transferring to a senior college or university should have no difficulty transferring credits if these steps are followed:

1. Select a major field of study at a college or university that offers a bachelor's degree in that field.
2. Review the selected institution's college catalog and identify the freshman and sophomore courses suggested.
3. See a TSC academic advisor for help in selecting the TSC courses that correspond to the requirements of the baccalaureate college to which the TSC student wishes to transfer.
4. Complete the TSC courses with a grade point average of at least 2.0.
5. Apply for admission to the baccalaureate college early in the last semester at TSC.
6. Request the TSC Office of Admissions and Records send an official transcript to the transfer institution.
7. Texas Southmost College has signed Articulation Agreements with several universities, and is committed to establishing articulation agreements with other institutions as appropriate. Articulation agreements assure the student that courses taken at Texas Southmost College in satisfaction of a given program of study will be accepted for credit by the participating college or university, thus providing TSC students with dependable pathways to higher level educational opportunities.

Transfer of Credit, Core Curriculum and Field of Study Curricula Rules and Regulations

Texas Higher Education Coordinating Board Rules and Regulations concerning Transfer of Credit, Core Curriculum and Field of Study Curricula

Chapter 4: Rules Applying to all Public Institutions of Higher Education in Texas

Subchapter B. TRANSFER OF CREDIT, CORE CURRICULUM AND FIELD OF STUDY CURRICULAR

4.24 General Provisions

- a) All successfully completed lower-division academic courses that are identified by the Texas Common Course Numbering System (TCCNS) and published in the Lower Division Academic Course Guide Manual (ACGM) shall be fully transferable among public institutions and shall be substituted for the equivalent course at the receiving institution. Except in the case of courses belonging to a Board-approved Field of Study Curriculum (FOSC), applicability of transferred courses to requirements for specific degree programs is determined by the receiving institution.

- b) Nothing in this subchapter restricts the authority of an institution of higher education to adopt its own admission standards in compliance with this subchapter or its own grading policies so long as it treats transfer students and native students in the same manner.
- c) Institutional policies regarding acceptance of credit for correspondence courses, credit-by-examination, and other credit-earning instruments must be consistent with Southern Association of Colleges and Schools' guidelines and must treat transfer students and native students in the same manner.
- d) This subchapter applies specifically to academic courses and degree programs, and does not apply to technical courses or technical degree programs.

4.25 Requirements and Limitations

- a) Each institution of higher education shall identify in its undergraduate catalog each lower-division course that is substantially equivalent to an academic course listed in the current edition of the Lower Division Academic Course Guide Manual.
- b) Each institution of higher education that offers lower-division courses must offer at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the Lower Division Academic Course Guide Manual including those that fulfill the lower-division portion of the institution's core curriculum.
- c) All institutions of higher education must accept transfer of credit for successfully completed courses identified in subsections (a) and (b) of this section as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that degree program.
- d) Each institution shall be required to accept in transfer into a baccalaureate degree program the number of lower-division semester credit hours (SCH) in the program which are required for their non-transfer students in that program; however,
 1. No institution shall be required to accept in transfer more semester credit hours in the major area of a degree program than the number set out in any applicable Board-approved field of study curriculum for that program.
 2. In any degree program for which there is no Board-approved field of study curriculum, no institution shall be required to accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in that major.
 3. An institution of higher education may deny the transfer of credit in courses with a grade of "D" as applicable to the student's field of study curriculum courses, core curriculum courses, or major.
- e) Each institution of higher education that admits undergraduate transfer students shall provide support services appropriate to meet the needs of transfer students. These support services should be comparable to those provided to non-transfer students regularly enrolled at the institution, including an orientation program similar to that provided for entering freshman enrollees.
- f) No institution of higher education shall be required to accept in transfer, or apply toward a degree program, more than sixty-six (66) semester credit hours of lower-division academic credit. Institutions of higher education, however, may choose to accept additional semester credit hours.
- g) Each institution of higher education shall permit a student who transfers from another Texas public institution of higher education to choose a catalog for the purpose of specifying graduation requirements, based upon the dates of attendance at the receiving institution and at the

transferring institution, in the same manner that a non-transfer student may choose a catalog. Each Texas public institution of higher education shall include information about graduation requirements under a particular catalog in its official publications, including print and electronic catalogs.

4.26 Penalty for Noncompliance with Transfer Rules

If it is determined by the Board that an institution inappropriately or unnecessarily required a student to retake a course that is substantially equivalent to a course already taken at another institution, in violation of the provisions of §4.25 of this title (relating to Requirements and Limitations), formula funding for credit hours in the repeated course will be deducted from the institution's appropriation.

4.27 Resolution of Transfer Disputes for Lower-Division Courses

- a) The following procedures shall be followed by institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.
 2. A student who receives notice as specified in paragraph (1) of this subsection may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
 3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.
 4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.
- b) The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c) Each institution of higher education shall publish in its course catalogs the procedures specified in subsections (a), (b), (d), and (e) of this section.
- d) The Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.
- e) If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

Core Curriculum

Along with other state-mandated institutions of higher education in Texas, Texas Southmost College has adopted a general education core curriculum of 42 semester credit hours. Through the Texas General Education Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning. The Texas General Core Curriculum not only provides a solid foundation for students' education, but it also makes transfer between college and universities as smooth and seamless as possible. Additionally, while completing these core curriculum courses, students will achieve college-level competence in the skills that are fundamental to all disciplines of learning:

1. Critical Thinking Skills - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. Empirical and Quantitative Skills - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. Teamwork - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. Personal Responsibility - to include the ability to connect choices, actions and consequences to ethical decision-making
6. Social Responsibility - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Components of the general education core curriculum can be transferred in a block from Texas Southmost College to any Texas public college or university to be substituted for the corresponding core curriculum of the receiving institution.

TSC designates general education core curricular courses completed by a student on the official transcript. If a student satisfies all component areas, the statement "Texas Core Curriculum Completed (Month/Year)" will appear on the transcript. Students who transfer without completing the core curriculum receive academic credit for each of the courses they successfully completed in the TSC core curriculum.

The General Education Core Curriculum consists of courses offered in nine Foundational Component Areas. Courses chosen must satisfy at least the minimum required credit hours for each component. Students should consult the particular degree requirements for their major before selecting the courses to be used to meet the General Education Core Curriculum requirements.

For more information on assessing core objectives, please see the [TSC Core Curriculum](#) online.

Core Curriculum

Communication

English 1301 Composition I (minimum grade of C required for credit)

English 1302 Composition II

Mathematics

MATH 1314 College Algebra (minimum grade of C required for credit)

MATH 1332 Contemporary Mathematics I (Math for Liberal Arts Majors I)

MATH 1342 Elementary Statistical Methods

MATH 1350 Fundamentals of Mathematics I

MATH 2412 Pre-Calculus Math

MATH 2413 Calculus I

Life and Physical Sciences

BIOL 1306 Biology for Science Majors I (lecture)

BIOL 1307 Biology for Sciences Majors II (lecture)

BIOL 1308 Biology for Non-Science Majors I (lecture)

BIOL 1309 Biology for Non-Sciences Majors II (lecture)

BIOL 2301 Anatomy & Physiology I (lecture)

BIOL 2302 Anatomy & Physiology II (lecture)

PHYS 1301 College Physics I (lecture)

PHYS 1302 College Physics II (lecture)

CHEM 1305 Introductory Chemistry I (lecture)

CHEM 1307 Introductory Chemistry II (lecture)

CHEM 1311 General Chemistry I (lecture)

CHEM 1312 General Chemistry II (lecture)

Language, Philosophy & Culture

ENGL 2332 World Literature I

ENGL 2333 World Literature II

ENGL 2341 Forms of Literature

Creative Arts

MUSI 1304 Foundations of Music

MUSI 1306 Music Appreciation

ARTS 1301 Art Appreciation

ARTS 1303 Art History I

American History

HIST 1301 United States History I

HIST 1302 United States History II

Government/Political Science

GOVT 2305 Federal Government (Federal constitution & topics)

GOVT 2306 Texas Government (Texas constitution & topics)

Social and Behavioral Sciences

PSYC 2301 General Psychology

SOCI 1301 Introduction to Sociology

ECON 2301 Principles of Macroeconomics

Component Area Option (CAO)

Option A

SPCH 1315 Public Speaking

SPCH 1318 Interpersonal Communication

Option B

ECON 2302 Principles of Microeconomics

SOCI 2301 Marriage & the Family

SPAN 1311 Beginning Spanish I

SPAN 1312 Beginning Spanish II

SPAN 2313 Spanish for Native/Heritage Speakers I

SPAN 2315 Spanish for Native/Heritage Speakers II

Field of Study Curricula

Field of Study Curricula (FOSCs) are approved by the Texas Higher Education Coordinating Board. FOSCs provide a statewide guarantee of transfer to any public college or university in Texas, and further promises that the courses in the approved FOSC will apply to the relevant degree program(s). FOSCs available at TSC include the following programs:

1. Business
2. Computer Science
3. Criminal Justice
4. Nursing

Degrees and Certificates Offered at TSC

Texas Southmost College offers the following degrees: Associate of Arts, Associate of Science, Associate of Arts in Teaching, Associate of Applied Science, and a number of different certificates of completion. TSC students have a choice of meeting the degree requirements as outlined in the College Catalog in effect when they first enrolled at TSC. If a student "stops out" for one long semester (Fall or Spring), the student will be required to meet the degree requirements of the current catalog for the semester in which they return to TSC.

TSC students have five years from the date of Catalog year selected to complete their declared program of study. TSC students must be enrolled at TSC during the academic year covered by the catalog. If it takes longer than five years, a new degree plan must be selected by visiting the Academic Advising Office. The new declared program of study must be on record in the Office of Enrollment and Admissions.

To be awarded an associate's degree or certificate, students must:

- Complete all required courses and semester credit hours for the specific degree or certificate.
- Achieve a minimum cumulative GPA of 2.0 in all coursework completed at Texas Southmost College (excluding developmental-level coursework).
- Submit official transcripts of all coursework attempted at other colleges and universities.
- Follow grade criteria for all program coursework as indicated in each program of study. All programs of study are published on the TSC website.
- Earn at least 25% of degree hours required for graduation in residency at Texas Southmost College.
- Fulfill all Texas Success Initiative (TSI) requirements.
- Be in Good Academic Standing at the end of the term the student is receiving the award.

TSC students must refer to the TSC website for Admission Requirements for individual programs.

Associate of Arts

The Associates of Arts Degree is designed for students who plan to transfer to a four-year or upper-level college or university. This degree includes general education courses such as English, Mathematics, History, and Government, which are considered to be core requirements for most baccalaureate degree programs. The Associate of Arts Degree is composed of the 42-hour Core Curriculum plus additional hours specified by the program of study selected by the student.

Students are encouraged to complete the requirements of a degree at Texas Southmost College even if they are planning to transfer to another college or university to complete a baccalaureate degree. Completing an Associate's Degree reflects commitment to a specific educational goal and success in meeting that goal. An Associate's Degree is the minimum educational requirement for employment in certain positions in area businesses and industries.

Not all majors which are available at four-year or upper-level colleges and universities are available at Texas Southmost College; however, students may prepare to transfer to a particular program at an upper-level institution by completing the core requirements of the Associate of Arts Degree at Texas Southmost College and selecting other courses in a program of study. Those programs of study are available on the TSC website, listed in the catalog, and are available at the Academic Advising Center. Listed below are the Associate of Art Degrees available from which students may choose at Texas Southmost College.

- [Art](#)
- [Business](#)
- [General Studies](#)
- [Social Work](#)

Associate of Arts in Teaching

The AAT Degree as defined by the Texas Higher Education Coordinating Board is fully transferrable to all Texas public universities. Because the AAT fulfills the requirements of the AAT curriculum established by the Texas Higher Education Coordinating Board, all Texas public universities must accept the AAT curricula if they offer applicable baccalaureate degrees leading to initial teacher certification.

While the AAT degree was designed for transfer purposes, it also meets the No Child Left Behind requirements for paraprofessionals for those students who decide to discontinue their studies after completing the AAT. In addition, completion of the AAT may qualify students for work that requires at least an associate's degree. A bachelor's degree is required for Teacher Certification to be awarded.

Students are encouraged to complete the requirements of the AAT degree at Texas Southmost College before transferring to another college or university to complete a Baccalaureate Degree and a Teacher Preparation Program. Listed below are the AAT Degree options available to students at Texas Southmost College.

- [Teaching - 4th through 8th Grade Teaching](#)
- [Teaching - 8th through 12th Grade Teaching](#)
- [Teaching - Early Childhood through 6th Grade Teaching](#)
- [Teaching – Early Childhood through 12th Grade Teaching, Physical Education](#)

Associate of Science

Texas Southmost College offers Associate of Science Degrees, which are designed for students who plan to transfer to a four-year or upper-level college or university. This degree includes general education courses such as English, mathematics, history, and government, which are considered to be core requirements for most baccalaureate degree programs. The Associate of Science Degree is composed of the Core Curriculum and additional hours in a study selected by the student.

Students are encouraged to complete the requirements of a degree at Texas Southmost College even if they are planning to transfer to another college or university to complete a baccalaureate degree.

Completing an associate degree reflects commitment to a specific educational goal and success in meeting that goal. An associate degree is the minimum educational requirement for employment in certain positions in area businesses and industries.

Not all majors which are available at four-year or upper-level colleges and universities are available at Texas Southmost College; however, students may prepare to transfer to a particular program at an upper-level institution by completing the core requirements of the Associate of Science Degree at Texas Southmost College and selecting other courses in a program of study. Those programs of study are available on the TSC website, listed in the catalog, and available the Academic Advising Center. Listed below are the Associate of Science Degrees available from which students may choose at Texas Southmost College.

The Core Curriculum consists of nine components. Courses chosen must satisfy at least the minimum number of required credit hours for each component. Students should check the particular degree requirements for their major before selecting the courses to be used to meet the Core Curriculum requirements.

- [Architecture](#)
- [Computer Science](#)
- [Science](#)
- [Technology](#)

Associate of Applied Sciences

Applied Associate Degree is a two-year program designed to lead TSC students to immediate employment and/or career advancement.

Listed below are the Associate of Science Degrees available from which students may choose at Texas Southmost College.

- [Accounting](#)
- [Automotive Technology](#)
- [Business Management and Technology](#)
- [Child Care and Development](#)
- [Commercial and Residential Electrician](#)
- [Computer-Aided Drafting Technology](#)
- [Computer Information Systems](#)
- [Computer Web Development](#)
- [Criminal Justice](#)
- [Diagnostic Medical Sonography](#)
- [Emergency Medical Science](#)
- [Forensic Investigation](#)
- [Heating, Ventilation and Air Conditioning Technology](#)
- [Medical Laboratory Technology](#)
- [Medical Office Management](#)
- [Nursing](#)
- Nursing - ADN-LVN Advanced Placement
 - [Fall Candidates](#)
 - [Spring Candidates](#)
- [Paralegal Studies](#)
- [Radiologic Technology](#)
- [Respiratory Care Science](#)

Specific Requirement for Certificate of Completion

If a student wishes to complete a certificate program, they must complete all courses required in the certificate plan. All programs of study can be found on the TSC website and current catalog. A cumulative grade point average of 2.0 or above for all courses taken at TSC is required, and a cumulative grade point average of 2.0 or above for those courses applied toward the certificate is also required. All students wishing to graduate with a certificate must complete and submit a formal application for graduation to the Office of Admissions and Records. Without a formal application, the academic record will not reflect completion of the certificate, only the accumulation of credit hours. Listed below are the Certificate Level One and Level Two programs available from which students may choose at Texas Southmost College.

Certificate – Level One

- [Accounting Technology](#)
- [Administrative Management](#)
- [Auto Body Repair Technology - Body Repair Specialist](#)
- [Auto Body Repair Technology - Refinishing Specialist](#)
- [Auto Mechanics Technology - Line Specialist](#)
- [Auto Mechanics Technology - Parts Specialist](#)
- [Auto Mechanics Technology - Repair Specialist](#)
- [Child Care and Development](#)
- [Computer-Aided Drafting Technology](#)
- [Computer Information Technology](#)
- [Computer Web Development](#)
- [Construction Technology](#)
- Emergency Medical Science
- [Heating, Ventilation and Air Conditioning Technology](#)
- [Legal Assisting](#)
- [Medical Coding and Billing](#)
- [Microsoft Certified Specialist](#)
- [Office Management](#)
- [Plumbing Technology: Solar Thermal Technology](#)
- [Residential Electrician](#)

Certificate – Level Two

- Emergency Medical Science
- [Vocational Nursing-Fall](#)
- [Vocational Nursing-Spring](#)