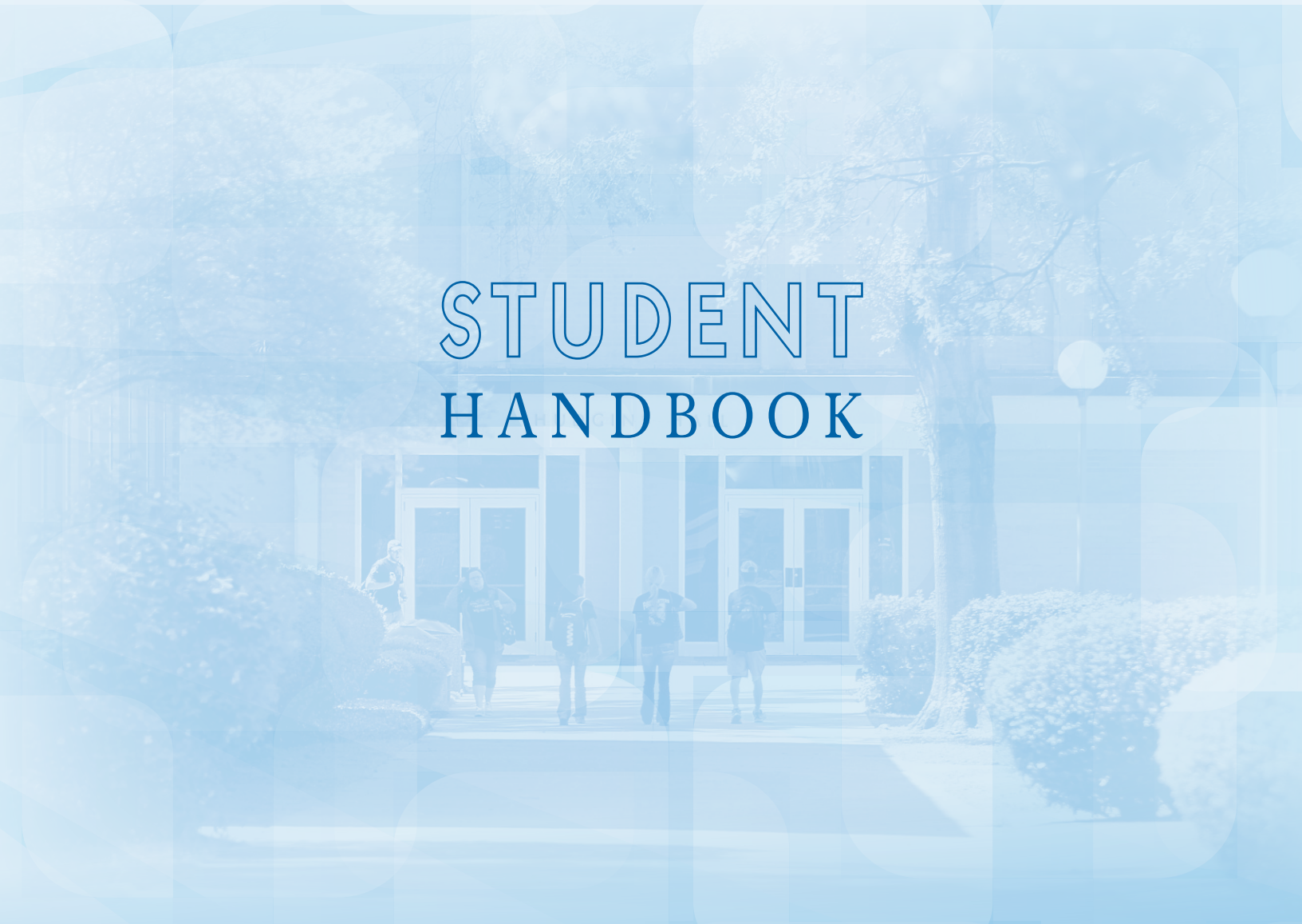


# Angelina College

## STUDENT HANDBOOK



# Angelina College

## ABOUT THE STUDENT HANDBOOK

*This handbook is meant to act as a guide to help you have a successful educational experience at Angelina College and describes the many services we provide to assist you in achieving your academic and career goals. Your time here at Angelina College is about more than just doing well in your courses – it's also about developing important social connections; learning how to interact with other cultures and ideologies; and becoming a well-rounded and informed person. To help you achieve these goals, we have put together this useful reference tool for activities, services, traditions, and common terms used at Angelina College. The information within this Handbook was prepared from existing policies and services. The Handbook is informational in purpose and does not constitute a contract between AC and any person or entity. To find specific and in-depth information about college courses, degree plans, violations, and registration information, please visit our website or the Angelina College Catalog.*

**AC reserves the right to make changes in the regulations and offerings announced in this Handbook as circumstances require.**

# A MESSAGE FROM:

*Executive Director of the Office of Student Affairs and Community Development  
Associate Vice President of the Office of Student Services*

DEAR ROADRUNNERS,

*It is our pleasure and privilege to welcome you to Angelina College. We have the great honor of providing leadership and direction for several offices and services and serve as senior advocates for students. In our role as advocates, we work closely with AC employees and student leaders to enhance the quality of college life for students.*

*The Office of Student Affairs and the Office of Student Services seek to provide an exceptional academic experience for all students, equip students with the necessary tools for success, and continually exhibit the College's culture of caring for its students. The Offices encourage interactions among students, faculty, and staff to promote a campus climate which supports students' academic success and their personal and professional development. In addition, our offices strive to advocate for student issues, needs and concerns; respond to emergency and crisis situations that affect students; and assist students in preparing for their lives beyond Angelina College.*

*In order to make certain you have a successful journey during your tenure at Angelina College, we would like to provide you with the tools needed to navigate the campus and successfully complete your course of study. This handbook will provide the necessary information to accomplish your goals at AC. It will also serve as your resource guide to college services, student life activities, and programs.*

*We encourage you to browse through the website for more in-depth information about the college and learn about the ways we can enrich your experience as a student at Angelina College. It is our sincere hope that you will take full advantage of all that AC has to offer you.*

GO 'RUNNERS!



*Executive Director  
Office of Student Affairs  
dsmithhart@angelina.edu*



*Associate Vice President of  
Student Services  
kbrown@angelina.edu*

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# Angelina College



ROADRUNNER LEGEND			
ADM	Administration	HUD	Hudgins Hall
ACT	Activity Center/Shand's Gym	ITC	Industrial Technology Center
ACA	Angelina Center for the Arts & Temple Theater	LPC	Larry Phillips Complex
BUS	Business/Temple Hall	LBA	Liberal Arts
STC	Student Center	LIB	Library
CSS	Community Services	MWH	Maintenance Warehouse
RES	Dormitory	PHY	Physical Plant
CONC	Conference Center	POL	Police Academy
HC1	Health Careers	SCM	Science/Mathematics
HC2	Health Careers 2	SBS	Social & Behavioral Sciences
		TWF	Technology & Workforce

 **BE A ROADRUNNER**

## DIRECTORY

Main Campus - Lufkin, TX (936) 639-1301

### **ADMINISTRATION:**

Office of the President	(936) 633-5200
Vice President of Academic Affairs	(936) 671-7370
Vice President of Business Affairs	(936) 633-5214
Vice President of Workforce and Continuing Education	(936) 633-5206
Associate Vice President of Student Services	(936) 671-4780
Executive Director of Student Affairs and Community Development	(936) 633-3213

### **COLLEGE ACADEMIC/WORKFORCE SCHOOLS/WORKFORCE AND EDUCATION**

Business and Technology	(936) 633-5300, (936) 633-5246
Health Careers	(936) 633-5265
Arts and Education	(936) 633-3275
Science and Mathematics	(936) 633-5255
Visual and Performing Arts	(936) 633-5233
Workforce and Continuing Education	(936) 633-5206

## DIRECTORY

### CAMPUS SERVICES

Admissions	(936) 633-5210
Angelina College Foundation	(936) 633-3213
Athletics	(936) 633-5282
Business Office	(936) 633-5318
Book Store (Online)	(800) 325-3252
Disability Services (Accommodations)	(936) 633-4504
Financial Aid and Scholarships	(936) 633-5291
Information Technology (IT)	(936) 633-5208
International Student Admissions	(936) 633-5210
Library	(936) 633-5220
Office of Academic Success	(936) 633-5212
Office of Student Affairs	(936) 633-5344
Student Life	(936) 633-3253
Testing Center	(936) 633-5495
Tutoring Center	(936) 633-4504
Veterans Services (Advising)	(936) 633-5356
Writing Lab	(936) 633-5334

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## AC CALENDARS

You can access our AC calendars at [www.angelina.edu/calendar/](http://www.angelina.edu/calendar/)

## CAMPUS SAFETY

*AC Campus Police Department, 24-Hour Phone (936) 676-2563*

### **Reporting to the Angelina College Police Department (ACPD)**

ACPD strongly encourages the campus community to promptly report crimes or emergencies to ACPD, even if/when the victim of a crime cannot or will not make a report. It is important that all criminal activity be reported immediately and as accurately as possible. Crimes may pose a high level of risk or be dangerous to broader AC community, so it is important they are reported immediately to minimize any potential harm to other individuals or property.

ACPD investigates and reviews all reports and complaints of criminal activity that occur on campus and off-campus if the crime involves and employee or student within ACPD's jurisdictional boundaries.

Crimes reported to the ACPD are included in the annual statistical disclosure. When necessary, the Standard Response Protocol (SRP) and/or Emergency Notifications are initiated in consultation between the ACPD and the College's executive leadership team.

### **Methods of Reporting to ACPD**

- For Emergencies Dial 911
- All other Police service calls should be the Campus Police Cell Phone – (936) 676-2563
- Come to or call the Campus Police Office during Normal business hours at (936) 633-3238. The Police Department building is located on the North side of campus.
- Use the RAVE App from your cell phone.

### **Working Relationship with Local, State & Federal Law Enforcement Agencies**

The Angelina College Police Department has a Memorandum of Understanding (MOU) with the Lufkin Police Department for the City of Lufkin to serve as our dispatch and communications center. The ACPD has a positive professional working relationship with all Sheriffs, Police Departments, and the Texas Department of public Safety in the 12-county region. ACPD also maintains a relationship with the local FBI Office as well.

### **Crime Prevention and Activities for on Campus Housing**

- Monitor and respond to calls for service and fire alarms
- Safety prevention and contact information for Police and Fire Department in each residence hall room
- Residence Hall guidelines provided to students
- On-Duty Police and Security Officers make regular rounds by the residence hall each shift.
- Safety programs offered throughout the year
- Background checks on each new, in-coming residence hall applicant
- Background checks conducted on all maintenance, contractors and subcontractors, working in or at the residence hall
- Orientation conducted with each student who lives in residence hall each semester

### **Crime Prevention Devices in Place**

- Calls received directly by Police Security 24/7 via cell phone
- Retention reporting system
- Stay Alert – Stay Safe Email system
- Campus Crime Stoppers program
- Video Surveillance Systems throughout public areas in buildings and entire campus
- Door mag locking system on building entrances/exits and each classroom for improved interior safety
- The Standard Response Protocol from the “I Love You Guys” foundation

### **Crime Prevention Tips**

- Always keep residence hall doors locked
- Ensure that all personal belongings are out of sight when securing vehicles
- Do not leave personal belongings or electronics unattended
- Use the two-lock system to secure bicycles
- Walk in groups, when possible
  1. Inform a friend, relative, or roommate, of the route that you are traveling
  2. Remain aware of your surroundings
  3. Walk in well-lit areas
  4. If you feel that you are in danger or are being followed, immediately contact the Police Patrol via cell phone, (936) 676-2563

### **Timely Warnings**

The Angelina College Police Department has a responsibility to provide “Timely Warnings” to the campus community about reported crimes in a manner that will aid in the prevention of similar crimes and to provide emergency notifications when the health and safety of the campus is at risk.

### **Determination of a Continued Threat**

Timely Warning determinations are made when all circumstances have been met and a crime is considered to be a serious or ongoing threat to the College community. Timely Warnings are assessed on a case-by-case basis, but would typically be issued for:

- Murder/Non-Negligent Manslaughter
- Major Incidents of Arson
- Sexual Assault:  
Reports of sexual assault are elevated on a case-by-case basis. Issuing a timely warning for sexual assault is contingent on the facts of the specific case, when it was reported, and the amount of information known by the Chief of Police or designee.
- Robbery:  
Timely warnings are typically issued for robberies involving force or violence. Cases involving pick-pocketing and purse snatching will typically not result in the issuance of a timely warning notice, but are elevated in an individual basis.
- Aggravated Assault:  
Assaults among known parties, such as two roommates fighting, resulting in an aggravated injury, are evaluated to determine if the individual is believed to be an ongoing threat to the larger Angelina College community.

- **Burglary:**  
Timely warnings typically involve cases in which an investigation has determined that multiple incidents are likely related.
- **Motor Vehicle Theft:**  
Timely warnings typically involve cases in which an investigation has determined that multiple incidents are likely related.

### **Text Messaging Mass Notification System**

The College utilizes third-party software to send text messages to members of the campus community. The communication platform, RAVE, is used for mass notification and response personnel notification. Emergency notifications and instructions are sent via text messages, phone calls, and emails to phone numbers and emails that are registered with the College. It is extremely important that every student and staff member register their phone number and email with the College to ensure they receive emergency notifications. Notifications can be sent to all members of the College community or to smaller, select groups to activate specific portions of the emergency response plan. Students are automatically enrolled to receive emergency College notifications via text message, but they must alert the College of any changes to their contact information. Faculty and staff should sign up to receive emergency text messages and emails through the Angelina College Human Resources Department.

### **Parking on College Property**

Students and visitors are allowed to park in areas that are not marked on the curb as “Reserved”. Reserved parking is limited to faculty and staff who possess the parking pass that is to be visibly displayed inside the vehicle.

Anyone found parking in a reserved parking or handicap (without permit) spot may receive a parking citation on their vehicle. That citation will be placed on the student’s college record and if not rectified with the Police Department could cause future difficulty in your academic future by placing a hold on your ability to register for additional classes. Payment for a reserved spot parking violation is \$75.00 per citation or handicap parking without permit is \$200.00 per citation. The citation fee may be paid at the business office at Roadrunner Central.

In lieu of paying the \$75.00 fee, students may also provide 15 non-perishable canned goods or food items to the Police Department that will be transferred to the student Roadrunner market.

## AC MISSION, VISION, CORE VALUES, ACCREDITATION

### **College Mission**

The mission of Angelina College is to provide quality educational opportunities and services to aid students and the community in the service area in reaching their full potential.

### **College Vision**

Angelina College will be the first choice in value and quality education leading to diverse career pathways throughout its service area.

### **College Core Values**

- Integrity – Honesty, respect, fairness, and ethical conduct
- Diversity – Individual differences and cultural acknowledgment in the learning and working environment
- Excellence and Success – Lifelong learning through quality teaching and service experiences for personal, social, and economic development
- Collaboration and Partnerships – Communication which leads to shared goal attainment and connections within the institution and throughout the service area
- Institutional Vigor – Fiscal accountability, personnel development, and improvement in programs and services
- Innovation – Exploration, inquiry, and risk-taking for all relevant programs and services

### **Accreditation Statement**

Angelina College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award Associate Degrees. Angelina College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Angelina College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).



## OFFICE OF ADMISSIONS (936) 633-5210

The Office of Admissions and Student Records is located in Roadrunner Central on the 1st Floor of the Student Center. The Office assists students with admissions application and turning in documents to complete admissions requirements, including:

- Official High School/College Transcripts
- Bacterial Meningitis vaccination record
- TSI scores or exemption
- Request for AC Transcript
- Apply for graduation
- Enrollment verification
- Request for Readmission
- Change name and/or address

Students may submit documents via email to: [documents@angelina.edu](mailto:documents@angelina.edu), or in person to the Office of Admissions, or by mail to: AC Admissions PO Box 1768 Lufkin, TX 75902. OFFICIAL TRANSCRIPTS *must* be received in person or by mail in the original, sealed envelope from the sending school, or via an approved electronic service, including TReX, Parchment, National Student Clearinghouse, Credential Solutions and eScrip-Safe.

## OFFICE OF ACADEMIC SUCCESS (936) 633-5212

### **The Office of Academic Success**

The Office of Academic Success promotes student success by helping students explore major and career choices, providing academic advising, and facilitating dual enrollment. Success Coaches empower students by providing the tools necessary to formulate a pathway to a degree or certificate through one-on-one coaching. The office also assists students who plan to further their education by transferring to a four-year institution. The Office of Academic Success actively collaborates with Student Affairs to provide students with a variety of resources including career and transfer fairs, workshops and special student support services. The office's goal is to provide student-centered services in a supportive and professional environment.

### **Testing Center (936) 633-5495**

The Angelina College Testing Center is committed to providing a variety of testing opportunities for AC students and the community. Students may inquire with the Testing Center about Credit by Examination or Credit by Experience. The Testing Center also offers testing services to students enrolled in online classes and students with disabilities. The Testing Center administers the Texas Success Initiative Assessment 2. Prior to students or prospective students taking the TSIA2, they must complete a mandatory pre-assessment activity. The PAA, offered online, can be completed at home before coming to the Testing Center. Students who do not have access to a computer may come to the campus and use the computers in the AC Resource Center or the Library. The certificate of completion will be sent to the email address the student provides. The certificate may be printed or simply shown from a cell phone to the Testing Center staff when the student arrives to test.

## OFFICE OF FINANCIAL AID (936) 633-5470

The Financial Aid Office helps students find the resources to pursue their educational and professional goals and is located in Roadrunner Central on the 1st Floor of the Student Center.

Approximately 80 percent of students at Angelina College qualify for financial aid, and the Financial Aid Office provides students with information about the types of financial aid available and how to apply for financial assistance.

Information and services provided by the Office of Financial Aid include:

- Satisfactory Academic Progress to keep financial aid
- Pell Grant
- Texas Public Education Grant (TPEG)
- Work Study Program Qualification
- Local and Institutional Scholarships
- Veterans benefits – Hazlewood Act recipients and GI Bill

Angelina College does not participate in Federal or State student loan programs.

## OFFICE OF STUDENT AFFAIRS (936) 633-5344

The purpose of the Office of Student Affairs is to minimize barriers to success for all Angelina College students from all walks of life. This office is committed to creating a student-centered, campus where chances of success are equitable for every student, where every student feels valued, and where students achieve their goals. The Office of Student Affairs is located in the Conference Center.

The Office of Student Affairs provides the following programming and services for AC students:

- Student Life (Activities/Events/Student Government Associations/Phi Theta Kappa)
- New Student Orientation
- Student Housing
- International Student Programming
- Student Access Services (Accommodations)
- Student Emergency Aid Program
- Roadrunner Market
- AC Perks
- Graduation/Commencement

## BOARD OF TRUSTEES AND COLLEGE ADMINISTRATION

### ANGELINA COLLEGE BOARD OF TRUSTEES

*Curt Fenley, President*

*Joey Garza, Vice-President*

*Sidney Roberts, M.D., Secretary*

*Hilary Haglund-Walker, Member*

*Lynne Haney, Member*

*Robert Lindsey, M.D., Member*

*Johnnie Ross, Member*

### ANGELINA COLLEGE ADMINISTRATION

*Dr. Michael Simon, President*

*Dr. Tim Ditoro, Vice President of Academic Affairs*

*Chris Sullivan, J.D., Vice President of Business Affairs & General Counsel*

*Krista Brown, Associate Vice President of Student Services*

*Dana Smithhart, Executive Director of Student Affairs*

*Joy Medford, Executive Director of Institutional Effectiveness*

*Dee Ellis, Special Assistant to the President, Title V Project Director*

*Leigh Ann Pyle, Executive Director of Institutional Advancement*

## AC GENERAL POLICIES

### Non-Discrimination Statement

Angelina College provides education and employment opportunities without discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation, gender identity or gender expression. Angelina College complies with the Americans with Disabilities and Veterans Act.

### Disciplinary Authority

A college, like any community, must have regulations by which its members abide and procedures by which its organizations function. The standard should provide order and an atmosphere conducive to intellectual and personal development. The Student Handbook and the “Student Code of Conduct” contained within are intended to serve these purposes in the interest of all segments of Angelina College. Full policies are available online in the College’s Policies and Procedures manual.

The College has a responsibility to maintain order within the college community to discipline those who violate its rules and policies. Enrollment requires students to share this responsibility. Students agree to abide by the standards, rules, and policies set forth in this Handbook, the AC Catalog, and other official college publications, as well as Texas Education Code. Registered campus organizations also agree to follow these rules and regulations. The College, or its representatives, may amend this document at any time without notice.

The authority to enact and enforce regulations of the College is vested in the Board of Trustees. The responsibility for enforcing regulations and imposing penalties is delegated to the President and any College officials the President may designate. The Office of Student Affairs is the principal agency for the administration of student discipline.

## AC POLICY AND PROCEDURE MANUAL

To access the AC Policy and Procedures Manual, go to the AC website, [www.angelina.edu](http://www.angelina.edu). At the bottom of the homepage, you will find the selection “Policy and Procedure Manual”.

The following policies are located in the [AC Policy and Procedures Manual](#):

Title IX: Prohibited Discrimination and Harassment	AFA (Local)
Equal Educational Opportunity/Pregnant and Parenting Students	FAA (Local)
Student Conduct and Discipline Program	FLB (Local)
Student Rights and Responsibilities	FLD (Regulation)

All student-related policies can be found in Section F of the AC Policy and Procedure Manual.

For information regarding HB 1361 and SB 412 (Liaison for Pregnant or Parenting Students), see [Policy FAA \(Local\) Equal Educational Opportunity/Pregnant and Parenting Students](#)

## SCHOOL OF ARTS AND EDUCATION

*Dean of School of Arts and Education - Dean Diana Throckmorton*

General Studies  
Graphic Arts  
Health & Physical Education  
Music  
Theater  
Visual Arts

## SCHOOL OF BUSINESS AND TECHNOLOGY

*Dean of School of Business and Technology - Dean Dr. Esther Campbell*

Automotive Technology  
Business Administration and Management  
Business and Supervision  
Child and Family Development  
Criminal Justice  
Drafting & Design Technology  
Diesel Technology  
Electromechanical Technology  
Electronics Technology  
Heating, Ventilation, Air Conditioning and Refrigeration  
Law Enforcement Technology  
Machine Tool Technology  
Network Administration  
Office Administration  
Paralegal  
Real Estate  
Software Development \*PROPOSED\*  
Welding Technology

## SCHOOL OF SCIENCE AND MATHEMATICS

*Dean of School of Science and Mathematics - Dean Dr. Andrea Barrett*

Engineering  
Health Science  
Multidisciplinary Studies

## SCHOOL OF HEALTH CAREERS

*Dean of School of Health Careers - Dean Dr. Winifred Ferguson Adams*

Diagnostic Medical Sonography  
Emergency Medical Services  
Nursing  
Pharmacy Technology  
Radiologic Technology  
Respiratory Care Therapist  
Surgical Technology

## STAND-ALONE CERTIFICATES

Automotive Technology  
Heating, Ventilation, Air Conditioning and Refrigeration  
Office Administration  
Real Estate

\*To see full list of available courses and certifications, see link below:  
[www.angelina.edu/college-catalog/](http://www.angelina.edu/college-catalog/)

\*For information regarding HB 2504 (Public Access to Course Information),  
see link below:  
[www.angelina.edu/hb-2504](http://www.angelina.edu/hb-2504)



## STUDENT SERVICES

As part of the inclusive culture at Angelina College, the Office of Student Affairs is committed to providing services and resources to students who need them. Our goal is to minimize barriers to success for students with disabilities or special circumstances. We offer an array of services for students with more unique needs including, but not limited to: finding community resources; obtaining financial assistance for emergencies; targeted programming for traditionally under-served student populations; and providing accommodations for disabilities. We are committed to creating a campus where chances of success are equitable for every student, regardless of their background or circumstances. For more information regarding student resources, please call or email the Office of Student Affairs, (936) 633-5344, or for the Office of Disability Services and Tutoring, please call (936) 633-4504 or email [disabilityservices@angelina.edu](mailto:disabilityservices@angelina.edu).

### AC Perks Program

The AC Perks Program is a program where students have the option to receive either a semester-long bus pass or an \$800 dollar stipend for childcare. To be eligible for the program, a student must be pursuing a major housed within the School of Business and Technology or the School of Health Careers. In addition, to maintain the benefits from AC Perks, a student must check in twice a week with the Perkins tutor, with one of those check-ins being a required tutoring session. For more information regarding the AC Perks Program, please call or email the Office of Student Affairs: (936) 633-5344 or email [studentservices@angelina.edu](mailto:studentservices@angelina.edu).

### Disability Services

The Office of Disability Services provides educational accommodations for students with disabilities that affect their education. There are three easy steps to receiving accommodations.

STEP 1: Complete the Accommodations Application

STEP 2: Submit a documentation of your disability.

STEP 3: Schedule a meeting with the Manager of Disability Services.

To find the application go to [www.angelina.edu](http://www.angelina.edu) > Student > Student Support > Disability Services or go to the AC Portal > Student Services > Accommodations Application. For more information, please call or email the Office of Disability Services at (936) 633-4504 or [disabilityservices@angelina.edu](mailto:disabilityservices@angelina.edu).

### **Student Emergency Aid Program**

The concept and preparation for the Angelina College Student Emergency Aid Fund (SEAF) began in the Spring of 2019. The Office of Institutional Advancement and the Office of Student Affairs spent many hours researching potential funding sources, best practices, effective procedures, and emergency aid programs on other college campuses. On June 6, 2020, the Angelina College SEAF disbursed its first emergency aid to assist a student with their internet bill. Additionally, a number of mobile markets have been held distributing nonperishable food items to students.

The Student Emergency Aid Fund provides a vital resource to help students reach their goals and the realization of their dreams. Our many generous donors are a part of this success story. We appreciate their belief in our mission and support of this important program.

If you are interested in joining forces, please contact us at [foundation@angelina.edu](mailto:foundation@angelina.edu).

### **Tutoring**

Tutoring Center is available to all current Angelina College students, free of charge, and can assist in finding subject-specific tutoring services for you. It is located on the second floor of the library, where enthusiastic and devoted tutors are ready to help you ace that tough course. You don't have to struggle on your own because the Tutoring Center is here to serve you! For questions regarding the hours of the tutoring center, you can email [tutoring@angelina.edu](mailto:tutoring@angelina.edu) or look up the tutoring schedule on our website [angelina.edu/tutoring](http://angelina.edu/tutoring).

## STUDENT RESOURCES

### Advising & Student Success

Success Coaches are responsible for academic advising, career exploration, transfer planning and student retention. Academic Advising includes degree planning, goal setting, course selection and guidance regarding college policies and procedures. Students are assigned to Success Coaches by major in order to facilitate a strong, mentoring relationship. The Office of Academic Success is located on the second floor of the Student Center. Contact [oas@angelina.edu](mailto:oas@angelina.edu) to reach a Success Coach.

### Career Coach

Are you looking for career or resume guidance, internship or shadow-ship placements, or a job? Then Career Coach is a resource you should use (<https://angelina.lightcastcc.com/?radius=&region=Main%20Campus>). On Career Coach, you can take career assessments, browse careers, browse degree programs, build your resume, and find job openings from local businesses looking for an AC graduate.

### College Catalog

The Angelina College Catalog is the most complete and detailed information resource available to the AC student. In addition to course listings and individual degree requirements, the academic catalog contains student services, and the academic calendar. Students have the option of meeting graduation requirements of the current AC Catalog or those requirements outlined in the AC Catalog under which they entered the College (if continuously enrolled), [www.angelina.edu/college-catalog](http://www.angelina.edu/college-catalog).

### Financial Aid/Scholarships

The Financial Aid Office provides students with information about the types of financial aid available and how to apply for financial assistance. For more information, please contact the Financial Aid Office, (936) 633-5470 or [fareceptionist@angelina.edu](mailto:fareceptionist@angelina.edu).

### Library

Throughout your collegiate career, the library will be a resource you utilize to gather research for assignments, print out papers, help you cite correctly, and so much more. The library is free for all AC students. If you need to have something printed, black and white copies are ten cents and color copies are twenty-five cents.

### Testing Center

The Testing Center provides testing for current and prospective students. For more details, see information on page 5.

## NEW STUDENT ORIENTATION AND STUDENT LIFE

### **New Student Orientation**

At AC, our New Student Orientation will prepare students for the transition into the collegiate world, as well as the challenges and opportunities that lie ahead. Completing orientation will familiarize you with campus resources and answer many questions about getting started at AC.

If you have any questions, contact the Office of Student Affairs at (936) 633-5344 or email [orientation@angelina.edu](mailto:orientation@angelina.edu).

### **Clubs and Organizations**

Angelina College hosts many clubs and organizations which build relationships with people who share similar backgrounds or interests to our AC students. These groups also offer opportunities to engage in organized and meaningful service. Students who participate in these organizations gain valuable leadership skills and communication skills, which can be helpful in gaining admittance to a students' university or career of choice.

For more information, contact [studentservices@angelina.edu](mailto:studentservices@angelina.edu).

### **Starting a Student Organization**

1. Complete a new Student Organization Registration Application (Student Affairs Office).
2. Submit a constitution within 60 days of completing the registration process.
3. Wait for confirmation and approval from the Student Life Coordinator prior to promoting the club/organization.

## ATHLETICS

Angelina College athletics programs have produced excitement for sports fans for decades, with numerous student-athletes generating all-American status and others moving on to successful professional careers.

Angelina College is a member of the National Junior College Athletic Association (NJCAA) and the Region XIV Athletic Conference.

Men's athletic programs include soccer, basketball, and baseball. Women's programs include soccer, basketball, and softball. All athletic teams are located on the Lufkin campus.

All college home games are free entry to everyone. (Except tournaments)

All high school events require admission.

For more information, contact [athletics@angelina.edu](mailto:athletics@angelina.edu).

## ADMINISTRATIVE OFFICE INFORMATION

<p>Office of Admissions (936) 633-5210 <a href="mailto:admissions@angelina.edu">admissions@angelina.edu</a></p>	<p><i>Admissions application and documentation, name and address changes, enrollment verification, transcripts, transfer credit</i></p>
<p>Office of Student Affairs (936) 633-5344 <a href="mailto:studentaffairs@angelina.edu">studentaffairs@angelina.edu</a></p>	<p><i>Disability Accommodations, International Student Program, Community Resources, Student Emergency Aid, Food Pantry, AC Perks Program, Student Life, New Student Orientation, dorms, Student Conduct &amp; Discipline</i></p>
<p>Office of Financial Aid (936) 633-5470 <a href="mailto:fareceptionist@angelina.edu">fareceptionist@angelina.edu</a></p>	<p><i>FAFSA, financial aid, appeals, grants, scholarships, Veteran's benefits</i></p>
<p>Office of the Institutional Advancement (936) 633-3213 <a href="mailto:foundation@angelina.edu">foundation@angelina.edu</a> <a href="mailto:alumni@angelina.edu">alumni@angelina.edu</a></p>	<p><i>Institutional Advancement, Alumni &amp; Friends Network, Dinner at the Diamond, Roadrunner Travel Club, AC Foundation</i></p>
<p>Office of Academic Success (936) 633-5212 <a href="mailto:oas@angelina.edu">oas@angelina.edu</a></p>	<p><i>Guidance on degree plans, assistance with course schedules, dual credit enrollment</i></p>
<p>Office of Information Technology (IT) (936) 633-5208 <a href="mailto:ithelpdesk@angelina.edu">ithelpdesk@angelina.edu</a></p>	<p><i>Assistance with tech support, resetting passwords, Blackboard &amp; computer login and troubleshooting IT issues with the AC Portal and Blackboard</i></p>

## NON-DISCLOSURE OF DIRECTORY INFORMATION FOR ANGELINA COLLEGE

In accordance with the act (PL 93-380, section 513), as amended, and (PL 93-568, section 2), information classified as "Directory Information" may be released to the general public without consent of the student. Angelina College may, at its discretion, release Directory Information which shall include:

- Name, address, telephone number
- Major
- Dates of attendance
- Classification
- Degrees and awards received
- Date of graduation
- Participation in recognized activities and sports
- Photographs of staged and everyday campus activities

Students may at any time request that all Director Information be withheld by completing a Non-disclosure Statement located in the Office of Admissions. Once non-disclosure is requested, all directory information will be withheld. A student can at any time change their status back to allow for disclosure of directory information by submitting an official request in writing to the Office of Records. For more information, see the Office of Admissions or call (936) 633-5210.

## BACTERIAL MENINGITIS NOTICE

Requirement for Bacterial Meningitis Vaccination Before Enrollment Texas Education Code section 51.9192 states that all students attending an institution of higher education are required to provide proof of current bacterial meningitis vaccination. Effective January 1, 2014, all entering students are required to show evidence of an initial bacterial meningitis vaccine or a booster dose during the five-year period preceding, and at least 10 days before, the first day of the first semester in which the student initially enrolls at a Texas higher education institution. An entering student includes a first-time student of a Texas public institution of higher education or private or independent institution and includes a transfer student or a student who previously attended an institution of higher education before January 1, 2014, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester. For more information and a list of exceptions, please visit the THECB Bacterial Meningitis page and Texas Administrative Code Rule §21.614, [www.angelina.edu/bacterial-meningitis/](http://www.angelina.edu/bacterial-meningitis/).

## GENERAL INFORMATION

### AC Portal

Students can access the following through the AC Portal: class schedule, unofficial transcripts, address on file, student account holds, student forms, degree audit, and admissions and financial aid status. Students who are TSI Complete and not a first-time student, and do not have holds can also add/drop courses through the Portal. To access the Portal, go to [angelina.edu](http://angelina.edu), Student Resources. The Student ID number is needed to log in. For questions regarding how to log into the AC Portal or student email, contact the IT Help Desk at (936) 633-5208 or [ithelpdesk@angelina.edu](mailto:ithelpdesk@angelina.edu).

### Campus Climate

Campus climate can be defined and operationalized as, “perceptions of racial tension, experiences with prejudice and discrimination, and perceptions of disparate treatment for historically marginalized communities” (Gusa, 2016, p. 466). Angelina College is committed to ensuring a safe, equitable, and welcoming campus to all students regardless of their cultural, religious, or diverse background. As a student on a college campus, it is important for you to interact with and learn from people who have different experiences, backgrounds, and cultures than you. Learning how to positively interact with diversity is a crucial skill for the 21st century. For more information regarding campus climate, inclusion, and multiculturalism, visit the Office of Student Affairs in the Student Center, Room 206 or email [studentservices@angelina.edu](mailto:studentservices@angelina.edu).

### Dorms

Angelina College currently has 108 beds available in the dorm with most of those beds being reserved for Athletic/recruiting programs. The dorm process requires a student to complete an application to include a \$100 deposit. This is to ensure a spot on the dorm waiting list, and in no way guarantees the student a dorm.

For more information, contact the Office of Student Affairs at (936) 633-5344 or email [dorms@angelina.edu](mailto:dorms@angelina.edu).

### Cafeteria

Breakfast, lunch and dinner are served in the AC cafeteria during the week by Great Western Dining in the long semesters. Brunch and Dinner are served on the weekends. Students have the option of choosing the buffet (serves various food items each day) or the option of snack bar items.

For more information, contact the Office of Student Affairs at (936) 633-5344 or email [studentservices@angelina.edu](mailto:studentservices@angelina.edu).

### Online Book Store

The Online Book Store can be accessed 24/7 at [bncvirtual.com/angelina](http://bncvirtual.com/angelina). If you need to speak with someone about your course materials, please call (800) 325-3252.



## Police Department

Angelina College strives to ensure a safe campus environment for students. To reach the Campus Police, call the office at (936) 633-6385 or the 24-hour line at (936) 676-2563.

## Student ID Card

Angelina College and Herring Bank have teamed up to offer you a convenient, one-card solution with the Angelina Card. The Angelina Card is a multi-functional card which allows you to open an optional checking account that offers free access to Herring Bank ATMs and to make no-fee purchases at merchant locations that accept MasterCard signature or pin-based transactions. It's the easy way to access cash and make purchases on and off campus.

A Herring Bank College checking account offers you:

- No monthly service fee
- Easy access to free Herring Bank ATMs on and around campus
- Free access to online banking – check balances and view your checking account statement online from anywhere you have internet access.
- Get paid faster – when you request direct deposit of your financial aid and/or direct deposit of your paycheck, steps for direct deposit account selection are as follows:

**Step 1.** Log into your AC portal

**Step 2.** Select Click to submit Direct Deposit Designation. If selecting a personal bank account, the routing number and account number will be needed.

**Step 3.** Visit the Student ID Office in the Student Center to get a Student ID Card. A valid drivers license will be needed if a Herring Bank account was designated through the Portal.

**Step 4.** Use the Angelina Card as an official Student ID all over campus.

For information on how to obtain your Angelina Card, call (936) 633-3217 or visit the Student ID Office, Room 100 in the Student Center.

Need to report a lost or stolen card?

Contact Herring Bank at (866) 348-3435.

See the Student ID Office for a new card.

Online access [www.herringbank.com/student-banking/](http://www.herringbank.com/student-banking/)

## **Schedule Changes**

The student who finds it necessary to make changes to his or her class schedule after late registration may do so only during the first two days of classes in a long semester and during the first day of a summer term. To make this change, see a Success Coach in the Office of Academic Success in the Student Center, 2nd floor, call (936) 633-5212 or email [oas@angelina.edu](mailto:oas@angelina.edu).

## **Schedule of Classes**

AC publishes fall, spring, and summer classes on the website and portal in advance of each new semester.

## **Tuition and Fees**

The rates of Tuition and Fees, are located on our website at ([www.angelina.edu/tuition-fees/](http://www.angelina.edu/tuition-fees/)).

## **Withdrawal**

For information related to withdrawal dates and deadlines, please refer to the Academic Calendar on the College's website - ([www.angelina.edu/college-catalog/](http://www.angelina.edu/college-catalog/)). Withdrawing from the College is an official action whereby a student informs the Office of Academic Success (OAS) that the student will cease attending all classes in which he/she is enrolled. In turn, the OAS staff informs the instructor of the student's decision. Discontinuing class attendance does not constitute withdrawal from school. A student who does not officially withdraw may receive a grade of "F" from the instructor. The College reserves the right to withdraw a student from one or more classes if, in the judgment of College officials, such action is deemed to be in the interest of the student and/or the College. Examples of some reasons for administrative withdrawal are failure to pay tuition and fees, failure to provide admission credentials, failure to remove "holds" in a timely manner, excessive absenteeism, or unacceptable student behavior. Students receiving federal student aid should consult the financial aid office before withdrawing from school.

## DEFINITIONS

**Admission** – Acceptance of a candidate for enrollment.

**Alumni** – Angelina College Alumni are defined as recipients of a degree or certificate or those who have completed at least one semester at Angelina College.

**Associate Degree** - A degree awarded upon successful completion of a curriculum of at least 60 hours in a course of study.

**Calendar** - The divisions of the full calendar composed of two regular terms per year with about 16 weeks per term of instruction excluding final examinations in a school year running from August through May, with two semesters as a summer term.

**Corequisite** - Course a student must take with another course.

**Course of study** - An area of concentration for study that would lead to a degree, certificate, or transfer to a 4-year college or university.

**Dean's List** - An honor awarded to students who have attained a grade point average of 3.50-3.99 during a semester in which a minimum of 12 hours of college level credit is completed.

**Degree (Earned)** - Title bestowed as official recognition for the completion of a designated curriculum.

**Degree Student** - One who has fulfilled the admissions requirements and who is pursuing an Associate Degree program; referred to by some colleges as a regular student.

**Drop/Withdraw** - Resignation from a class or classes or from the College following the procedures outlined in the college catalog.

**Elective** - A subject or course which the student may choose as distinguished from courses which are required.

**Evening Classes** - Any class beginning at 5 p.m. or later.

**Freshman** - Classification of degree-seeking students having accumulated less than 30 credit hours.

**Full-Time Students** - A student who is enrolled for 12 semester hours of academic courses. A normal full-time load is 15 semester hours.

**Grade Point Average (GPA)** - A measure of average scholastic success obtained by dividing the number of grade points earned by the total number of hours of course work attempted.

**Part-Time Student** - A student enrolled for less than 12 hours of academic course work.

**Prerequisite** - A course/courses a student must successfully complete prior to enrolling for a particular course.

**President's List** - An honor awarded to students who have attained a GPA of 4.00 during a semester in which a minimum of 12 hours of college level credit is completed.

**Residency** - Refers to whether or not a student qualifies for in-district or out-of-district tuition and fees.

**Readmission** - The act of readmitting a student after dismissal.

**Schools** - An academic discipline which offers instruction in a particular branch of knowledge.

**Semester** - One of any four terms during which courses are offered by the college. (Fall, Spring, Summer)

**Semester Credit Hours** - A unit measure of instruction. For example: 750 minutes of instruction equals one semester hour. There are usually called Semester Credit Hours (SCH).

**Sophomore** - A degree-seeking student who has completed 30 or more college level credit hours.

**Student Aid** - Financial assistance for college expenses through any form of grants, scholarships, loans or work.

**Student Success Coach** - The individual who will advise and register students for classes each semester.

**Syllabus** - An outline for an academic course; includes assignments, exam dates, grading practices, etc.

**Transcript** - The official record of completed courses and the grades made.

**Transfer Student** - A student who has attended one or more colleges and is admitted to another.

**Transfer Credit** - The number of course credits taken by a student at one college that is accepted by another college.

**Transient Student** - A student in good standing in one college who is taking courses which will transfer back to the original college.

**Withdrawal** - A release from enrollment in all classes. An official withdrawal occurs when a student notifies the appropriate authorities. When the student merely stops attending classes without notifying the authorities, failing marks (F) are recorded and charged against the student.





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**ANGELINA COLLEGE**

3500 SOUTH FIRST STREET • LUFKIN, TX 75901 • (936) 639-1301

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