Dallas College Student Handbook

This is a printable copy of the Dallas College Student Handbook as of July 1, 2020.

For the latest version and information, please visit dcccd.edu/resources/student-handbook

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Welcome

Welcome From the Chancellor

Dear Student,

Welcome to the Dallas College family! Whether you are a new or returning student, we celebrate your pursuit of a higher education and are honored you have chosen our institution. At Dallas College, we are focused on transforming lives and communities through higher education. It is a mission at the forefront of our every decision, and a commitment we make to you from this day forward. An immense amount of hard work and dedication have brought you to this exciting moment, and I congratulate you on your achievements thus far!

As a member of our thriving community, I hope you will fully immerse yourself in the many programs across all our locations that are designed to place you on a guided pathway to success. This handbook serves as the first of many resources tailored to your needs. You will find a wealth of important information, of which I trust you will take full advantage. Throughout your educational journey, you will experience challenges. I encourage you to embrace and grow from them. Remember: You are part of our future.

Dallas College operates with your future in focus. We're building an academically qualified workforce that has the skills needed for new and emerging professions, some of which can also be pursued through non-traditional educational paths like those offered by our college. The resources contained in this handbook, from our basic principles of success to the details of adding or dropping a course, are at your fingertips. Even if you don't read the entire handbook at this time, you will refer to it during your time with us, so do keep it handy.

As you may know, our institution has deep roots within Dallas County. For over 50 years, we have served generations of learners and leaders as Dallas County Community College District. Now as Dallas College, the same rich history and tradition live on, with enhanced innovation aimed at providing you with the best possible experience to meet the needs of our society and community. North Texas is home to the most diverse economy in Texas, and it is the fourth-fastest growing region in the United States. Our job growth outpaces the national average, at 3.6%, and we have a labor force that is 3.5 million workers strong. From aviation to energy, health care to manufacturing and logistics, North Texas has it all.

During your time at Dallas College, we expect you to make learning your primary purpose to achieve your goals. This is an opportunity to explore, create, grow and excel. The experience you gain here will not only shape you as a student, but will also help define you as a member of society. You have taken an important step in life, but this is only the beginning.

I am confident that you will make connections here that will last a lifetime. You will forever be connected to the Dallas College family, and we hope you will remain committed to making a difference in the community. I look forward to the many successes you will have with us at Dallas College!

Dr. Joe May
Chancellor, Dallas College

Welcome From the Campus Presidents

On behalf of the Dallas College family, we are all excited to be a part of your educational journey. Whether you're just starting your education or are working towards completing it, we are incredibly proud of all our exceptional students, distinguished alumni and supporters.

The atmosphere at our campuses is unique. We strive to create a feeling of comfort for our students, whether they enter a classroom or attend online. Our faculty work hard to help you grow as an individual and expand your understanding of the world around you, and our campuses offer all the resources you need to make the most of your college experience.

We're committed to helping students succeed in the classroom and beyond. To help you stay on track, our highly skilled academic advisors will guide your journey by planning schedules, recommending courses and talking with you about your specific needs. We also provide services such as career advising, financial aid assistance, service learning opportunities, transportation assistance and tutoring — just to name a few of our many support programs — to help you succeed.

As you begin this new semester, please feel free to stop by our office to chat, take a selfie, ask a question or just say hello. We're eager to get to know you and follow your progress. Our doors are always open.

Thank you for being a part of Dallas College. We can't wait to meet you!

Sincerely,
Your Presidents

Dr. Linda Braddy, Brookhaven

Dr. Joe Seabrooks, Cedar Valley

Dr. Eddie Tealer, Eastfield

Dr. José Adames, Cedar Valley

Dr. Beatriz Joseph, Mountain View

Dr. Christa Slejko, North Lake

Dr. Kathryn K. Eggleston, Richland

About Dallas College Locations

Dallas College is one of the largest community college systems in the State of Texas. Since 1965, we have served nearly three million people.

Dallas College works to transform lives and communities through higher education in a rapidly changing local, national and global community by providing:

- The first two years of a bachelor's degree
- More than 100 high-demand career programs
- Enrichment and certification classes for a lifetime of learning
- Numerous certificate programs in industry-relevant areas
- An array of associate degrees
- Faculty who are dedicated to your success, not a research grant
- Unparalleled quality at a tuition you can afford

Our seven main campus locations:

- [Brookhaven](#)[1]
- [Cedar Valley](#)[2]
- [Eastfield](#)[3]
- [El Centro](#)[4]
- [Mountain View](#)[5]
- [North Lake](#)[6]
- [Richland](#)[7]

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[1] https://www.dcccd.edu/about/bhc/pages/default.aspx

[2] https://www.dcccd.edu/about/cvc/pages/default.aspx

[3] https://www.dcccd.edu/about/efc/pages/default.aspx

[4] https://www.dcccd.edu/about/ecc/pages/default.aspx

[5] https://www.dcccd.edu/about/mvc/pages/default.aspx

[6] https://www.dcccd.edu/about/nlc/pages/default.aspx

[7] https://www.dcccd.edu/about/rlc/pages/default.aspx

Getting Involved

Student Life and Engagement

[The Office of Student Life and Engagement](#)[8] provides a variety of opportunities for personal and professional development, both in and out of the classroom. Co-curricular programs and services range from cultural heritage activities to leadership, service and athletics. These activities make the college experience more than just a collection of courses and grades — it is also a time to explore career interests, develop lifelong friendships and take advantage of new opportunities.

Why Get Involved?

Getting involved in campus life provides you unique opportunities that will help you develop a variety of skills personally, academically and professionally. So be a student government leader, join the Phi Theta Kappa Honor Society or join a club! Participate in the wide array of online activities we have planned for you as well. Most important, stay connected with faculty, staff and other students. We are a community, and together we can help you reach your educational and career goals.

The Arts

Getting involved in the arts gives students the opportunity to express their creativity and develop their skills among peers with common interests. Most of our campuses offer classes in dance, music, theater and visual art.

- Visual Art - Whether you are looking for drawing, painting, photography or pottery classes, you will find many options available to you at Dallas College.
- Dance - Check out our classes in ballet, modern jazz and hip-hop, as well as dance appreciation. Students conclude each semester with a dance concert.
- Music - We train beginners and advanced students alike in voice, guitar, piano and other instruments. Campuses host weekly recital series featuring visiting artists, faculty and students.

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[8] https://www.dcccd.edu/slife/pages/default.aspx

- **Theater** - We offer classes in acting, makeup and stagecraft and stage student performances year-round.

Athletics and Intramurals

Participating in athletics — or just supporting your campus teams — is a favorite part of college life for many students.

In collegiate sports, you can learn how to compete at an elite level. But you will also learn skills that can help you in all areas of your life. Through athletics, you can develop lifelong skills in fitness, collaboration, competition, teamwork and organization.

Even if you are not an athlete, try attending an athletic event or two. Support your friends on the team. You will have a greater sense of school belonging, pride and commitment.

Dallas College offers comprehensive intercollegiate athletics and intramural offerings. Intercollegiate athletic teams are sanctioned by the National Junior College Athletic Association (NJCAA), which regulates intercollegiate athletics of community colleges. It is the community-college counterpart of the National College Athletic Association (NCAA), which oversees athletics at four-year institutions.

The NJCAA's goal is to promote athletics as a valuable component of the educational experience at community colleges. It has 530 member colleges participating in 15 men's and 13 women's sports. Fifty NJCAA national championships and nine NJCAA football bowl games occur annually.

The following sports are offered for student participation at Dallas College:

- Baseball
- Basketball (men's and women's)
- Soccer (men's and women's)
- Volleyball
- Wrestling

View additional information about athletics at each of our campuses. [9]

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[9] https://www.dcccd.edu/slife/athletics/pages/default.aspx

Clubs and Organizations

Each of our campuses offers clubs and organizations that cover a wide range of interests, including academic, religious, recreational, political and service pursuits. If you decide to join a club, you may enjoy being a member who attends the meetings and participates in club activities, or you may decide to take a leadership role and become an officer. [Visit our webpage to learn more about student club and organization opportunities at each campus](#)[10].

Phi Theta Kappa

Founded in 1918 to give prestigious recognition to students with excellent scholarship and character, Phi Theta Kappa provides enrichment in four areas: scholarship, leadership, service and fellowship.

Inducted members are not only recognized for their outstanding academic achievements, but they also have opportunities to develop leadership and professional skills, earn scholarships and explore career paths.

Many scholarship opportunities are available to PTK students, including the USA All-American Scholarships and the Guistwhite Scholarship Program. [Visit our webpage to learn more about the Phi Theta Kappa chapters at your campus](#)[11].

Student Government Association

The Student Government Association supports the mission of the college, and it is composed of elected representatives from the student body. Collectively, they are the voice of the students and promote co-curricular activities that enhance intellectual, physical, social and cultural atmosphere at each campus. [Visit their webpage to learn more about SGA at each campus](#)[12].

Student Newspapers

Student newspapers are published on most of our campuses every two weeks during the Fall and Spring semesters, and they operate websites year-round. Many of our campus newspapers and

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[10] https://www.dcccd.edu/slife/clubs-organizations/pages/default.aspx

[11] https://www.dcccd.edu/slife/clubs-organizations/ptk/pages/default.aspx

[12] https://www.dcccd.edu/slife/student-govt/pages/default.aspx

student journalists are winners of the prestigious national Pacemaker Awards. Current staff members have also won such honors as Community College Journalist of the Year, national Story of the Year and the Buster Haas Minority Internship from the Texas Associated Press Managing Editors. Many former staffers have also advanced into professional communications careers.

Volunteerism and Service Learning

Service learning is a transformational learning experience that:

- Makes a connection between service and academic learning objectives.
- Is based on a reciprocal relationship in which service reinforces and strengthens your learning, and learning reinforces and strengthens your service.
- Gives you the chance to apply new skills and knowledge to real-life situations in your own community.
- Provides structured opportunities for you to reflect critically on your experiences.
- Helps you earn academic credit by demonstrating that you have learned *through* service, rather than just putting in the hours.

Contact your campus Service Learning Coordinator[13] to learn more about specific opportunities available to you.

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[13] https://www.dcccd.edu/slife/service-learning/pages/contact.aspx

Guided Pathways to Success

Navigating college can be confusing, especially if you are the first in your family to attend. There are lots of moving parts: You need to apply for financial aid, choose courses that lead to a degree and maybe even find tutoring. You also must make important decisions, like what career you want to pursue.

Luckily, you don't have to take these steps alone or make these big decisions without support. By offering guided pathways, we help you benefit from support services and resources to stay on track to graduate quickly and affordably and identify a career path that aligns with your interests. Your guided pathway is your tool to guide you through community college, and your pathways advisor will help you use this tool effectively.

Which Guided Pathway should I choose?

Start by meeting with a pathways advisor. They will review your Choices 360 assessment results with you and show you how your interests align with various career paths. Your pathways advisor will then help you make decisions about your guided pathway. They will guide and assist you in planning your schedule, choosing courses and ultimately planning your career.

There are seven career paths offered at Dallas College:

- Arts, Humanities, Communications and Design
- Business
- Education
- Health Sciences
- Industry, Manufacturing and Construction
- Social Sciences and Public Service
- STEM

Each career path has similar programs grouped beneath it. (For example, the Health Sciences career path includes the Veterinary, Medical Laboratory and Invasive Cardiovascular Technology programs.) Each program has a degree plan you can follow, and many programs also offer a specific guided pathway.

Once you choose a career path, your next step is to choose which guided pathway within the career path is the best fit for you. Your pathways advisor is happy to meet with you to discuss your academic goals. And your career coach is likewise eager to meet with you to discuss your career goals. Both have tools to help you pick the right guided pathway and map out your future.

[View Guided Pathway Maps for 2020 - 2021](#)[14]

What's the difference between a degree plan and a guided pathway?

Let's use a real-life example to understand the difference between a degree plan and a guided pathway.

A degree plan is like a restaurant menu. It shows you all the different classes you can pick from to complete your chosen certificate or degree. Options are great, but so many choices can also be overwhelming.

A guided pathway is more like the chef's recommendations. With specific items suggested for you, you do not have to make as many decisions about what to select. It can save you stress, time and money.

Why do I need a guided pathway?

A guided pathway is your reassurance that you are on the right path to receive the right training for your bright future. It is central to your college success. A guided pathway can help you set academic goals based on your career and/or transfer interests, develop a firm plan to reach those goals and stay on track at college.

A guided pathway is also a great tool to lead discussions between you, your advisor and your career coach.

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[14] https://www.dcccd.edu/cd/gps/pages/gps-list-2021.aspx

Rules, Regulations and Policies

College should be a place where you can learn, grow as a person and explore the world around you without fear of [discrimination, harassment or sexual misconduct](#)[15]. [A glossary of Title IX terms](#)[16] can be found online.

Title IX

Title IX of the Education Amendments of 1972 is a comprehensive federal civil rights law enforced by the U.S. Department of Education Office for Civil Rights. Title IX prohibits discrimination on the basis of sex and gender (including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity) in federally funded education programs. Under Title IX, such discrimination can include [sexual harassment](#)[17] and [interpersonal violence](#)[18] including: [stalking](#)[19], [dating violence](#)[20] and [sexual violence](#)[21]. These terms are referred to collectively here as [sexual misconduct](#)[22].

Sexual Misconduct Policy and Filing a Sexual Misconduct Complaint

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[15] https://www.dcccd.edu/about/legal/title-ix/pages/default.aspx

[16] https://www.dcccd.edu/about/legal/title-ix/pages/glossary.aspx

[17] https://www.dcccd.edu/about/legal/title-ix/pages/glossary.aspx

[18] https://www.dcccd.edu/about/legal/title-ix/pages/glossary.aspx

[19] https://www.dcccd.edu/about/legal/title-ix/pages/glossary.aspx

[20] https://www.dcccd.edu/about/legal/title-ix/pages/glossary.aspx

[21] https://www.dcccd.edu/about/legal/title-ix/pages/glossary.aspx

[22] https://www.dcccd.edu/about/legal/title-ix/pages/Glossary.aspx

Dallas College is committed to ensuring equal access to education in an environment free from discrimination, including sexual misconduct. To that end, Dallas College has developed a comprehensive [Sexual Misconduct policy](#)[23] in order to comply with Title IX requirements.

The Sexual Misconduct policy applies to any instance in which a person is [alleged](#)[24] to have engaged in sexual misconduct. Whether you are a student, faculty, staff member or visitor, [you have the right to file a complaint](#)[25].

Complaints or reports of sexual misconduct should be submitted to the [Title IX coordinator](#)[26]and/or [deputy Title IX coordinator](#)[27] of the appropriate location within Dallas College. Reports of sexual misconduct committed by a Title IX coordinator should be reported to the [Office of General Counsel](#)[28].

SB 212

Senate Bill 212 (SB 212) was signed into state law after the 2019 Texas legislative session and is now in full effect as of January 1, 2020. All new reporting obligations and penalties in the law must be followed.

The law addresses reporting requirements for incidents of sexual harassment, sexual assault, dating violence or stalking at certain public and private institutions of higher education. As of January 1, all employees who witness or receive information about sexual harassment, sexual assault, dating violence and stalking that involve a current student or employee must promptly report the incident to the College Title IX Coordinator or a Deputy Title IX Coordinator.

The Student Code of Conduct

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[23] https://www.dcccd.edu/about/legal/title-ix/pages/default.aspx

[24] https://www.dcccd.edu/about/legal/title-ix/pages/glossary.aspx

[25] https://www.dcccd.edu/about/legal/title-ix/pages/default.aspx

[26] https://www.dcccd.edu/about/legal/title-ix/pages/coordinators.aspx

[27] https://www.dcccd.edu/about/legal/title-ix/pages/coordinators.aspx

[28] https://www.dcccd.edu/about/legal/legal-department/pages/default.aspx

In order to ensure the protection of student rights and the health and safety of the college community, as well as to support the efficient operation of college programs and services, Dallas College has established a [Student Code of Conduct](#)[29]. The purpose of policies about student conduct and discipline is to provide guidelines for the educational environment of all locations. All students are charged with knowing the contents and provisions of [Dallas College's policies, procedures and regulations concerning student conduct](#)[30].

Dallas College cares about the health and safety of our students, which is why we created the CARE (Campus Assessment, Response and Evaluation) Team and why we encourage students to report concerns about their own wellbeing or that of others in the Dallas College community through its online reporting tool. The tool to [Report Code of Conduct Violations](#)[31] guides students through the reporting process and explains the procedure for how reports are handled.

Student Complaints

All Dallas College locations follow the [student grievance policy](#)[32] that can be found in the Student Code of Conduct. A student grievance is a college- or campus-related problem or condition which a student believes to be unfair, inequitable, discriminatory or a hindrance to the educational process. A grievance also includes discrimination on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation.

Student Complaints [should be filed through the primary location](#)[33] where the student is currently taking classes.

Student Rights and Responsibilities

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[29] https://www1.dcccd.edu/catalog/generalinfo/collegepolicies/code.cfm

[30] https://www1.dcccd.edu/catalog/generalinfo/collegepolicies/code.cfm

[31] https://www.dcccd.edu/contact/pages/conduct-violation.aspx

[32] https://www1.dcccd.edu/catalog/ss/grievance.cfm

[33] https://www.dcccd.edu/about/legal/pages/complaints.aspx

Students have the right to learn and engage in a supportive and accessible environment that upholds their constitutional rights, including their freedom from repression and discrimination.

Students in turn have the responsibility to respect the rights and property of others and to recognize that their actions reflect upon and may negatively impact individuals and the entire college community.

All of our student policies and procedures[34] were crafted to protect the rights of students and to create an environment that fosters positive and disruption-free teaching and learning.

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[34] https://www.dcccd.edu/about/legal/pages/rights-responsibilities.aspx

Safety and Security Information

The goal of Dallas College is to maintain a safe learning environment for students, faculty, staff and visitors. Campus police officers patrol all campuses 24 hours a day, 365 days a year. Officers are duly sworn peace officers and possess the same authority under the law as municipal police officers.

These officers will provide you with information and assistance in emergencies. Students are encouraged to seek their help when necessary.

Contact Dallas College Police

To contact your campus police department in an emergency or to report a crime:

- Call 911 from a campus phone.
- Call 972-860-4290 when using a cellphone or off-campus phone.
- Your call is handled through the centralized dispatch system for all locations of Dallas College. When contacting police, always identify yourself and the location (campus, building, floor and room) that is of concern to you.

Deaf or hard of hearing? Prefer to text? You can text Police.

Students who are deaf or hard of hearing, or who prefer to text, can text their campus location police in the event of an emergency or to report a crime. Text 67283, and Police Dispatch will answer you by text.

Police Department Offices

- Brookhaven: Building B, Room B-200
- Cedar Valley: Building F, Room F-120
- Eastfield: Room N-112
- El Centro: Room A-947
- Garland Center
- Mountain View: Room W-135
- North Lake: Room C-204
- Pleasant Grove Center
- Richland: Pecos Hall, P-160

- West Dallas Center

Police Services

- Patrol of all campus streets, walkways and interior areas
- Escorts
- Battery jumps (not from vehicle to vehicle, but battery packs)
- Response to injuries and medical emergencies
- Security and traffic control at special events and activities
- Investigation of complaints

Campus Closure Information

For information regarding campus closure due to inclement weather or other emergency conditions, please listen to local radio or television stations. You can also call the information line at 972-273-3000 or check the college web site for updates.

Emergency Alerts

The Emergency Alerts system notifies students of college emergencies and closings due to weather or power outages via email, text message and phone calls. To make sure you receive emergency alerts, update your email address if it has changed since you registered for classes. It's easy to update your emergency alerts email address — or to request that, in addition to email, you also be alerted by phone call, text message or both. Updates and/or changes can be made on your eConnect account. Sign up in eConnect to receive emergency notifications.

Safety and Security Apps

We offer a specific app designed with only your security in mind from Rave Guardian, available in the Apple App store[35] and Google Play Store[36].

Safety and Security Information

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[35] https://apps.apple.com/us/app/rave-guardian/id691246562

[36] https://play.google.com/store/apps/details?id=com.ravemobilesafety.raveguardian&hl=en_US

- [Emergency Procedures Guide](#)[37]
- [Keeping Safe in a College Emergency](#)[38]
- [Additional Emergency Management Resources](#)[39]
- [Crime Statistics and Clery Act](#)[40]
- [Learn more about Concealed Carry (Also Known as Campus Carry)](#)[41]

[Detailed safety information is available online.](#)[42]

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[37] https://www.dcccd.edu/police-safety/emergency/guide/pages/default.aspx

[38] https://www.dcccd.edu/police-safety/emergency/pages/staying-safe-transcripts.aspx

[39] https://www.dcccd.edu/police-safety/emergency/pages/default.aspx

[40] https://www.dcccd.edu/police-safety/pages/clery-notice.aspx

[41] https://www.dcccd.edu/about/legal/concealed-carry/pages/default.aspx

[42] https://www.dcccd.edu/police-safety/pages/default.aspx

Student Services

Admissions and Student Records

The Admissions and Student Records Office is responsible for student records and should be your contact point for the following:

- Address or name changes
- Residency questions
- Commencement information
- Verification of enrollment
- Dallas College transcripts

For more detailed information about transcripts, please contact your campus Admissions and Student Records Office.

Six Steps to Enrollment[43]

1. Apply for College[44] - New-to-college students must complete an application for admission to Dallas College.
   1. Requirements for Admission[45]
   2. Bacterial Meningitis Vaccination[46]
   3. Residency[47]
   4. Complete the Choices360 career interest assessments[48]
      1. Complete the following modules:
         1. Interest Profiler

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[43] https://www.dcccd.edu/admissions/pages/default.aspx

[44] https://www.dcccd.edu/admissions/application/pages/default.aspx

[45] https://www.dcccd.edu/admissions/application/pages/requirements.aspx

[46] https://www.dcccd.edu/admissions/application/pages/meningitis.aspx

[47] https://www.dcccd.edu/admissions/application/pages/residency.aspx

[48] http://www.choices360.com/saml-dcccd

2. Career Cluster Assessment

3. Work Values Sorter

4. Basic Skills Survey

2. [Choices360 career interest assessments for those without a Dallas College account](#)[49]

2. [Pre-Advising](#)[50] - The pre-advising steps will allow an admissions enrollment representative to connect you to online tools and campus resources.

1. [Admissions and Student Records Offices](#)[51]

3. [Assessment Requirements](#)[52] - Before registering for your first credit course, you must meet the requirements of the Texas Success Initiative (TSI). This includes a pre-assessment activity and assessment testing.

1. [Pre-Assessment Activity (PAA)](#)[53]

2. [Testing Centers](#)[54]

4. [Information Session](#)[55] - All new students are required to attend an information session through the Advising Center as well as the New Student Orientation. During your information session, you will learn about the registration process and the many ways we can help you succeed on and off campus.

1. [Academic Advising](#)[56]

2. [New Student Orientation](#)[57]

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[49] https://www.choices360.com/Welcome.aspx

[50] https://www.dcccd.edu/admissions/pages/pre-advising.aspx

[51] https://www.dcccd.edu/admissions/pages/admissions-offices.aspx

[52] https://www.dcccd.edu/admissions/tsi/pages/default.aspx

[53] https://www.dcccd.edu/admissions/tsi/pages/default.aspx

[54] https://www.dcccd.edu/resources/testing-centers/pages/default.aspx

[55] https://www.dcccd.edu/admissions/pages/information-sessions.aspx

[56] https://www.dcccd.edu/resources/advising/pages/default.aspx

[57] https://www.dcccd.edu/admissions/pages/orientation.aspx

5. [Registering for Classes](#)[58] - Any accepted student who has completed the application and advising process may register for the coming semester.
   1. [Dates and Deadlines](#)[59]
   2. [Find a Class](#)[60]
6. [Paying for College](#)[61] - Find out when to pay and where to pay. Remember, financial aid and payment plans are available.
   1. [Tuition and Costs](#)[62]
   2. [Financial Aid](#)[63] and [Scholarships](#)[64]
   3. [Payment Plans](#)[65]
   4. [Business/Cashier Offices](#)[66]

Steps for Graduation and Commencement

Step 1 — Prerequisite to Apply to Graduate

Please be aware that participation in the commencement ceremony does not mean that you have been certified or necessarily will be certified for graduation. Certification — that is, actual degree/certificate conferral — will depend upon your successful fulfillment of all of the requirements for receiving a degree/certificate as your degree plan describes in the Catalog.

By reading this required information, you understand and agree to all of this information, including that your participation in the commencement ceremony does not mean that you have graduated and

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[58] https://www.dcccd.edu/admissions/registration/pages/default.aspx

[59] https://www.dcccd.edu/admissions/registration/pages/default.aspx#dates

[60] https://www.dcccd.edu/cd/schedules/pages/default.aspx

[61] https://www.dcccd.edu/paying-for-college/pages/default.aspx

[62] https://www.dcccd.edu/paying-for-college/cost-tuition/pages/default.aspx

[63] https://www.dcccd.edu/paying-for-college/financial-aid/pages/default.aspx

[64] https://www.dcccd.edu/paying-for-college/financial-aid/pages/default.aspx

[65] https://www.dcccd.edu/paying-for-college/payments/pages/payment-plans.aspx

[66] https://www.dcccd.edu/paying-for-college/payments/pages/default.aspx#where

that degree/certificate conferral depends upon successful completion of all of the degree requirements described in the Catalog and degree plan.

Step 2 — Register for Grad 101 Seminar

Completion of Step 2 is required of all students who are applying to graduate, whether or not you plan to attend the commencement ceremony.

When nearing the completion of your program, you must register and attend a GRAD 101 session. You will meet with a completion advisor who will evaluate your degree plan and verify that you have met or will meet all requirements for your program. The advisor will be able to assist with any questions regarding your degree plan.

Attention: Students must be approved for graduation prior to being able to participate and remain on the graduation list. If you are lacking any coursework, lacking any REQUIRED forms, etc., this will affect your approval status and delay your graduation until that coursework is met.

Step 3 — Graduation Application

Required: This step will be sent to your email address that's on file in your final semester.

You must complete an application to graduate for each degree. For example, select "Associate of Applied Science Social Work." Submit the application. Return to "Apply to Graduate" to select your second degree/certificate, complete the application and submit.

Step 4 — Commencement Form

Completion of Step 4 is required both for students participating in the commencement ceremony (attending) and for students not planning to participate (not attending).

Notice: Commencement is held once a year, in an optional ceremony held in May. This ceremony will honor all Fall, Spring and Summer graduates.

Academic Advising

Academic Advising is an on-going, intentional, educational partnership dedicated to student success. Dallas College is committed to building collaborative relationships and a structure that guides

students to discover and pursue life goals, advance their intellectual and cultural development and learn to be engaged, self-directed learners and competent decision-makers.

Meeting with an Advisor

Academic advisors are available to meet with you throughout the year — not just at registration time. Please [contact us][67] if you have any questions. Appointments can be scheduled through the [Navigate app][68].

Students will have a designated academic advisor based on their chosen guided pathway. Students who are undecided about a guided pathway also have a designated advisor. The advisor for each pathway is listed on the advising webpage. Students are strongly encouraged to establish an ongoing, working relationship with their advisor during their time at Dallas College to ensure that all academic requirements are met and to facilitate timely graduation.

Your advisor can help you:

- Complete the registration process
- Choose a career path that matches your [program of study][69] and intended [degree or certificate][70]
- Select a [guided pathway][71] that works for your four-year college of choice
- Connect to other campus resources
- Learn skills including time management, critical thinking and decision-making
- Create a plan for raising your GPA if you are on scholastic probation (Read the Catalog for more information about [scholastic probation/suspension][72].)

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[67] https://www.dcccd.edu/resources/advising/pages/advising-centers.aspx

[68] https://www.dcccd.edu/resources/navigate/pages/default.aspx

[69] https://www.dcccd.edu/resources/transcripts/pages/program.aspx

[70] https://www1.dcccd.edu/catalog/programs/dp_toc.cfm?loc=DCCCD

[71] https://www.dcccd.edu/cd/gps/pages/default.aspx

[72] https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/sp.cfm?loc=DCCCD

For a successful partnership, students are urged to meet with their advisor every semester by going online to make an appointment or by calling for an appointment at the appropriate Advising Center. Advising sessions are scheduled after you have completed TSI requirements.

To help you stay on track, download the Navigate mobile app[73]. It's like having a personal advisor on call 24/7, from orientation through to graduation.

Technology Recommendations

Please view the recommended technology for students taking online classes at Dallas College[74].

Withdrawing From Courses: Stop Before You Drop

Under Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA and financial aid could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education for the first time in Fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty.

For more information, please see Dropping a Course or Withdrawing from College in the Catalog[75] or read Facts About Dropping Classes[76]. Your academic advisor can also answer questions about this law and how it may affect you.

Bookstore

Dallas College's bookstores, operated by Follett, carry all books and course materials required for courses taught at the college, including new and used books, rentals and eTextbooks.

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[73] https://www.dcccd.edu/resources/navigate/pages/default.aspx

[74] https://www.dcccd.edu/resources/pages/classroom-technology.aspx

[75] https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=DCCCD

[76] https://econnect.dcccd.edu/eConnect/droppingfacts.html

Used, rental, and rental eTextbooks are generally the least expensive option for students, but supplies are limited, so shop early for the most savings. For book information, go to [txbk.info/dallas](http://www.txbk.info/dallas)[77] and enter your student ID number.

Textbooks can be returned within the first two weeks of the Spring and Fall semester and the first two days of the Summer semester. A valid bookstore receipt must be presented. The refund will be issued via the original method of payment. The bookstore also buys used textbooks from students throughout the year, no matter where they were purchased. Get up to 50% of the sales price if your professors have requested the book for required use next term, the book is in good condition and the bookstore is not overstocked. Otherwise, prices are based on current national demand.

The bookstore also carries a great selection of college merchandise, medical supplies, graduation regalia, school supplies, snacks, beverages and much more.

IncludED

The IncludED initiative at Dallas College gives students access to the learning materials they need on or before the first day of class. The best part is that it's stress-free and effortless, and it levels the playing field for students, regardless of economic background or social status.

Early College and Dual Credit students will participate through their designated high school. Dallas College is not currently including continuing education courses in this initiative.

More information is on the IncludED webpage[78].

Career Development and Employment Services

Dallas College's Career Development and Employment Services team is committed to educating and engaging students and alumni, facilitating their career development and empowering students to actively plan their future as contributing members of a global community.

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[77] http://www.txbk.info/dallas

[78] https://www.dcccd.edu/resources/books/pages/included.aspx

Career Resources and Services

Career Development and Employment Services provides a wide array of career-related resources and services to meet the needs of all students and alumni. The professional career development team provides assistance with career exploration through assessments, job searches, resume building, mock interviews and more. Students can also discuss special opportunities such as apprenticeships, cooperative education or internship programs that provide access to the field or industry in which they are majoring.

Career development services and resources are provided at no cost, including:

- Career coaching
- Career exploration for undecided students
- Career assessments and interpretation
- Work experience for academic credit (cooperative education and internship programs)
- Online job portal (part-time on-campus, Federal Work Study, internships and full-time employment; community service opportunities)
- Resume writing assistance and mock interviews
- Career Events Calendar listing companies that recruit for part-time, internship and full-time work; seminars/workshops and other career events
- On-campus employer recruitment
- University recruitment
- Career development workshops that enhance marketable skills

Contact the Careers Resource Center[79] at CRC@dcccd.edu[80] or contact a Career Development and Employment Services[81] location of your choice:

- Brookhaven - bhcjobs@dcccd.edu[82]

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[79] https://www.dcccd.edu/resources/careers-resource-center/

[80] CRC@dcccd.edu

[81] https://www.dcccd.edu/resources/career-services/pages/default.aspx

[82] bhcjobs@dcccd.edu

- Cedar Valley - cvcjobs@dcccd.edu[83]
- Eastfield - 4jobs@dcccd.edu[84]
- El Centro - eccjobs@dcccd.edu[85]
- Mountain View - mvccareers@dcccd.edu[86]
- North Lake - nlccareers@dcccd.edu[87]
- Richland - RLCCareerServicesTeam@dcccd.edu[88]

Counseling Services and CARE Team

Dallas College's Counseling Services team provides quality services for currently registered students in order to assist them in improving their lives and achieving academic success.

Counseling Services are confidential services that are free of charge. Each campus location has counselors available to help our students. Counselors can provide individual counseling with a focus on mental health and well-being. Mental health services via telehealth are available at all campus locations.

Making an Online Counseling Appointment

Contact your campus Counseling Services Office by phone or email:

- Brookhaven Counseling Services — 972-860-4673 or bhccounseling@dcccd.edu[89]
- Cedar Valley Counseling Services — 972-860-5280 or cvccounseling@dcccd.edu[90]

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[83] cvcjobs@dcccd.edu

[84] cvcjobs@dcccd.edu

[85] eccjobs@dcccd.edu

[86] eccjobs@dcccd.edu

[87] nlccareers@dcccd.edu

[88] RLCCareerServicesTeam@dcccd.edu

[89] bhccounseling@dcccd.edu

[90] cvccounseling@dcccd.edu

- Eastfield Counseling Services — 972-860-7270 or jasminegarcia@dcccd.edu[91]
- El Centro Counseling Services — 214-860-2113 or ECCStudentCounseling@dcccd.edu[92]
- Mountain View Counseling Services — jgonzalez@dcccd.edu[93]
- North Lake Counseling Services — 972-273-3333 or nlccounseling@dcccd.edu[94]
- Richland Counseling Services — 972-238-3771 or Counseling-RLC@dcccd.edu[95]

Students who wish to speak with a counselor can email or call the remote counseling office. To contact your campus counselor, visit the [counseling homepage](https://www.dcccd.edu/resources/counseling/pages/default.aspx)[96]. Please provide the following information in order to be contacted by a counselor:

- Name
- Phone number

CARE Team Services[97]

The CARE Team was created to accept referrals regarding individuals in distress, struggling with basic needs, experiencing unexpected crises or whose behavior raises concerns about their well-being or that of others. If you see or hear something, say something.

The CARE Team has been trained to appropriately respond to and provide resources to address mental, emotional or psychological health conditions that may be disruptive, harmful or pose a direct threat or risk to the health and safety of the Dallas College community.

How do you make a referral to the CARE Team?

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[91] jasminegarcia@dcccd.edu

[92] ECCStudentCounseling@dcccd.edu

[93] jgonzalez@dcccd.edu

[94] nlccounseling@dcccd.edu

[95] Counseling-RLC@dcccd.edu

[96] https://www.dcccd.edu/resources/counseling/pages/default.aspx

[97] https://www.dcccd.edu/resources/care-team/pages/default.aspx

Online services are available for students during this time of temporary remote instruction. Please complete the [CARE Team Online Referral Form](#)[98] in order to communicate with a team member. A representative of the CARE Team will review this information Monday-Friday within 24 business hours.

Note: This form is not for emergency situations. If you find yourself or someone you know in immediate danger, call 911.

Disability Support Services

Dallas College is committed to providing reasonable accommodation and services to qualified persons with disabilities under the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008 and Section 504 of the 1973 Rehabilitation Act, which prohibits discrimination against individuals with disabilities.

[Disability Support Services](#)[99] teams at each campus offer a variety of accommodations for students with disabilities or special requirements. Services are coordinated to fit individual needs and may include:

- Sign language interpreting
- Computer-aided real-time translation (CART) services
- Note-taking services
- Reader/scribe services
- Use of assistive technology
- Loan of specialized equipment, such as audio tape recorders and talking calculators
- Providing large-print materials

Academic and career advisement services, testing arrangements, registration and information and referral services are also available.

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[98] https://www.dcccd.edu/careform

[99] https://www.dcccd.edu/resources/disability-services/pages/default.aspx

Students requesting services are responsible for providing current educational or psychological/medical [documentation](#)[100] from a qualified professional verifying disability and need for assistance. New students are encouraged to contact [Disability Support Services](#)[101] at least one month before classes begin. Students should [submit their documentation and application](#)[102].

Students with disabilities attending college have a right to appeal decisions concerning physical and academic accommodations by submitting a written petition to the designated Americans with Disabilities Act (ADA) coordinator. For more information, contact [Disability Support Services](#)[103].

Links for more information:

- [Frequently asked questions about Disability Support Services](#)[104]
- [U.S. Department of Justice Civil Rights Division](#)[105]

Dual Credit and Early College High Schools

The [Dual Credit and Early College High School](#)[106] program is approved and regulated by the Texas Higher Education Coordinating Board (THECB). The Texas Higher Education Coordinating Board defines dual credit as a system in which an eligible high school student enrolls in college course(s) and receives credit for the course(s) from both the college and high school. This program enables a high school student to earn credit towards high school graduation while simultaneously earning college credit towards an associate degree or workforce program certificate.

Financial Aid

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[100] https://www.dcccd.edu/resources/disability-services/pages/doc-guidelines.aspx

[101] https://www.dcccd.edu/resources/disability-services/pages/default.aspx

[102] https://dcccd-accommodate.symplicity.com/public_accommodation/

[103] https://www.dcccd.edu/resources/disability-services/pages/default.aspx

[104] http://district.custhelp.com/app/answers/list/kw/disability services/search/

[105] https://www.ada.gov/

[106] https://www.dcccd.edu/high-school-students/dual-credit/pages/default.aspx

The Financial Aid Office at Dallas College is committed to helping students find the financial assistance they need to meet their educational goals. The college participates in various state and federal grants, work-study, loan and scholarship programs. Most of these programs are available to anyone who demonstrates financial need and qualifies academically.

Students interested in obtaining financial aid must complete the Free Application for Federal Student Aid (FAFSA), which can be accessed at studentaid.ed.gov/sa/fafsa[107].

Students classified as a Texas resident who cannot apply for federal financial aid using the FAFSA are encouraged to complete the Texas Application for State Financial Aid (TASFA)[108].

The financial aid application process begins each year on October 1st. Filing early is best. Resources and financial aid contact information for assistance with the FAFSA and completing your financial aid file can be found on our website[109].

Health Services

The mission of the Health Services[110] team is to promote health, wellness and preventive care for the Dallas College community.

You do not need to be sick to visit a Health Center. Health questions and concerns are welcome. Students with chronic health problems should visit the Health Center to discuss any special concerns with a nurse before attending classes, or whenever problems arise. No information about your health will be released without your written permission unless required by law.

Contact Health Services at each of our campuses:

- Brookhaven - bhchealthcenter@dcccd.edu[111] or 972-860-4195

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[107] http://www.studentaid.ed.gov/sa/fafsa

[108] http://www.collegeforalltexans.com/index.cfm

[109] https://www.dcccd.edu/paying-for-college/financial-aid/pages/default.aspx

[110] https://www.dcccd.edu/resources/health-centers/pages/default.aspx

[111] bhchealthcenter@dcccd.edu

- Cedar Valley - cvchealthcenter@dcccd.edu[112] or 972-860-8277
- Eastfield - efchealthcenter@dcccd.edu[113] or 972-860-7190
- El Centro - ecchealthcenter@dcccd.edu[114] or 214-860-2111
- Mountain View - mvchealthcenter@dcccd.edu[115] or 214-860-8509
- North Lake - nlchealthcenter@dcccd.edu[116] or 972-860-3948
- Richland - rlchealthcenter@dcccd.edu[117] or 972-273-6135

Immunizations

Need your bacterial meningitis (MCV4) immunization? This vaccination is required for all students under the age of 22 entering college. Learn more about the [Texas Department of Health's Recommended Adult Immunization Schedule](#)[118].

Nurse Line

The Health Services team offers a Nurse Help Line accessible to all students and employees seeking health advice and information.

- Phone: 972-514-6920
- Hours of Operation: Monday–Thursday, 8 a.m. to 8:30 p.m. and Friday, 8 a.m. to 5 p.m.

Registered Nurses

Registered nurses coordinate and provide on-campus services that include:

- First aid for accident, injury or illness
- Health information and brochures

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[112] cvchealthcenter@dcccd.edu

[113] efchealthcenter@dcccd.edu

[114] ecchealthcenter@dcccd.edu

[115] mvchealthcenter@dcccd.edu

[116] nlchealthcenter@dcccd.edu

[117] rlchealthcenter@dcccd.edu

[118] https://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf

- Some over-the-counter (non-prescription) medicines such as Tylenol, aspirin and antacids
- Referral information for community health services
- Select health education programs, community resources and screening programs
- Confidential health counseling

Honors Programs

The Honors Program provides highly qualified students with an enriched and challenging academic community where they develop the capabilities necessary to excel in their educational and career goals.

International Student Services

International Student Services[119] advises all new and continuing international students and students for whom English is not their first language. Advisors are trained to determine the English proficiency level of a student and recommend the appropriate English skills program: English for Speakers of Other Languages (ESOL) for credit or the Intensive English Program.

Information and services are also provided in the following areas:

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

International Conversation Partners

The Conversation Partners Program[120] brings together native English speaking volunteers with students from the English for Speakers of Other Languages (ESOL) program. Volunteers meet each

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[119] https://www.dcccd.edu/admissions/international/pages/default.aspx

[120] https://www.dcccd.edu/slife/service-learning/pages/international-conversation-partners.aspx

week with a small group of students to give them an opportunity to practice their English conversation skills and to learn about American culture.

Learning Support

Learning Technology

Learning Technology is a broad range of communication, information and related technologies that are used to support learning, teaching and assessment. As a Dallas College student, you will need a device with internet access. A web browser will be used to access learning materials and activities. Suitable devices are:

- A Windows desktop computer or laptop running the Windows 10 or later operating system.
- A Macintosh desktop computer or laptop running the OS X 10.8 or later operating system.

A Chromebook, tablet, smartphone or Linux computer may not be suitable for some activities. If you intend to use one of these devices, please ensure you have access to a suitable desktop or laptop device that uses the Windows or OS X operating system in case you are unable to carry out all activities on your device.

To be able to talk and listen in online class discussions, we recommend both a microphone and speakers/headphones. Please note that devices with small screens may make it difficult to view the material in your classes and carry out some activities.

Navigate

As soon as you become a student, be sure to download the Navigate app. It's like having a personal advisor on call 24/7. You can use Navigate to plan your class schedule, learn about careers and communicate with your advisor. To use the Navigate app:

1. Visit the Apple App Store or Google Play Store.
2. Search "Navigate Student" and install the app.
3. Once installed, search for "Dallas County Community College District" or Dallas College.
4. Use your online login ID[121] and password to log in.

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[121] https://www.dcccd.edu/resources/online-services/tutorial-videos/pages/econnect-overview.aspx

[Learn more about Navigate](#)[122].

eConnect

eConnect is your online interactive connection to student services. eConnect services include information about admissions, class listings, grades, tuition payments and more. Class listings include available seats, cancellations, additions and other information. You can even plan your schedule and register online if you meet certain eligibility criteria. [eConnect is accessed via the web](#)[123].

Here are some of the many tasks you accomplish through eConnect:

- Set up/reset passwords and challenge questions
- Sign up for Emergency Alerts information
- Check your grades (GPA)
- See your class schedule
- Request a transcript
- Get your student email address
- Update your personal email address
- Update your mailing address
- Submit a DART GoPass application

eCampus

[eCampus is your online interactive connection](#)[124] to your classes. eCampus will be your portal to most of the virtual academic activities. Here are some examples of what you'll find on eCampus:

- Announcements from professors
- Course chat rooms
- Class content
- Class syllabi

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[122] https://www.dcccd.edu/resources/navigate/pages/default.aspx

[123] https://econnect.dcccd.edu/index.jsp

[124] http://ecampus.dcccd.edu/

- Library resources
- News and media resources
- Online classes
- Calendar to synchronize with your smartphone

Blackboard Collaborate

Many instructors and college services are using Collaborate as a video conferencing tool to connect with students.

- How to [log in][125]
- [Overview and guide to Blackboard Collaborate][126]
- [Quick Reference Guide][127]

Microsoft Office

Microsoft Office is available at no cost to Dallas College students. Students have access to Word, PowerPoint, Excel, OneNote, Teams, Outlook email and more.

- [Get started with Microsoft Office][128]
- [Install Office software on your computer][129]
- [Install Office software on your mobile device][130]

Getting Help with Technology

- [Contact information for Student Technical Support][131]

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[125] https://www.dcccd.edu/resources/online-services/tutorial-videos/pages/collaborate-getting-started.aspx

[126] https://www.dcccd.edu/resources/online-services/tutorial-videos/pages/collaborate-overview.aspx

[127] https://www.dcccd.edu/resources/online-services/tutorial-videos/pages/collaborate-quick-reference.aspx

[128] https://www.dcccd.edu/resources/online-services/email-ms-office/pages/default.aspx

[129] https://www.dcccd.edu/resources/online-services/email-ms-office/pages/install.aspx

[130] https://www.dcccd.edu/resources/online-services/email-ms-office/pages/mobile.aspx

[131] https://www.dcccd.edu/contact/pages/tech-support.aspx

- Check the eCampus Customer Service Center for answers to [Frequently Asked Questions](#)[132].
- Call the Student Help Desk at 866-374-7169.

Library

The [libraries](#)[133] at Dallas College provides many services and resources for students, both on campus and online. Campus libraries house books and DVDs that can be checked out. Students can also browse many popular journals, magazines and newspapers (but cannot check them out).

Students can check out items with a Dallas College student ID. Course materials, such as textbooks placed on reserve by instructors, are available for in-library use at the circulation desk. Students can also find a quiet place to work at study carrels, study rooms and numerous reading areas.

Our libraries have an impressive array of online and digital documents available via the web. Whether you're on or off campus, you can do research for any class paper using the variety of available databases and archives.

Student Assistance

DART GoPass

[The Student Go Pass](#)[134] is your key to the city. Heading to a class at one of our campuses? How about an event downtown? Or maybe you're catching a flight at DFW? Get there with DART! Simply show your Student GoPass using DART's mobile app, and your trip will be absolutely free. All your DART adventures will also be environmentally friendly. Fewer drivers on the roads means cleaner air for our city. Now that's real value.

Plus, we've also got you covered on finding the [nearest station to your campus](#)[135].

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[132] https://help.edusupportcenter.com/shplite/dcccd/home

[133] https://www.dcccd.edu/libraries

[134] https://www.dcccd.edu/resources/dart-gopass/pages/default.aspx

[135] https://www.dcccd.edu/maps/pages/dart.aspx

Eligibility Requirements

To participate in the GoPass program you must be:

1. **A credit student** enrolled in six or more credit hours (for the Fall or Spring semesters) and three or more credit hours (for the Summer semester), **OR**
2. **A continuing education student** enrolled in 96 or more contact hours (for the Fall or Spring semesters) and 48 or more contact hours (for the Summer semester).

How to Get Your Student GoPass

1. Be sure you have paid your tuition by direct payment[136], through financial aid[137] or by setting up a payment plan[138].
2. Have your photo taken at school[139] (if you haven't already).
3. Fill out the GoPass request form[140].
4. Download the GoPass app on your phone. It is free on the Google Play Store[141] or Apple App Store[142].
5. Open the GoPass app and register your phone number. In the app, you'll select "More" and then "Your Profile." Follow the instructions to enter your information.
   - Once your eligibility is verified, your Student GoPass will appear in the app under "Wallet." This means your request form has been processed. Request forms are processed every Monday and Thursday.

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[136] https://www.dcccd.edu/paying-for-college/payments/pages/default.aspx

[137] https://www.dcccd.edu/paying-for-college/financial-aid/pages/default.aspx

[138] https://www.dcccd.edu/paying-for-college/payments/pages/payment-plans.aspx

[139] https://www.dcccd.edu/resources/id-cards/pages/default.aspx

[140] https://econnect.dcccd.edu/gopass.html

[141] https://play.google.com/store/apps/details?id=dk.unwire.projects.dart

[142] https://itunes.apple.com/us/app/gopass/id673970506?&mt=8

- o **Note:** If you apply for your GoPass during the semester/term, it will generally show up in two–five business days. If you apply for your GoPass before your classes begin, it will typically show up about one week prior to the class start date.

Paratransit Options

Students can also use [DART Paratransit Services](#)[143], an origin-to-destination, curb-to-curb, public transportation service for people with disabilities. This service provides transportation for riders who are unable to use DART's fixed route buses or trains.

You can [start your application process online](#)[144].

The DART website offers information on these services, including [A Guide to Paratransit Services](#)[145].

For more information on arranging paratransit services, please contact the [Disability Support Services](#)[146] office at your chosen campus.

Emergency Aid Fund

The Emergency Aid Fund application process opens the first day of each semester and closes the last day of each semester. To apply for emergency funds, download the Edquity mobile app or visit the Edquity [website](#)[147].

Edquity will review your application and determine if you qualify. If you you do, you will receive cash grant assistance within 48 hours.

Edquity's technology also offers you an index of emergency resources and ongoing budgeting tools to help you preempt potential challenges. Edquity is developing agreements with national vendors,

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[143] https://www.dcccd.edu/resources/dart-gopass/pages/paratransit.aspx

[144] https://www.dcccd.edu/resources/dart-gopass/pages/paratransit.aspx

[145] https://dart.org/riding/paratransitguide.asp

[146] https://www.dcccd.edu/resources/disability-services/pages/default.aspx

[147] https://edquity.co/

such as extended-stay hotels and car repair shops, to provide access to reduced-fee services at an accelerated rate.

Who can Apply?

- You must be an enrolled, full-time student (12 or more credit hours).
- You can apply once per academic year.
- You must have a valid student ID.
- You can apply regardless of your citizenship status in the U.S.

How do I sign up?

You can find the Edquity app in the Apple App Store[148] and Google Play Store[149], or you can apply for the emergency aid online[150]. Simply download the app or head on over to the website and follow the instructions on how to get started. The application shouldn't take more than 15 minutes to fill out. You don't have to worry about writing answers or finding references. The only thing you need is your student ID.

How long will it take to get my funds?

Funds are meant to support those who experience a financial emergency that interferes with finishing college. You will know within 24 hours if you are approved to receive emergency aid.

How do I claim my emergency fund?

Funds are meant to support those who experience a financial emergency that interferes with finishing college. You will know within 24 hours if you are approved to receive emergency aid.

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[148] https://apps.apple.com/gb/app/edquity/id1440050754

[149] https://play.google.com/store/apps/details?id=co.edquity.cfst

[150] https://app.edquity.co/

Do I have to pay back my aid?

No, emergency aid does not require repayment and will not interfere with your current financial aid. If your situation changes, feel free to donate your fund to support other students.

Beyond Emergency Aid

Help goes beyond the Emergency Fund:

- Dallas Colleges works with the North Texas Food Bank to bring the Mobile Food Pantry[151] to each campus location every month to ensure our students have access to quality nutrition.
- Some of our students struggle with transportation to and from the college locations, so we have worked with DART to provide free bus/train passes[152] to all Dallas College students.
- We also work to connect you with free legal help, health-related resources and financial planning resources.

Food Bank and Pantry

Each Dallas College location maintains food pantries for students. Each pantry's hours of operation and office location can be found on the web[153].

My Community Resources

As part of our commitment to our students and the community, My Community Services is a free online directory[154] to help you find the resources you need to succeed outside of school. You can find services in your area for free or reduced-cost medical care, food, job training and more.

Testing Center

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[151] https://www.dcccd.edu/resources/food-pantries/pages/mobile-food-truck.aspx

[152] https://www.dcccd.edu/resources/dart-gopass/pages/default.aspx

[153] https://www.dcccd.edu/resources/food-pantries/pages/default.aspx

[154] https://www.dcccd.edu/community/my-community-services/pages/default.aspx

The Testing Center administers tests to students as directed by instructors and advisors/counselors. Students who use the Testing Center must provide the following:

1. A valid picture identification in the form of a current Dallas College student ID card, a valid driver's license, a valid passport or military ID card.
2. Pens, pencils, erasers and calculators when needed.
3. Scannable test answer sheet when needed.
4. A testing Blue Book for essays if needed. The Testing Center will provide scratch paper when needed.

The center also administers psychometric tests upon referral by a counselor and correspondence tests to students taking courses at universities outside of Dallas College.

Assessment tests are also given through the Testing Center. The center administers the Texas Success Initiative (TSI) assessment test and the Accuplacer ESOL test for students whose native language is not English.

Important Testing Reminders

When taking an instructional test, give the Testing Center examiner your Test Permission Slip, which should contain your name, course name and number, your instructor's name and test number.

- Your student ID card or a government-issued photographic identification is required before any test is given.
- Watches, cellular phones and electronic devices are not allowed in the Testing Center.
- No books, papers, calculators and calculator covers are allowed unless specified by your instructor.
- Programmable calculators, when allowed, will be cleared before and after a test by the Testing Center staff.
- No food or drinks are allowed inside the Testing Center.
- Once you have started a test, you will not be allowed to leave and re-enter to continue the test.
- If it is determined that you have unauthorized materials at your desk, or if you are looking at a test other than your own, your test will be taken from you, your academic records will be blocked immediately and your instructor, Division Dean and the Vice President for Student Affairs will be notified.

- Students are responsible for providing their own Scantrons, essay books, pens, pencils, erasers and other testing supplies. These items can be purchased in a campus bookstore and at the vending machine located outside the Testing Center.
- Token-operated lockers are provided for books, watches, calculator covers, electronic devices and other personal items not allowed in the Testing Center. The Testing Center staff will provide test-takers the tokens needed to operate the lockers. Briefcases may need to be stored in your car because of their size.
- Activities inside and around the Testing Center are monitored by electronic surveillance.

Important Note: Children are not allowed in the Testing Center and can never be left unattended while you test. For more information, please contact the Testing Center at your designated campus.

Texas Success Initiative (TSI) Assessment

The TSI Assessment is a placement test to help determine if you are ready for college-level course work in reading, writing and mathematics. If you are an incoming college student in Texas, you are required to take the TSI Assessment unless you are exempt.

Do I have to take the TSI Assessment?

Not all incoming students need to take the TSI Assessment. There are many ways you can be exempt. You may be exempt if you:

- Have met the minimum college readiness standard on the SAT, ACT or a statewide high school test, such as TAKS.
- Have successfully completed college-level English and math courses.
- Have enrolled in a Level-One certificate program (fewer than 43 semester credit hours).
- Are not seeking a degree.
- Have been, or currently are, in the military and have appropriate paperwork (DD214).

For more information [visit the college's TSI webpage](https://www1.dcccd.edu/catalog/admiss/tsi_exempt.cfm)[155].

Mandatory Pre-Assessment Activity

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[155] https://www1.dcccd.edu/catalog/admiss/tsi_exempt.cfm

According to Texas state policy, you will have to complete a Pre-Assessment Activity prior to testing. You will view a video and take a 12-question quiz.

The PAA includes the following:

- An explanation of the importance of the TSI Assessment and practice test questions and feedback.
- An explanation of all your developmental education options, if you don't meet the minimum passing standard.
- Information on campus and community resources that will help you succeed as a college student.

After completing the PAA, an advisor will provide you with a TSI testing referral.

Complete the PAA at Home:

- Visit the PAA webpage[156]
- After watching the 13-minute video, click "Continue to Assessment" under the video screen.
- Login with your eConnect account and certify that you have watched the video.
- Complete the 12-question quiz. Remember to logout when complete.
- The quiz will log you out after 20 minutes. If this happens, follow the instructions above to retrieve the quiz.
- After PAA completion, report to the Admissions and Student Records Office and ask for a testing referral.

How to Prepare:

To access the full sample questions document, visit the College Board website[157].

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[156] https://www.dcccd.edu/admissions/tsi/pages/tsi-pre-assessment.aspx

[157] https://accuplacer.collegeboard.org/accuplacer/pdf/accuplacer-texas-success-initiative-assessment-sample-questions.pdf

Take advantage of the sample questions to improve in areas where your academic performance is not the strongest. These sample questions help you familiarize yourself with the types of questions asked on the TSI Assessment.

How will I be able to take the TSI Assessment?

After completion of the Pre-Assessment Activity, report to Admissions and Student Records. An admissions specialist or academic advisor will provide you with a TSI testing referral.

What does the TSI Assessment cover?

The TSI Assessment in Mathematics is a 20-item multiple-choice test that measures the following areas: Elementary Algebra and Functions; Intermediate Algebra and Functions; Geometry and Measurement; and Data Analysis, Statistics and Probability.

The TSI Assessment in Reading is a 24-item, multiple-choice test that measures the following areas: Literary Analysis; Main Idea and Supporting Details; Inferences in a Text(s); and Author's Use of Language.

The TSI Assessment in Writing is an assessment that contains a multiple-choice and essay section. The multiple-choice section is a 20-item test that measures the following areas: Essay Revision; Agreement; Sentence Structure; and Sentence Logic. The essay portion asks you to write a five-paragraph persuasive essay (approximately 300-600 words) on a controversial issue or a topic of current interest.

What are the components and cut-off scores for the TSI Assessment?

The entire TSI Assessment consists of three sections with an average test time of four–six hours. The computer adaptive questions are administered in the order below. Your scores on the initial questions determine if you will receive further testing on the diagnostic component or the Adult Basic Education component (each student must complete the Pre-Assessment Activity at least one time.)

Math: 20 initial questions, no time limit (possible 48 diagnostic questions or 30 Adult Basic Education questions).

- Math score of 350–390: No additional testing required = College-Level Ready.
- Math score of 336–349: Will receive the diagnostic component.
- Math score of 310–335: Will receive the Adult Basic Education component.

Reading: 24 initial questions, no time limit (possible 48 diagnostic questions or 30 Adult Basic Education questions).

- Reading score of 351–390: No additional testing required = College Level Ready.
- Reading score of 342–350: Will receive the diagnostic component.
- Reading score of 310–341: Will receive the Adult Basic Education component.

Writing: 20 initial questions, no time limit (possible 48 diagnostic questions or 30 Adult Basic Education questions and/or writing an essay of 300–600 words).

- Writing score of 351–390: Will receive the essay component (score of 363+: only the essay component).
- Writing score of 350-362: Will receive the diagnostic component (score of 351-362: diagnostic and essay component).
- Writing score of 310–349: Will receive the Adult Basic Education component (if ABE score is 4+, will receive the essay.)

College Readiness Cut-Off Scores

- Mathematics: 350-390
- Reading: 351-390
- Writing: Essay score of 5, or 363-390 with essay score of 4

TRIO

TRIO is a group of federal outreach and student services programs that help people from disadvantaged backgrounds reach college and succeed there. TRIO programs target low-income individuals, first-generation college students and people with disabilities. Services such as tutoring, scholarships, mentoring, academic advising, career counseling and assessment-test preparation guide students through the academic pipeline from middle school to college and beyond.

The following TRIO programs are offered at Dallas College:

- TRIO Student Support Services (TRIO SSS) offers a variety of academic services to help students who qualify for the program. Each student in the program is provided with an Individualized Prescription of Educational support services designed to meet their needs. Our

goal is to provide students with the support services that will enable them to succeed in college and TRIO support services.

- **TRIO Upward Bound** is a federally funded program designed to help students improve their academic skills, complete their high school education and enroll in and graduate from post-secondary institutions. The TRIO Upward Bound program develops the academic and motivational potential of students in the ninth through 12th grades to prepare them for college success.
- **TRIO Veterans Upward Bound** reaches out to veterans interested in enrolling in college who are low-income, first-generation college students (neither parent completed a four-year college degree). The program recruits and serves veterans who do not have high school credentials or need additional assistance entering or re-entering a college program.
- **TRIO Talent Search** program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career and financial counseling to its participants and encourages them to graduate from high school and to continue to — and complete — their postsecondary education. Services are available for students in the sixth through 12th grades, as well as adults ages 19-27.

Contact the TRIO Offices[158] for more information and to discuss your participation.

Tutoring

The Tutoring Services[159] team at Dallas College provides individual and group tutoring to students who are currently enrolled in courses. All of the services are provided at no extra expense to students. Services include tutoring, review sessions, study groups and supplemental instruction. No appointments are necessary, and students are assisted in small groups in labs that are located all around campus.

Veterans Services

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[158] https://www.dcccd.edu/resources/trio/pages/default.aspx

[159] https://www.dcccd.edu/resources/tutoring/pages/default.aspx

Veterans Services staff members at Dallas College meet with U.S. military veterans face-to-face to strategize an academic and career plan. The Veterans Services Office also provides help with job placement when you've completed your program.

Contact the Veterans Services office[160] at your campus.

The Veterans Services Office also assists students eligible for VA educational benefits with applying for and obtaining their benefits. Educational programs are approved for Department of Veterans Affairs education benefits. Eligible, degree-seeking students may receive financial assistance as provided by the GI Bill. Find out more about how to apply for and receive VA educational benefits[161].

Tuition Refund Assistance

Get information, as well as dates and deadlines, for 60% Dates and return of financial aid funds[162].

Programs and Services

- Through the Veterans Educational Transitions (VET) program[163], specific military experience can be turned into college credit towards a certificate or degree. Then you'll be that much further on your way to a new civilian career, with the paper to prove it. Your military career classification code, depending on your branch of U.S. service, determines what study programs you may be eligible to get college credit for based on your military experience.
- The Military Preferred Hiring (MPH)[164] initiative gives you access to select employers who want to hire our military-connected (veterans, active duty and reserve) students and alumni.

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[160] https://www.dcccd.edu/resources/veterans/pages/default.aspx

[161] https://www.dcccd.edu/resources/veterans/pages/applying-for-benefits.aspx

[162] https://www.dcccd.edu/paying-for-college/financial-aid/keeping-aid/pages/60-percent.aspx

[163] https://www.dcccd.edu/resources/veterans/vet-program/pages/default.aspx

[164] https://www.dcccd.edu/resources/veterans/pages/mph.aspx

- **Financial Aid**: You can apply for financial aid (using the Free Application for Federal Student Aid) even if you are receiving military educational benefits. Find out [how to apply for financial aid](https://www.dcccd.edu/paying-for-college/financial-aid/pages/default.aspx)[165].

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[165] https://www.dcccd.edu/paying-for-college/financial-aid/pages/default.aspx