



TEXAS SOUTHMOST
COLLEGE

CATALOG
2019-2020

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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 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 website or in hard copy at 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 Southern Association of Colleges and Schools 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)
- American Association of Community Colleges (AACCC)
- American Student Government Association (ASGA)
- Association for Conflict Resolution (ACR)
- Association of Community College Trustees (ACCT)
- Association for Student Conduct Administration (ASCA)
- Association for the Promotion of Campus Activities (APCA)
- Association of Title IX Administrators (ATIXA)
- League of Innovation
- Learning Resource Network (LERN)
- National Association for Campus Activities (NACA)
- National Association of Colleges and Employers (NACE)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Behavioral Intervention Team Association (NaBITA)
- National Center for Higher Education Risk Management (NCHERM)
- National Community College Hispanic Council (NCCHC)
- National Hispanic Professionals Organization (NHPO)
- National Institute for Staff and Organizational Development (NISOD)
- National Intramural-Recreational Sports Association (NIRSA)
- National Wellness Institute North American Association of Commencement Officers (NAACO)
- Western Association of Veterans Education Specialists (WAVES)

State/Regional

- LEAP Texas
- National Alliance of Concurrent Enrollment Partners (NACEP)
- Placement Association of Texas (PAT)
- Southern Association for Colleges and Employers (SoACE)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- Southern Association of Collegiate Registrars and Admissions Officers (SACRAO)
- Texas Association of Collegiate Registrars and Admissions Officers (TACRAO)
- Texas Association of Community Colleges (TACC)
- Texas Association of Collegiate Veterans Program Officials (TACVPO)
- Texas Association of Student Financial Aid Administrators (TASFAA)
- Texas Community College Teachers Association (TCCTA)

Local

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

President's Welcome

On behalf of the Texas Southmost College Board of Trustees, our faculty and staff, I welcome you to Texas Southmost College, YOUR community college!

I am excited that you have decided to become a TSC Scorpion and continue to pursue your education.

TSC will not only provide you with a high quality and affordable education that is close to home, but it will also **give you the tools and skills that you need to "Be in Demand!"**

TSC's beautiful and historic campus provides you with a unique college experience in an environment that is engaging and conducive to learning. I encourage and invite you to take full advantage of the college experience at TSC by participating in the many activities and events on campus and by becoming involved in student organizations.

Going to college is an exciting time in a person's life and we are here to help you get the most out of your college experience. TSC provides you the ideal collegiate environment to meet new people, develop life-long relationships, gain new experiences, and use the support services that will help you succeed.

Our faculty, advisors and staff are here to support you in reaching your academic, personal, and career goals, and we encourage you to take some time to get to know them.

If you have a question or need help, just ask. Everyone at TSC has one goal—YOUR SUCCESS!

Once again welcome and I look forward to seeing you around campus.

Go Scorpions!

Dr. Jesús Roberto Rodríguez
President

Board of Trustees



Adela Garza - Chair

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

Adela G. Garza was elected to the TSC Board of Trustees in June 2008, re-elected in June 2014, and elected Chair of the Board in 2017. She grew up in Laredo and later moved with her husband to the Lower Rio Grande Valley, where they raised their family and became successful entrepreneurs. She was co-owner of Tino's Prescription Shop and vice president of Tiadel Corp.

A lifelong advocate of education, Mrs. Garza leads by example, attending TSC in the 1980s and earning a Bachelor of Science degree from The University of Texas-Pan American in 1987. Her professional life includes six years as a senior education consultant for Wasatch Education Systems.

Aside from being an entrepreneur, dedicated mother, and grandmother, she is an active member of her community, giving of her time, talent, and resources to causes, such as education and family health and wellness, by serving on the board of directors of International Education Services and Healthy Communities of Brownsville. She served as a board member for the Olmito Irrigation District No. 20 and the Los Fresnos Consolidated Independent School District from 1999-2003, serving as board president from 2001-2003.

Mrs. 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 beloved late husband Dr. Faustino "Tino" Garza, her husband of 41 years, have four children and four grandchildren.**

Delia Saenz - Trustee

Appointed to Board: 2019, Term Expires: 2022, At-Large-Position: Place 4



Ruben Herrera, J.D. – Vice Chair

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

Mr. Ruben Herrera was elected to the TSC Board of Trustees in May 2016. He was elected as Secretary of the Board in June of 2016 and again in July 2018.

Mr. Herrera is a Texas Southmost College alumnus. He holds a Bachelor of Science in Criminal Justice and a state license as a Chemical Dependency Counselor. Mr. Herrera continued his education at Texas Southern University where he earned a Juris Doctor degree.

Mr. Herrera has served on the board of various organizations, such as Tip of Texas Family Outreach, Community Development Corporation, Brownsville Economic Development Corporation, Brownsville Housing Authority, Cameron Works, and Brownsville Visitors and Convention Bureau. He is also a graduate of Leadership Brownsville, Class IX, where he served as Junior Leadership Brownsville Chair.

Mr. Herrera practices criminal defense law in Brownsville. He and his wife Marvella have two children, Ada and Edna.



J.J. De Leon Jr., M.Ed. - Trustee

Elected to Board: 2018, Term Expires: 2024, At-Large-Position: Place 6

Juan Jose "J.J." De Leon Jr. was elected to the TSC Board of Trustees in June 2018. He is a Brownsville native and has been employed by the Brownsville Independent School District for 24 years. His experience at the BISD over the years, and through his current role as the Coordinator for State Compensatory Education, has provided him the skills, knowledge and understanding of **the community's educational needs.**

Mr. De Leon's passion about the recruitment of students to attend college began through his experience with AmeriCorps when he assisted in the financial aid initiation process for the 2008-2011 school years with UTB-TSC. His willingness to serve the community led him to initiate the **first "Winter Coat Drive" through the State Compensatory Education Department, where he** successfully acquired a collection of approximately 300 coats. Every year he volunteers for the "Walk for the Future", which assists students who drop out of school to return to high school and earn a high school diploma.

Mr. De Leon holds a Master of Education from The University of Texas Rio Grande Valley at Brownsville and a Bachelors of Applied Arts and Sciences from The University of Texas at Brownsville, as well as an Associate of Applied Science from UTB-TSC.

He is one of six siblings and caretaker of both his mother and father. Mr. De Leon believes in the significance of serving his community, and takes that role seriously. He looks forward to serving as the newly elected Trustee of Place 6 for Texas Southmost College

Eva Alejandro - Trustee

Elected to Board: 2018, Term Expires: 2024, At-Large-Position: Place 7

Eva Alejandro was born and raised in Pawnee, Texas and attended Bee County College, a community college similar to Texas Southmost College. In 1971, she graduated from **Texas Woman's University** in Denton and went on to teach at public schools in San Antonio. She later became an Education Coordinator for Head Start in Atascosa, Karnes and Wilson Counties.

In 1974, Alejandro received her master's degree in Early Childhood Education from Stephen F. Austin State University in Nacogdoches and moved to Brownsville, where she was employed by the Brownsville Independent School District and taught at Cromack Elementary in the Southmost area.

Three years later, in 1977, she was hired by TSC to initiate the Child Care and Development program. She was responsible for developing, attaining and enhancing the program, a successful endeavor that continues to train students. In 1979, she was hired by Pan American University-Brownsville to supervise student teachers. Alejandro became tenured and taught at The University of Texas-Brownsville for the next 20 years.

After leaving UTB in 1998, she provided consultant services to many districts in the state and monitored many Head Start programs nationwide. In 2002, Alejandro helped establish the Alternative-South Texas Educator program, a teacher certification program, and eventually became sole owner of the educational firm for the last 14 years.



Art Rendon, M.Ed. - 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 31 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.



Tony Zavaleta, Ph.D. - Secretary

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

Dr. Tony Zavaleta grew up in Brownsville and is a member of one of the 13 founding families of northern Mexico. He is the nephew of Dr. Joe Zavaleta and Prax Orive, each of whom served on the TSC Board.

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, Texas Southmost College offered its first classes 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. However, the Board of Trustees 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 TSC Performing 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.

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

On August 2017, the Board of Trustees of the Texas Southmost College appointed Dr. Jesus Roberto Rodriguez as President.

Under the leadership of the Texas Southmost College Board of Trustees and Dr. Rodriguez, TSC continues to experience growth and to establish relationships with the communities that it serves, to create new partnerships with local, regional and state educational institutions, business and industry, and to be an engine of economic development and workforce training in the Lower Rio Grande Valley.

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, promote understanding, and 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.

Strategic Goals

In response to the region's challenges and to achieve this vision and mission, TSC identified five goals for the 2018-2023 Strategic Plan:

1. Foster Student Success
2. Lead Regional Workforce Development
3. Enrich the Student Experience
4. Enhance Community Connections
5. Invest in Each Other

Strategic Priorities

TSC's five goals will focus on the following five (5) priorities:

1. Develop pathways with degree plans to move students to completion.
2. Employ high impact strategies and services in academic and student support.
3. Focus on non-traditional/adult students.
4. Enhance teaching and learning spaces with updated equipment, furniture, and technology to reflect a collegiate environment.
5. Work with employers to develop programs and internships that are aligned with immediate and emerging job market demands.

Central Administration

Vice President of Finance and Administration
Gisela Figueroa, Ph.D.
Tandy Hall 103
956-295-3385

Vice President of Foundation and Alumni Relations
Vacant
Gorgas C100
956-295-3689

Vice President of Instruction
Joanna L. Kile, Ed.D.
Gorgas D100
956-295-3386

Vice President of Student Services
Larry Rideaux, Ed.D.
Oliveira Student Services Center 201
956-295-3603

Associate Vice President of Instruction - Academic Success
Angelica M. Fuentes, Ph.D.
South Hall 246
956-295-3375

Associate Vice President of Instruction - Workforce Development
Joseph Fleishman, Ph.D.
Gorgas D100
956-295-3367

Dean of Health Professions
Jamie Tucker, Ed.D.
ITECC E102
956-295-3753

Dean of Humanities
Brian McCormack, Ph.D.
South Hall 246
956-295-3381

Dean of Science, Technology, Engineering, and Mathematics
Murad Abusalim, Ph.D.
SETB 2.342
956-295-3594

Notice to Students

All questions concerning the following College policies should be addressed 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, gender, 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, or 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.

In accordance with Texas Government Code, section 411.0231 (Campus Carry), the TSC President has developed a Policy regarding the locations a License to Carry holder may carry a properly concealed and secured handgun. Refer to the campus carry section of tsc.edu for clarification of this rule and the exclusion zones.

Firearms

The College District prohibits the use, possession, or display of a firearm on College District property or at a College District-sponsored or -related activity in violation of law and College District regulations.

Other Prohibited Weapons

The College District prohibits the use, possession, or display of any illegal knife, club, or prohibited weapon, as defined by law, on College District property or at a College District-sponsored or -related activity, unless written authorization is granted in advance by the College President or designee.

Additionally, the following weapons are prohibited on College District property or at any College District sponsored or related activity:

1. Fireworks of any kind;
2. Incendiary devices;
3. Instruments designed to expel a projectile with the use of pressurized air, like a BB gun;
4. Razors;
5. Chains; or
6. Martial arts throwing stars.

The possession or use of articles not generally considered to be weapons may be prohibited when the College President or designee determines that a danger exists for any student, College District employee, or College District property by virtue of possession or use.

Violations

Employees and students found to be in violation of this policy shall be subject to disciplinary action. [See Policies DH, FM, and FMA].

Texas SB11 - Campus Carry

More information regarding SB11 Campus Carry, including Campus Carry Procedures and Exclusion Zones, **is available on the TSC web site under "Campus Security & Parking."**

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 TSC [Degrees, Certificates, and Awards](#) web page.

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 18 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 18 hours of credit in developmental education courses or 27 hours of credit in ESOL developmental education courses.

Three-Peat (Third-Attempt) Enrollment Ruling

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

Privacy of Academic Records for Students Enrolled in Distance Education Courses

TSC is committed to protecting the privacy of all students' academic records, regardless of the mode of delivery of instruction. Accordingly, TSC extends the same FERPA protections to students in online classes as it does for students enrolled in traditional face-to-face instructional classrooms. You should be aware that unlike verbal exchanges in a traditional face-to-face classroom, your participation in an online environment is captured electronically, and a record of your participation in the class is created. The privacy of these records, and your right to review them, are legally protected under the provisions of FERPA.

Information on your privacy rights under FERPA is available in the Student Handbook.

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 the U.S. Department of Education [Contact Us and General Inquiries](#) or contact the Family Policy Compliance Office 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 Clery Report is compiled in order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Texas Southmost College prepares and distributes an Annual Security Report (Clery Report), which contains data, policies, and procedures as they pertain to safety and security. Data contained in this document pertains to the three previous calendar years. This report is completed in compliance with federal law and is mandated by the Department of Education. The Clery Report can be found at the TSC [Campus Safety](#) web page. A printed version of this document can be acquired free of charge at the TSC Security Office.

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 the [IRS](#) website.

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 [U.S. Selective Service System](#) web page.

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 web pages.

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.

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 Chief Human Resources Officer.

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 (10) 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 TSC [Student Handbook](#) web page.

Academic Calendar

Fall 2019	
January 15, 2019 (Tuesday)	Fall 2019 Financial Aid Priority Deadline
March 1-31, 2019	ACADEMIC ADVISING MONTH
April 1 - August 23, 2019	Student Registration Opens for Summer and Fall 2019
August 19, 2019 (Monday)	Faculty Return – Convocation Week Begins
August 23, 2019 (Friday)	Fall 2019 Registration Ends & PAYMENT Deadline
August 23, 2019 (Friday)	Last Day to Withdraw and Receive 100% Refund of Tuition and Fees (Excludes non-refundable fees)
August 24, 2019 (Saturday)	Scorpion Convocation for First-time Students and Parents
August 26, 2019 (Monday)	Classes Begin
August 26-30, 2019 (Monday-Friday)	Add/Drop Period (Payment Due Same Day)
September 2, 2019 (Monday)	College Closed - Labor Day
September 11, 2019 (Wednesday)	Census Day (12th Class day) - Last way to withdraw without recorded grade
September 16, 2019 (Monday)	Last Day to Withdraw and Receive 70% Refund of Tuition and Fees (Excludes non-refundable fees)
September 23, 2019 (Monday)	Last Day to Withdraw and Receive 25% Refund of Tuition and Fees (Excludes non-refundable fees)
October 1, 2019 (Tuesday)	FAFSA Application Period Begins for Fall 2020
October 1-31, 2019	ACADEMIC ADVISING MONTH
October 15, 2019 (Tuesday)	Spring 2020 Financial Aid Priority Deadline
October 15, 2019 (Tuesday)	Student Registration Opens for Spring 2020
November 15, 2019 (Friday)	Last Day to Withdraw
November 27- 29, 2019 (Wednesday-Friday)	College Closed – Thanksgiving Holiday
December 6, 2019 (Friday)	Last day of class
December 7-13, 2019 (Saturday-Friday)	Final Exams (Contingent on Course Section)
December 14, 2019 (Saturday)	Fall 2019 Commencement
December 19, 2019-January 3, 2020 (Thursday-Friday)	College Closed - Winter Break

Fall 2019

Mini-Semester	Start Date	Add/Drop	Census Date	70% Refund	25% Refund	Last Day to Withdraw	Last Day of Class	Final Exams
1st 8-Weeks	8/26/2019	8/26/2019	9/3/2019	9/5/2019	9/9/2019	10/7/2019	10/16-18/2019	10/17-19/2019
2nd 8-Weeks	10/21/2019	10/21/2019	10/28/2019	10/30/2019	11/1/2019	11/26/2019	12/11-12/2019	12/12-13/2019
1st 5-Weeks	8/26/2019	8/26/2019	8/29/2019	8/30/2019	9/3/2019	9/18/2019	9/26/2019	9/27/2019
2nd 5-Weeks	9/30/2019	9/30/2019	10/3/2019	10/4/2019	10/7/2019	10/23/2019	10/30/2019	10/31/2019
3rd 5-Weeks	11/4/2019	11/4/2019	11/7/2019	11/8/2019	11/11/2019	11/26/2019	12/4/2019	12/5/2019

Spring 2020

October 1-31, 2019	ACADEMIC ADVISING MONTH
October 15, 2019 (Tuesday)	Spring 2020 Financial Aid Priority Deadline
October 15, 2019 (Tuesday)	Student Registration Opens for Spring 2020
December 19, 2019-January 3, 2020 (Thursday-Friday)	College Closed - Winter Break
January 6, 2020 (Monday)	College Opens
January 10, 2020 (Friday)	First Payment Deadline
January 13, 2020 (Monday)	Faculty Return – Convocation Week Begins
January 14, 2020 (Tuesday)	Last Day to Submit Apply Texas Application for Spring 2020
January 15, 2020 (Wednesday)	Fall 2020 Financial Aid Priority Deadline
January 18, 2020 (Saturday)	Spring 2020 Registration Ends & PAYMENT Deadline
January 17, 2020 (Friday)	Last Day to Withdraw and Receive 100% Refund of Tuition and Fees (Excludes non-refundable fees)
January 18, 2020 (Saturday)	Scorpion Convocation for First-time Students and Parents
January 20, 2020 (Monday)	Classes Begin – Martin Luther King, Jr. Day
January 20-24, 2020 (Monday-Friday)	Add/Drop Period (Payment Due Same Day)
February 4, 2020 (Tuesday)	Census Day (12th Class Day) - Last Day to Withdraw Without Recorded Grade
February 7, 2020 (Friday)	Last Day to Withdraw and Receive 70% Refund of Tuition and Fees (Excludes non-refundable fees)
February 14, 2020 (Friday)	Last Day to Withdraw and Receive 25% Refund of Tuition and Fees (Excludes non-refundable fees)
February 28, 2020 (Friday)	College Closed - Brownsville Charro Days
March 2-31, 2020	ACADEMIC ADVISING MONTH
March 16-22, 2020 (Monday-Sunday)	College Closed – Spring Break
April 1, 2020 (Wednesday)	Student Registration Opens for Summer and Fall 2020
April 10, 2020 (Friday)	College Closed – Semester Break
April 21, 2020 (Tuesday)	Last Day to Withdraw
May 8, 2020 (Friday)	Last Day of Class
May 9-15, 2020 (Saturday-Friday)	Final Exams (Contingent on Course Section)
May 16, 2020 (Saturday)	Spring 2020 Commencement

Mini-Semester	Start Date	Add/Drop	Census Date	70% Refund	25% Refund	Last Day to Withdraw	Last Day of Class	Final Exams
1st 8-Weeks	1/20/2020	1/20/2020	1/27/2020	1/29/2020	1/31/2020	3/3/2020	3/11-13/2020	3/12-14/2020
2nd 8-Weeks	3/23/2020	3/23/2020	3/30/2020	4/1/2020	4/3/2020	5/5/2020	5/13-14/2020	5/14-15/2020
1st 5-Weeks	1/20/2020	1/20/2020	1/23/2020	1/24/2020	1/27/2020	2/11/2020	2/19/2020	2/20/2020
2nd 5-Weeks	2/24/2020	2/24/2020	2/27/2020	3/2/2020	3/3/2020	3/24/2020	4/1/2020	4/2/2020
3rd 5-Weeks	4/6/2020	4/6/2020	4/9/2020	4/13/2020	4/14/2020	4/28/2020	5/6/2020	5/7/2020

Summer I 2020	
March 2-31, 2020	ACADEMIC ADVISING MONTH
March 16-22, 2020 (Monday-Sunday)	College Closed – Spring Break
May 22, 2020 (Friday)	First Payment Deadline
May 25, 2020 (Monday)	College Closed – Memorial Day
May 29, 2020 (Friday)	Summer Session I 2020 Registration Ends & PAYMENT Deadline
June 1, 2020 (Monday)	Classes Begin
June 1, 2020 (Monday)	Add/Drop Period (Payment Due Same Day)
June 4, 2020 (Thursday)	Census Day (4th Class Day) - Last Day to Withdraw Without Recorded Grade
June 5, 2020 (Friday)	Last Day to Withdraw and Receive 70% Refund of Tuition and Fees (Excludes non-refundable fees)
June 8, 2020 (Monday)	Last Day to Withdraw and Receive 25% Refund of Tuition and Fees (Excludes non-refundable fees)
June 23, 2020 (Tuesday)	Last Day to Withdraw
July 1, 2020 (Wednesday)	Last Day of Class
July 2, 2020 (Thursday)	Final Exams
July 3, 2020 (Friday)	College Closed – Independence Day

Summer II 2020	
March 2-31, 2020	ACADEMIC ADVISING MONTH
March 16-22, 2020 (Monday-Sunday)	College Closed – Spring Break
May 25, 2020 (Monday)	College Closed – Memorial Day
June 26, 2020 (Friday)	First Payment Deadline
July 6, 2020 (Monday)	Summer Session II 2020 Registration Ends & PAYMENT Deadline
July 7, 2020 (Tuesday)	Classes Begin
July 7, 2020 (Tuesday)	Add/Drop Period (Payment Due Same Day)
July 10, 2020 (Friday)	Census Day (4th Class Day) - Last Day to Withdraw Without Recorded Grade
July 13, 2020 (Monday)	Last Day to Withdraw and Receive 70% Refund of Tuition and Fees (Excludes non-refundable fees)
July 14, 2020 (Tuesday)	Last Day to Withdraw and Receive 25% Refund of Tuition and Fees (Excludes non-refundable fees)
July 28, 2020 (Tuesday)	Last Day to Withdraw
August 6, 2020 (Thursday)	Last Day of Class
August 7, 2020 (Friday)	Final Exams

Summer 2 2020	
March 2-31, 2020	ACADEMIC ADVISING MONTH
March 16-22, 2020 (Monday-Sunday)	College Closed – Spring Break
May 25, 2020 (Monday)	College Closed – Memorial Day
June 26, 2020 (Friday)	First Payment Deadline
July 6, 2020 (Monday)	Summer Session II 2020 Registration Ends & PAYMENT Deadline
July 7, 2020 (Tuesday)	Classes Begin
July 7, 2020 (Tuesday)	Add/Drop Period (Payment Due Same Day)
July 10, 2020 (Friday)	Census Day (4th Class Day) - Last Day to Withdraw Without Recorded Grade
July 13, 2020 (Monday)	Last Day to Withdraw and Receive 70% Refund of Tuition and Fees (Excludes non-refundable fees)
July 14, 2020 (Tuesday)	Last Day to Withdraw and Receive 25% Refund of Tuition and Fees (Excludes non-refundable fees)
July 28, 2020 (Tuesday)	Last Day to Withdraw
August 6, 2020 (Thursday)	Last Day of Class
August 7, 2020 (Friday)	Final Exams

Admission

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

General Admission Requirements

Applicants must complete the admissions application online at [ApplyTexas](#). The application process must be completed 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 any returning/former TSC student who has stopped out after two (2) long semesters (fall and spring). In addition, a new application is required for anyone who applied, but did not register. Applicants must be 16 years of age by the start of the academic year during which they enroll. Applicants 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 include:

- Applicants must complete an admissions application online at [ApplyTexas](#).
- Applicants must comply with Texas Success Initiative (TSI) requirements.
 - a. 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 who are required to test will 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, all TSC students seeking an Associate of Arts, Associate of Science, Associate of Arts in Teaching, Associate of Applied Sciences, or a Level Two Certificate must take the TSI Assessment. Students enrolling in Level One Certificate programs do not need to take the TSI Assessment. If these students do choose to take the TSI Assessment, they will not be prohibited from enrolling in a program if identified as not college ready.
- Applicants must 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. Further information is available through the [Texas Higher Education Coordinating Board \(THECB\)](#).

- Applicants must submit proof of Texas State [Residency](#) for tuition purposes.
- Applicants must meet with an Academic Advisor if attending college for the first time, transferring with fewer than nine (9) college-level semester hours, or enrolling in college preparatory (developmental education) courses.
- Applicants must meet additional requirements for some admission types. (See information in Admissions Classifications below).

Admissions Classifications

Texas Southmost College recognizes various types of admissions. The following is a list of steps for these various types of admissions.

High School Graduate Admission

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

1. Applicants must complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
2. Applicants must comply with Texas Success Initiative (TSI) requirements and 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 seeking an Associate of Arts, Associate of Science, Associate of Arts in Teaching, Associate of Applied Sciences, or a Level Two Certificate must take the TSI Assessment. Students enrolling in Level One Certificate programs do not need to take the TSI Assessment. If these students do choose to take the TSI Assessment, they will be allowed to enroll in a program even if identified as not college ready.
3. Applicants 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, electronically or sealed in an envelope. Transcripts may be delivered in person in a sealed envelope, with the institution's letterhead on the envelope.
4. Applicants who have not graduated from high school at the time of application must still submit an official high school transcript. Official high school transcripts must include records of at least six (6) complete semesters and must be sent by the school, electronically or sealed envelope. By the end of the first semester of enrollment, a student must submit a final official transcript that includes the high school graduation date.
5. Applicants must 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 \(THECB\)](#).
6. Applicants must meet with an Academic Advisor if attending college for the first time, transferring with fewer than nine (9) college-level semester hours, or enrolling in college preparatory (developmental education) courses.

GED Admission

Applicants who did not graduate from high school may be admitted if they successfully complete the General Education Development (GED) test. The following are steps for students who are applying through GED Admission.

1. Applicants must complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.

2. Applicants must comply with Texas Success Initiative (TSI) requirements and 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 seeking an Associate of Arts, Associate of Science, Associate of Arts in Teaching, Associate of Applied Sciences, or a Level Two Certificate must take the TSI Assessment. Students enrolling in Level One Certificate programs do not need to take the TSI Assessment. If these students do choose to take the TSI Assessment, they will be allowed to enroll in a program even if identified as not college ready.
3. Applicants must submit an official GED test scores report issued by the state where the test was taken and passed to the Office of Admissions and Records prior to registration.
4. Applicants must 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 \(THECB\)](#).
5. Applicants must meet with an Academic Advisor if attending college for the first time, transferring with fewer than nine (9) college-level semester hours, or enrolling in college preparatory (developmental education) courses.

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. The following are steps for students who are applying through High Schooled Admission.

1. Applicants must complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
2. Applicants must comply with Texas Success Initiative (TSI) requirements and 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 seeking an Associate of Arts, Associate of Science, Associate of Arts in Teaching, Associate of Applied Sciences, or a Level Two Certificate must take the TSI Assessment. Students enrolling in Level One Certificate programs do not need to take the TSI Assessment. If these students do choose to take the TSI Assessment, they will be allowed to enroll in a program even if identified as not college ready.
3. Applicants must submit transcripts. Students who have graduated must submit a notarized transcript of the high school equivalent work completed and the date of graduation.
4. Students who have not graduated from high school at the time of application must still 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 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.
5. Applicants must 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 \(THECB\)](#).
6. Applicants must meet with an Academic Advisor if attending college for the first time, transferring with fewer than nine (9) college-level semester hours, or enrolling in college preparatory (developmental education) courses.

Individual Approval Admission

Students who are 18 years old 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. The following are steps for students who are applying through Individual Approval Admission.

1. Applicants must complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
2. Comply with Texas Success Initiative (TSI) requirements and 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 seeking an Associate of Arts, Associate of Science, Associate of Arts in Teaching, Associate of Applied Sciences, or a Level Two Certificate must take the TSI Assessment. Students enrolling in Level One Certificate programs do not need to take the TSI Assessment. If these students do choose to take the TSI Assessment, they will be allowed to enroll in a program even if identified as not college ready.
3. Applicants must 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.
4. Applicants must 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 \(THECB\)](#).
5. Applicants must meet with an Academic Advisor if attending college for the first time, transferring with fewer than nine (9) college-level semester hours, or enrolling in college preparatory (developmental education) courses.

Early Admission

Students who are 16 years of age by the start of the academic year enrolled and who have completed their sophomore year of high school or the equivalent may qualify for Early Admission. The following are steps for students who are applying through Early Admission.

1. Applicants must complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
2. Comply with Texas Success Initiative (TSI) requirements and 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 seeking an Associate of Arts, Associate of Science, Associate of Arts in Teaching, Associate of Applied Sciences, or a Level Two Certificate must take the TSI Assessment. Students enrolling in Level One Certificate programs do not need to take the TSI Assessment. If these students do choose to take the TSI Assessment, they will be allowed to enroll in a program even if identified as not college ready.
3. Applicants must complete and submit the Early Admission form provided by the Office of Admissions and Records, located in the Oliveira Student Services Center.
4. Applicants must submit a letter of recommendation from a counselor or designee and provide proof of **parental approval addressing the applicant's maturity and ability to function well in a college environment**.
5. Applicants must submit official high school transcript of coursework completed prior to registration.

6. Applicants must 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 \(THECB\)](#).
7. Applicants must meet with an Academic Advisor if attending college for the first time, transferring with fewer than nine (9) college-level semester hours, or enrolling in college preparatory (developmental education) courses.

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 Credit

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. The following are steps for students who are applying through Dual Credit Admission:

1. Applicants must complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
2. Applicants must complete and submit all required Dual Enrollment forms.
3. Applicants must be TSI exempt or compliant in all areas required by the prerequisites established for specific dual credit courses.
4. Applicants must 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 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.

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. The following are steps for students who are applying through Transfer Admission:

1. Applicants must complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
2. Applicants must comply with Texas Success Initiative (TSI) requirements and 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 seeking an Associate of Arts, Associate of Science, Associate of Arts in Teaching, Associate of Applied Sciences, or a Level Two Certificate must take the TSI Assessment; students enrolling in Level One Certificate programs do not need to take the TSI Assessment. If these students do choose to take the TSI Assessment, they will be allowed to enroll in a program even if identified as not college ready.
3. Applicants must submit official transcripts from high school, college and/or 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.
 - 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 and 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.
4. Applicants must 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 \(THECB\)](#).
5. Applicants must meet with an Academic Advisor if attending college for the first time, transferring with fewer than nine (9) college-level semester hours, or enrolling in college preparatory (developmental education) courses.

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. The following are steps for students who are applying through Transient Admission.

1. Applicants must complete and submit the admission application through [ApplyTexas](#). An active application is required to move forward with the enrollment process.
2. Applicants must comply with Texas Success Initiative (TSI) requirements and 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 seeking an Associate of Arts, Associate of Science, Associate of Arts in Teaching, Associate of Applied Sciences, or a Level Two Certificate must take the TSI Assessment. Students enrolling in Level One Certificate programs do not need to take the TSI Assessment. If these students do choose to take the TSI

Assessment, they will be allowed to enroll in a program even if identified as not college ready.

3. Applicants 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.
4. Applicants must 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 \(THECB\)](#).
5. Applicants are strongly recommended to meet with an Academic Advisor. Students entering with fewer than nine (9) 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.

Returning/Former Student Admission

Students who have previously attended TSC and have not enrolled or stopped out after two (2) long semesters (fall and spring) must satisfy all applicable admissions requirements prior to registration and complete the [ApplyTexas](#) application. 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 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).

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 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 65 years of age by the census date of the term may enroll in credit course offerings in two (2) different categories at a reduced cost.

In order to enroll in college credit courses:

- Applicants must complete an [ApplyTexas](#) application.
- Applicants must submit an official transcript from the last college or university attended prior to admission.
- Applicants may enroll only on the first day of the term based on space availability.
- Normal tuition is waived, but student is responsible for associated fees.
- The following restrictions apply:
 - Students are limited to six (6) semester credit hours.
 - Students are not allowed to enroll in courses with differential tuition.
 - Students do not have to participate in class activities, such as private music lessons, art studio, or wellness/fitness.
 - Students are not allowed to enroll in courses requiring programmatic prerequisites.
 - Student are not allowed to enroll in courses that were previously registered for credit in the same semester.

In order to audit college credit courses:

- Applicants may enroll only on the first day of the term based on space availability.
- \$50.00 per semester credit hour audit fee will be charged.
- The instructor must approve the course audit.
- No other services are provided and no other fees are charged.
- The following restrictions apply:
 - Students are limited to six (6) semester credit hours.
 - Students are not allowed to enroll in courses with differential tuition.
 - Students do not have to participate in class activities, such as private music lessons, art studio, or wellness/fitness.
 - Students are not allowed to enroll in courses requiring programmatic prerequisites.
 - Students are not allowed to enroll in courses that were previously registered for credit in the same semester.

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

Audit Admission (for No Credit)

Audit 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 for audit admission must only 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.**

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.
- Information about 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 in 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 issued 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 document that supports the maintenance of this residence for at least twelve (12) months prior to the census date, such as:
 - 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. Possible additional documents include the following:
 - Title to real property in Texas
 - Marriage certificate with documentation to support that the spouse is a domiciliary of Texas
 - 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

Potential students must submit an admission application to [ApplyTexas](#). Completion of 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 and 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. In order to complete an [ApplyTexas](#) Application, applicants should complete the following steps:

1. Log on to [ApplyTexas](#) to create a student profile.
2. Record the [ApplyTexas](#) User ID and Password for future access.
3. **Select "Two-Year Undergraduate Application."**
4. Select "Texas Southmost College" to which the application will be delivered.
5. Submit the application.
6. **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 consulting with the Office of Admissions and Records, students should have their email verification and confirmation number with them.

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.** These 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 Appeal Procedures

Students who fail to meet the admission criteria stated in the TSC current catalog, students on suspension from any institution, and/or any 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.

Assessment and 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, except for enrollment into Certificate Level One programs.

TSC has a central Testing Center located in Oliveira Student Service Center which administers tests required for the Texas Success Initiative. The Testing Center publishes a calendar of testing times on their web page, which can be found on the [Office of Testing web page](#). 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.

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. TSI liable students may also enroll in corequisite courses where they simultaneously enroll in both developmental education and college-level courses. Testing requirements for specific courses are outlined in the course descriptions found on the TSC [Degrees, Certificates, and Awards](#) web page. 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:

- TASP Exempt – Students who attended a regionally accredited postsecondary institution prior to the Fall of 1989.
- 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.
- Degree – Students who have earned an associate or higher degree from a regionally accredited post-secondary institution or from a recognized international institution.
- Private or Out-of-State Transfer – Students who have earned at least three (3) semester credit hours of college-level credit at a regionally accredited private or out-of-state postsecondary institution.
- 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:

- Certificate Waiver – Students pursuing a one-year Certification of Completion or no more than 42 semester credit hours. However, some programs may require students to take the TSI Assessment for diagnostic purposes. Scores cannot prohibit a student from enrolling in certificate courses.
- 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.
- 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.

TSI Placement Guide 2019-2020

Reading Skills Placement Option	TSI -A Score
Option 1: NCBO BASE READ 0017 (only offered prior to fall semesters) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 1
Option 1: NCBO BASE READ 0018 (only offered prior to fall semesters) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 2
Option 1: NCBO BASE READ 0019 (only offered prior to fall semesters) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 3
Mainstreamed into READ 0323 with NCBO Fundamentals READ 0020 (if not identified as ESOL)	ABE Level 4
Referred to take ESOL Accuplacer	ABE Levels 1, 2, 3, & 4
Option 1: INRW 0422 Option 2: STAR INRW 0422 w/COMP 1301 or CRIJ 1301 Option 3: Accelerated INRW 0422/ENGL 1301 (reading score needs to be combined w/writing score for placement in this course)	ABE Levels 5 & 6 342-344
Option 1: INRW 0422 Option 2: Mainstreamed into ENGL 1301/NCBO INRW 0023 Essential Reading and Writing Strategies Option 3: STAR INRW 0422 w/ COMP 1301 or CRIJ 1301 Option 4: College Prep INRW 0022 (only offered prior to fall semesters)	345-350
<i>No Remediation Required</i>	≥351

Writing Skills Placement	TSI -A Score
Option 1: NCBO BASE ENGL 0017 (only offered prior to fall semesters) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 1
Option 1: NCBO BASE ENGL 0018 (only offered prior to fall semesters) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 2
Option 1: NCBO BASE ENGL 0019 (only offered prior to fall semesters) Option 2: Refer to Continuing Education (if identified as lower level ESOL)	ABE Level 3
Referred to take ESOL Accuplacer	ABE Levels 1, 2, 3, & 4
Mainstreamed into ENGL 0323 with NCBO Fundamentals ENGL 0020 (if not identified as ESOL)	ABE Level 4
Option 1: INRW 0422 Option 2: STAR INRW 0422 w/ENGL 1301 or CRIJ 1301 Option 3: Accelerated INRW 0422/ENGL 1301	ABE Levels 5 & 6 Essay*1-2
Option 1: INRW 0422 Option 2: Mainstreamed into ENGL 1301/NCBO INRW 0023 Essential Reading and Writing Strategies Option 3: STAR INRW 0422 w/ENGL 1301 or CRIJ 1301 Option 4: College Prep INRW 0022 (only offered prior to fall semesters)	Essay* 3-4 w/ MC < 340
<i>No Remediation Required</i>	Essay ≥ 5 OR Essay 4 w/MC ≥ 340

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

Math Skills Placement	
Option	TSI -A Score
NCBO BASE MATH 0017 (only offered prior to fall semesters)	ABE Level 1
NCBO BASE MATH 0018 (only offered prior to fall semesters)	ABE Level 2
NCBO BASE MATH 0019 (only offered prior to fall semesters)	ABE Level 3
Mainstreamed into MATH 0321 with NCBO Fundamentals MATH 0020	ABE Level 4
Option 1: STAR MATH 0320 w/MATH 1332 Option 2: STAR MATH 0320 w/MATH 1342	ABE Levels 4, 5, 6 or a score of 336-349
Option 1: Accelerated Math 0321/ MATH 0322/MATH 1314 (5-week courses) Option 2: Accelerated MATH 0321/ MATH 0322 (8-week courses)	ABE Levels 5 & 6 or a score of 336
Option 1: STAR MATH 0322/MATH 1314 Option 2: Accelerated MATH 0322/MATH 1314 (8 week course)	337-349
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 semesters)	347-349
<i>No Remediation Required***</i>	≥350

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

MILITARY	ACT	SAT Before March 2016	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.	<i>COMP</i> ≥ 23	<i>COMB</i> ≥ 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.	<i>ENG</i> ≥ 19 (READ & WRIT)	<i>CRIT READ</i> ≥ 500 (READ & WRIT)	<i>Evidence Based Reading and Writing</i> ≥ 480 (READ & WRIT)	<i>ENG III, LVL II (READ & WRIT) 4000</i>	<i>ELA</i> ≥ 2200 and writing ≥ 3
	<i>MATH</i> ≥ 19	<i>MATH</i> ≥ 500	<i>MATH</i> ≥ 530	<i>ALG II, LVL II (MATH) 2000</i>	<i>MATH</i> ≥ 2200

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

Academic Fresh Start

If a student is a Texas resident, applies for admission (or readmission) to Texas public colleges or universities and enrolls as an undergraduate, the student may be eligible 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 note that this is an all-or-nothing option. A student cannot select only particular courses. 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.

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.

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

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 be eligible only for aid available to graduate students. Contact the Director of Financial Aid at TSC for details.

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.

The law does not prohibit a public university and/or community college 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 them 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 the following groups:

- All first-time college students, including those who have earned college dual enrollment credit as high school students.
- Transfer college students with fewer than nine (9) earned college semester credit hours.
- Students on academic probation or dismissal.
- Students who need college preparatory (developmental education) courses.

If advising is required, **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 to it frequently to ensure completion of remaining courses needed 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 TSC 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. For example, a student pursuing an Associate of Arts degree in Criminal Justice, which consists of sixty (60) total semester credit hours, must complete at least fifteen (15) semester credit hours at TSC in order to receive an A.A. in Criminal Justice from TSC.

Courses taken ten (10) or more years prior to a student's associated last enrollment at TSC will not count as semester credit hours toward the award of the Associate of Applied Science degree or Certificate of Proficiency Level One and Level Two. 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. During registration, evaluations will be processed within two (2) weeks of receiving the official transcript. The official evaluation of college transfer coursework will be completed during the first semester of enrollment at TSC.

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 they are sent electronically from another institution via Parchment or E-scrip Safe. It is imperative that these companies send transcripts 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 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](#).

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 Dean makes the final decision about whether a 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 of \$5.00 per transcript will be charged to the student.

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. This form can be requested at the Office of Admissions and Records.

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.

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 were 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 at least six (6) semester credit 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 six (6) semester credit hours 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 six (6) semester credit hours at TSC, and students may not earn more than 32 total hours from any testing equivalency source. Scores are valid for five (5) years from date of testing.

Advanced Technical Credit (ATC)

In order to receive college credit for an ATC Statewide articulation course, a student must earn a **minimum grade of a "B"**. 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 fifteen (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 the high school transcript has been submitted.

For further information, students should contact the Office of Admissions and Records.

International Baccalaureate Diploma (IBD)

The International Baccalaureate Diploma is an International program of courses and exams offered at the high school level. In keeping with Senate Bill 111, Texas Southmost College will grant (CR) credit for IB exams with certain required scores. TSC students may be eligible to receive up to 24 hours of credit for courses completed with a minimum test score of 4 in either the Standard Level (SL) or Higher Level (HL) subject group examinations. However, course credit does not have to be awarded on any IB exams where the score received is a 3 or less. This may mean that such students will not receive 24 hours of college credit, even if they have an IB diploma.

Prior to the award of credit for IB Diplomas or certificates the student:

1. Must meet all admissions requirements of the College
2. Must have earned six (6) hours of credit with TSC
3. Must submit an official IB diploma or certificate to the TSC Testing Office and request examination scores directly from the International Baccalaureate Organization (IBO).
4. Must have received at least a minimum score of 4 on the curriculum subject examination.
5. All IB students must show proof of meeting the Texas Success Initiative (TSI) requirements prior to their enrollment

TSC students requesting diploma evaluations should consider the total number of qualifying credits to be awarded. Additional hours above the required amount to graduate may have an adverse impact on students' financial aid or other grant programs. In addition, students who have completed courses in the IBD program but who have not received the diploma may also receive college credit for completion of IBD courses with a score of 4 on the IBD examination.

Prior Learning Credit

The assessment of prior learning may be requested for specific technical programs by individuals seeking to obtain college-level credit for previous training or work-related experience. Sources of prior learning may include the following:

- Certification/licensure/credentials equivalents
- Military service
- Workforce experience
- Professional training
- Open source learning

After admission to TSC, students should consult with the appropriate instructional 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 prior learning credit.

For more information regarding prior learning credit, students should contact Dr. Joseph Fleishman, Associate Vice President of Instruction – Workforce Development at joseph.fleishman@tsc.edu.

Tuition and Fees

Semester Credit Hours	Texas Residents		Non-Texas Residents	
	In-District	Out-District	Non-Resident	International
1	\$287.00	\$312.00	\$362.00	\$362.00
2	\$404.00	\$454.00	\$554.00	\$554.00
3	\$521.00	\$596.00	\$746.00	\$746.00
4	\$638.00	\$738.00	\$938.00	\$938.00
5	\$755.00	\$880.00	\$1130.00	\$1130.00
6	\$872.00	\$1022.00	\$1322.00	\$1322.00
7	\$989.00	\$1164.00	\$1514.00	\$1514.00
8	\$1106.00	\$1306.00	\$1706.00	\$1706.00
9	\$1223.00	\$1448.00	\$1898.00	\$1898.00
10	\$1340.00	\$1590.00	\$2090.00	\$2090.00
11	\$1457.00	\$1732.00	\$2282.00	\$2282.00
12	\$1574.00	\$1874.00	\$2474.00	\$2474.00
13	\$1691.00	\$2016.00	\$2666.00	\$2666.00
14	\$1808.00	\$2158.00	\$2858.00	\$2858.00
15	\$1925.00	\$2300.00	\$3050.00	\$3050.00

This is an estimate of tuition and fees based on a sample case of a student taking up to fifteen (15) semester credit hours. Fees will vary depending on courses and labs in which a student is enrolled. Students may also be responsible for instructional material costs, testing, and certification fees, which vary depending on courses and labs in 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 [Tuition and Fees](#) web page.

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 result in the student being withdrawn from all courses.

Students are responsible for withdrawing from courses they do not wish to attend. If they do not wish to attend one or all of their classes, students must withdraw prior to the first day of class or they 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 fifteen class days 70 percent
 - c. During the sixteenth through twentieth class days 25 percent
 - d. After the twentieth class day None
2. 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 five days class 70 percent
 - c. During the sixth class day 25 percent
 - d. After the seventh class day and thereafter None
3. 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 second through eighth class days 70 percent
 - c. During the ninth-tenth class days 25 percent
 - d. After the eleventh day of class and thereafter None

For flex entry and non-semester-length courses with a census date other than the 12th class day (fourth class day for a six-week summer semester):

1. Prior to the first class day, 100 percent.
2. After classes begin (see the table below).

Length of Class Term in Weeks	Last Day For 70 Percent Refund	Last Day For 25 Percent Refund
2 or less	2	N/A
3	3	4
4	4	5
5	5	6
6	5	7
7	7	9
8	8	10
9	9	11
10	9	12
11	10	14
12	12	15
13	13	16
14	13	17
15	14	19
16 or longer	15	20

Payment Information

Enrollment is complete only upon full payment of tuition and fees, financial aid award, loan award (must be accepted and entrance counseling completed), or approved installment plan. Failure to make payment, payment arrangements, or complete financial aid/loan documents by the due date may result in the student being 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's windows in the Oliveira Student Services building 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, and
4. Be at least 18 years old.

Payment of tuition and fees by installment is available each semester during the open enrollment period. Students should visit the **cashier's windows** in Oliveira Student Services building to learn more.

Financial Aid

The Financial Aid Office administers and manages financial assistance programs to benefit 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 are not 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 web page.

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 college.** 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 a student's 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 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. A complete 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 promptly 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-serve 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 receive information regarding an approved or denied aid award 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:

- Are 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);
- Are a U.S. citizen or eligible non-citizen. Undocumented students who meet the criteria for Texas residency under HB1403 may qualify for limited state financial aid.
- Show qualifications to obtain a college or career school education by:
 - Having a high school diploma or a recognized equivalent such as a General Educational Development (GED) certificate;
 - Completing a high school education in a homeschool setting approved under state law; or
 - Enrolling in an eligible career pathway program and meeting one of the "ability-to-benefit" alternatives.
- Are not 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
- Have not 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:

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

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

The 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 the 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 via 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 page 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**
This 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**
This 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 provides additional information related to Satisfactory Academic Progress.

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 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, the 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.

Students who are on suspension due to Completion Rate or GPA may be considered for a re-appeal after they have completed one (1) semester, preferably two (2) at Texas Southmost College or another school and can demonstrate their ability to succeed academically. A student does not automatically regain eligibility under this option, but would be considered for a re-appeal based on their ability to demonstrate progress.

The Financial Aid Appeals Committee will establish and publish priority deadline dates each semester for the submission of an appeal. The latest an appeal will be accepted or completed for consideration for the current semester will be the last day to withdraw for that semester.

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) web page 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.

Financial Aid awards will be adjusted to exclude the following hours from enrollment status:

- Hours from courses that are not part of the Program of Study
- Hours from repeated courses that have been taken twice
- Hours from developmental courses that exceed the 18 maximum allowable credits for developmental coursework; 27 for ESOL courses
- Hours from courses for which a student registers after Census Day

Recalculations are processed for schedule changes initiated by the student (in the form of adds/drops) or by the college (in the form of canceled courses and/or other administrative changes). Students who drop courses, with a later start date (i.e. 8-week courses) are also subject to adjustment and may owe financial aid.

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
- Semester credit hours will be combined for 5-week and 8-week consecutive sessions within the 16-week fall/spring session.

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 semester credit hours they register for at the start of the semester, financial aid will be recalculated on the basis of the number of semester credit hours in which they are still enrolled by the census date(s). For example, students who are initially awarded as full-time (twelve (12) semester credit hours) will have their financial aid award adjusted to half-time if they have dropped to six (6) semester credit hours by the census date(s) that applies 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) semester credit hours. All enrollment adjustments (drops and adds) must be complete as of the end of business on the semester census date.

When students withdraw from 100% of their courses at TSC, federal regulations require all colleges 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% time 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.

Title IV funds are returned in the following order:

1. Federal Unsubsidized Loans/Direct Loans
2. Federal Subsidized Loans/Direct Loans
3. Federal PLUS Loans/Direct PLUS Loans or Grad PLUS Loans
4. Federal Pell Grant
5. Federal Supplemental Opportunity Grant (SEOG)
6. 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.**

Starting with the 2017-2018 academic year, the year-round Pell grant will be available. Students who come full time during fall and spring semesters might be eligible for an additional Pell grant during summer sessions as long as they enroll for at least half-time. Students must contact the Financial Aid Office for eligibility.

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) assist 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 available only for renewal students, based upon criteria set by the Texas Higher

Education Coordinating Board. In addition, students must meet the following renewal criteria:

- Have not earned an Associate or Baccalaureate Degree;
- **Meet the college's Satisfactory Academic Progress policy (See the Satisfactory Academic Progress policy in this catalog);**
- Complete at least twenty-four (24) semester 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:

- Are registered with Selective Service, or are exempt;
- Have a nine-month EFC of no more than \$5,430;
- Are classified by the institution as a Texas Resident;
- Have not been convicted of a felony or crime involving a controlled substance;
- Are not concurrently receiving a renewal Texas Grant; and
- Are 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.

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; and
- 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 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 an additional \$6,000 in unsubsidized loans 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 to the maximum period of time (measured in academic years) 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 two-year associate degree program, the maximum period for which the student can receive Direct Subsidized Loans is three years (150% of 2 years = 3 years). If a student enrolls in a one-year certificate degree program, the maximum period for which the student can receive Direct Subsidized Loans is 1.5 years (150% of 1 year = 1.5 years).

The maximum eligibility period is based on the published length of the student's current program of study. This means that the maximum eligibility period can change if a student changes programs. In addition, if a student received Direct Subsidized Loans for one program and then changes 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

Beginning 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 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 web page. Additional information about the Federal Direct Loans program is available at the [Federal Student Aid](#) web page.

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 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.

Course Numbering System

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

Course Numbering Guidelines:

- The first digit of the number indicates the classification of the course: 1 – freshmen, 2 – sophomore, 0 – developmental (Exception: ORIN 0101 or non-credit courses)
- The second digit indicates the number of semester credit hours 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 ease 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 Corequisite Courses

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, ENGL 1301 Composition I is a prerequisite for ENGL 1302 Composition II.

A corequisite is a course that a student must enroll in at the same time as they are enrolled in the desired course. For example, a READ 0323 College Reading course must be taken with an accompanying READ 0023 Fundamental Lab. Certain program courses must be taken as corequisites. In addition, some general education courses have required tutoring corequisite sessions.

Enrollment in all required prerequisite and corequisite 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) semester credit hours. Students who wish to enroll in more than seventeen (17) semester credit hours must have the approval of the division Dean. The maximum course load shall be no more than twenty-one (21) semester credit hours. A summer semester consists of a variety of variable length terms. The normal 5-week summer semester load is six (6) semester credit hours or twelve (12) semester credit hours for a full summer semester. The maximum summer course load shall be eight (8) semester credit hours for one term or sixteen (16) semester credit hours for a full summer semester.

Workforce Training and Continuing Education

The mission of Workforce Training and Continuing Education (WTCE) is to enhance the employability of students, increase the performance and career satisfaction of employees in business and industry, and be a leader in the economic and workforce development of the surrounding communities and region. To accomplish this mission, WTCE offers an array of non-credit education and training programs to individuals and a broad range of customized training services to business and industry.

A student enrolled in workforce training and continuing education programs is a non-degree-seeking student who is taking course work for entry-level employment in the workforce, skills upgrade while employed, and/or personal enrichment. These students are limited to an accumulation of fifteen (15) semester credit hours before they must visit with an advisor to confirm their status as non-degree seeking. While Workforce Training students are typically not eligible for state or federal financial aid, students enrolling in select Workforce Training programs may be eligible for financial assistance through Workforce Solutions Cameron. Non-degree-seeking students may still need to be assessed for college readiness in order to meet institutional course prerequisites.

Continuing Education Units (CEU) measure completion of segments in non-credit programs. One CEU represents ten (10) contact hours of participation. These units are not substitutes for college credits but a means of reporting continuing education activities. TSC, as an institution accredited by the Southern Association of Colleges and Schools, will award and note on a **student's transcript CEUs for all workforce-related Continuing Education courses**. Many professional associations and industries require and **recognize CEUs as an indication of an individual's professional growth and development**. CEU courses completed at TSC may be eligible to have those courses applied as semester credit hours upon approval of the Associate Vice President of Instruction – Workforce Development and appropriate Dean. The student must complete at least six (6) semester credit hours at TSC. Competencies for the continuing education courses will be compared to credit courses under the direction of the appropriate Dean and approved by the Vice President of Instruction. **Applied credit will become a part of the student's permanent record only after the student meets all other institutional and program requirements**. Continuing Education Unit (CEU) course tuition and fees are based on the expenses unique to each course. Therefore, each course is priced individually. For a schedule of classes and for more information on tuition and fees and refunds, contact the Office of Workforce Training and Continuing Education:

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

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 and student services departments such as academic advising and financial aid.
- 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 are available at 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.** A \$5.00 add/drop fee may be charged.

Students may only add classes:

- During open enrollment, or
- During designated add/drop periods.

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.** A \$5.00 add/drop fee may be charged.

Students may drop classes:

- During open enrollment,
- During designated add/drop periods, or
- After classes begin, but before the official record date.

Students may withdraw from classes:

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

Faculty-Initiated Drops

Faculty may process drops for non-attendance or other failure to meet established expectations for the course which 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 or subsequent time for a course. The **State will no longer subsidize a student's enrollment for the third** or subsequent attempt. Students should meet with an advisor to determine if they are repeating a course for the third time.

Developmental Education Enrollment Ruling (18-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 18 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 and non-credit courses. In addition, TSC will charge a higher tuition rate to students registering for college preparatory (developmental education) English as a Second Language (ESOL) courses who have accumulated at least 27 hours of credit in developmental education ESOL courses.

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 the following 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; and
- 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.

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 or integrated reading & writing course, and return to TSC the following semester, must enroll in a college level math or writing course the following semester unless the declared program of study prescribes that the math or writing course be taken during a later semester.

Corequisite models give developmental education students the opportunity to enroll in credit-bearing courses while simultaneously completing their developmental education course work. TSC students will transfer learning strategies and skills to general education (non-developmental) courses.

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

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. High School 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.)

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.

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 community college experts. Accelerated learning is the reorganization of instruction and curricula to expedite the completion of developmental education and general 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 5-Week Courses
- Accelerated 8-Week Courses
- Corequisite Programs
- College Prep Programs
- Mainstreaming Programs
- Non-course Competency-based Options (NCBO)

More information regarding the listed programs can be found on the divisional web pages.

Freshmen Seminar Course

TSC is committed to supporting students in meeting their educational goals by requiring a Freshmen Seminar (ORIN 0101) for all First-Time-In-College (FTIC) students and transfer students who have completed fewer than nine (9) semester credit hours. Students may also enroll in Learning Frameworks EDUC 1300 or PSYC 1300 to fulfill this requirement.

The Freshman Seminar and Learning Frameworks courses examine factors that underlie learning, success, and personal development in higher education. These courses focus on the research and theory in the psychology of learning, cognition, and motivation. They include information such as processing and self-regulation, factors that impact learning, strategic learning, and educational and career planning.

Dual Credit Programs

TSC offers qualified high school students the opportunity to earn college credit while in high school through two different, but related, programs: Dual Enrollment and Early College High School. Both of these dual credit programs allow students to experience college-level academic expectations and develop corresponding study habits and time management skills while attending high school. These programs also allow students to save money on college tuition and gain flexibility in college by completing required college courses free of charge while in high school. College credit earned upon successful completion of dual credit courses may be applied toward a certificate or an associate degree at TSC or may be transferrable to other colleges and universities.

Early College High School

The Early College High School program (ECHS) is designed to provide students at-risk of not otherwise attending college the opportunity to earn up to sixty (60) semester credit hours leading to an associate degree while attending high school. Unlike the Dual Enrollment program, the Early College High School program is only available to students attending a high school which has been designated an Early College High School by the Texas Education Agency (TEA).

Students apply for admission to the Early College High School program at their respective Early College High Schools. Those selected are expected to follow a prescribed program of study leading to a 60-SCH associate degree. Early College High Schools provide robust academic support services to assist students in successfully completing the program of study in four years.

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

Dual Enrollment

The Dual Enrollment program also provides high school students the opportunity to earn up to sixty (60) hours of academic or career/technical education college credit while in high school, but allows students more flexibility in choosing how they wish to pursue the program of study. There is no limit as to the number of courses a student may take for dual credit during a given semester or a given year. Dual Enrollment courses are offered at all participating high schools and are open to all students.

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).

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

Off-Campus Instructional Sites

Texas Southmost College publishes the locations and programs available at off-campus instructional sites. For the 2018-2019 academic year, TSC has fifteen (15) Southern Association of College and Schools Commission on Colleges (SACSCOC) approved off-campus instructional sites.

Name of Off-Campus Instructional Site	Physical Address of Off-Campus Instructional Site	Programs of Study Taught on Site
Hanna Early College High School	2615 Price Road, Brownsville, Texas, 78521	Associate of Arts in General Studies
Lopez Early College High School	3205 South Dakota Ave., Brownsville, Texas, 78521	Associate of Arts in General Studies
Pace Early College High School	314 W. Los Ebanos Blvd. Brownsville, Texas, 78520	Associate of Arts in General Studies
Porter Early College High School	3500 International Blvd., Brownsville, Texas, 78521	Associate of Arts in General Studies
Rivera Early College High School	6955 FM 802 Brownsville, Texas, 78521	Associate of Arts in General Studies
Veterans Memorial Early College High School	4550 U.S. Military Hwy. 281, Brownsville, Texas, 78520	Associate of Arts in General Studies
First Baptist School	1600 Boca Chica Blvd., Brownsville, Texas 78520	Associate of Arts in General Studies
Harlingen High School	1201 East Marshall, Harlingen, Texas, 78550	Associate of Arts in General Studies
Harlingen South High School	1701 Dixieland Road, Harlingen, Texas, 78552	Associate of Arts in General Studies
Jubilee Brownsville	4955 Pablo Kisel Blvd., Brownsville, Texas, 78520	Associate of Arts in General Studies
Los Fresnos High School	600 N. Mesquite St., Los Fresnos, Texas, 78566	Associate of Arts in General Studies
San Benito High School	450 South Williams Road San Benito, Texas, 78586	Auto Body Repair Technology–Body Repair Specialist Auto Mechanics Technology– Line Specialist
Port Isabel High School	18001 Texas-100 Port Isabel, Texas, 78578	Associate of Arts Associate of Science Associate of Arts in Teaching Associate of Applied Science
La Feria High School	901 North Canal Street La Feria, Texas, 78559	Associate of Arts Associate of Science Associate of Arts in Teaching Associate of Applied Science
Harmony School of Innovation-Brownsville	3451 Dana Avenue Brownsville, Texas, 78526	Associate of Arts Associate of Science Associate of Arts in Teaching Associate of Applied Science

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 [Student Handbook](#) web page. All students are expected to be familiar with the contents of the Student Handbook.

Advising Center

TSC provides academic advisement to students at the Academic Advising Center, located in the Oliveira Student Services Center. Advising information can also be found at the [Academic Advising web page](#). 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. Advisors 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.** The Testing Center is located in the Oliveira Student Service Center.

Testing Services Include:

- TSI Assessment testing on-campus and off-campus
- ESOL Accuplacer testing
- Pre-assessment activity session
- Proctor online class exams
- Assistance with the coordination of TSI Assessment with the Office of Disability Services
- Entering valid and official placement scores
- Entering valid and official credit by exam scores
- Evaluation of TSI College-Ready from official transcripts
- HESI Nursing Entrance Exam
- CLEP Testing
- Pearson VUE testing

Test Office Requirements:

- Students must have a Photo-ID (government issued ID, school ID, passport, etc.)
- Students must have a TSC ID number in order to test or to submit scores for entry in their Colleague account. The TSC ID number is created for a student after the student successfully submits an application on [ApplyTexas](#) for Texas Southmost College.
- Students must schedule an exam in person.
- In order for students to take the TSI Assessment, students must complete a Pre-Assessment Activity or have previous experience with placement tests. Placement tests examples: TSI Assessment, COMPASS, ACCUPLACER, THEA, or ASSEST.
- Students must register for the TSI Assessment at least one day in advance and payment must be received at the same time the appointment is scheduled.
- Students must request official score reports of test(s) taken at TSC test one day in advance by an 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.
- Students requesting Credit-by-Exam scores to be entered must submit an AP/CLEP Score request form. No credit will be awarded until the student has successfully completed as least six (6) semester credit hours of course credit from Texas Southmost College.

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. More information can be found at the [Transfer, Career, and Employment](#) web page.

Transfer Planning

During enrollment at Texas Southmost College, students have the opportunity to fulfill the lower division General Education Core 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 the transfer process, and to navigate **the selected institution's website**. 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 transferable courses are taken at Texas Southmost College.

Additionally, students are provided with information regarding university admission requirements, scholarship opportunities, housing, and contact information for selected senior institutions. Transfer fairs and graduation fairs are held annually, providing students an opportunity to visit with university recruiters. University transfer advisors from various institutions regularly visit Texas Southmost College each semester to advise prospective transfer students.

Career Planning

Setting a career path is a dynamic process that requires time, planning, and commitment. Students must become aware of their strengths, skills, interests, values, and personality type. The Transfer, Career, and Employment staff can assist students in exploring occupations and learning 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 occupation exploration, students can make an informed decision regarding their future career.

Job Readiness

Transfer, Career, and Employment staff also 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 is available to assist students in locating employment opportunities. The job board can be found at the TSC [Campus2Careers](#) web page.

Counseling Services

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. More information can be found on the [Counseling and Student Accessibility Resources](#) web page.

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, such as screen magnification, speech synthesized software, voice-activated software, hearing amplification systems (FM systems);
- Adaptive furniture;
- Readers, scribes (writers), and sign language interpreters;
- Campus and community referrals; and
- Other appropriate academic modifications and disability-related information.

Individuals must be eligible for accommodation services before the services will be approved and provided. The counselor will determine if the student meets the criteria to receive accommodations, and if so, what accommodations are appropriate. To begin eligibility review, 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.

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. More information can be found on the [Counseling and Student Accessibility Resources](#) web page.

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. Office of Student Life is located in the Lightner Building.

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. A list of active student organizations can be found at the TSC [Student Organizations](#) web page.

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. More information regarding the Student Government Association can be found on the TSC [Student Government Association](#) web page.

Campus Activity Board

The Campus Activities Board (CAB) is a student organization on campus that fosters personal growth and development. CAB enhances the college community by organizing social, cultural, and educational events that are consistent with the college's academic mission. Students in the organization work closely with the Office of Student Life in planning, implementing, and evaluating the events and programs on campus. Members promote school spirit and student engagement.

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 committed to maintaining an environment of academic success and professional development for all of its students. TSC thanks students for their 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.

TSC is approved to educate and train service members, veterans, and their eligible dependents through U.S. Department of Veterans Affairs Education Benefit Programs as well as the Texas Hazelwood Act Exemption. The Office of Veteran and Military Services is located on the first floor of the Oliveira Building at the One-Stop-Shop. More information about services can be found on the [Office of Veteran and Military Services](#) web page.

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 page 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 scheduled out for both group and individual study. Librarians are available to assist students with research in-person or via phone, chat, text, or email.

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

New Student Orientation

All new students and transfer students with fewer than nine (9) semester 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 the Canvas Learning Management System,
- Learn about satisfactory academic progress and good standing, and
- Discover other services and programs critical to their success as TSC students.

Tutoring

The Learning Lab facilitates academic success by offering student-centered peer tutoring from caring and supportive peer tutors. Our face-to-face tutors are located across the TSC Campus, in North Hall, SET.B, and ITECC. **Tutors are trained and certified according to the College Reading and Learning Association's (CRLA's) International Tutor Training Program, ensuring excellent service** for our students. Online tutoring is also available 24 hours a day, 7 days a week, through online tutoring services. Face-to-face and online tutors assist students with a variety of topics, including Composition, College Algebra, Anatomy and Physiology, Government, and Psychology, to name a few. Tutors can also help students develop good study skills, so they may have the tools and strategies necessary to be independent learners. In addition to tutoring, Learning Labs offer computer use, calculators, charging stations, study rooms, and printing services. Hours of operation can be found on the TSC [Learning Lab](#) web page.

Open Computer Labs

Texas Southmost College offers several open-use computer labs where students can access TSC Online and Canvas, check their email, and work on class assignments. There is no charge for utilizing open-lab computers; however, there may be a charge for printing documents. Lab locations and hours of operation can be found on the TSC [Open Computer Lab](#) web page.

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 are assigned. Students will then be able to log in and create a unique password for themselves.

Identification Card (Photo ID)

Students are required to have a Texas Southmost College ID. Students seeking a student photo ID must be registered for that **semester with their tuition/balance taken care of by one of our college's options:** Financial Aid, tuition paid in full, or be enrolled in an installment plan. Students requesting a college student photo ID will be asked to show proof of identity by providing a valid photo ID (such as a Texas **driver's license**) **along with their class schedule**. 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, and transcript requests. The first TSC ID is free. A \$10.00 fee is charged for replacing an ID card. Student identification cards are available at the Office of Admissions and Records.

Public Safety

Campus Parking Regulations

If a student plans to park a vehicle on 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 TSC [Campus Safety](#) web page.

Safety

The safety of students, faculty, staff, and visitors is priority for Texas Southmost College. Everyone in the campus community is responsible for 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 located in the Tandy Building, Room 110.

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 website. 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 of rescheduled classes through the Texas Southmost College website and through their TSC email account.

TSC Online

TSC Online is **the College's** electronic communication tool used to connect current and prospective students, faculty, and staff to online academic communities. TSC Online can also be used to deliver **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.

Online Learning

Educational Technologies and Online Learning (ET&OL)

The Office of Educational Technologies and Online Learning (ET&OL) supports the institution's teaching and learning activities providing students, faculty, and staff members with a reliable Learning Management System. The Learning Management System, Canvas, improves the delivery of content to our students while providing faculty with the ability to develop, deliver, and manage courses at a high level of quality and proficiency.

Online Learning Courses

Online learning courses are those in which the majority (85% or more) of the instruction takes place online, which give students flexibility in creating their course schedule. The objectives and content of online learning courses are the same as those offered in a traditional classroom setting. Students must have effective time management skills and be able to allocate sufficient time to complete the required coursework. In the course schedule, an online **course section is identified with a "V"**.

Hybrid Courses

Hybrid courses are those in which some of the instruction (50-85%) takes place in an online format. The objectives and content of hybrid courses are the same as those offered in a traditional classroom setting. The purpose of a hybrid course is to take advantage of the best features of both face-to-face and online learning. In the course schedule, a hybrid **course section is identified with an "HB"**.

Some online and hybrid courses may require specific software and/or hardware. To access online and hybrid courses from off-campus sites, a student must have access to a computer with broadband Internet connectivity that can stream video and audio. Please visit the [Educational Technology and Online Learning Department](#) web page for additional information.

Online and hybrid courses utilize Canvas, the same learning management system as our face-to-face courses. Canvas provides faculty and students with access to online course content, discussion forums, journals, online tutoring, chat, and live web conferencing. This system allows students to interact with their instructor and fellow classmates using a variety of tools. Some online and hybrid courses may have mandatory face-to-face sessions, such as proctored tests, orientation, review, and laboratory time. For course specific requirements, students should review the respective course syllabus.

Note: If an online course requires a proctored exam in a face-to-face environment and student chooses to take exam at an off-site testing center, the student may incur a fee. Please refer to the [Testing Center](#) for the approved sites and their fees. If these testing sites are out of your area, please reach out to your instructor for pre-approval of a different testing site.

Canvas Orientation for Online Courses

All students that would like to register for an online or hybrid course must complete a one-time Canvas Online Orientation. This self-paced orientation is available through the Course Schedule, shown below or go to www.tsc.edu/oso.

The Canvas Online Orientation will be reviewed three times a day within regular business hours in order to clear students

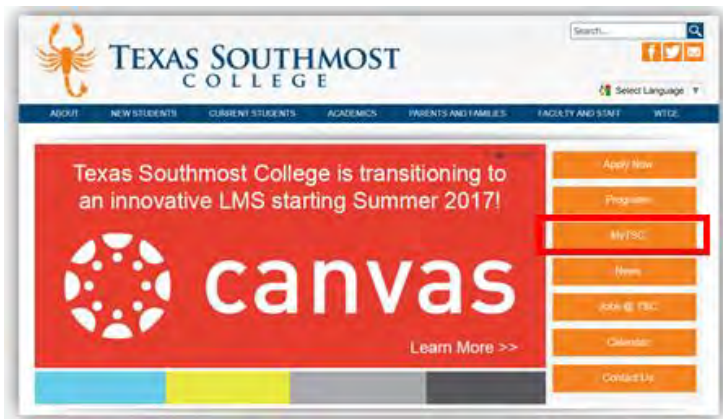
Note: The student must have TSC credentials to complete this orientation.

Instructure, Inc., Canvas

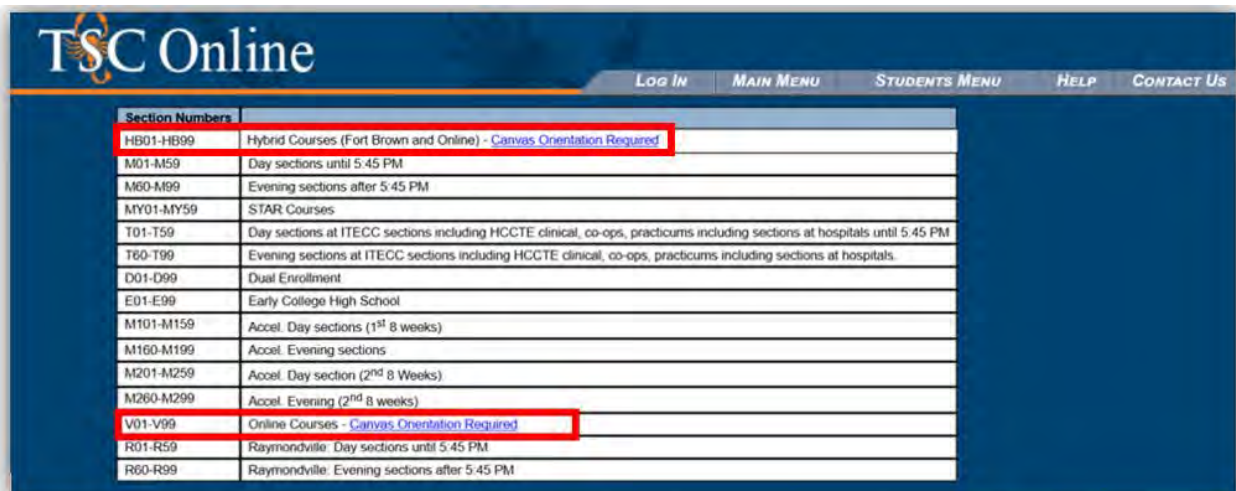
Canvas provides faculty and students access to online course content, discussion forums, document sharing, chat, live web conferencing, online tutoring, and more. These enhanced TSC online tools are available for all courses.

Students sign-in by following the steps below:

1. Go to Texas Southmost College's [main website](#).
2. Click on [MyTSC](#).

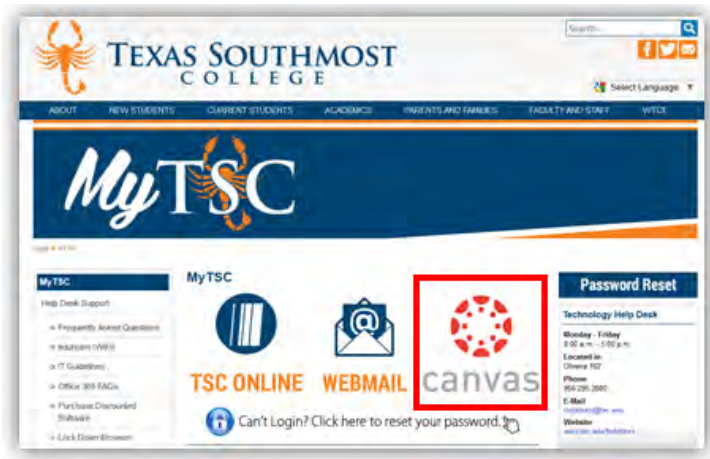


3. Select "Canvas."

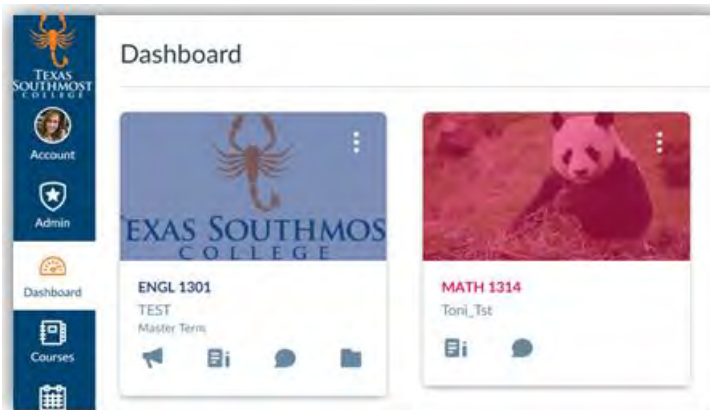
A screenshot of the TSC Online Course Schedule page. The header includes the 'TSC Online' logo and navigation links for 'LOG IN', 'MAIN MENU', 'STUDENTS MENU', 'HELP', and 'CONTACT Us'. Below the header is a table with two columns: 'Section Numbers' and course descriptions. The rows are as follows:

Section Numbers	
HB01-HB99	Hybrid Courses (Fort Brown and Online) - Canvas Orientation Required
M01-M59	Day sections until 5:45 PM
M60-M99	Evening sections after 5:45 PM
MY01-MY59	STAR Courses
T01-T59	Day sections at ITECC sections including HCCTE clinical, co-ops, practicums including sections at hospitals until 5:45 PM
T60-T99	Evening sections at ITECC sections including HCCTE clinical, co-ops, practicums including sections at hospitals.
D01-D99	Dual Enrollment
E01-E99	Early College High School
M101-M159	Accel. Day sections (1 st 8 weeks)
M160-M199	Accel. Evening sections
M201-M259	Accel. Day section (2 nd 8 Weeks)
M260-M299	Accel. Evening (2 nd 8 weeks)
V01-V99	Online Courses - Canvas Orientation Required
R01-R59	Raymondville: Day sections until 5:45 PM
R60-R99	Raymondville: Evening sections after 5:45 PM

The 'Hybrid Courses' and 'Online Courses' rows are highlighted with red boxes.



4. You will be prompted to enter your TSC credentials. You will be able to view your 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, laboratories, clinicals, practicums, and internships is expected of all students.

Students who are absent 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 and state their own attendance expectations 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 expectations in their syllabi.

Students who stop attending class 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 [Final Exam](#) web page.

Grading System

Course instructors establish grading procedures and grade weights in their respective syllabi. Permanent grades are recorded only at the end of each semester/session. The following grades are used at TSC:

Grade	Explanation	Quality Points per Semester Hour
A	Excellent	4.00
B	Good	3.00
C	Satisfactory	2.00
D*	Minimum Passing	1.00
F	Failing	0.00
AU	Audit	Not used in computing GPA
I	Incomplete	Not used in computing GPA
P	Passing	Not used in computing GPA
NP	No Passing	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.

***A minimum passing grade of "C" is required for all** developmental education courses, ENGL 1301 Composition I, MATH 1314 College Algebra, MATH 1332 Contemporary Mathematics, and MATH 1342 Elementary Statistical Methods. **A minimum passing grade of "C" may also be required for some or all** courses in a specific program of study. Please see all program requirements on the TSC [Degrees, Certificates, and Awards](#) web page.

Awarding Credit

Credit is only awarded for successful completion of an approved course. In accordance with SACSCOC policy ([SACSCOC Credit Hours Policy Statement](#)), TSC defines a credit hour as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practicums, studio work, and other academic work leading to the award of credit hours.

For the purpose of determining credit hours to be awarded, TSC considers fifty (50) minutes of instruction equivalent to one contact hour.

The THECB defines a three semester credit hour (SCH) course as containing fifteen (15) weeks of instruction (45 contact hours) plus one week for final examinations, so that a course contains 45-48 contact hours (depending on whether or not there is a final examination. Courses delivered in shortened semesters have the same number of contact hours and the same requirement for out-of-class learning as

courses taught in a normal semester ([Texas Administrative Code Title 19 Part 1 Chapter 13 Subchapter A Rule 13.1 \(Page 2\)](#)).

Texas Southmost College does not award credit for courses and programs outside the commonly accepted practices in higher education.

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
MATH 2412	4	3.00 (B)	12
ENGL 1301	3	2.00 (C)	6
SPCH 1315	3	4.00 (A)	12
BIOL 1306	3	2.00 (C)	6
BIOL 1106	1	4.00 (A)	4
Total	14		40

$$40 \div 14 = 2.86 \text{ GPA}$$

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 a student on Academic Probation or Continued Academic Probation fails to earn a semester term GPA of 2.0 or fails to earn a cumulative GPA of 2.0 in the next semester term following the probation status, the student will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive an email notification to his/her 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 time will not be allowed to enroll for one (1) calendar year.

Following the policies listed 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 (DVA) who fail to maintain Good Standing will be reported to the DVA as making Unsatisfactory Progress. The student is responsible for any debts to the school or DVA incurred due to 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 established 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.

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 Degree
- Associate of Applied Science Degree
- Certificates
- Occupational Skills Awards

Commencement Exercises

Commencement is held twice a year, at the end of the fall and spring semesters. All candidates for degrees and certificates are encouraged to participate in commencement exercises. Participation in the graduation ceremony, however, does not ensure automatic fulfillment of requirements or that a degree will be awarded.

Awarding Degrees

Texas Southmost College will automatically award degrees to students who have completed requirements without having to submit an application. A degree audit will determine if the student is close to meeting the degree requirements of a respective degree and the **student's information** will automatically be entered for graduation for the semester. Students will be invited to attend the commencement exercise and will be notified of their completion of degree.

Reverse Transfer Degree

Students who transfer from Texas Southmost College to another Texas college or university may qualify **for an associate's degree at TSC. The Reverse Transfer Degree Program is designed for students who** have accumulated 25% of the associate degree (usually 15 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:

- Apply for reverse transfer using the TSC [Reverse Transfer Graduation Application](#).
- Request an official transcript from the university you are attending to be sent to TSC.
- Provide accurate contact information so that TSC personnel will keep you posted on the progress made towards earning your associates degree.

Graduation under the UTB/TSC Partnership

Students can graduate with a degree or certificate earned during the agreement period between the University of Texas at Brownsville and Texas Southmost College (UTB/TSC). 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 must meet established requirements and have completed all required courses and semester credit hours for the specific associate degree or certificate as determined by college. The student can apply for graduation via the online application.

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 or Program Director to request a course substitution.

Course substitutions are typically limited to six (6) semester credit hours. In a situation where the student requires a course substitution of more than six (6) semester credit hours, the student must receive approval 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 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 [Degrees, Certificates, and Awards](#) web page.
- 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 have to meet requirements **under the degree requirements of Texas Southmost College's**:

- Current catalog, or
- Catalog which is in effect the first day of the semester in which the student is enrolled at Texas Southmost College.

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

Guarantee for Job Competency for Professional/Technical/Workplace Students

As mandated by the Texas Higher Education Coordinating Board's Guidelines for Instructional Programs in Workforce Education (GIPWE), 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 its 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-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 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.

A.A., A.S., A.A.T. 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. Four-year universities 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.

Degree and Certificate Program Information

Program of Study

A list of all programs of study can be found on the TSC [Degrees, Certificates, and Awards](#) web page. 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. TSC has adopted [Texas Administrative Code Chapter 9, Subchapter J, Rule 9.183](#) of the THECB Rules and Regulations which defines the length, content, and title of the academic associate degrees offered at TSC. Academic associate degree programs must consist of 60 semester credit hours. All Associate of Arts (A.A.), Associate of Science (A.S.), and Associate of Arts in Teaching (A.A.T.) degree programs offered by TSC require the completion of 60 semester credit hours (SCH), as specified by this rule.

- Earning an Associate of Arts (A.A.) degree normally requires at least two years of full-time equivalent college work. The course work is designed to prepare TSC students to transfer to an upper-level baccalaureate program, or in some cases, directly to employment in a specific career.
- Earning an Associate of Arts in Teaching (A.A.T.) degree is designed to prepare students for transfer to baccalaureate programs leading to initial Texas teacher certification. There are four (4) A.A.T. programs, consisting of 60 semester credit hours of coursework that are transferable to any Texas public university offering baccalaureate degree programs leading to initial teacher certification.
- Earning an Associate of Science (A.S.) degree normally requires at least two but fewer than four years of full-time equivalent college work in a grouping of science-related courses designed to prepare the TSC students 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. All Associate of Applied Science (A.A.S.) degree programs and certificate programs at TSC comply with THECB Guidelines for Instructional Programs in Workforce Education ([GIPWE](#)).

- The Associate of Applied Science (A.A.S.) degree is a two-year program designed to prepare TSC students for immediate employment and/or career advancement. The program is composed of an orderly, identifiable sequence of courses that 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 other professionals. The coursework for Associate of Applied Science (A.A.S.) degrees is limited to 60 semester credit hours. TSC does not offer associate degrees that include fewer than the 60 semester credit hour requirement.
- A Level One Certificate is a workforce education Program of Study that consists of at least 15 and no more than 42 semester credit hours. Level One certificate programs are exempt from the requirements of the Texas Success Initiative.
- A Level Two Certificate is a workforce education Program of Study that consists of at least 30 and no more than 51 semester credit hours. Level Two 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.

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 establishes 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 for Associate of Arts, Associate of Science, and Associate of Arts in Teaching degrees. TSC requires the completion of a minimum of 15 semester credit hours of general education courses for all of its associate degree programs. These credit hours are drawn from and include at least one course from each of the following areas: Humanities/Fine Arts; Social/Behavioral Sciences; and Natural Science/Mathematics. Representing between 25% and 70% of the total semester credit hours required for a given associate degree program, these general education courses generally constitute a substantial component of each degree program.

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

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

ENGL 1302 Composition II

ENGL 2311 Technical & Business Writing

Mathematics

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

MATH 1324 Mathematics for Business & Social Sciences

MATH 1332 Contemporary Mathematics I (minimum grade of "C" required for credit)

MATH 1342 Elementary Statistical Methods (minimum grade of "C" required for credit)

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)

CHEM 1305 Introductory Chemistry I (lecture)

CHEM 1307 Introductory Chemistry II (lecture)

CHEM 1311 General Chemistry I (lecture)

CHEM 1312 General Chemistry II (lecture)

PHYS 1301 College Physics I (lecture)

PHYS 1302 College Physics II (lecture)

PHYS 1315 Physical Science I (lecture)

PHYS 1317 Physical Science II (lecture)

PHYS 2325 University Physics I (lecture)

PHYS 2326 University Physics II (lecture)

Language, Philosophy & Culture

ENGL 2321 British Literature

ENGL 2326 American Literature

ENGL 2331 World Literature

ENGL 2332 World Literature I

ENGL 2333 World Literature II

ENGL 2341 Forms of Literature

ENGL 2351 Mexican-American Literature

HIST 2321 World Civilizations I

HIST 2322 World Civilizations II

Creative Arts

ARCH 1301 Architectural History I

ARTS 1301 Art Appreciation

ARTS 1303 Art History I

COMM 2366 Introduction to Cinema

MUSI 1306 Music Appreciation

American History

HIST 1301 United States History I

HIST 1302 United States History II

HIST 2327 Mexican-American History I

HIST 2328 Mexican-American History II

Government/Political Science
GOVT 2305 Federal Government (Federal constitution & topics)
GOVT 2306 Texas Government (Texas constitution & topics)

Social and Behavioral Sciences
ECON 2301 Principles of Macroeconomics
PSYC 2301 General Psychology
SOC1 1301 Introduction to Sociology

Component Area Option (CAO)
ARCH 1302 Architectural History II
BIOL 1106 Biology for Science Majors Laboratory I (lab)
BIOL 1107 Biology for Science Majors Laboratory II (lab)
BIOL 1108 Biology for Non-Science Majors Laboratory I (lab)
BIOL 1109 Biology for Non-Science Majors Laboratory II (lab)
BIOL 2101 Anatomy & Physiology I (lab)
BIOL 2102 Anatomy & Physiology II (lab)
CHEM 1111 General Chemistry I (lab)
CHEM 1112 General Chemistry II (lab)
ECON 2302 Principles of Microeconomics
EDUC 1300 Learning Framework
GOVT 2304 Introduction to Political Science
PHYS 1101 College Physics Laboratory I (lab)
PHYS 1102 College Physics Laboratory II (lab)
PHYS 2125 University Physics Laboratory I (lab)
PHYS 2126 University Physics Laboratory II (lab)
PSYC 1300 Learning Framework
SOC1 2301 Marriage & the Family
SPAN 2313 Spanish for Native/Heritage Speakers I
SPAN 2315 Spanish for Native/Heritage Speakers II
SPCH 1315 Public Speaking
SPCH 1318 Interpersonal Communication
SPCH 2333 Discussion & Small Group Communication

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. Architecture
2. Early Childhood – 6th Grade Teaching
3. Computer Science
4. Criminal Justice
5. Social Work

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 may choose to meet the degree requirements of the current catalog for the semester in which they return to TSC if approved by the appropriate Dean.

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 (A.A.) 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 A.A. 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 A.A. degree reflects commitment to a specific educational goal and success in meeting that goal. An A.A. 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 A.A. 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](#)
- [Criminal Justice](#)
- [General Studies](#)
- [Social Work](#)

Associate of Arts in Teaching

The Associate of Arts in Teaching (A.A.T.) degree as defined by the Texas Higher Education Coordinating Board is fully transferrable to all Texas public universities. Because the A.A.T. degree fulfills the requirements of the A.A.T. curriculum established by the Texas Higher Education Coordinating Board, all Texas public universities must accept the A.A.T. curricula if they offer applicable baccalaureate degrees leading to initial teacher certification.

While the A.A.T. 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 A.A.T. degree. In addition, completion of the A.A.T. degree 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 A.A.T. 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 A.A.T. 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

Associate of Science (A.S.) degrees 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 A.S. 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 A.S. 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.

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

Associate of Applied Sciences

The Associate of Applied Science (A.A.S.) Degree is a two-year program designed to lead TSC students to immediate employment and/or career advancement. Programs are composed of an orderly, identifiable sequence of courses designed to meet specific occupational competencies and outcomes. It is important to note that AAS and certificate courses may not transfer to other institutions of higher education. Please refer to the [Texas Higher Education Coordinating Board's Transfer Policies and Resources](#) for more information.

Listed below are the Associate of Applied Science degrees offered at Texas Southmost College.

- [Accounting Technology](#)
- [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](#)
- [Heating, Ventilation, Air Conditioning and Refrigeration](#)
- [Medical Laboratory Technology](#)
- [Medical Office Management](#)
- [Nursing](#)
- [Paralegal Studies](#)
- [Radiologic Technology](#)
- [Respiratory Care Science](#)

Certificate of Completion

Students wishing to complete a certificate program must complete all courses required in the certificate plan. All programs of study can be found on the TSC website and current catalog. A minimum grade of **"C" must be obtained** on certain courses (please see Programs of Study to know which ones exactly). 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. Listed below are the Certificate Level One and Level Two programs offered at Texas Southmost College.

Certificate – Level One

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

Certificate – Level Two

- [Emergency Medical Science](#)
- [Licensed Vocational Nursing](#)