



# Schedule of Classes & Registration Guide

**Second Half Session 2016**  
**Winter Minimester 2016**



[www.grayson.edu](http://www.grayson.edu)

| 903.465.6030

# LOCATIONS



## Main Campus

Sherman-Denison  
6101 Grayson Drive, Hwy 691  
Denison, TX 75020  
903-465-6030



## South Campus

Van Alstyne  
1455 W. Van Alstyne Pkwy  
Van Alstyne, TX 75495  
903-415-2500



Online from  
anywhere!

- *Flexible & online class schedules...*
- *Affordable tuition...*
- *Small classes...*
- *Transferrable credits...*
- *Outstanding professors...*

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## SERVICES

(All area codes 903)

Admissions Information .....	463-8604
Advising Information .....	463-8695
Assessment Information .....	463-8724
Campus Police .....	463-8777
Canvas / Internet Class Help Desk ..... 8a-4p Weekdays	463-8788
..... Wed/Fri/Sat/Sun from 6-9 pm .....	647-0092
Career & Job Assistance.....	415-2544
Class Scheduling Assistance..	463-8695
Disability Services .....	463-8751
Financial Aid Information .....	463-8794
New Student Orientation (College 101) .....	463-8695
Public Information.....	463-8628
Residence Hall Coordinator ..	463-8793
Tutoring.....	463-8751

## OFFICES

Academic Studies Division.....	463-8610
Admissions .....	463-8604
Alumni Association .....	463-8716
Business Office Services.....	463-8795
Campus Police .....	463-8777
Center for Workplace Learning .....	463-8765
Continuing Education Class Information & Registration	463-8765
Counseling Center .....	463-8695
Developmental Studies Division .....	463-8736
Financial Aid.....	463-8794
GC Foundation & Scholarships Office .....	463-8716
Health Science Division.....	463-8782
Job Placement.....	415-2544
Library .....	463-8637
Public Information.....	463-8628
South Campus, Van Alstyne....	415-2500
Student Life Office.....	463-8693
Testing Center .....	463-8724
Workforce Education Division .....	463-8771



# WELCOME!

Grayson College (GC) is an open-enrollment institution that accepts all students once their admissions application and documentation has been submitted.

As the community's college, we embrace lifelong learning focused on educational, cultural, social, and public service activities designed to tangibly enrich the individual and our community.

This Schedule of Classes and Registration Guide provides information you need to get started and to access services that will support your success. Whether you want to train for a new profession, complete your associate degree or take classes that will transfer to a four-year university, GC is ready to help you achieve your goals.

Students - new, current, or returning - will find helpful resources and information in this guide.

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# Academic Calendars & Important Dates to Remember

## Fall 2016 Semester

**Dates of Term** .....**August 22-December 9**

### APPLICATIONS

Financial Aid priority deadline ..... N/A

Last day to apply for admission and complete College 101 ..... August 19

### ADVISING & REGISTRATION

Advising ..... Begins March 25

Online registration on My Viking ..... April 6 - August 16

One Day and You Are Done Registration ..... August 4, 8 am-7 pm

Late registration on My Viking (\$75 late fee applies) ..... August 17 - 20

LAST DAY TO REGISTER (\$75 late fee applies) ..... August 22, 4 pm

### PAYMENT INFORMATION

Last day to pay ..... August 22, 4 pm

100% refund date ..... August 22 (of refundable tuition and fees)

70% refund date ..... September 12 (of refundable tuition and fees)

25% refund date ..... September 19 (of refundable tuition and fees)

### IMPORTANT DATES OF THE SEMESTER

Schedule changes for students already enrolled ..... August 22-25

Last day to apply to audit a class ..... September 6

Census date ..... September 7

Professional Development Day (no classes) ..... October 21

60% of semester date ..... October 27

Final drop/withdrawal deadline ..... November 15

HOLIDAYS - Labor Day (no classes) ..... September 5

Thanksgiving ..... Classes meet and offices open until 4 pm Nov 23. Closed Nov 24-25

Finals... ..... December 5-8

### GRADUATION

Application deadline for December 2015 graduation ..... October 28

Winter Commencement ..... Friday, December 9

NOTE: Individual programs may have additional/different dates. Students are responsible for information in each class syllabus. Dates or times listed above may change without notice.

Your registration is not complete until tuition and fees have been paid.  
If payment is not finalized by the payment deadline you will be dropped from classes.

## Fall 2016 Half Sessions

### Dates of Term

#### APPLICATIONS

- Financial Aid priority deadline
- Last day to apply for admission and complete College 101

#### ADVISING & REGISTRATION

- Priority Advising
- Online registration on My Viking
- One Day and You Are Done Registration
- Late advising
- Late online registration on My Viking (\$75 late fee applies)
- Last day to register (\$75 late fee applies)

#### PAYMENT INFORMATION

- Last day to pay
- 100% refund date (of refundable tuition and fees)
- 70% refund date (of refundable tuition and fees)
- 25% refund date (of refundable tuition and fees)

#### IMPORTANT DATES OF THE SEMESTER

- Schedule changes for students already enrolled
- Last day to apply to audit a class
- Census date
- 60% of semester date
- Final drop/withdrawal deadline
- HOLIDAY - Thanksgiving
- Professional Development Day (no classes)
- Finals

#### GRADUATION

- Important graduation-related dates

1 <sup>st</sup> Half Session .....	2 <sup>nd</sup> Half Session
<b>August 22-October 14 .....</b>	<b>October 17-December 8</b>
N/A .....	N/A
August 22 .....	October 14
Begins March 25, 2016 .....	N/A
April 6 - August 16 .....	See Advising
August 4 .....	N/A
August 17-20 .....	October 10-14
August 22 .....	See Advising
August 22 .....	October 14
August 22, 4 pm .....	October 14
August 22 .....	October 14
September 12.....	October 26
September 19.....	October 28
August 22-25 .....	October 17-18
September 6.....	October 21
September 7.....	October 24
.....	.....
October 3.....	November 30
N/A.....	November 24-25
N/A.....	October 21
.....	December 5-8
December 9.....	December 9
See Fall 2016 Calendar.....	See Fall 2016 Calendar

NOTE: Individual programs may have additional/different dates. Students are responsible for information in each class syllabus. Dates or times listed above may change without notice.

### Final Exam Schedule for Fall 2016

Time of Class Period	Time of Examination
Monday, December 5, 2016	
At 7:30 am MW .....	7:30 am - 9:20 am
At 9:30 am MW .....	9:30 am - 11:20 pm
At 12:30 pm, 1:00 pm MW .....	12:30 pm - 2:20 pm
At 4:00, 4:30 pm MW .....	4:00 pm - 5:50 pm
At 5:00, 5:30, 6:00 pm MW .....	6:00 pm - 7:50 pm
At 8:00 pm MW .....	8:00 pm - 9:50 pm
Tuesday, December 6, 2016	
At 7:30 am TR .....	7:30 am - 9:20 am
At 9:30 am TR .....	9:30 am - 11:20 pm
Ar 12:30 pm, 1:00 pm TR .....	12:30 pm - 2:20 pm
At 4:00, 4:30 pm TR.....	4:00 pm - 5:50 pm
At 5:00, 5:30, 6:00 pm TR .....	6:00 pm - 7:50 pm
At 8:00 pm TR .....	8:00 pm - 9:50 pm
Wednesday, December 7, 2016	
At 8:00 am MW .....	8:00 am - 9:50 am
At 11:00 am MW .....	10:00 am - 11:50 am
At 2:30 pm MW .....	2:00 pm - 3:50 pm

At 7:00, 7:30 pm MW .....

Thursday, December 8, 2016

At 7:00 pm - 8:50 pm  
 At 8:00 am TR .....

- Final examinations for evening classes with start times other than those listed above will be administered at the same hour the class normally meets.
- Students in hybrid courses should consult with their instructor for the final examination time.
- Final examinations for the first 8 week half sessions will be given during the regular class sections. Final examinations for the second 8 week half sessions will be given according to the regular final schedule listed above.
- Friday Only Classes: Students should consult with their instructor for the final examination time.

# Winter Minimester 2016

**Dates of Term..... Dec 15-31, 2016**

## APPLICATIONS

Financial Aid priority deadline..... N/A  
 Last day to apply for admission and complete College 101 ..... Dec 11

## ADVISING & REGISTRATION

Priority Advising..... October 26 - December 11  
 Online registration on My Viking ..... November 2 - December 14

LAST DAY TO REGISTER (No late registration)..... December 14, 4 pm

## PAYMENT INFORMATION

Last day to pay ..... December 14, 4 pm  
 100% refund date ..... December 14 (of refundable tuition and fees)  
 70% refund date ..... December 17 (of refundable tuition and fees)  
 25% refund date ..... December 18 (of refundable tuition and fees)

## IMPORTANT DATES OF SEMESTER

Last day to apply to audit a class ..... December 15  
 Schedule changes (for those enrolled)..... December 15  
 Census date ..... December 16  
 60% of semester date ..... December 24  
 HOLIDAY Christmas Day (no classes)..... December 25  
 Final drop/withdrawal deadline ..... December 28  
 Finals..... December 31, 2016  
 HOLIDAY New Year's Day (campus closed) ..... January 1

NOTE: Individual programs may have additional/different dates. Students are responsible for information in each class syllabus. Dates or times listed above may change without notice.

### GC Alert! Emergency Messages

GC Alert will notify members of the College community in several different ways, including voice calls, emails, text notification as well as social media posts on the College's official social media outlets. In the event of an emergency the College's Emergency Management Team will send out an initial message with an appropriate action, such as "seek shelter", "evacuate", "lockdown", "Campus closed".

The initial message will provide the appropriate response for students and employees to follow along with the area that is affected. Following the initial message, additional information will be sent out as it becomes available. At the conclusion of the event, GC Alert will be used to notify the campus it is safe to return to normal operations.

GC Alert allows students to set preferences for contact methods and phone numbers and email addresses.

Please take a few moments to log onto GC Alert to input your information, so that you can receive the emergency information.



# Admission Information to become a GC student

## Admission Requirements

In order to satisfy GC's admission requirements, the following materials must be submitted to the Admissions Office. Students should complete the admissions process prior to the day of registration.

1. An online application for admission. Proof of residency is required on the application.
2. An official transcript from high school (for students that graduated) -OR- G.E.D. Transcripts (for students without high school diplomas) and Official transcripts from all previously attended colleges.
3. State law requires all students entering college for the first time who are younger than 22 to provide documentation related to the Meningitis vaccination.

Students who do not meet the above requirements and are 18 years of age or older may be admitted on Individual Approval. Contact the Admissions Office for details.

NOTE: Official GC transcripts and financial aid will be withheld from students who do not complete admission requirements by the census date. Those students will not be allowed to re-enroll at GC until admission requirements are met.

All students must complete College 101 as a part of the admissions process! It's free and can be completed online or in person.

## New Students

(No prior college)

1. Complete GC application for admission. This is submitted via the college's website. Early application is encouraged.
2. Submit official high school transcripts or GED transcript. Students seeking admission by Individual Approval need to contact the Admissions Office prior to enrollment for details.
3. Complete skills assessments as required, or provide documentation of scores for appropriate placement or exemption.
4. Meet with academic advisor or counselor (Administration Building).
5. Select classes.
6. Register when eligible; Pay by the deadline.

## Former Students

(Last attended GC more than 12 months ago)

1. Complete GC application for admission. This is submitted via the college's website. Early application is encouraged.
2. Provide official transcripts for any college attended since last at GC, if appropriate.
3. Complete skills assessments as required, or provide documentation of scores for appropriate placement or exemption.
4. Meet with an academic advisor or counselor.
5. Select classes.
6. Register when eligible; Pay by the deadline.

## High School Students

(Seeking Dual Credit or Concurrent Enrollment)

Students wishing to be concurrently enrolled in high school and GC should contact their high school counselor or Grayson College Dual Credit. Courses are offered on area high school campuses, Grayson College campuses, or online.

## Continuing Students

(Attended GC for academic credit during the previous 12 months. Most will be eligible for online registration.)

1. Ensure that student demographic information is accurate and up-to-date.
2. Meet with departmental advisor and/or academic advisor or counselor.
3. Select classes.
4. Register when eligible; Pay by the deadline.

## Transfer Students

(Other college experience)

1. Complete GC application for admission. This is submitted via the college's website. Early application is encouraged.
2. Submit official transcript(s) from high school or GED and all previous colleges attended. These are needed prior to or at the time of registration.
3. Complete skills assessments as required, or provide documentation of scores for appropriate placement or exemption.
4. Meet with academic advisor or counselor.
5. Select classes.
6. Register when eligible; Pay by the deadline.

## International Students

International students must contact International Student Advisor Brad McClenny (mcclenny@grayson.edu or 903.463.8746) regarding admission requirements to Grayson College. Necessary paperwork should be completed prior to the student's arrival on campus.



# Admissions/Registration Checklist

The GC Application for Admission is available on-line and students may submit it electronically. Find it at: [www.grayson.edu](http://www.grayson.edu) (click "I Want To..."). GC accepts the Apply Texas Application for Two Year Colleges.

## Steps to Enroll

1. Complete an application to Grayson College - Your application must include a valid email address and social security number.
2. Complete Collee 101 Orientation - This online orientation is required for all students and will help you navigate the college.
3. Submit required documents to the Admission Office - These may include meningitis vaccination or waiver, high school or college transcripts or GED and test scores.
4. Test Scores & Assessment - Texas law requires students to have their academic skills assessed prior to enrolling in classes.
5. Advising - Students will meet with an academic advisor to select classes and enroll in courses
6. Attend Class - Congratulations, you are now a Grayson College Viking!

Priority Admission Dates: Students who submit an application for Admission and all required transcripts, test scores, and Meningitis documentation (if applicable) by these dates will help assure that their registration process goes smoothly.

## Office Hours\*

Main Campus Admissions Office is open to assist students during the following hours.

Fall and Spring semesters (generally late August through mid-May), while classes are in session:

Monday-Tuesday, 8:00 am-6:00 pm  
Wednesday-Friday, 8:00 am-4:00 pm

Early December through mid-January & August until classes begin:

8:00 am – 4:00 pm on regular business days of the college.

Please note that campus offices are closed for 2 weeks in December and 1 week in March (spring break). See the Academic Calendar for exact dates.

Summer Hours (generally mid-May through early August):

Monday-Tuesday, 7:00 am- 6:00 pm  
Wednesday- 7:00 am-5:00 pm  
Thursday – 7:00 am- 4:00 pm  
Friday - offices are closed

\*subject to change without notice



Graduation is the goal!  
Picture yourself here,  
celebrating with friends  
and family!

# Admissions and Records Related Information

## **Meningitis Vaccination – state law**

All new GC credit and some continuing education (non-credit) students under the age of 22 must submit evidence of being immunized against meningococcal meningitis within the past five years. The requirements is the result of the 82<sup>nd</sup> Texas Legislature's passage of Senate Bill 1107. It applies to all first-time freshmen, all new transfer students, all new and returning students. Students who do not provide the appropriate documentation will be withdrawn from their classes.

## **Residency Information**

For tuition purposes, students who enroll in Grayson College will be classified in one of three categories: In-District Resident, Out-of-District Resident or Non-Resident of Texas.

The following definitions briefly describe the residency requirements specified in Texas statutes and in rules and regulations of the Coordinating Board, Texas College and University System. More detailed information on residency classification may be obtained in the Admissions Office.

**In-District Resident** – A student who resides in Grayson County and who has been a resident of Texas for the twelve months preceding the date of registration.

**Out-of-District Resident** – A student who resides in a Texas county other than Grayson County and who has been a resident of Texas for the twelve months preceding the date of registration.

**Non-Resident of Texas** – A student under 18 years of age who lives away from his family and whose family resides in another state or whose family has not resided in Texas for the twelve months preceding the date of registration, or a student 18 years of age or older who resides out-of-state or who has not been a resident of the state for twelve months preceding the date of registration.

NOTE: Oklahoma residents are classified

as non-residents but are eligible to receive a waiver of non-resident tuition and will be charged out-of-district rates.

Anyone who enrolls as a non-resident of Texas is presumed to remain in the classification as long as he/she maintains continuous enrollment. To appeal your residency status, see Admissions (website or office). It is the responsibility of the student to provide residency documentation and notice of residency changes. Residency changes are not retroactive. Changes are only effective for future semesters from the date appeals are received.

## **Necessity of Official Withdrawal**

If a student, for whatever reason, ceases to attend all classes, it is necessary to officially withdraw. If this is done by the given deadline for the semester, a grade of "W" is granted and the grade point average is unaffected. Failure to officially withdraw results in the grade of "F" and the grade point average is harmed. Students may withdraw from all courses via email or in person at the Counseling/Advising office. You will not be withdrawn until we speak with you personally and all additional steps you will be given are followed.

Depending on the date of withdrawal, students who receive federal financial aid may have to repay a portion of their award.

## **Maintaining Current Student Information**

It is the student's responsibility to maintain accurate data on the student information system (My Viking). This information includes correct name, address, telephone, email and major. Address and telephone information can be updated through the My Viking, and all information can be updated in person in the Admissions Office. Failure to maintain accurate information could result in problems with a student's financial aid and/or academic progress.

## **Change of Name and/or Address**

GC encourages each student to verify his/her demographic information using My Viking. A student who needs to change their name should submit the change to the Admissions Office with appropriate documentation, as soon as possible to ensure that communications are delivered correctly. Address and phone number changes may be made online using My Viking.

## **Transcript Requests**

Official transcript requests are made online. Students who have My Viking access may submit a request, which will be processed in one business day. Students without My Viking access should use [www.studentclearinghouse.org](http://www.studentclearinghouse.org) for a fee.

## **End of Semester Grades**

Students may view and print a copy of their end of semester grades using My Viking. To view/print, login to My Viking, select 'view grades' and select the semester term.

## **Canceled Classes**

Any course or section may be discontinued if enrollment is insufficient to justify it being offered. Students who are involved will receive instructions on how to change the course and/or section or drop the course at the first meeting of the class in question. Students have until the end of the Schedule Change period to find a new course.

## **Repeated Courses**

When a course taken at Grayson College is repeated at GC, the highest grade attained will be included in the GPA calculation. Note: Courses taken a third time or more will have a \$50 per credit hour fee charged per state policy (Rider 50).

## **Dropping a Course**

Prior to the Census date, students may request to drop a course in the Counseling/Academic Advising office. After Census, students must initiate the drop process with their instructor. Students cannot drop

## Admissions & Related Info, Continued

a course by leaving a message on voice mail or online through My Viking after the Schedule Change period. Students must drop prior to the Drop deadline to receive a "W". Distance Learning students or emergency withdrawals can seek assistance by contacting an adviser via email. Dropping a course may negatively affect your financial aid.

### Limit on Dropped Courses

State of Texas SB 1231 statute enacted by the State of Texas in Spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. It only affects drops occurring after the semester census date. Under section 51.097 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." Any course that a student drops is counted toward the six-course limit if (1) the student drops a course after census date or (2) the student is not dropping the course in order to withdraw from the institution. Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Students with questions should contact the Counseling Office or the Admissions and Records Office for more information before dropping a course.

- Students that attended college prior to fall 2007, excluding dual credit/concurrent high school work, are exempt from this legislation.
- Students enrolled in dual credit/concurrent high school work are still considered first-time freshmen when they enroll in college after high school graduation. So students that graduated from high school in 2007 who previously took dual credit/concurrent work from any college are limited in the number of times they drop a course.
- Students under SB 1231 are limited to dropping 6 courses over their undergraduate careers while enrolled in public Texas colleges/universities.

- A total withdrawal from the institution is different than a drop of a single course and withdrawals are not to be counted in this statute.

### Academic Fresh Start

Students may, at the time of their application for admission or readmission to Grayson College, file for Academic Fresh Start (AFS) in the Admissions and Records Office. All academic course credits or course grades earned exactly ten or more years prior to the starting date of the semester in which the applicant seeks to enroll will not be considered in the calculation of the grade point average.

A student will forfeit the use of all credits earned prior to enrollment under the AFS Policy. Course taken prior to this time will not be used in the calculations of the student's grade point average. The student's record will be inscribed with the notation "Academic Fresh Start Granted (date)."

Policies concerning AFS are applicable only to Grayson College. They do not pertain to financial aid history or accumulated award limits. Other colleges may not recognize the reprieve. To request AFS a student must submit a completed application for admission, a written petition for AFS, and all transcripts or prior college or university work to the Admissions Office prior to admission.

### President's and List Criteria

The GC President's and Dean's Lists are awarded at the end of the Fall and Spring semester to students who have demonstrated outstanding achievement in their coursework. Students must be enrolled in at least 12 hours (full-time) at GC during the semester. Developmental courses, incomplete courses, credit awards and courses with "W" or "P" grades are not counted in the full-time determination for the honor. The President's List will be awarded to students earning a 4.0 GPA. The Dean's List will be awarded to students earning 3.75 to 3.99 GPA.

## Requirements for Health Science Clinical Course Entry

All persons planning a Health Science career must meet certain requirements mandated by state law or the clinical agencies where students are involved in patient-related activities. These requirements have been developed to protect both patients and students and must be met before participating in any required clinical experiences. In addition to the requirements listed, some Health Science programs may have additional requirements.

\*Students in all health Science programs must show proof of the following immunizations (or a positive titer) before participating in clinical rotations:

- Hepatitis B (this is a series of 3 shots requiring 6 months to complete)
- Hepatitis A (this is a series of 2 shots requiring 6 months to complete)
- Measles, Mumps, Rubella (MMR)
- Tdap (within the last 10 years)
- Varicella (Chicken pox)
- Flu vaccine for most current flu season

\*Students in all Health Science programs must show proof of a negative tuberculosis test annually.

\*Students in all Health Science programs must show proof of current CPR certification and will be required to pass a drug screen and criminal background check prior to attending any clinical experiences.

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*Course Search Tip:  
Use the Class Listings information posted on the website for a quick view of course offerings. Use the online Course Search function to find the most current schedule information.*



# Orientation & Program Information Sessions

## Orientation for Internet Classes

Students taking Internet classes are strongly encouraged to explore the On Demand Learning Center within Canvas. After logging into Canvas, click On Demand Learning Center where you will find short interactive video lessons in the Getting Started Guides. Contact the Library at 903.463.8637 or the Help Desk at 903.463.8788 for further assistance.

## Health Science Department Information for Prospective Students

Radiologic Technology program information meetings are held the third Wednesday of every month (except August, March and December) at 1:00 pm in Health Science Center Room 200. Attendance at an information meeting is required for acceptance into the program.

Vocational Nursing (LVN) information is available by emailing the Vocational Nursing Program at [fairL@grayson.edu](mailto:fairL@grayson.edu) to request the information packet. This packet provides detailed information on the application process and important deadlines.

Registered Nursing (ADN) and LVN-to-RN Transitional Entry program information is available by emailing [nursing@grayson.edu](mailto:nursing@grayson.edu) to request the appropriate packet. These packets provide information about the programs including: application process, important deadlines, and frequently asked questions. After reviewing the packet, additional questions may be emailed to [nursing@grayson.edu](mailto:nursing@grayson.edu).

Call the Health Science Department for an appointment to learn about Drug and Alcohol Abuse Counseling, Dental Assisting, Phlebotomy, Medical Laboratory Technology and EMT/Paramedic programs.

## College 101 Orientation

In order to be released for online class scheduling, the following students will be required to complete College 101.

- All students who have stopped out of GC for more than 1 year will be required to participate in College 101.
- All students new to GC
- All transfer students. The number of transfer hours does not matter. All transfer students must see an academic advisor to initiate transfer credit evaluation and have a degree audit uploaded in My Viking. All transfer students who may be on probation at another college must visit an academic advisor prior to enrolling at GC.

- All high school students desiring to enroll in dual credit courses or any other college course.

College 101 can be completed online or in person. Registration is free and easy. Instructions for registering are provided in the email sent to each student within 2 business days of submitting an application for admission. Login to College 101 on the college's website for more information.





# Assessment Information (TSI-Texas Success Initiative)

## Texas Success Initiative

Texas law requires that all new students in a public college or university have their academic skill level assessed prior to entry in a college-level class. The assessment helps students understand their skill levels in reading, writing and math and enables them to enroll in classes that appropriately match each individual's skill level. All students are required to complete a Pre-Assessment Activity that includes a quick review of sample test questions; this activity can be found at : <http://www.grayson.edu/getting-started/testing-center/tsi-assessment.html>.

Students will enroll under one of these four options:

### 1) Option One – TSI Exempt

Currently, students may be exempt from the Texas Success Initiative if they meet one or more of the following criteria. Students must present proof of these exemptions at the time of registration. NOTE: Students with a disability are not exempt from assessment requirements but may receive testing accommodations with appropriate documentation.

- Transferred in from an out-of-state or private institution with grades of "A", "B" or "C" in designated courses taken within past five years.
- Students who have previously attended GC or any other Texas public college or university and who have already met Texas Success Initiative requirements.
- Active duty military (U.S., Texas National Guard, or U.S. Reserve Unit) in service for at least three years prior to enrollment at GC. Some academic classes require students to demonstrate college readiness before enrolling.
- A student who on or after Aug. 1, 1990, was honorably discharged, retired or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the U.S. Please note that some

academic classes require students to demonstrate college readiness before enrolling.

- Earned an associate's or bachelor's degree or higher from a Texas public college or university.
- Eligible test scores indicate below:

ACT (within 5 years)

COMPOSITE	MATH	ENGLISH
23	19	19

SAT (within 5 years)

COMBINED MATH	CRITICAL READING
1070	500 500

TAKS Exit-Level Test (11<sup>th</sup> grade) (within 3 years)

MATH	ENGLISH LANGUAGE ARTS/ESSAY
2200	2200 and 3 on essay

(2200 on TAKS MATH earns exemption from TSI math section; 2200 on TAKS ELA with 3+ on TAKS essay earns exemption from TSI reading and writing sections.)

STAAR End of Course (EOC) Test (with 5 years)

English III	Level 2 or higher
Algebra II	Level 2 or higher

### 2) Option Two – TSI Waived

Enroll in an eligible certificate program that allows assessment to be waived. Students enrolling in these programs will have their skills assessed and may enroll only in courses listed on their certificate plans.

Success Initiative Waivers are available to students who meet one of the following criteria:

- Students enrolled in Level 1 certificate programs of 15 to 42 semester credit hours. Students enrolled in these certificates may take only courses listed on that certificate. Please note that some academic classes require students to demonstrate college readiness before enrolling.
- Students who attended a private Texas or any out-of-state institution during the previous semester and are currently enrolling at GC on a temporary

basis and not seeking a degree at GC. Temporary students must present proof of enrollment at a private or out-of-state institution during the immediately preceding semester.

- Full-time students from private Texas or any out-of-state institution concurrently enrolling in one or two GC courses (including distance learning courses) and not seeking a degree at GC.
- Students enrolling in courses for self-enrichment only; not seeking a degree. Students may take a maximum of two courses on the enrichment list. (Deans can identify these enrichment courses for you.)

### 3) Option Three – College Ready

Students have fulfilled TSI college readiness requirements when they meet one of the following criteria:

- Received passing scores on the TSI Assessment.
- Received a grade of A, B or C in their exit-level developmental math, reading and writing class. When student achievement reaches proficiency, students will be exited from any of the developmental reading or writing courses. Please note that before taking an EDUC course or seeking enrollment in the Associate of Arts Teaching program, you must still receive a passing score on any state-approved placement exam.

### 4) Option Four – Not College Ready

All students who do not qualify under TSI Options 1, 2 or 3 will receive an individualized Academic Success Plan. This plan will describe the sequence of developmental classes, retest requirements, and options available for students to demonstrate college readiness. Students completing their Academic Success Plan will attain college-level skills in reading, writing and math while beginning work on academic courses on their degree plans.

## College Readiness Requirements for Dual Credit/Concurrent High School Students

High school students must demonstrate college readiness with scores from state approved tests, including the sophomore-level (dual credit students only) and STAAR EOC, ACT, SAT, or the TSI Assessment before enrolling in class. For example, a dual credit student who did not meet the STAAR EOC college readiness standard for English III and who intends to enroll in GOVT 2305 must pass the reading and writing section of the TSI Assessment to qualify for enrollment in this course.

### TSI Assessment (Texas Success Initiative)

GC administers the state-approved placement test for meeting initial or retest requirements of the Texas Success Initiative – the TSI Assessment. The TSI Assessment is aligned to the Texas College and Career Readiness Standards. It offers both placement testing as well as detailed diagnostic profiles of students' college readiness and/or adult basic education levels.

TSI scores will be used to assess college-readiness in Mathematics, Reading Comprehension, and Writing. If scores indicate a need to become better prepared for college-level work, test diagnostics will help determine what type of course or intervention will best help a student improve basic skills. If you do not know whether you need to take the placement test, please ask an advisor in the GC Counseling area for a *Referral for Testing* form.

**IMPORTANT** - Before taking the TSI Assessment, students must complete GC's Pre-Assessment Activities. These activities include the importance of the assessment, the testing process and sample questions with feedback, remediation options for students who are not determined to be "college-ready," and institutional and community resources. For instructions on completing the Pre-Assessment Activities, go to [www.grayson.edu](http://www.grayson.edu), find **Testing Center**, then under Test Information and Schedules, click on **TSI Assessment**.

### Where - When - How to take the TSI Assessment

There are some days/times that you may

reserve a computer ahead of time, and there are some days/times that you may "drop-in" without a reservation to see if a testing computer is available.

The TSI Assessment is given on both the Main Campus in Denison-Sherman and the South Campus in Van Alstyne.

For current TSI testing schedules and steps to follow to register or drop-in, go to [www.grayson.edu](http://www.grayson.edu), find **Testing Center**, then under Test Information and Schedules, click on **TSI Assessment**.

*Testing information and current test schedules may be found at [www.grayson.edu](http://www.grayson.edu). Find Test Information and Schedules, click on TSI Assessment.*

### Retesting

*If you are not satisfied with your performance, you may retake the TSI Assessment without a waiting period. However, before you attempt to retest, it is highly recommended that you set aside some time for additional study.*

## Other Helpful Information:

Go to <https://accuplacer.collegeboard.org/students/prepare-for-accuplacer>. TSI Assessment information can be found on the bottom right side.

The TSI Web-Based Study App features "Learn as You Go" tests with an explanation of correct/incorrect responses. You can access the site from your computer, tablet or Smartphone. Cost is \$4.50 for 6 months of access. Go to <https://store.collegeboard.org>.

Online registration for the TSI Assessment can be done at [www.registerblast.com/grayson](http://www.registerblast.com/grayson).

Drop-in TSI testing is also available during normal business hours; please see these options on the Testing Center website at

[www.grayson.edu](http://www.grayson.edu) > Getting Started > Testing Center

# GED Examination Information

## GED Exam

**Grayson College Testing Center, Room SC-115**  
**6101 Grayson Drive | Denison, Texas 75020 | (903) 463-8724**

**Test Dates:** GED examinations are given on computer at Grayson College's Pearson Vue Authorized Testing Center on most (but not all) Tuesdays.

**Pre-Registration is required:**

1. Before registering, make sure...
  - you have valid government-issued photo identification (Texas Driver's License, DPS ID card, passport, military ID card, Mexico Consular Matricula Card).
  - you have credit/debit card or prepaid VISA at hand
  - you have an email address (If you do not have an email address, you will be given an opportunity to request a yahoo/hotmail/gmail account if registering on the computer).
2. When ready, you may register by computer at [www.GED.com](http://www.GED.com) or by phone. 1-877-EXAM-GED (1-877-392-6433)

**Test Fees:** \$33.75 per section (\$135 for all four sections)

**Test Description:** The GED exam is comprised of 4 sections:

Reasoning Through Language Arts (RLA)	150 minutes
Mathematical Reasoning	115 minutes
Science	90 minutes
Social Studies	90 minutes

The GED exam is offered on computer and is available in English or Spanish. Tests include seven different item types: multiple choice, short answer, extended response, drag-and-drop, drop-down, fill-in-the-blank, and hot spots.

**Age Requirement:** GED candidates age 18 or over may take the GED exam. Seventeen-year-old GED candidates will be instructed to provide two additional forms electronically when registering: parental permission form and GED's Test Administration Withdrawal Form. Sixteen-year-old GED candidates must provide a court order specifically ordering them to take the GED exam. Documents must be provided electronically as part of the registration process.

**Residence Requirement:** Must be a resident of Texas or a member of the U.S. armed forces stationed at a Texas installation.

**Educational Status:** Must be officially withdrawn from school unless enrolled in an approved In-School GED Program. Must not have received a high school diploma from an accredited high school in the U.S.

**Passing Scores:** Minimum score of 150 on each section (on a scale of approximately 100 to 200) with a total of 600 for the four sections. Scores will be available online at a student's MyGED account at [www.GED.com](http://www.GED.com) within 3 hours to 2 business days of completing a test subject.

**Retests:** If an exam is failed, the test-taker can retake the exam two times at a reduced price (\$13.75) within twelve months of the original failed exam. After the first three attempts, the test-taker will have to wait an additional 60 days to retake the exam (at the full price).

**Special Accommodations:** Special accommodations for examinees with physical, emotional, and learning disabilities may be requested. When registering for the GED Exam, test-takers should indicate their interest in applying for accommodations by selecting yes on the question that asks about testing modifications based upon a documented disability. Once these registration forms are completed, test-takers will receive an email message that provides a link to the accommodation forms, guidelines, and directions for submitting the request documentation.

## Adult Basic Education (GED) Classes

*To learn about Grayson College's adult basic education program and free classes toward the GED exam, contact the GED Hotline at 903.463.8784.*

*The program is located in the Advanced Technologies Building on the Main Campus.*

# Counseling & Advising Services

## Counseling Center Services

The Counseling Center offers free, short-term personal counseling to all currently enrolled GC students. Counselors and interns are trained in listening and understanding, and discussions are kept confidential. Our services promote emotional health to support academic and personal success. We can help with:

- Stress Management
- Anger Management
- Anxiety
- Depression
- Relationship Problems
- Transitions in Life
- Substance Use
- Eating Concerns/Disorders
- Feeling Overwhelmed
- Academic Adjustment
- Career Exploration
- Grief and Loss
- Time Management and Student Success Strategix

To make an appointment or get more information, contact the Counseling Office in the Administration Building on the Main Campus.

## Grayson College Advising Policy

Grayson College strongly encourages all students, regardless of academic skill level, to seek individual academic advising prior to each registration.

The following students are required to receive academic advising:

- Students who are entering GC for the first time.
- Students who have not met skills assessment requirements.
- Students who are enrolled in developmental courses.
- Students who are on academic probation and/or who are returning from academic and/or financial aid probation.
- Students who desire to change an academic major, certificate program, or

transfer institution.

- Students who are military veterans eligible for veterans' benefits.

Permanent faculty advisors are assigned to new students. Advisors and counselors assist students with career options, academic requirements, campus and community support services, and scheduling courses. Advising activities are designed to assist students in the successful completion of their needs and goals. Students who desire additional career assistance should seek advice from Counseling Services. The Counseling Office offers information, assistance and guidance, with all services provided free of charge to current students, alumni and community agency referrals.

Note: Students who plan to graduate should visit the Counseling Center to complete a degree audit after enrolling in their last semester's classes.

## College 101: Orientation

College 101 is required for prospective, new and transfer students interested in attending Grayson College. The program is designed for students graduating from high school, those who are attending college to brush up on their skills, changing careers, or developing personal interests. College 101 assists in making the transition to college.

To be released for online scheduling of classes, students are required to attend College 101, which can be taken online or in person. The following students should be prepared to complete the orientation:

- All students who have stopped out of GC for more than one year
- All new students to GC
- All transfer students regardless of the number of hours. (Transfer students must see an academic advisor to initiate transfer credit evaluation and have a degree audit uploaded in My Viking. All transfer students who may

## Office Hours\*

Main Campus Counseling Services Center is open to assist students during the following hours:

Fall and Spring semesters (generally late August through mid-May), while classes are in session:

Monday-Tuesday, 8:00 am-6:00 pm  
Wednesday-Friday, 8:00 am-4:00 pm

Early December through mid-January  
And August until classes begin:

8:00 am – 4:00 pm on regular  
business days of the college.

*Please note that campus offices are closed for 2 weeks in December and 1 week in March (spring break). See the Academic Calendar for exact dates.*

## Summer Hours

(generally mid-May through early August):

Monday-Tuesday, 7:00 am- 6:00 pm  
Wednesday- 7:00 am-5:00 pm  
Thursday – 7:00 am- 4:00 pm  
Fridays – CLOSED

\*subject to change without notice

be on probation at another college must visit an academic advisor prior to enrolling at GC.)

## Learning Framework Course

Learning Framework is a student success course that provides students with success strategies. Effective with the Fall 2013 semester, GC instituted mandatory Learning Frameworks enrollment for new students and transfer students with fewer than 15 credit hours who are pursuing an Associate of Science or Associate of Arts in Teaching degree. These students are required to enroll in Learning Frameworks during their first semester of enrollment at GC. The course is also required for students on academic probation and students who are required to enroll in two or more developmental courses. The two Learning Framework course options are EDUC 1300 or PSYC 1300.



# Career Services

## Student Employment Opportunities

Job search assistance is available to GC students seeking off-campus part-time or full-time employment by area employers through an online job board, College Central Network. This job board is available on the college's website under 'Career Services' or [www.collegecentral.com/grayson](http://www.collegecentral.com/grayson). See Gretchen Huff in Admissions, for more information. Resume writing and assistance is also available.

## Class and Career Planning

Students will find GC's Counseling Services helpful as they make plans and decisions in various phases of their development. Counselors can assist in selecting courses of study, determining transferability of courses and choosing or changing careers. The college has licensed professional counselors to assist students with class, career and personal development planning. Students desiring career assessments should visit the Counseling Services Center offices during regular business hours. South Campus counseling services are also available during regular business hours.

## Career Services Available for Students and Alumni

Grayson College students and alumni may receive assistance in one-on-one coaching for completing job applications, writing an effective resume, preparing for an interview and developing job search strategies. Access to an excellent resume builder program, Optimal Resume, is accessible on the college website 'Job Placement' page. This software stands out from an ordinary resume template found online because it allows students to browse resume samples by career field and specific section instructions.

If you are job searching, you may view job postings from area employers by registering at our online job board. To register, visit [www.collegecentral.com/grayson](http://www.collegecentral.com/grayson) and gain access to job search resources, including:

- Career advice
- Podcasts
- Resume Builders and Career Portfolio
- Access to a national online job board

Contact or visit Gretchen Huff, Job Placement Specialist in Counseling/ Academic Advising, GC Main Campus Administrative Services Building, email [huffg@grayson.edu](mailto:huffg@grayson.edu) or phone 903.415.2544.

Preparation can make the difference in YOU getting the job!

It's FREE and it's never too soon to start planning your transition from student to professional.

## Transferring to Texas Universities

Students following 'field of study' majors/ programs such as Business Administration, Criminal Justice, Engineering, Education and Music should find transferring to Texas universities a smooth process. The program curriculum, taken along with the required 'core' curriculum, is completed at GC before moving into higher level courses at your chosen Texas university. Talk to your advisor about this opportunity.

Want to know more about your chosen career?  
Not sure which career is best for you?



A new way to match your interests and a career! Check out Grayson College's new user-friendly web-based tool that provides information on wages, trends and how careers connect to education and training programs at GC. Visit [www.grayson.edu](http://www.grayson.edu) to start exploring now!

## Online Registration

Most continuing students who have completed the Admissions process, College 101, and Advising will be eligible for online registration.

To be successful in your online enrollment:

- Online registration is available from any Internet-accessible computer using Internet Explorer 7 or Firefox 3.0 or higher.
- All monetary holds such as parking tickets, etc. or admissions holds must be cleared before scheduling classes.
- You may register as soon as early registration is open for the semester. Refer to the Academic Calendar for specific start and end dates of online registration.
- Special cases (such as Dual Credit students, students in developmental courses, and others) will still have to be handled by the Admissions Office / Counseling Services.
- You must pay online or in the Business Office before you are officially registered. CHECK YOUR ACCOUNT! (See Payment Information and Options)

### Steps for Online Registration and Adding/Dropping courses:

- Log into My Vikingv4
- Select Add/Drop Courses and read carefully the online registration statement.
- Select the term for which you are enrolling
- Winter minimester courses are considered additions to your Fall schedule
- Spring minimester courses are considered to be additions to your Spring schedule
- Choose the department for which you would like an available course listing. Click "List Courses" and select desired course(s). Repeat this step until all of the desired course selections are

made.

- Helpful tips: When changing a schedule, be sure to ADD a course before DROPPING a course.
- When enrolling in a course with a corresponding/required lab, enroll in the lab course first, then add the course.
- If currently enrolled in a pre-requisite class, you may need to register on-site rather than online. The system will not recognize the pre-requisite course until the semester is complete.
- Dropping a course after the designated Schedule Change period must be completed through the students services office.
- To check your final schedule selections, click 'Class Schedule' in My Viking student links.

### Reviewing your bill:

- Select Pay/Review Account
- Select the term for which you are registering and 'submit'

- You may print an itemized statement of your charges anytime prior to making your payment.
- You will not receive a mailed bill. Missing the posted deadline will result in your being dropped from the courses you have selected.

### Paying your bill:

Payment may be made online or in the Business Office.

If paying in full online, select 'Pay by Credit Card' and enter the Mastercard, Visa or Discover card information. There is no separate fee for this type of payment. Print the confirmation for your records.

If paying through a Payment/Installment Plan, choose e-Cashier Payment Plan and set up an account. (See Payment Information and Options for details.)

If paying in person, visit the Business Office (Main Campus) or Administrative Office (South Campus) during regular business hours. Payment may be made in cash, check, Mastercard, Visa or Discover credit cards.

## Financial Assistance Information

The Office of Financial Aid at Grayson College is available to help eligible students meet the cost of attending college. Based on the determination of the Federal Department of Education, the primary responsibility of financing an education rests with students and their families; however, scholarships, grants, loans, work opportunities and other financial aid are available to students who qualify for these programs.

All federal financial aid is awarded in strict compliance with federal and state regulations and institutional policies and procedures. Priority is given to students with the greatest documented financial need who complete the Free Application for Federal Student Aid (FAFSA) and submit

by the priority dates. You may access the FAFSA through GC's website by selecting "Getting Started" > "Paying for College". If a student is considered dependent based on Department of Education definitions, then both the student and the parent must obtain separate PIN numbers and both must sign the FAFSA. If the FAFSA is not signed appropriately, it may delay the processing of your aid.

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*Important information for completing the FAFSA*  
Grayson College's school code is 003570  
[www.FAFSA.ed.gov](http://www.FAFSA.ed.gov)

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The Department of Education will review the information you provide on the FAFSA and use it in their formula to determine

your individual eligibility for aid. At that point, the information will be sent to GC. Once we receive the information the Office of Financial Aid will put together an aid 'package' for you. This package will be based on your individual needs and circumstances, as well as availability of funds from one or more sources. The aid package information will be posted to My Viking and available for you to view.

Students whose award amount information is posted and accepted in My Viking by the following dates will be allowed to use their federal and/or state assistance during registration: **Fall semester – June 1**; **Spring semester – October 1**; **Summer semesters – May 1**. More information about requirements, qualifications, application deadlines, required satisfactory academic progress and applications for all financial aid and scholarships may be obtained in the Financial Aid Office located in the Administrative Services Building or on GC's website: [www.grayson.edu](http://www.grayson.edu).

***PLEASE NOTE: Each student seeking federal and/or state financial aid must complete and submit the Free Application for Federal Student Aid (FAFSA) on an annual basis.***

The level of federal and/or state financial aid provided to students is based on documented financial need. This is the difference between the reasonable cost of attending college for one year and the estimated family financial contribution as determined by a federal review of your FAFSA.

Disbursement dates for federal aid are on GC's website under Current Students > Paying for College > Important Financial Aid Dates. To determine if you are eligible to receive a refund, review your account in My Viking, [www.grayson.edu](http://www.grayson.edu). In order to receive financial aid on the disbursement date, students are responsible for enrolling in direct deposit (if desired) and to ensure the following:

- A correct mailing address must be in your Admissions file,
- Check that there are no HOLDS placed on your record,
- Completed entrance and/or exit

counseling and a signed MPN (Master Promissory Note) if you have a Federal Direct or PLUS Loan

- Ensure that your Admissions file is complete and you have selected an Educational Objective that qualifies for financial aid.

### **Types of Financial Aid Programs**

There are four major federal financial aid programs:

- The Federal Pell Grant,
- Federal Supplemental Education Opportunity Grant program,
- Federal College Work Study,
- The Federal Loan program.

Grants do not have to be paid back if the student meets all the requirements under which the money was awarded. Federal Work Study provides an opportunity for the student to work at the college or other educational facility to earn a paycheck. All types of Federal Loans must be paid back according to the terms of the loan.

State of Texas financial aid programs include many special grants and exemptions for Texas residents. Information about this type of aid is available at [www.collegefortexans.com](http://www.collegefortexans.com).

### **Grant Programs**

Title IV Federal Pell Grant: The Title IV Federal Pell Grant Program was designed to provide many students the opportunity to attend college. Grants are based on financial need and are awarded to eligible students enrolled and accepted in an approved GC degree or certificate program.

- Financial Aid Satisfactory Academic Progress (SAP) for Title IV Assistance: SAP for Title IV purposes is different than the academic policy for GC. SAP information for financial aid purposes is available on the GC website [www.grayson.edu](http://www.grayson.edu).
- SAP Appeals: Students who need to apply for an appeal for Title IV assistance may obtain the instructions and appeal form either online or from the Financial Aid Office. Once the appropriate documentation is received

the Financial Aid Office has 30 days to review and respond to the request. Students whose appeals are approved must meet criteria defined in the appeal. Failure to do so will return the student to suspension.

- Change of Circumstances for Title IV Assistance: Students wishing to apply for a Change of Circumstance may obtain the instructions and form either online or from the Financial Aid Office. Once the office has received the appropriate documentation; the office has 30 days to review and respond to the request. Only circumstances or mitigating factors beyond the student or student's family control are considered.

### **Other Grants**

The GC website and Financial Aid Office have additional information on each of the following:

- Federal Supplemental Education Opportunity Grant (FSEOG)
- TEXAS Grant (Toward Excellence, Access & Success)
- Texas Public Education Grants (TPEG)

### **Federal Student Loan Programs**

Federal Loan Program –To apply for loans a student must complete: a FAFSA, a loan application and a Master Promissory Note. Once approved, the student must complete an online Entrance counseling session. Loans are approved on an annual basis and students must reapply each year.

Several Federal Student Loan programs are available. The GC website and Financial Aid Office have additional information on each of the following:

- Subsidized Loans
- Unsubsidized Loans
- Parental Loans to Undergraduate Students (PLUS)

### **Student Employment Opportunities**

Students that apply for Federal or State Work Study must complete the FAFSA and a Work Study Application. This form is available on the GC website or in the Financial Aid Office. All applicants must agree to a background check.

## Types of Financial Aid Exemptions

Exemptions are a type of financial assistance allowing some Texas residents to attend a public college or university in Texas without paying tuition or in some cases, tuition and fees. Visit the GC website under “Paying for College” for more information.

### *Department of Assistive and Rehabilitative Services/Division for Rehabilitation*

*Services (DAR):* DAR offers assistance with tuition and required fees to students who have certain physical or emotional handicaps, provided the vocational objective selected by the student with disabilities has been approved by the appropriate representative of the commission. Through this state agency, other rehabilitation services are available to assist students with disabilities to become employable. Applications for assistance must be submitted to the local Texas Rehabilitation Commission.

### *Veterans Administration Benefits*

GC provides a Veterans Affairs Office to assist the enrollment of veterans, war orphans, war widows, and disabled veterans, their wives and children. This office serves as a liaison between GC and the Veterans. Please contact the

Veterans Affairs Coordinator for information concerning the required documents. Students who have applied for a student loan and receive Veterans Benefits must be advised their Student Loan eligibility may be reduced depending upon the benefits received from the Veterans Administration programs. Consult the Financial Aid Office for additional information.

### **IMPORTANT NOTE TO ALL STUDENTS:**

- Students that are in default on a Federal Student Loan or have an outstanding Return to Title IV (R2T4) are not eligible to receive grants or loans until the issue is resolved. Documentation from the appropriate agency is required to continue the process on your paperwork.
- You must be enrolled in and attending 6 or more hours in order to qualify for Federal Student Loans.

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GC's Office of Financial Aid accepts no responsibility for billings, refund checks, direct deposits, or correspondence from this office that is sent to an incorrect address or difficulties caused by the postal service or other delivery method.

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### **TUITION REIMBURSEMENT**

Title IV funds are awarded to students

under the assumption they will attend class for the entire semester. Students receiving Title IV funds, Pell Grant, Direct Loans, etc. who subsequently withdraw from or fail all classes, may be required to return a portion of the federal financial aid received. Only the percentage of aid earned, determined by the percentage of time the student actually attended, will be eligible for retention on the student's behalf. Any aid that is not earned must be returned to its originating program. If there is a student account balance resulting from these adjustments, the student is responsible for payment. Further details can be obtained from the Office of Financial Aid. If a student owes a repayment to the Department of Education (DOE), they may call DOE Collections at 1-800-621-3115. If a student owes a repayment to Grayson College, they may call the Business Office at 903.463.8602.

### **NOTE:**

*Financial Aid can only be awarded to students who intend to graduate from GC with a degree or certificate. Also, all required Admissions documents must be received before aid is awarded (including high school transcripts or its equivalent, etc.)*

## Tax Time!

The tax information Form 1098T, for students who may be able to qualify for the Hope Credit or Lifetime Learning credit on their individual tax returns, is available online. For information on these credits, visit [www.irs.gov](http://www.irs.gov). If a form was generated for a student, it will be available on [www.1098T.com](http://www.1098T.com). Generally, only students who paid more out-of-pocket than the total of any scholarships or grants, or funds paid on the student's behalf by outside parties, will have a form.

From [www.1098T.com](http://www.1098T.com) homepage, click the link to “Access your 1098T Here”. From that link, students will be able to log in and create a PIN and print their form. If this site does not have a form for the student, the student did not fall in the category of students receiving forms. If there is a form, it will show eligible school related charges which occurred in the tax year. The form could include charges for the Spring semester if the student enrolled before January 1.

The form is only an informational form. Students are responsible for determining their expenses and eligibility for credit.



# Payment Information and Options

## Tuition and Fees Payment

A student is not officially enrolled until payment is made in full. Students must pay fees by the time and date listed on the registration statement provided at the time of enrolling in classes. Tuition may be paid with cash, check, Mastercard, Visa or Discover, and may be paid in person or online. A Payment Plan is also available.

## Pay in Full

Students using 'pay in full by credit card' on the My Ledger page in My Viking are not charged a separate fee.

Students who need/qualify for other financial assistance should contact the Financial Aid office early. Students may use their My Viking account to follow their financial aid status.

## Installment Payment Plan

A payment plan system is available for students to payout their tuition before classes begin. To help students meet educational expenses, GC offers an automatic payment plan that can be set up to use a bank account or credit/debit card. Students interested in this method of payment should click the Pay by Credit Card button on the My Ledger page in My Viking. To participate in FACTS (also known as e-Cashier) an account must be established.

FACTS/Nelnet provides a low-cost option for budgeting tuition. It is not a loan program. All payment plans are legal contracts with Nelnet Business Solutions. It allows installments toward tuition to be paid automatically on a monthly basis. The earlier a student registers for classes, the longer the payment period.

Cost to Participate: To use the payment plan there is a \$30 per semester (non-refundable) enrollment fee for payments made through ACH (automatic bank payment) or credit card. There is a \$30 returned payment fee every time a

payment is returned. Another option is to use e-Cashier to pay the tuition in full with a checking or savings account or credit/debit card. There is a \$2 enrollment fee. (If paying in full, students may want to consider the 'pay in full by credit card' service on My Viking. See above for details.)

## To Enroll in the Payment Plan

- Login to My Viking and select My Ledger
- Select the correct term for which you are paying, click Submit
- Choose Pay by Credit Card. When setting up payment plan be sure to include a current email address so you will receive copies of all the e-Cashier contract information.

## Installment Plan Dates

Use these target dates to enroll by to utilize installment plans. The earlier you enroll for classes, the longer you have to pay!

## Minimesters & Half Sessions

e-Cashier is **NOT** available for Minimester or Half-Session classes.

## Fall Semester 2016

e-Cashier will be available April 4, 2016

Last day to Enroll online	Required Down Pymt	Number of Pymts	Months of Pymts
June 22	None	5	July-Nov
July 20	25%	4	Aug-Nov
August 18	50%	2	Oct-Nov

## Spring Semester 2017

e-Cashier will be available November 2, 2016

Last day to Enroll online	Required Down Pymt	Number of Pymts	Months of Pymts
Dec 22	25%	3	Jan-Mar
Jan 12	50%	2	Feb-Mar

## Summer 2017

e-Cashier will be available April 4, 2017

Last day to Enroll online	Required Down Pymt	Number of Pymts	Months of Pymts
April 24	25%	3	May-July
June 1	50%	1	July

## Fall Semester 2017

e-Cashier will be available April 4, 2016

Last day to Enroll online	Required Down Pymt	Number of Pymts	Months of Pymts
June 23	None	5	July - Nov
July 25	25%	4	Aug - Nov
August 17	50%	2	Oct - Nov

**Note:** Payments are processed on the 5<sup>th</sup> of each month and will continue automatically until the balance is paid in full. If payment is not successful on the 5<sup>th</sup> it will be re-attempted on the 20<sup>th</sup> and a \$30 fee will be assessed by FACTS/Nelnet. The \$30 fee will be charged for each unsuccessful attempt. All down and full payments, and the \$30 enrollment fee, are processed immediately. Also note that payments will not show on My Viking until the funds actually reach the college's bank. This can take 3 days for credit cards and up to 10 days for bank transfers. If the down payment fails, the contract will be terminated, and you may be required to pay in full.

## Students Who Receive Financial Aid:

Your e-Cashier balance cannot be reduced until Pell is awarded or loan funds are actually disbursed to the school. If this happens less than 5 days before a payment is due the balance cannot be changed before the payment is taken.

## Tuition Exemptions

Available for blind or deaf students, adopted students, eligible dual credit high school students, veterans, veterans' surviving children, children or spouse of deceased public servants, children of MIAs/POWs, ex-prisoners of war, preceptors for professional nursing education programs and their children, children of professional nurse faculty or staff, children of disabled firemen, peace officers, firemen taking fire science curriculum, foster care students and the Texas Tomorrow Prepaid Tuition Program. Certificates of exemption must be presented at the time of enrollment.

**Dual Credit Tuition Waivers**

Tuition Waivers for Dual credit high school students who meet the ISD criteria for free or reduced lunch are eligible for a tuition waiver. GC offers free or reduced tuition and fees for dual credit classes taken by high school students. Students who wish to take advantage of this waiver should contact their high school counselor for details.

**Tuition Rebates**

First-time students entering Texas public institutions of higher education may be eligible for a \$1000 tuition rebate after earning a baccalaureate degree from a Texas public university. To be eligible for the rebate, a student must have attempted no more than three hours in excess of the minimum number of semester credit hours

required to complete the degree in the catalog under which they graduated, and be a Texas resident. Community college students hoping to qualify for the rebate should check with academic advising at the Texas university where they plan to transfer to be sure the courses they are taking will apply to the university degree program they are pursuing. For additional eligibility information contact Barbara Malone in Counseling Services.

**Additional Tuition Charges**

“Third Attempt” (Rider 50) Tuition Students at GC are charged a higher tuition rate (additional \$50 per credit hour) for each course they repeat for 3 or more times. The “third attempt” course tuition rate applies to a majority of credit courses counting each time a student has enrolled

in a course since Fall 2002. This additional rate does not apply to developmental education courses and repeatable courses.

A student enrolled in his/her last semester at GC taking a course required for graduation will not be charged the higher rate. See the Admissions Office for more details.

**Refund Policy**

See the Academic Calendar for withdrawal and class drop deadlines that qualify for refunds. The College follows a refund schedule written by the state of Texas. Refunds are processed approximately six weeks after the first class day. All refunds are made by direct deposit or check and mailed, regardless of method payment.

# Strapped for Textbook Cash? Rent your books!

Textbook rental offers you the option of renting your course materials and saving compared to the cost of purchasing a new book. Rental savings gives you extra cash to spend on other aspects of college expense. See store website for more details. <http://www.bkstr.com/graysonstore>



## Service Related Fees - 2016

**Service-related fees include:**

GED.....	65.00
Graduation.....	No charge
Health Science Programs (Drug Screening and Background Check).....	123.00
Late Registration .....	75.00

Parking Permits (Additional and Replacement).....	5.00
Returned Check.....	25.00
Reinstatement .....	50.00
Student ID Replacement Fee .....	2.00
TSI (Texas Assessment Initiative) .....	25.00
• Transcript: Official/Unofficial .....	No charge
• An International Student Fee will be assessed	

each semester. Contact International Student Advisor

- “Third Attempt” (Rider 50) Tuition is \$50.00 per credit hour (Charged to students enrolling in the same course three or more times.)

**All tuition and fees are subject to change.**

# Tuition and Fees - 2016

Mandatory fees include student services, technology and general use fees. Students will also be assessed parking, matriculation and student ID fees, and some classes have additional laboratory fees, which are listed on this page. The schedule of combined tuition and mandatory fees presented below are intended to assist students in estimating their educational costs. The following tuition and mandatory per credit hour fee rates have been implemented for 2016.

## Combined Mandatory Fees and Tuition Rates (per Credit Hour) Main Campus & South Campus

Semester Hours	In-District	Out-of-District	Non-Resident
1	81	119	165*
2	162	238	330
3	243	357	495
4	324	476	660
5	405	595	825
6	486	714	990
7	567	833	1155
8	648	952	1320
9	729	1071	1485
10	810	1190	1640
11	891	1309	1815
12	972	1428	1980
13	1053	1547	2145
14	1134	1666	2310
15	1215	1785	2475
16	1296	1904	2640
17	1377	2023	2805
18	1458	2142	2970
19	1539	2261	3135
20	1620	2380	3300
21	1701	2499	3465

\* \$200 minimum tuition, plus fees

### Differential tuition

In addition to the above combined mandatory fees and tuition rates, the following tuition rate will be charged for RNSG courses:

In-District	\$25 per credit hour
Out-of-District	\$45 per credit hour
Non-Resident	\$100 per credit hour

In addition to the above combined mandatory fees and tuition rates, the following tuition rate will be charged for AGMG, FDST, MRKG courses:

In-District	\$10 per credit hour
Out-of-District	\$20 per credit hour
Non-Resident	\$30 per credit hour

### Miscellaneous Fees

Most students will have the following fees assessed in addition to required tuition and fees:

Parking permit (assessed fall, spring, summer)	10.00
Matriculation (per semester, non-refundable)...	10.00
Student ID Card (per semester) .....	2.00

Laboratory courses require the payment of specified fees to pay for supplies, expendables, maintenance of equipment used by students, and/or testing in the particular course. E-Textbook charges that are attached to a specific course or section will be considered a fee. The college reserves the right to amend the fee schedule to reflect changing costs of supplies. The following fees, as applicable, are payable at registration.

Art .....	24.00
Banking (all courses with a lab) .....	24.00
Biology labs .....	24.00
Chemistry .....	24.00
Child Development (CDEC, EDUC, TECA) .....	15.00
Collision Repair (ABDR) .....	100.00
Computer Science (COSC) .....	48.00
Computer Science & Computer Technology (ITSE, ARTC) .....	24.00
Computer Maintenance & Networking (CPMT, CETT, EECT, ITCC, ITSC) .....	24.00
Cosmetology .....	24.00
Criminal Justice (CRIJ 2314, CJSA 1308, 2323, 1393) .....	24.00
Culinary Arts / Hospitality Management .....	100.00
Dental Assisting (DNAT 1241, 1245, 1301, 1305, 1315, 1349) .....	75.00
Dental (DNAT 1305) .....	123.00
Dental (DNAT 1305, 1349) .....	40.00
Dental (DNAT 1245) .....	20.00
Drafting /CADD .....	48.00
Drama .....	24.00
Electrical Technology .....	75.00
English .....	10.00
Emergency Medical Services (EMSP 1338, 1355, 1356, 1501, 2143, 2434, 2444, 2137, 2206, 2330, 2237) .....	75.00
Emergency Medical Services (EMSP 1501, 1338, 2137, 2237) .....	50.00
Emergency Medical Services (EMSP 1338) .....	123.00
Emergency Medical Services (EMSP 1501) .....	52.50
Emergency Medical Services (EMSP 13380) .....	110.25
Emergency Medical Services (EMSP 1501) .....	100.00
Emergency Medical Services (EMSP 1338) .....	150.00
Emergency Medical Services (EMSP 1161, 1160) .....	20.00
Forensic Science (FORS 2440, 2450) .....	24.00
HART .....	50.00
Mathematics .....	10.00
Medical Laboratory Technology .....	50.00
Music Class .....	15.00
Music Private Lessons: Half Hour .....	193.00
One hour .....	386.00
Nursing (RNSG 1119, 1144, 1227) .....	48.00
Nursing (RNSG 1360, 1227) .....	123.00
Nursing (RNSG 1413, 2404) .....	57.00
Nursing (RNSG 2435) .....	53.00
Nursing (RNSG 1360, 1413, 1461, 2462, 2463) .....	50.00
Nursing (RNSG 1360, 2462) .....	20.00
Office Technology (POFI, POFT, HITT, ITSC, ITSW) .....	24.00
Phlebotomy .....	20.00
Physical Education .....	24.00
Bowling .....	24.00
Physics .....	24.00
Police Academy (CJLE 1506) .....	275.00
Radiologic Technology (RADR 1311, 2305, 2401, 2431) .....	75.00
Radiologic Technology (RADR 1160, 2463) .....	150.00
Radiologic Technology (RADR 1160) .....	123.00
Radiologic Technology (RADR 1160) .....	110.00
Radiologic Technology (RADR 2431, RADR 2401) .....	90.00
Radiologic Technology (RADR 1160, 2463) .....	20.00
Reading /Writing .....	10.00
Spanish .....	10.00
Viticulture/Enology .....	50.00
Vocational Nursing (VNSG) .....	24.00
Vocational Nursing (Testing) VNSG 1360 .....	197.00
VNSG 1361, VNSG 1362 .....	166.00
Welding .....	100.00



## Important Student Notices

### Non-discrimination Policy / Equal Opportunity Statement

Grayson College is committed to the principle of equal opportunity in education and employment. Grayson College does not discriminate on the basis of race, creed, color, religion, gender, age, disability, veteran status, sexual orientation, gender expression or identity, nationality or ethnicity in its programs and activities.

Title IX of the Educational Amendment of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance by way of grant, contract or loan. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator or to the Office of Civil Rights. The Title IX Coordinator is Dr. Dava Washburn, Associate Vice President for Academics and Student Services, Administrative Services Building, 6101 Grayson Drive, Denison, TX 75020, 903.463.8634. Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, age, color, gender or national origin. Equal educational facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics are extended to all GC students and employees. Proficiency in English is not a barrier to admissions. Grayson College is committed to equal opportunities for persons with disabilities in compliance with federal regulation. For information, contact Dr. Regina Organ, Administrative Services Bldg, GC Main Campus, 6101 Grayson Drive, Denison, TX 75020, 903.463.8714.

Grayson College está comprometido con el principio de igualdad de oportunidades en la educación y el empleo. Grayson College no discrimina por motivos de raza, credo, color, religión, sexo, edad, discapacidad, condición de veterano, orientación sexual, expresión o identidad de género, nacionalidad o etnia en sus programas y actividades.

### Support Services

The College is committed to meeting the special needs of students. Special services are available to students who are single parents, educationally disadvantaged, disabled, enrolled in non-traditional programs or have limited English proficiency. Agencies that work with the College and its students through this program include the Workforce Commission, Texas Division for Rehabilitative Services, Commissions for the Deaf and the Blind, the Texas Department of Human Resources, and others.

**SPECIAL SERVICES** are available to students who are majoring in a vocational/technical program and are single parents, displaced homemakers, or enrolled in non-traditional programs. Assistance is available for child care, transportation and textbook loans for those who qualify. Textbooks for technical classes are available for check out in the reserve section of the Library. Funding, when available, is provided by the Carl Perkins Vocational Funds. Contact the Coordinator for Special Services in the Counseling Center for details.

**DISABILITY SERVICES** In order for the College to provide appropriate accommodations, prior requests for special services are needed. New students with documented disabilities are encouraged to contact the Success Center at least one month prior to registration. The College makes the following services available to students with documented disabilities: tutoring, note taking, sign language interpreting, special testing conditions, recorded textbooks, scribes, special/modified equipment, and other services as appropriate. Students are advised to contact the Coordinator of Special Accommodations in the Success Center (Main or South Campuses) and provide necessary documentation.

### Family Rights and Privacy Act

In compliance with the Family Educational Rights & Privacy Act of 1974, Federal Law 93-380, information classified as "Directory Information" may be released to the general public without the consent of the student.

Directory information is defined at Grayson College as: student name; student address; telephone listing; dates of attendance; most recent previous educational institution attended; photograph/visual likeness; email address; and other information including major field of study and degrees and honors received.

A student may request that all or any part of the directory information be withheld from the public by making written request to the Admissions Office during the first 12 days of class of a fall or spring semester or during the first four days of a summer session. If no request is filed, information will be released upon inquiry.

**Notice of Student Rights** – Family Educational Rights and Privacy Act Grayson College maintains general education records required by law. A student's records are private and are protected from unauthorized inspection or use. The Registrar is custodian of all records for currently enrolled students and for students who have withdrawn or graduated.

**The Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the College discloses personally identifiable information

from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- The right to file a complaint with the US Dept. of Education concerning alleged failures by the College to comply with the requirements of FERPA.
- The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-5901. The Registrar or designee will respond to requests for explanation and interpretation of the records. The Registrar is located in the Admissions Office, Administrative Services Building, Main Campus. Additional rights to review records are defined in 20 U.S.C. Sec. 1232G and in the GC Policy and Procedures Manual.

**Access to Public Information:** Requests for information should be made in writing and delivered to the Public Information Officer via fax, email (publicinformation@grayson.edu), US mail or in person. GC uses its fiscal year, Sept. 1-August 31, for tracking purposes.

## Graduation Disclosure

The Student Right-to-Know Four-year Average Graduation Rate Calculation for first-time, full-time degree/certificate-seeking students at GC is 22.4%. The Student Right-to-Know Four-year Average Graduation Rate Calculation for first-time, full-time students receiving athletically-related student aid is 30% for baseball and 27% for softball. The Student Right-to-Know Four-year Average Transfer-out Rate for first-time, full-time degree/certificate-seeking students at GC is 17%. The transfer-out rate for first-time, full-time degree/certificate-seeking students receiving athletically-related student aid is 54% for baseball and 40.5% for softball.

## Student Info on Bacterial Meningitis

Texas state law requires new college students to be provided information

about Bacterial Meningitis, a serious and potentially deadly disease that can progress extremely fast. Detailed information on the symptoms, diagnosis, transmittance, risks, complications and treatment of bacterial meningitis is available in the Student Handbook on the college website, [www.grayson.edu](http://www.grayson.edu), and in the Residence Hall Handbook.

## Religious Holy Day

Pursuant to House Bill 256 (78<sup>th</sup> Legislature), students are not required to notify their instructors in advance regarding absence due to the observance of a religious holy day. Such students will be excused from attending classes or other required activities, including exams, during the time needed for travel and the observance of a religious holy day. Consult the Student Handbook for more details.

## Smoking Policy

To promote a healthy campus environment, Grayson College does not allow the use of tobacco products or any electronic smoking devices in college buildings or vehicles. Tobacco products and electronic smoking devices are permitted only in designated areas or parking lots.

## Student Handbook

The Student Handbook, which contains important information about the services, grievance processes, campus organizations and more is available online at [www.grayson.edu](http://www.grayson.edu).

## Statement Regarding Drug-Free Schools and Campuses Act

Grayson College is committed to maintaining a safe, healthy, lawful and productive working and educational environment for its students and employees. Studies have shown that excessive use of alcohol and use of illegal drugs and controlled substances increases the potential for unsatisfactory performance in class and on the job, absenteeism, tardiness, inefficiency, accidents and poor morale. As per College policy (Policies DHB and FLBE), no student or employee shall, in any campus area, possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic,

amphetamine, barbiturate, marijuana, alcoholic beverage, or other intoxicant (as those terms are defined by the Texas Controlled Substance Act). Any student or employee violating the policy shall be subject to disciplinary action. Consistent with federal, state, and municipal law, criminal prosecution may also be pursued. The Counseling Center will provide confidential assistance to students and employees including making referrals to outside agencies.

## Student Academic Integrity Statement

Scholastic honesty and integrity are vital to the ongoing interests of any academic community. Students have a responsibility to protect their work and to report instances of academic dishonesty to the appropriate professor or administrator. Any instance of plagiarism, collusion, cheating or falsifying records, will result in an F for the assignment. Further action may be taken as needed. The same principle of honesty applies to the use of modern technologies, such as the computer.

**Plagiarism includes:** using three or more consecutive words of another without placing quotation marks around the words or without giving credit to the author; using another person's ideas without giving him or her credit; submitting another person's work as one's own.

**Collusion** is defined as working on any assignment with another person without the verbal and/or written permission of the professor.

**Cheating includes:** Copying work from another student; using materials during the examination not authorized by the professor/test administrator; substituting for another student, or permitting another student to take an exam in one's place; using, buying, selling, stealing, giving, or soliciting any assignments or examination material.

Falsifying records or evidence includes furnishing false or misleading information to any college office or representative.

## Parking Permits and Safety Information

### Motor Vehicles on Campus

To enable the GC Police to be of greater service to the campus community, all vehicles operated on a GC Campus must display a valid GC parking permit. To receive a parking permit, students should complete a motor vehicle registration form and pay a \$15.00 fee (the fee is usually included in the charges associated with registration). Registering your vehicle may be completed online or in person on the Main Campus and South Campus. Students will need their Student ID number and vehicle information (license plate number, make, model, etc) when registering for their permit.

The following are brief descriptions of common parking issues. To receive a copy of GC's parking rules and regulations that detail methods, procedures and policies

of operating a vehicle on campus, contact Campus Police or view on the college website. Campus Crime Awareness & Security statistics and policies may be reviewed at [www.grayson.edu](http://www.grayson.edu) or in the Campus Police Office.

- Campus police officers, along with other patrol duties, regularly enforce state motor vehicle inspection and registration laws for vehicles operated or parked on college property.
- Parking illegally on college property may result in a parking citation requiring payment of a fine (Texas Educ. Code 51.202). For example, violations such as parking illegally in a space reserved for the disabled may result in a \$50 fine. Other areas that are prohibited for parking are loading zones or no parking areas; restricted parking areas between the specified

hours; lawn or grassy areas; or other spaces specifically identified as no parking or personalized.

Campus police officers issue parking citations for violations of the college traffic and parking regulations. Should a parking citation be received, the person should contact the campus police office within 10 days of the date the citation was issued to dispose of the violation. Failure to adhere to the 10 day grace period will result in an additional late fee of \$10 being added to the violation.

In accordance with the Higher Education Act of 1965 and the Clery Act, GC prepares an Annual Security Report (ASR). The ASR contains statistical data regarding certain crimes that occur on or near campus. The ASR also includes important safety information including procedures on reporting sexual assaults or other crimes. The ASR can be found on the GC website.

## Bookstore & Textbook Information

### Bookstore Hours and Textbook Information

Main Campus Bookstore hours vary and will reflect the needs of the campus. For current hours and information, please check the Grayson College Bookstore web page, <http://www.bkstr.com/graysonstore>. Textbook and other required/supplemental course materials are connected to the course and its delivery method. Pricing for textbooks and materials will be available on the Grayson College Bookstore website, <http://www.bkstr.com/graysonstore>. Prices listed are based on the best information available from the publisher, but are subject to change without advance notice. Books may be purchased at the South Campus at scheduled times during registration week and the first week of classes. Please check <http://www.bkstr.com/graysonstore>

for dates and times or call the Campus Bookstore for further information. (903) 463-8631

### Return Policy

Students needing to return a book must do so within 7 days of classes starting. A valid ID and receipt is required for all returns, exchanges and refunds. (This includes all financial aid purchases) Textbooks must be in saleable condition. Bookstore personnel are the sole judge in determining whether books are in new or used condition. Should a defective book be purchased, it should be returned for exchange immediately upon discovery of the defect. Non-textbook items may be returned within 30 days of purchase. All gift card sales are final. Other restrictions may apply, see store for complete details.

### Buyback

GET BUCKS FOR BOOKS! WE BUY BACK BOOKS EVERY DAY. See Campus Bookstore associate for further details. You can provide your telephone number at the time of purchase to opt in to receive text messages as to which of your text books we are buying back. You will also be entered to win a Bookstore Gift Card.

### Follett Text Rental Program

Textbook rental offers you the option of renting your course materials and saving compared to the cost of purchasing a new book. Rental saving gives you extra cash to spend on other aspects of college expense. See store website for more details. <http://www.bkstr.com/graysonstore>



# Student Life

## Student Programs and Activities

The Office of Student Life, located in the Life Center, offers a variety of quality recreational experiences that act as diversions from the inevitable stresses associated with the college environment. The varied programs and services offered are for the enjoyment of all students, staff and faculty. Recreational activities are planned to encourage the development of health lifestyles outside the classroom or office. We encourage your awareness of the facilities, programs, services, club and organizations and look forward to your active participation.

## Get Involved!

GC offers many opportunities to become engaged in campus activities that enhance the cultural, professional and/or recreational aspects of your education experience. See the Student Life Office to learn more about campus Clubs and Organizations.

## Student ID Cards

A student ID is necessary for many activities, access to labs, testing and often makes you eligible for discounts with area merchants. Main Campus ID's are made in the Life Center and South Campus ID's are made in the Administrative Services Office. Provide the following documentation to get your ID card:

- A photo ID (Driver's license, passport or high school ID are acceptable)
- A copy of your paid receipt from the "Pay Review Screen"
- Provide your nine digit GC Student Number
- New employees should submit 'Permit to obtain ID card' form from HR office.

ID's will be made according to the hours posted on the college's website. There will be a \$2 replacement fee for student ID's.

*\*2016-2017 ID Cards Are Made During the Recreation Center/Life Center hours.*

- **Spring ID Cards will be made during Life Center Hours**
- **Summer ID Cards will be made during Life Center Hours**
- **Fall ID Cards will be made starting July 24**

*\*Hours are based on student/employee demand and are subject to change without notice*

*\*Contact Student Life for additional information 903-463-8693.*

## Recreation Center/Life Center Hours

### SPRING 2017

#### January 2-17

Monday-Tuesday 8 am-6 pm

Wednesday-Friday 8 am-4 pm

Saturday/Sunday CLOSED

#### January 18 - May 12

Monday-Thursday 8 am-8 pm

Friday 8 am-4 pm

Saturday/Sunday CLOSED

### SUMMER 2017

#### May 15 - July 27

Monday-Thursday 8 am-4 pm

Friday/Saturday/Sunday CLOSED

#### August 1-18

Monday-Tuesday 8 am-6 pm

Wednesday-Friday 8 am-4 pm

Saturday/Sunday CLOSED

### FALL 2017

#### August 21

Regular day and evening hours resume.



## Publication Note

This publication is prepared with the best information available at the time of release. The information may be updated without notice.

## Fitness Center



## FITNESS CENTER HOURS

Fall- 2016

August 22-December 9

Monday through Friday  
6:00 am - 6:00 pm  
Saturday/Sunday CLOSED

\*Hours are based on student and employee demand and are subject to change without notice.

Fitness Center Phone Number: 903-463-2579

## Residential Housing



vaccination. Payment must be made before a student will be permitted to move into the residence hall. There is no refund in rent after the student has moved into the residence hall. A student who is unable to attend Grayson College after making reservations may request a refund. Those who submit a completed application and deposit/fee and are placed on the waiting list will have their funds returned.

closed on Fridays in the summer and on all college holidays, including the 2 week Christmas Break and Spring Break.

### Meal Plans

The convenience of on-campus dining is made available through the Food Court in the Life Center. Residence Hall students are required to have a meal plan, which is purchased through the Housing Office. The Student ID serves as the meal card for residence hall students. Meals are available during the regular operating days of the college. Meal 'cards' for the Food Court are available to all students and employees, and may be purchased in the Business Office.

Viking Residence Hall is located on the Main Campus and provides convenient and affordable accommodations during the fall and spring semesters. Students living in the residence hall must be enrolled in a minimum of 12 semester hours during each semester. Apply early, as space is very limited. Room and board rates include weekly meals. Room reservations are made by submitting a completed application, including the physician's signature, along with the \$175 deposit/fees. Students new to GC housing will need to provide proof of their meningitis

Contact the Student Life and Housing Office for additional information and current rates at 903.463.8693. The Housing Office is located in the Life Center, 2nd floor. During the fall and spring semesters, office hours are Monday-Friday, 8 am – 4 pm. From mid-May through early August, office hours are Monday-Wednesday, 7 am-5 pm and Thursday, 7 am-4 pm. Office is





## Program Services Available to the Community



*\$2 Tuesdays in the GC Cosmetology Salon  
Take advantage of the \$2 Tuesdays on the 2<sup>nd</sup> Tuesday of every month when haircuts (not including styling) and manicures are just \$2 each.*

*Schedule your appointment in advance of the \$2 Tuesday*

*Look at these great services! All services are provided under the supervision of licensed instructors.*

### Haircare Services

Haircuts and Styling (start at \$4.00)  
Fingerwaves (\$5.00)  
Foiling (start at \$34.50)  
Pressing/Marcel/Flat Iron (\$8.00)  
Relaxers (\$24.00)  
Cap Frosting (start at \$24.00)  
Braiding and Twistings (start at \$7.00)  
Permanent Wave Standard Wraps (start at \$24.00)  
French Twists and Updo Styles (start at \$10.00)  
Permanent, Coloring (start at \$18.00)

**AND MORE AT GREAT PRICES!**

### Other Services

Facials (start at \$8.50)  
Manicures (\$3.00)  
Brow Tinting (\$5.00)  
Lash Tinting (\$5.00)  
Polish Changes (\$1.50)  
Hot Oil Manicures (\$4.00)  
Chemical Peels (\$20.00)  
Back Facials (\$5.00 and \$10.00)  
Pedicures and Spa Pedicures (start at \$8.00)  
Eyebrow Tweezings and Waxings (start at \$3.50)  
Makeup Applications (\$5.00)  
Haircare Products  
Acrylic Nails (\$13.50)

Located on the GC Main Campus

**Call 903.463.8744 to make an appointment**

### Fall and Spring Hours are:

- Mondays & Fridays:  
CLOSED to the public
- Tuesdays-Wednesdays-Thursdays:  
8:30-11:00 am & 1:00-4:00 pm

Closed during semester breaks and campus holidays. We accept debit and credit cards.

\*Prices are subject to change

## Facility Rentals

Grayson College has a variety of venue options for your next event, and all are at very affordable rates. Whether you need a large auditorium for a recital or performance, a gymnasium for a sporting event, reception space or banquet arrangements for 10-500, we have a facilities that can accommodate your special occasion.

When you are ready to reserve a space or discuss an open date for your next event, please email us at [rentals@grayson.edu](mailto:rentals@grayson.edu).

## Small Business Development Center

Grayson's Small Business Development Center (Grayson SBDC) is an advising/training program designed to provide potential and existing businesses with the practical assistance needed to survive, grow and prosper.

Start, sustain and grow your business with:

- Individualized Business Advising
- Customized Research
- Seminars and Training

Grayson SBDC serves residents of Grayson and Fannin Counties by providing **FREE** one-on-one small business consulting.

Certified Business Development Specialists demonstrate the highest standards of professional conduct and confidentiality. They can help you learn more about your competitive edge, marketing strategies to grow your business and financing.

Call **903-463-8787** today to make an appointment! Find more information on their website [www.graysonsbdc.org](http://www.graysonsbdc.org).





## Classes and Training for the Community

*The Center for Workplace Learning (CWL) is the non-credit instructional division of Grayson College, which serves the community by offering a wide variety of both workforce and community enrichment courses.*

- Health Occupations, such as Nurse Aide, Medical Assistant and Pharmacy Technician
- Industrial Occupations, such as Industrial Maintenance, Machining, Welding, HVAC
- Business courses, such as Communication Skills, Conflict Resolution and Project Management
- Technology courses, such as MS Suite- Excel, Word, Access, PowerPoint, QuickBooks, Adobe
- Remedial courses, such as GED, ESL, TSI preparation and Math Refreshers
- Texas Workforce Commission Skills Development Grants for industries in our region
- Mandatory CEUs, such as Law Enforcement, Dental Assistants and Educators
- Adult Community enrichment such as yoga, quilting, cooking, self-defense hair/make-up classes
- Summer Youth Programs for ages 8-12 years old
- T.E.A.M.S, for individuals 60+ years old in technology, history lectures, photography, and more!

*Visit our website [www.grayson.edu/continuingeducation](http://www.grayson.edu/continuingeducation) to view upcoming classes!*

## Culinary Arts Restaurant & Parties

### **“Six-Ninety-One” Student-Run Restaurant**

Named for the highway where Grayson College’s Main Campus is located, “Six-Ninety-One” is a unique dining experience for the patron and the students who run the facility. Student chefs select a menu based on what skills are being taught and student wait staff hone their fine dining serving skills while the guest enjoys a fine dining meal at a very reasonable price.

*Because serving days may change and the dining room is often at capacity, “Six-Ninety-One” guests should reserve a seat by phoning 903.415.2605 reservations at least one day in advance. Lunch menu information is posted on the Culinary Arts facebook page: [www.facebook.com/graysonculinaryarts](http://www.facebook.com/graysonculinaryarts).*

In addition to the fall cooking classes, private cooking classes and children’s birthday cooking classes are available as

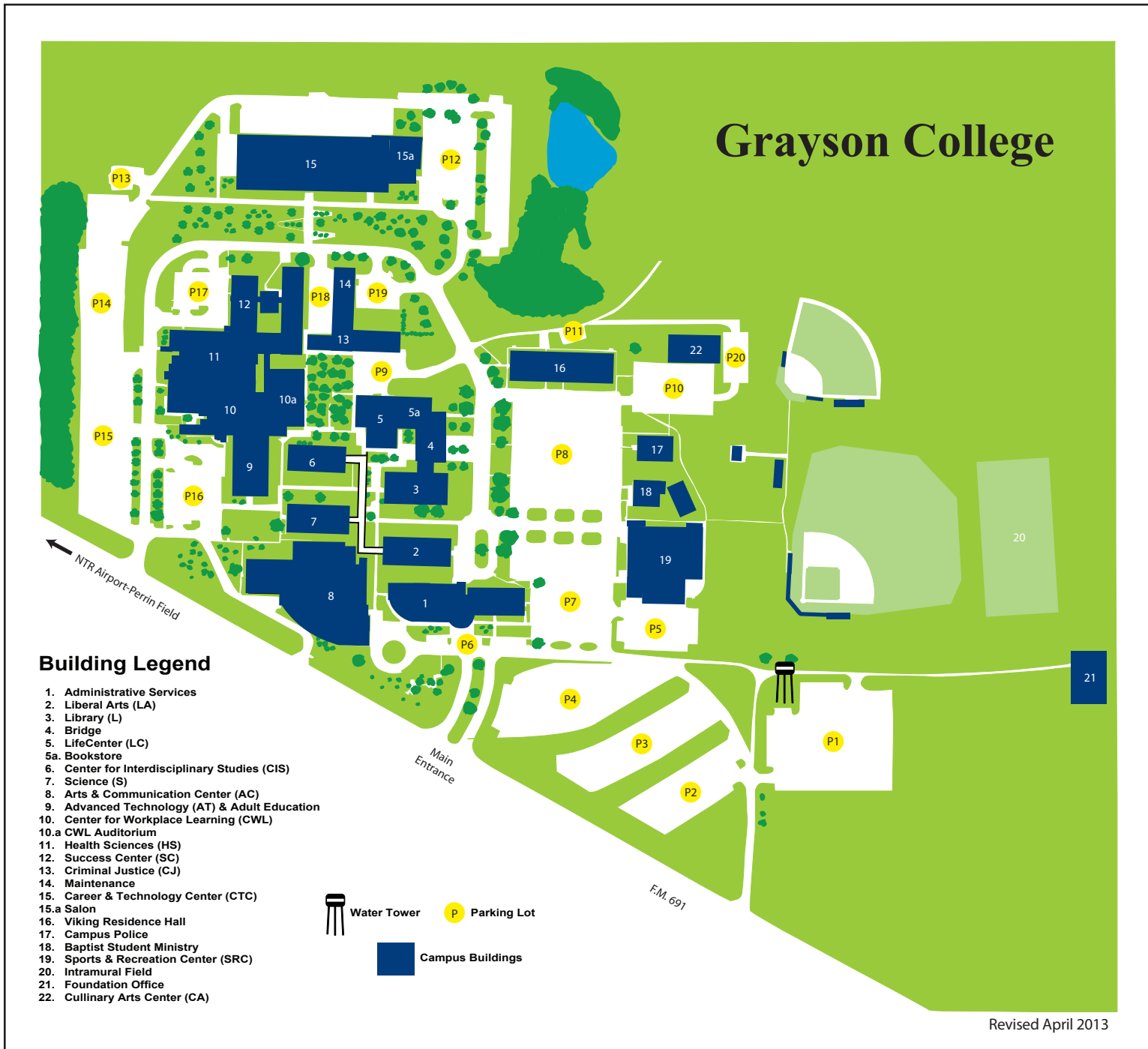


well. For more information or to register for the fall recreational and private classes, visit the GC Center for Workplace Learning website at [www.grayson.edu/continuingeducation](http://www.grayson.edu/continuingeducation). Registration may be completed online at [www.grayson.edu/continuingeducation](http://www.grayson.edu/continuingeducation), in person weekdays from 8 a.m. to 4 p.m. in the CWL on the college’s Main Campus in Denison, or by phone at 903-463-8765 if paying with MasterCard, Discover or Visa credit cards.

### **Facilities**

Grayson College’s Culinary Arts & Hospitality Management Center opened in 2011, and offers students a state-of-the-art learning experience. Kitchens and classrooms complement a fine dining restaurant that provides students with hands-on experience in meal preparation and service, while Hospitality Management students gain experience in managing a restaurant business.

# MAIN CAMPUS MAP

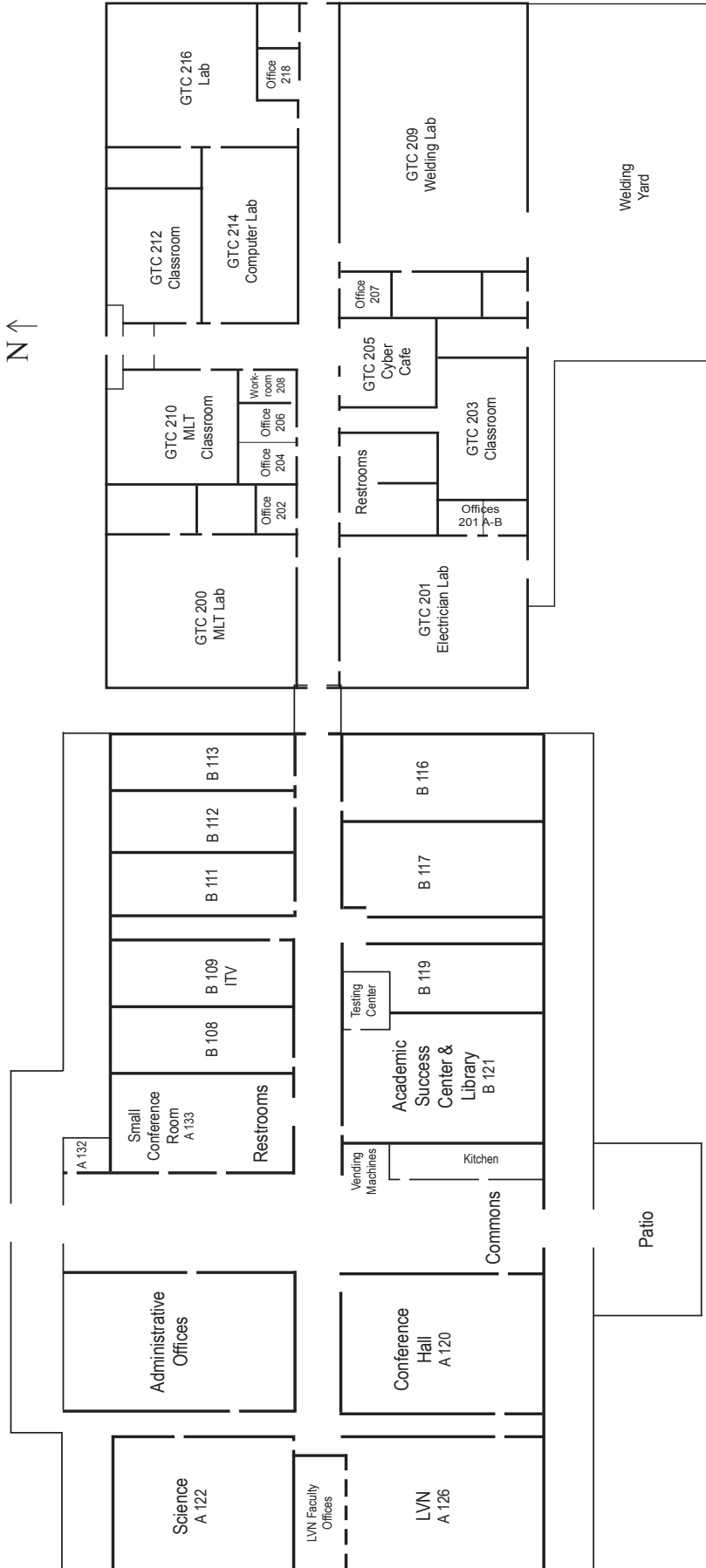


## Weather Closings

*Whenever there is doubt as to the conditions of roads that must be traveled in order for faculty, staff, and students to arrive on campus, a decision will be made as quickly as possible. The college is open and operational unless official word is received to the contrary. Changes to regular class meeting times will be communicated over local commercial radio and TV stations. Students and employees may also look for weather closing/delay information at [www.grayson.edu](http://www.grayson.edu) and on the college's official social media outlets for Facebook and Twitter.*

# SOUTH CAMPUS MAP

## South Campus Van Alstyne



### OFFICE HOURS

#### Fall & Spring Semester

Monday-Wednesday

8:00 am-6:00 pm

Thursday-Friday

8:00 am-4:00 pm

#### June & July

Monday-Wednesday

7:00 am-5:00 pm

Thursday

7:00 am-4:00 pm

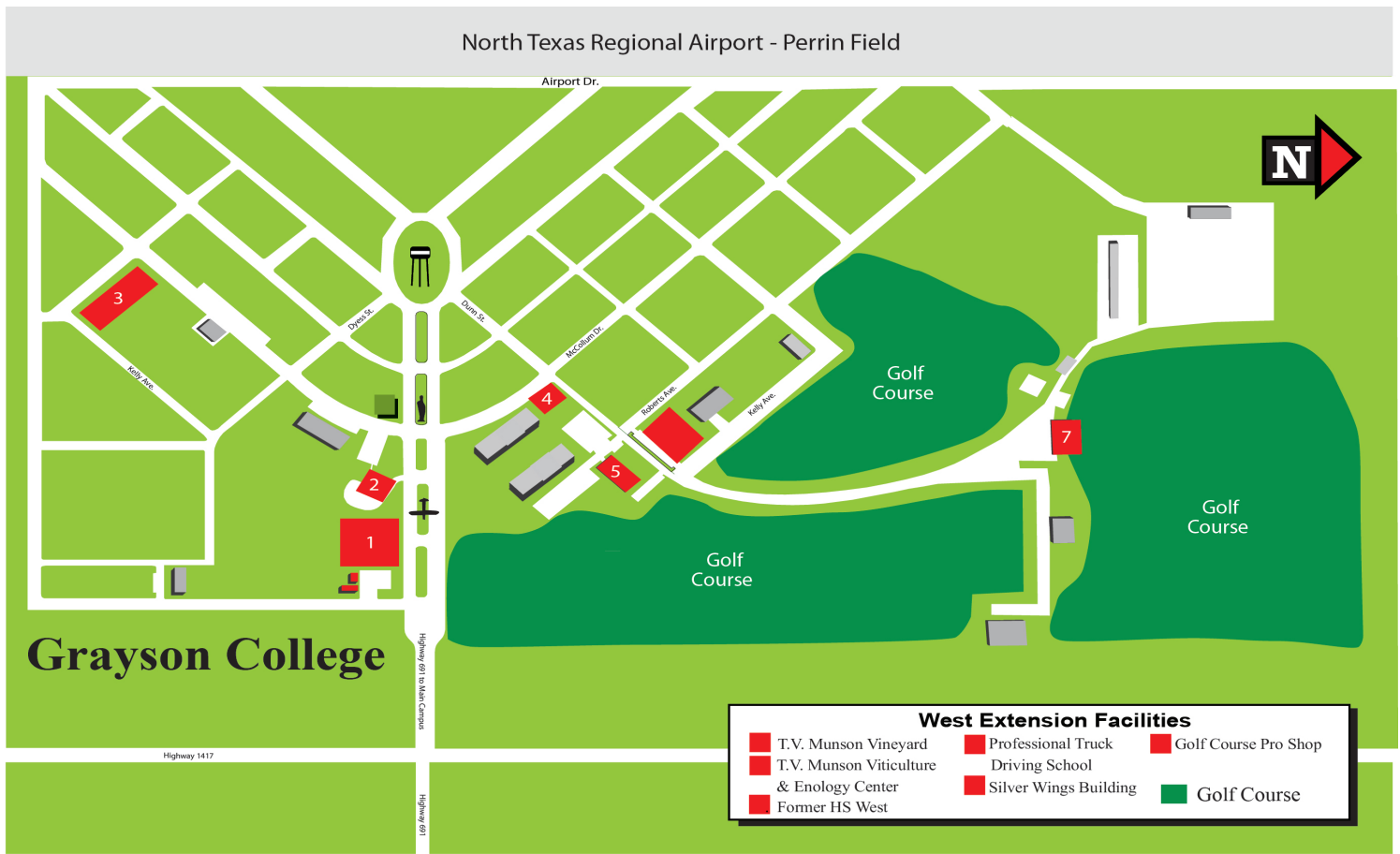
Friday - CLOSED

Phone: 903.415.2500

Fax: 903.712.0041



# WEST EXTENSION MAP



Revised June 2013

## GPS LOCATION SERVICES

### Internet Maps & GPS

When using GPS to locate facilities, please use the following addresses:

- TV Munson Viticulture & Enology Center

9356 Grayson Drive, Denison, TX 75020

- GC Main Campus

6101 State Hwy 691, Denison, TX 75020

- South Campus

1455 West Van Alstyne Pkwy, Van Alstyne, TX 75495

# HOW TO READ THE SCHEDULE OF CLASSES LISTINGS

## Building Key

### Main Campus

AC.....	Arts & Communications Bldg.
AT .....	Advanced Technologies Bldg. & Adult Basic Education
BR.....	Bridge
BSM.....	Baptist Student Ministry
CIS.....	Center for Interdisciplinary Studies
CJ .....	Criminal Justice Center
CA.....	Culinary Arts Center
CTC .....	Career & Technology Center
CWL.....	Center for Workplace Learning
GTC .....	Grayson Technical Center (South Campus)
HS.....	Health Science (main campus)
IBLC.....	Irma Blackburn Lecture Ctr.
L.....	Library
LA .....	Liberal Arts Bldg.
LC .....	Life Center
RWMC.....	Reading/Writing/Math Ctr
S.....	Science Bldg.
SBDC .....	Small Business Dev. Center
SC.....	Success Center
SRC .....	Sports & Recreation Center

### West Extension

GOLF .....	Golf Course
MCV .....	Munson Center/Vineyard
SW .....	Silver Wings Building
WC .....	West Extension

### South Campus

Van Alstyne.....	FM 121 & Hwy 75
SB.....	"B" side of bldg
SA.....	"A" side of bldg
STC .....	Technical Center

### Off-Campus Sites & Centers

DO .....	Dentist Office
HOSP .....	Hospital

## Course Credit & Numbering System

The number of a course gives the academic level and semester hour credit.

1. The first digit gives the level of the course.
2. The second digit signifies the semester hours of the course.
3. The third and fourth digits distinguish the course from others in the same department.

Example: ENGL 1301 is a freshman level course with three semester hours credit.

Grayson College is a participant in the Common Course Numbering System in Texas.

## Class Notes

Information on classes that have special notes and/or pre-requisites can be found in the online course search.

## Section Numbers

The college further clarifies various courses through the use of the following section numbers:

.00*	Day class, regular semester
.020.....	Minimester class (in classroom)
.*8*	Evening class, regular semester
.1** .....	Laboratory
.4** .....	Half session 1 class, Main Campus
.5** .....	Half session 2 class, Main Campus
.7** .....	South Campus class, regular semester
.8** .....	Half session 1, South Campus
.9** .....	Half session 2, South Campus
.E** .....	Class uses eTextbook
.HRS .....	Honors College class
.HYB .....	Combination Internet and Classroom
.INT .....	Internet class
.IN1 .....	Winter Minimester class (Internet)
.IN2 .....	Spring Minimester class (Internet)
.*HS .....	High school dual credit class
.MED or .*MD .....	Mediated course
.ORS .....	Rotating Schedule
.TCR .....	Travel course
.W** .....	Weekend College class

## Class Day Abbreviations

M - Monday
T - Tuesday
W - Wednesday
R - Thursday
F - Friday
TR - Tuesday & Thursday
MW - Monday & Wednesday
MWF - Monday, Wednesday & Friday
MTWRF - Monday through Friday
S - Saturday
N - Sunday

## Second Half Session

Dept	Crs ID	Type	Section	Course Name	Credits
BUSG	1304	LEC	C01NT ANDERSON, VICKI B	Financial Literacy NT-000	3.00
CDEC	1323	LEC	C01NT HARVEY, KERI	OBSERVATION & ASSESSMENT NT-000	3.00
CDEC	1356	LEC	C01NT QUONG, JENNIFER J	EMERGENT LITERACY EARLY CHILDHOOD NT-000	3.00
CDEC	2304	LEC	C01NT HARVEY, KERI	CHILD ABUSE & NEGLECT NT-000	3.00
CDEC	2322	LEC	C01NT KIRKWOOD, DONNA H	CHILD DEVELOPMENT ASSOCIATE TRAIN 2 NT-000	3.00
CHEF	1314	LEC	C01 BRYANT, JOANNA HARPER	A LA CARTE COOKING CA-107	3.00 8:30AM 2:30PM
COSC	1301	LEC	C01NT WHITE, DEENA LEE	INTRO COMPUTER SCIENCE NT-000	3.00
CRIJ	1301	LEC	C01NT BARBER, DWAYNE GORDON	INTRO CRIMINAL JUSTICE NT-000	3.00
ECON	2301	LEC	C01NT DATTA, AMLAN	PRINCIPLES OF MACROECONOMICS NT-000	3.00
EDUC	1300	LEC	C01HY STAFF, A	LEARNING FRAMEWORKS LA-205	3.00 1:00PM 2:15PM
EDUC	1300	LEC	C01NT MCBEE, JACOB D	LEARNING FRAMEWORKS NT-000	3.00
EDUC	1300	LEC	C02NT HARVEY, KERI	LEARNING FRAMEWORKS NT-000	3.00
EDUC	2301	LEC	C01HY QUONG, JENNIFER J	INTRODUCTION TO SPECIAL POPULATION CIS-200	3.00 9:30AM 10:45AM
EDUC	2301	LEC	C01NT HARVEY, KERI	INTRODUCTION TO SPECIAL POPULATION NT-000	3.00
EMSP	1160	CLIN	C01 THOMPSON, DEBRA KAY	CLINICAL EMERGENCY MEDICAL TECH N/A	1.00
EMSP	1160	CLIN	C02 BROWN, SHERRY LYNN	CLINICAL EMERGENCY MEDICAL TECH N/A	1.00
ENGL	1301	LEC	C01HY DIAZ, BRIAN E	COMPOSITION 1 CIS-205	3.00 11:00AM 12:15PM
ENGL	1301	LEC	C01NT TAYLOR, TIMOTHY MARK	COMPOSITION 1 NT-000	3.00 N/A N/A
ENGL	1301	LEC	C02HY THOMPSON, STELLA M	COMPOSITION 1 SC-105	3.00



Dept	Crs ID	Type	Section	Course Name	Credits
ENGL	2307	LEC	C01HY THOMPSON, STELLA M	CREATIVE WRITING SC-105	3.00
				MW	
GEOL	1101	LAB	C01NT GIRARD, DUSTY L	EARTH SCIENCE LABORATORY 1 NT-000	1.00
GEOL	1301	LEC	C01NT GIRARD, DUSTY L	EARTH SCIENCE NT-000	3.00
GOVT	2305	LEC	C01NT Goral, Pawel	FEDERAL GOVERNMENT NT-000	3.00
GOVT	2306	LEC	C01NT KERMANIAN, DANA JOLENE	TEXAS GOVERNMENT NT-000	3.00
HIST	1301	LEC	C01NT BRIDGES, JENNIFER	UNITED STATES HISTORY 1 NT-000	3.00
HIST	1302	LEC	C01NT MACHEN, CHASE E	UNITED STATES HISTORY 2 NT-000	3.00
INRW	0315	LEC	C01HY THOMPSON, STELLA M	NON COURSE INTEG READ & WRITE 1 N/A	3.00
				MW	
INRW	0325	LEC	C01HY THOMPSON, STELLA M	NON COURSE INTEG READ & WRITE 2 N/A	3.00
				MW	
MATH	0115	LAB	C01HY Burt, Michelle	1 HOUR MATHEMATICS LABORATORY SC-114	1.00
MATH	0115	LAB	C02HY KHALAF, MARINA AFTIMOS	1 HOUR MATHEMATICS LABORATORY SCM-SB 121	1.00
MATH	0215	LAB	C01HY Burt, Michelle	2 HOUR MATHEMATICS LABORATORY SC-114	2.00
MATH	0215	LAB	C02HY KHALAF, MARINA AFTIMOS	2 HOUR MATHEMATICS LABORATORY SCM-SB 121	2.00
MATH	0315	LAB	C01HY Burt, Michelle	3 HOUR MATHEMATICS LABORATORY SC-114	3.00
MATH	0315	LAB	C02HY KHALAF, MARINA AFTIMOS	3 HOUR MATHEMATICS LABORATORY SCM-SB 121	3.00
MATH	1342	LEC	C01NT FORD, DAYNA L	ELEMENTARY STATISTICAL METHOD NT-000	3.00
MATH	1351	LEC	C01NT MAXWELL, LOGAN ELIZABETH	FUNDAMENTALS OF MATHMATICS 2 NT-000	3.00
PHED	1304	LEC	C01NT MILLER, JASON L	PERSONAL & COMM HEALTH NT-000	3.00
PHED	1308	LEC	C01NT MILLER, JASON L	OFFICIATING N/A	3.00
PSYC	1300	LEC	C01NT THOMPSON, VIRGINIA KAYE	LEARNING FRAMEWORKS NT-000	3.00
PSYC	2301	LEC	C01NT SUMRALL, RACHEL MICHELLE	GENERAL PSYCHOLOGY NT-000	3.00

Dept	Crs ID	Type	Section	Course Name	Credits
PSYC	2314	LEC	C01NT SUMRALL, RACHEL MICHELLE	LIFESPAN GROWTH & DEVELOPMENT NT-000	3.00
RSTO	1304	LEC	C01 WEATHERLY, RUSTY L	DINING ROOM SERVICE CA-123	3.00 8:30AM 2:30PM
SPAN	2312	LEC	C01HY N/A	INTERMEDIATE SPANISH 2 N/A	3.00
TECA	1318	LEC	C01NT QUONG, JENNIFER J	WELLNESS FOR THE YOUNG NT-000	3.00
TECA	1354	LEC	C01NT HARVEY, KERI	CHILD GROWTH AND DEVELOPMENT NT-000	3.00
WLDG	1421	LEC	C01 N/A	INTRO WELDING FUNDAMENTALS CTC-110	4.00 8:00AM 11:50AM
WLDG	1430	LEC	C01 N/A	INTRO GAS METAL WELDING N/A	4.00

## Winter Minimester

Dept	Crs ID	Type	Section	Course Name	Credits
BMGT	1327	LEC	D01NT GRAVES, WADE TYLER	PRINCIPLES OF MANAGEMENT NT-000	3.00
BUSI	1301	LEC	D01NT GRAVES, WADE TYLER	BUSINESS PRINCIPLES NT-000	3.00
EMSP	1161	LAB	D01 GROSECLOSE, CURTIS L	CLINICAL EMT/TECHNICIAN N/A	1.00
GOVT	2305	LEC	D01NT VELTON, RONALD HENRY	FEDERAL GOVERNMENT NT-000	3.00
GOVT	2306	LEC	D01NT LINDER, MARY MICHELLE	TEXAS GOVERNMENT NT-000	3.00
HIST	1301	LEC	D01NT MACHEN, CHASE E	UNITED STATES HISTORY 1 NT-000	3.00
HIST	1302	LEC	D01NT MACHEN, CHASE E	UNITED STATES HISTORY 2 NT-000	3.00
HUMA	1301	LEC	D01NT MADIGAN, PATRICIA	INTRODUCTION TO THE HUMANITIES 1 NT-000	3.00
PSYC	2301	LEC	D01NT BOWERS, PAUL DAVID	GENERAL PSYCHOLOGY NT-000	3.00
SOCI	1301	LEC	D01NT COOKE, SHERRY	INTRODUCTORY SOCIOLOGY NT-000	3.00
TECA	1354	LEC	D01NT HARVEY, KERI	CHILD GROWTH AND DEVELOPMENT NT-000	3.00