# TABLE OF CONTENTS

2011-2012 Campus Calendar................................................................. 4
Resource Guide................................................................................ 5

**HIGHLAND CAMPUS RESOURCE GUIDE**........................................... 5
  Directory Information................................................................. 7
  Accreditation............................................................................ 7
  Affirmative Action/Equal Opportunity Statement......................... 7
  The HCC Bookstore................................................................. 7
  Attendance Requirements (Non-Technical Program Students)......... 8
  Attendance Requirements for Students Enrolled in Technical Programs 8
  Academic Integrity.................................................................... 9
  Classroom Disruptions............................................................ 9
  Academic Problems.................................................................. 10
  Copier.................................................................................... 10
  Student Code of Conduct......................................................... 10
  Student Disciplinary Process................................................... 11
  Highland Campus Fall Final Examination Schedule.................. 11
  Changes and Class Cancellations.............................................. 11
  Satisfactory Academic Progress.............................................. 12
  Institutional Awards............................................................... 14
  Inclement Weather Closing Alerts........................................... 14
  Student Insurance.................................................................... 14
  Technical Center Students Leaving Campus.............................. 14

**HOUSING ON THE HIGHLAND CAMPUS**.......................................... 14
  Housing/Meal Costs Per Semester............................................. 15
  Payment Information.............................................................. 15
  Length of the Contract........................................................... 15
  Student Conduct..................................................................... 16
  Housing and Room Assignments............................................. 16
  Facilities and Furnishings....................................................... 16
  Smoking.................................................................................. 16
  Parking.................................................................................... 17
  Student Housing Disciplinary Process...................................... 18
  Housing Disciplinary Status.................................................... 18
  Quiet Hours........................................................................... 18
  Visitation............................................................................... 19
  Room Entry............................................................................ 19
  Resident Assistants............................................................... 19
  Emergency Procedures.......................................................... 19
  Maintenance........................................................................... 20
  Mail........................................................................................ 20
  Check Out Procedure............................................................ 20
  The Following Are Prohibited on the College Campus................. 20
  HCC Campus Fine System...................................................... 20

**HIGHLAND COMMUNITY COLLEGE PROHIBITION OF**
**SEXUAL HARASSMENT POLICY**..................................................... 31
Highland Community College Student Grievances Policy.............. 32
Procedure: Informal Student Grievances...................................... 32
Procedure: Formal Student Grievances........................................ 32
Investigation Process............................................................... 32
Tracking Form: Formal Student Grievance.................................. 34
Grade Appeals........................................................................... 35
Highland Community College Drug and Alcohol Prevention Program Policy.................................................................................................................. 36
Highland Community College Smoking & Tobacco Policy............. 42
Mission................................................................................... 42
Acceptable Use........................................................................ 42
Unacceptable Use..................................................................... 42
Enforcement............................................................................. 42

**HIGHLAND COMMUNITY COLLEGE NETWORK**
**ACCEPTABLE USE PROCEDURES (NAUP)**....................................... 43
Enforcement.............................................................................. 43
Usage Guidelines....................................................................... 43
Network Etiquette..................................................................... 44
Warranty.................................................................................. 44
Security.................................................................................... 44
Vandalism............................................................................... 44
Questions................................................................................ 44
2011-2012 CAMPUS CALENDAR

FALL 2011
August
10  Tech Center Registration/Tool Day
13  Housing Move-In Day
14  Housing Orientation
8-12 Regional Fall Enrollment
15  Campus Fall Registration
16  New Student Orientation
17  Campus Classes Begin
22  Regional Fall Session Begins
Last Day to Add/Drop a Class (Must be done prior to the 3rd meeting date or before the second class if class meets once per week.)

September 5  Labor Day – Offices Closed
October
12  Campus & Regional Last Day to Withdraw w/o Grade Penalty
13-14  Campus Fall Break
24  Spring Enrollment Opens
November 23-25  Thanksgiving Holiday Offices Closed
December 2  CAAP Test for December or May graduates (required)
12-15  Campus Finals
23-31  Holiday Break – Offices Closed

SPRING 2012
January 2  HCC Offices Re-open
9  Campus Registration
10  Campus Classes Begin
16  Martin Luther King Holiday - Offices Closed
17  Regional Classes Begin
March 16  Campus & Regional Last Day to Withdraw w/out Grade Penalty
19-23  HCC Spring Break (On-Campus & Regional) No Classes
April 4-5  Easter Holiday - Offices Closed
26  Art Day (No Campus Classes)
27  CAAP Test for all May Graduates (required)
May 7-10  Campus Finals
10  HCC Graduation
28  Memorial Day Holiday - Offices Closed

Highland Community College reserves the right to revise these dates.

SUMMER 2012 -- See Course Schedule

HCC Calendar - Highland Community College’s activity calendar may be found online at: www.thezonelive.com or on the Student Activities Page.

RESOURCE GUIDE
MyHCC-All HCC students are required to log in to their MyHCC account to view schedules, billing statements, transcripts, class assignments, and a variety of supplementary information. In addition, students are required to log into their Highland student email account to receive official HCC messages and communications. All students can easily access both of these accounts by going to the Highland website (www.highlandcc.edu) and entering their username and password in the box titled “MyHCC Login.” Student usernames will always be lastname.firstname (for example: smith.john). New students who do not have their password will automatically receive this information by means of email correspondence sent from the Highland IT department directly to the student’s personal email account given during the application process and/or during enrollment.

HIGHLAND CAMPUS RESOURCE GUIDE
Campus Phone Number:  785-442-6000
To dial an extension, dial 785-442- (add 4 digit extension number listed below)

Academic Advisor Information - Therese Crary - Extension 6056
Irvin Hall, First Floor
Academic Difficulties - Student Resource Center - Extension 6058
Irvin Hall
Activities & Clubs - Brad Dixon - Extension 6028
Wellness Center
Alumni Activities - Dr. Craig Mosher - Extension 6019
Administration Building, Second Floor
Athletics (Intercollegiate) - Greg Delzeit, Athletic Director - Extension 6039
Allen Field House, Room 207
Athletics (Intramural) - see Intramural Sports
Athletic Trainer - Kyle Montgomery - Extension 6049
Allen Field House, Training Room
Billing - Rhonda Modlin - Extension 6001
Administration Building, Business Office
Bookstore - Sarah Albers - Extension 6008
Bookstore/Mailroom
Cafeteria - Great Western - Extension 6095
Counseling Services Janette Rushing-6016 or 785-550-0206
Disabilities Services Jeananne Gross
Irvin Hall, 6130
Doctor - see Medical Services
Doctor - AMBULANCE - 911
FIRE - 911
Highland POLICE - 785-442-3212
Employment (student) - Kelly Twombly - Extension 6022
Administration Building, Student Services Office
Financial Aid - Kelly Twombly - Extension 6022
Administration Building, Student Services Office
Foundation - Dr. Craig Mosher - Extension 6019
Administration Building, Second Floor
Grades - see Student Records
Housing - Lori Kelley - Extension 6030
LSU
ID Cards - Michel Scott - Extension 6020
Information Technology Help Desk - TBA, Extension 6060
Library - Penny Donaldson - Extension 6054
Lost and Found - Sarah Albers - Extension 6008
Mail Services - Betty Forney - Extension 6009
Medical Services - Highland Community Clinic
Parking Permits - Brad Dixon - Extension 6028
Paychecks (student) - Alice Hamilton, Registrar - Extension 6024
Student Government - Brad Dixon - Extension 6028
Student Records - Dr. Cheryl Rasmussen, VP Student Services
Textbooks - see Bookstore
Transcripts - see Student Records
Tutoring - see Academic Difficulties
Withdrawal from College - Administration Building, Student Services Office
Work Study - see Employment (student)

Tech Center Resource Guide
Technical Center Main Line: 913-367-6204
To reach individual extensions, dial the main number, wait for the prompt, enter extension number.

Academic Services - Terri Ball, Extension 152
Student Services - Amy Dulac-Extension 123

Regional Site Resource Guide
Atchison Center - Terri Ball, 913-367-6204
Holton Center - Denise Herbers, 785-362-6000
Marysville Center - Sara Smith, 785-562-5399
Perry Center - Lori Thompson, 785-597-0127
Sabetha Center - Krista Bruggeman, 785-284-3777
Wamego Center - Scott Kohl, 785-456-6006
Disabilities Coordinator - David Garvin, 785-456-6006

Online Resource Guide
Director - Denise Peters, 785-362-6000
Enrollment - Robbyn Ireland, 785-442-6129

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**GENERAL STUDENT INFORMATION**

**DIRECTORY INFORMATION**
Highland Community College designates the following student information as public or “Directory Information.”

Name
Address (local & permanent)
Telephone number (local & permanent)
Date and place of birth
Major field of study
Full or part-time enrollment status
E-mail address
Photographs
Classification (freshman, sophomore)
Dates of attendance
Degrees
Awards received
Previous institutions attended
Sports - height, weight, and picture
Participation in recognized activities
Currently enrolled students may withhold disclosure of this information to institutional persons or organizations. To withhold disclosure, written notification must be received in the Office of the Registrar by the end of the first week of each semester. This also will keep you out of the Campus Directory which is published each semester and which is available to anyone on request.

**ACCREDITATION**
Highland Community College is authorized to operate by the Kansas Board of Regents and is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA). NCA offices are located at 30 North LaSalle Street, Chicago, Illinois 60602 (312) 263-0456. The technical college is also fully accredited by the Council on Occupational Education, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 (770)-396-3898 or 800-917-2018. Program specific accreditations are available on file at Highland Community College Technical Center, Atchison, KS.

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY STATEMENT**
Highland Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military veteran status as defined by law, in employment, admission, or operation of its educational programs and activities, as prescribed by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Executive Order 11246, as amended, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, the Age Discrimination Acts of 1974 and 1975, and other federal and state laws and regulations. Inquiries concerning the application of these laws and regulations to the College may be directed to the College’s affirmative action officer, or the Director, Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

**THE HCC BOOKSTORE**
The HCC Bookstore is located in the lower level of the Library Student Union Building (LSU) on the Highland campus and is open weekdays from 8:00 a.m. - 4:00 p.m. Rental books and school supplies can be obtained through the Bookstore. College apparel, college souvenirs, and miscellaneous merchandise are also available.
BOOK RENTAL for non-technical school students -- The mandatory book rental program saves money for HCC students. For a fee of $11.00 per credit hour, textbooks are provided.

The fee does not include workbooks or supplements required by instructors. Books are distributed by the HCC Bookstore and must be returned at the end of the semester or upon dropping a course. Students who fail to return books within 4 weeks of dropping or course completion and posted deadlines, will be assessed the current replacement cost of the book. Academic transcripts will be held until payment is received.

Technical Students-Students are responsible for purchasing necessary textbooks, tools, and/or other items required for each program.

MAIL ROOM -- The mail room is located in the Bookstore on the Highland campus. Students living on the Highland campus have mail boxes located in the hallway outside the Bookstore. Mail is distributed before 12:00 noon daily. Outgoing mail is picked up at 3:30 daily. Students are required to present student ID when picking up packages. UPS service is available to students and employees for a $1.00 fee for handling plus the shipping charge. Other individuals will be charged a $2.00 fee for handling plus shipping. Packages should be secured with tape and properly labeled using a street address. LOST AND FOUND -- Lost and Found is located in the HCC Bookstore on the Highland campus. Students attending other campuses should check in the main office of the attendance center.

ATTENDANCE REQUIREMENTS (NON-TECHNICAL PROGRAM STUDENTS)
Students who do not attend at least one session of each course for which they are enrolled, by the end of the second week, will automatically be dropped from that course.

Students may be dropped from a course when they are failing the class AND have absences totaling 20% of the class. The following guidelines will be observed.

20% of the following classes would be:
- 5 credit hour class – 15 hours
- 4 credit hour class – 12 hours
- 3 credit hour class – 9 hours
- 2 credit hour class – 6 hours
- 1 credit hour class – 3 hours

Instructors will define in their first day handout the equivalent number of absences equaling 20% for their course. Instructors will maintain course attendance for each student on IQ Web. However, attendance is the student’s responsibility.

Absences due to College sponsored activities will not be counted in the 20%. No absence, whatever the reason, relieves the student of responsibility for completing all work assigned.

Students dropped before the last day to withdraw from classes will receive a “W” on their transcript. Students dropped after the last day to withdraw from classes will receive a “WF” on their transcript.

ATTENDANCE REQUIREMENTS FOR STUDENTS ENROLLED IN TECHNICAL PROGRAMS
Students who do not attend by the end of the second week will automatically be dropped from the program in which they are enrolled.

In order to develop the discipline and workplace habits required of workers successful in the world of work, students are expected to attend class. Students are required to take responsibility for providing instructors advance notice of any absence and are responsible for making up any work they have missed.

Full Time Student Attendance Policy-Students attending the Technical Center full time are in session 6.24 hours per day. Part-time students missing 62 hours in one semester will be dropped from the program. Students dropped before the last day to withdraw from classes will receive a “W” on their transcript. Students dropped after the last day to withdraw from classes will receive a “WF.”

Part Time Student Attendance Policy-Students attending the Technical Center part time are in session 3.12 hours per day. Part-time students missing 31 hours in one semester will be dropped from the program. Students dropped before the last day to withdraw from classes will receive a “W” on their transcript. Students dropped after the last day to withdraw from classes will receive a “WF.”

Students will be informed about poor attendance at three intervals during the semester. These intervals are:

- After 24 hours of absence for full time and 12 hours of absence for part-time students the instructor/and or student services personnel will meet with the student to provide verbal warning.
- After 48 hours of absence for full time and 24 hours of absence for part-time, student services personnel will meet with the student to provide written notification.
- After 62 hours of absence for full time and 31 hours of absence for part-time, student services personnel will meet with the student to complete withdrawal forms.

Any student, attending full or part time, absent for five (5) consecutive days will be dropped from the program.

ACADEMIC INTEGRITY
Highland Community College faculty and students have the responsibility to maintain high academic standards. Academic dishonesty by students, which is not limited to cheating, fabrication, plagiarism, or facilitation of academic work, is reason for proper disciplinary action. Students should submit their own academic work. Faculty should not facilitate or leave unreported academic dishonesty by the student.

Every instructor will:
- State clearly in the first-day handout their personal policy about academic dishonesty and the consequences for such actions.
- List examples of academic dishonesty and how those specific acts will be handled (not all acts of academic dishonesty can be anticipated and this list is not all inclusive).
- Send his/her policy (first-day handout) to the chief academic officer or appropriate regional coordinator for review and acceptance.

The penalties should range from taking away partial or all points/credit on a given assignment, test, quiz, or lab to removal from the course. If a student is dropped from the course, a grade of “W” will appear on the academic transcript if the student is dropped from the class before or on the last withdrawal date for the semester. A grade of “WF” will appear on the academic transcript if the student is dropped from the class after the last withdrawal date for the semester.

In all cases of academic dishonesty, the instructor will visit with the student about the event and the punishment to be invoked. When the instructor feel it’s necessary to remove a student from their class, a drop/add form will be completed and forwarded to the chief academic officer along with an explanation of the event.

The student may appeal the decision of the instructor to the chief academic officer. Thereafter, the student or instructor may appeal the decision of the chief academic officer to the President of Highland Community College. The President’s decision will be final.

CLASSROOM DISRUPTIONS
No acts of disruption in the classroom will be tolerated at Highland Community College. If students are being disruptive, they are violating the rights of others to an educational atmosphere, interfering with the operations of the College, and/or being insubordinate to College authorities.

Every instructor will:
- State clearly in the first-day handout their personal policy about disruptive acts in accordance with their expectations of their students.
- List examples of disruptive acts and how those specific acts will be handled (not all acts of disruption can be anticipated and this list is not all inclusive).
- Send his/her policy (first-day handout) to the chief academic officer or appropriate regional coordinator for review and acceptance.
Situations which demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated and the instructor will drop the student from the class. A grade of “W” will appear on the academic transcript if the student is dropped from the class before or on the last withdrawal date for the semester. A grade of “WF” will appear on the academic transcript if the student is dropped from the class after the last withdrawal date for the semester.

For other such disruptive acts, instructors will warn the student on the first offense to discontinue the offending behavior in any and all future class operations. The warning may be verbal, written, or dismissal from a class and must be documented by the instructor and carbon copied to the student via email or letter before the next class period. The student is encouraged to discuss the situation with the instructor before the next class session.

A second offense by the student of disruptive behavior (which may or may not be the exact same offense as the first) will result in the student being removed from the course for the semester. A grade of “W” will appear on the academic transcript if the student is dropped from the class before or on the last withdrawal date for the semester. A grade of “WF” will appear on the academic transcript if the student is dropped from the class after the last withdrawal date for the semester.

When the instructor feels it’s necessary to remove a student from the class, a drop/add form will be completed and forwarded to the chief student services officer along with an explanation of the event and prior documentation of a first offense, if appropriate.

Technical Center-In order to be removed from a technical program for classroom disruptions, students services must intervene and provide documentation on the second offense of disruptive behavior. The student may not be dismissed from the program until after the third, documented offense.

The student may appeal the decision of the instructor to the chief student services officer. Thereafter, the student or instructor may appeal the decision of the chief student services officer to the President of Highland Community College. The President’s decision is final.

**ACADEMIC PROBLEMS**

Feel free to talk with your instructor about any problems you may have with a course. It is usually best to make an appointment to see him/her in an office rather than trying to get an answer to a question or to take care of a problem between classes.

Faculty members are expected to provide information at the start of each semester on how the final grade will be determined. Faculty members are very conscientious about determining student grades, but if you feel an error has been made, talk with the instructor.

If you feel your concerns have not been addressed, you may speak with the Vice President for Academic Affairs on campus. Although, the practice is rare, a grade can be appealed. Information on how to appeal can be obtained from the Vice President for Academic Affairs on-campus.

**COPIER**

Students will be charged .10 for copies and .05 for computer printouts.

**STUDENT CODE OF CONDUCT**

The College reserves the right to suspend a student for conduct which is detrimental to the best interests of HCC. The following types of acts will be considered violations of the College’s standards for student conduct and could result in serious disciplinary action to include suspension.

1. Threatening the life or physical safety of others.
2. Conduct which violates the right of others to an educational atmosphere or interferes with the operations of the College.
3. Vandalism, theft, or willful destruction of property.
4. Violation of College policies or regulations.
5. Violation of federal, state, or local laws.
6. Insubordination to College authorities.

**STUDENT DISCIPLINARY PROCESS**

Highland Community College has established policies regulating disciplining students for discerned misconduct and assuring that all students are accorded fair and objective treatment. The College has adopted the following procedures in regard to student discipline and their rights to due process.

The student will receive a written notice of the specific charges, the grounds for the charges, the possible disciplinary action(s) to be taken, and the time and place for the disciplinary hearing.

The student will be afforded a hearing with an administrative authority. In cases where permanent suspension from the College might result, a disciplinary board consisting of two administrators and one faculty member will hear the case. The student will be given the names of the witnesses against him/her and an oral or written report on the facts to which each witness testified. The student will be given the opportunity to present a defense against the charges and to produce oral or written statements from witnesses. The findings of the hearing will be available in writing to the student.

The student will have the opportunity to appeal the findings of the hearing to the President of Highland Community College. The process for the appeal will involve the President reviewing the decision of the hearing committee and interviewing the student. The President’s decision will be final.

Please note: In cases involving residence life violations, the Residence Life Hearing Committee will review written appeals. See Student Housing Disciplinary Process.

**HIGHLAND CAMPUS FALL FINAL EXAMINATION SCHEDULE**

All final exams will be given in the regularly scheduled classrooms. The time each exam begins is available from each instructor or from the academic office on the Highland Campus. All exams are scheduled for two hours except activity-based courses. Final exams for all other scheduled instruction will be given during the last regular class period. Independent study, arranged courses, and evening class finals will be arranged by the course instructor.

**CHANGES AND CLASS CANCELLATIONS**

Highland Community College reserves the right to cancel, combine, or change the time, day, or location of any classes, and to change the instructor and/or instructional method. Tuition and fees may also be changed by the Board of Trustees without notice or obligation.

**HCC STUDENT STATUS DEFINITIONS FOR CONTINUED ATTENDANCE & FINANCIAL AID ELIGIBILITY**

At the conclusion of each semester, all students will be evaluated to determine whether or not they are attaining satisfactory academic progress according to the Satisfactory Academic Progress (SAP) Policy. Following are student status definitions.

**Good Standing:** Students who have a 2.0 semester and cumulative GPA; have completed 67% of all attempted hours; and have not attempted more than 95 cumulative hours. Will be eligible to receive financial aid.

**Warning:** Students who fail to meet the minimum good standing requirements listed above, but may enroll and may receive financial aid for one semester to be given the opportunity to get back in good standing.

**Suspension:** Students will not receive financial aid because they did not make satisfactory academic progress, even after the warning status period or have attempted more than 95 total credit hours. Students on suspension cannot enroll at HCC until they have requested reinstatement either by being granted an appeal or by self-reinstating.

**Probation:** Students who have been suspended for not meeting SAP, but applied for reinstatement and have been granted an appeal by the SAP committee. These students are eligible to enroll at HCC and are eligible for financial aid for one additional semester with the goal of earning the student in good standing status.
Self-Reinstatement: Students who have been suspended for not meeting SAP, but

a) requested an appeal for reinstatement that was denied by the SAP committee and now agree to take, pay for, and complete a minimum of six hours with the goal of getting back to the good standing student status. (May take additional hours, but must complete all hours in which they are enrolled.)

b) have applied to be self-reinstated and agreed to take, pay for, and complete a minimum of six hours with the goal of getting back to the good standing student status. (May take additional hours, but must complete all hours in which they are enrolled.)

Students who are self-reinstated may enroll at HCC, but are not eligible to receive financial aid.

SATISFACTORY ACADEMIC PROGRESS

Federal regulations require that students receiving Federal Financial Aid, including Pell Grants, Supplemental Educational Opportunity Grants, Federal Work Study, and Federal Direct Student Loans, maintain satisfactory academic progress towards a degree or certificate in order to be eligible to receive Federal aid. Progress will be measured at the end of each semester according to three factors: 1) a semester and cumulative grade point average (GPA); 2) completion of credit hours; 3) and the time frame allowed for completing a certificate or degree.

Students in Good Standing

Students maintaining the following minimum criteria will be in good standing for Federal Aid purposes.

1) GPA-A minimum 2.0 GPA measured by semester and cumulative credit hours. All hours except for developmental and audit hours are counted in a student’s GPA. Developmental hours are included as hours paid and passed, but are not calculated in the GPA. Audit hours are NOT considered for financial aid.

2) Minimum Completion Rate-Students must complete 67% of all hours attempted. This will be measured by semester and cumulative hours. Completion rate is calculated as follows: Hours completed/(divided by) Hours attempted * (multiplied by) 100 = Completion Percentage

3) Maximum Time Frame 150%- Two-year degree seeking students may not receive financial aid for more than 150% of the required hours to complete a degree. At HCC, students may not receive Federal aid for more than 95 hours. Calculation: HCC degrees require students to complete 63 credit hours. 150%*63 = 94.5 (rounded to 95).

Warning Status

Students who have been in good standing, but fail to meet the minimum requirements stated above will be placed on warning for the following semester of attendance, but will continue to receive Federal Financial Aid. During the warning semester, students must attempt and complete a minimum of six hours. At the end of the warning semester, students must have a semester and cumulative 2.0 GPA and must have a 67% cumulative completion rate. There is no Warning status for students who have exceeded the Maximum Time Frame of 150%. Additionally, there is no warning status for students receiving all “F’s,” “W’s,” or “WF’s” during any semester of attendance. These students will go directly into suspension status.

Transfer students or students with prior college credit hours at Highland Community College who fail to meet the required HCC SAP policy will be placed on warning for the first semester of attendance at HCC.

Suspension Status

Suspension means that a student’s eligibility for Federal grants, direct loans, and federal work-study has been suspended due to not making Satisfactory Academic Progress. Suspension from Federal Student Aid will occur if a student on Warning or Probation (see below) does not meet the requirements for Good Standing. Suspension will also occur if a student has exceeded the Maximum Time Frame stated above. Students will be able to attend HCC if reinstated (see below).

Reinstatement

Students who are suspended from financial aid will receive a suspension notification letter at the end of the semester. There are two ways that a student may be reinstated.

1. Appeal-Students with documented mitigating or unusual circumstances may complete an online appeal form and submit appropriate documentation requesting reinstatement from the Satisfactory Academic Progress Committee. The decision of the committee is final. Students should submit their appeal form and documentation any time after receiving notice of suspension (or withdrawing) and no later than midterm of the semester before they want to reenroll. Allow approximately three weeks for processing. SAP appeals will be approved only once per academic career.

2. Self-Reinstatement-If there is not an extenuating documented circumstance to appeal or if the appeal is denied, a student may be reinstated after successfully completing and paying for one semester of credit at Highland Community College. In that semester, the student must attempt and complete a minimum of six hours with Highland Community College, have a semester and cumulative GPA of 2.0, and have a 67% cumulative completion rate. (Students may enroll in more than 6 hours and must complete all hours attempted during this period.) If a student owes a repayment of overpayment of Federal Student Aid, it must be taken care of before they can regain eligibility for additional Federal Student Aid. Student account balances must be paid in full before financial aid can be reinstated.

Students on suspension for Maximum Time Frame cannot appeal or self-reinstate, but must submit a separate Pace Appeal Form.

Probation

Probation occurs when a suspended student submits an appeal form to the SAP committee and the appeal is granted. Probation students will be eligible for federal aid for one additional semester. After the probationary semester students now meeting the required SAP standards will be placed back in Good Standing and will have their financial aid reinstated upon written request to the Director of Financial Aid. Students not meeting the required standards will no longer have the option to receive financial aid at HCC. Students may be allowed to attend HCC by paying for their education.

Maximum Time Frame

Students who have exceeded the 150% maximum time frame, as stated above, will need to submit a Pace Appeal Form. Students who do not have a 2.0 GPA or 67% completion rate will not be considered for a Pace Appeal. Pace Appeals are not reviewed until all previous college transcripts have been received and reviewed. Students must report all other colleges they have attended to the Financial Aid office. The Pace Appeal form will be reviewed in conjunction with the Academic Advising office to determine hours needed for degree completion or transfer. Students may be funded for the number of hours needed at HCC to finish their degree or hours needed for the degree completion institution. If students take classes not needed for their degree or transfer degree, then they will not have enough financial aid to complete. If a student runs out of fundable hours OR it is determined that no hours are needed, then the student is not eligible for additional financial aid. There is no appeal once a student is out of fundable hours. Students will not be allowed fundable hours for repeated, failed, or withdrawn classes.

Repeated Coursework

Passed Courses-Students needing to retake a previously passed course can receive financial aid for one additional attempt. A, B, C, or D is considered passed, regardless of the program of study.

Transfer Credits

All previous college attempted and completed coursework will be counted when determining a student’s GPA, minimum completion rate, and maximum timeframe. Per federal regulations all hours must be counted regardless whether the student received financial aid for those hours or not.
INSTITUTIONAL AWARDS

Students receiving institutional awards from Highland Community College are expected to maintain a minimum grade point average and pass at least 12 hours per semester; or in the case of athletics, the students must meet NJCAA eligibility guidelines.

Each award has different guidelines which students will receive when her or she signs the award agreement. At the conclusion of each semester, students not meeting the guidelines will not have their awards renewed for the succeeding semester. There isn’t an appeal procedure or probationary period for HCC institutional awards. Please consult the website for specific institutional award guidelines.

INCLEMENT WEATHER CLOSING ALERTS

It is sometimes necessary for various campuses to close due to inclement weather. All students are encouraged to sign up for Scottie Alerts, a free messaging service that alerts students in various campus locations to announcements about campus closings, emergencies, or other announcements. Log on to www.highlandcc.edu, student services, resources, Scottie Alerts to sign up for campus-specific alerts.

Notifications of campus closings will also be sent to the following radio, television, and social media outlets for broadcast:

- KAIR, 1470 AM/93.7 FM (Atchison)
- KNZA, 104 FM (Hiawatha)
- 94 Country Radio
- WIBW Channel 13 (Topeka)
- KQ-2, Channel 2 (St. Joseph)
- KCTV-5, Channel 5 (Kansas City)
- KMBC, Channel 9 (Kansas City)
- Highlandcc Twitter Account
- Highland Scotties Facebook Account

STUDENT INSURANCE

HCC provides secondary insurance for injury for students enrolled in and attending industrial classes, health classes, and/or for student athletes. Generally, this insurance serves as a secondary policy.

TECHNICAL CENTER STUDENTS LEAVING CAMPUS

High school students attending classes at the Technical Center who must leave campus during class time, must report to the main office to obtain and sign off campus pass. Upon returning to campus, students must return the pass to the main office before returning to class. High school students are not allowed to leave campus without permission from their parent or guardian.

HOUSING ON THE HIGHLAND CAMPUS

On-campus apartment-style housing is a unique part of the educational experience on the Highland campus. Like any student housing option, whether it is school or privately owned, there are terms and conditions to the lease you signed. This document outlines those for HCC housing. Please look it over—you are responsible for knowing this information and following it. A housing handbook is provided to each resident during the required housing orientation held at the beginning of each fall semester. Students are responsible for all information contained therein and for sharing that information with all off-campus guests that may visit campus housing.

HOUSING/MEAL COSTS PER SEMESTER

A refundable $150 damage deposit is required with each contract. The deposit will be refunded at the end of the academic year if there are no damages to the room or its contents, and if you have no outstanding debts to the College. The deposit may be transferred to the following academic year if you plan to return to housing. Single rooms are an option only if space is available.

### Housing Unit

<table>
<thead>
<tr>
<th></th>
<th>17 meal/$100 flex</th>
<th>10 meal/$150 flex</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Apartments</td>
<td>$2635</td>
<td>$2510</td>
</tr>
<tr>
<td>Campus Apartments</td>
<td>$2535</td>
<td>$2410</td>
</tr>
<tr>
<td>Rubeti/Heritage</td>
<td>$2455</td>
<td>$2330</td>
</tr>
<tr>
<td>Ellis (private)</td>
<td>$2785</td>
<td>$2660</td>
</tr>
<tr>
<td>Piper/Prairie Hall (private)</td>
<td>$2935</td>
<td>$2810</td>
</tr>
<tr>
<td>Meals Only (inc. flex)</td>
<td>$1135</td>
<td>$1010</td>
</tr>
<tr>
<td>Commuter (10 meal card)</td>
<td>$450</td>
<td></td>
</tr>
</tbody>
</table>

A housing contract entitles the student to ten meals per week in the HCC cafeteria plus $150 per semester to be used in Scottie Pause. Seventeen meal plans (including $100 flex dollars) may also be purchased in the Vice President for Student Services’ office, or meals may be purchased individually. **Students may increase their meal plan at any time, but may not decrease the meal plan one week after classes start at 5:00 p.m.** Meals will not carry over to a following week. Flex dollars will carry over from fall semester to spring semester. All unused flex dollars will expire on the last day of the meal plan in the spring semester. The cafeteria serves from Monday breakfast through Friday dinner, plus Saturday and Sunday brunch. Hours are posted in the cafeteria.

PAYMENT INFORMATION

Student housing at Highland Community College is owned and operated by the College on a self-supporting basis. The College reserves the right to increase rates before or during the school year due to increased cost of services.

**Your tuition and fees must be paid in full at or before final registration.** If a business or agency will be paying your tuition and/or fees, have a written statement of verification from that business or agency at the time of registration. If you have a prior balance, you may not enroll in future classes until the balance is paid in full.

Payments of all HCC charges are made on a semester basis. **The amount due for room and board minus any verified financial aid may be paid by one of the following options:** (1) pay all of amount due on or before day of registration; (2) pay 1/2 on day of registration and remainder within 30 days; (3) pay 1/2 on day of registration and 1/3 of remaining balance in 30 days, 1/3 in 60 days, and 1/3 in 90 days. Exception: Summer classes or classes that are less than full semester duration pay minimum 1/2 on day of registration with balance due prior to last class meeting. Those choosing options (2) and (3) will be assessed a $25.00 service charge, due at the time of enrollment.

Highland Community College accepts MasterCard and Visa.

LENGTH OF THE CONTRACT

The contract expires at 6:00 p.m. on the day you withdraw from the College or the date of your last examination. Housing units are closed during Winter break. Only those students required to remain on campus during the break (i.e. for an athletic event or a performance) will be allowed to occupy student housing during break periods. Students with special circumstances may contact the Housing Director to make any necessary arrangements. A daily rate will be charged to those receiving permission to stay.
STUDENT CONDUCT
By entering into a contract with the College for student housing, you agree to follow the standards set by the College and to follow basic principles for living in a group setting. The following are breaches of the agreement:

- Violation of College/housing policy
- Violation of federal, state, or local law
- Any behavior which physically endangers any person (including self-endangerment)
- Conduct which violates the rights of others to an educational atmosphere (i.e. excessive noise or violation of visitation policies)
- Conduct which denies the human and/or Constitutional rights of others, including that which is motivated by racism, sexism, or other forms of discrimination.
- Vandalism, theft, or willful destruction of property
- Insubordination to College authorities (including failure to identify oneself to College officials or produce and/or surrender college ID to College officials upon request)
- Possession or use of a College key without prior authorization from a College official
- College keys are not to be reduplicated under any circumstance
- Misuse of College property or use of College property without prior authorization from a College official
- Failure to report violation(s) which occur within one’s own assigned housing unit, by other campus housing residents or non-campus housing residents, to proper College authorities
- Failure to comply with the terms and conditions listed on the HCC housing contract.

HOUSING AND ROOM ASSIGNMENTS
You must occupy your room or notify the Student Services Office of the date you plan to move in on or before the enrollment date of each semester. If you fail to do so, your room may be reassigned.

All room changes must be authorized in advance by the Housing Director. There is a two week room freeze after students check into their room. Room changes will not be accepted until September 1. Any differences in room rates will be compensated for by the student or the College. Students making unauthorized room changes will be fined.

The College reserves the right to change room assignments in the interest of health, discipline, or the general welfare of a student and/or students. The College reserves the right on a case by case basis to deny housing rights to those who have criminal records.

FACILITIES AND FURNISHINGS
Storage space in the rooms is limited, and the College is unable to provide additional storage. Each resident will be held responsible for breakage, damage, and cleaning that is beyond the normal wear of the facility and its furnishings. Damage to student rooms and its furnishings will be assessed to the occupants at the time the damage is discovered.

The College is not liable for the loss or damage of any kind to personal property of a student--the protection of personal property is the individual’s responsibility. Students are encouraged to obtain insurance on property and possessions.

Report lost room keys to the Housing Director immediately. A replacement fee of $50.00 will be charged for lost campus apartment keys and $5.00 for mail keys.

SMOKING:
Smoking is prohibited in all College-owned housing and on housing property except for the clearly marked designated smoking areas in the housing property. No Smoking is allowed inside or outside of College-owned housing or adjacent property, to include breezeways and sidewalks. Smokers must use one of the clearly marked designated smoking areas for housing. All HCC campus sites have designated smoking areas.

PARKING
Parking Policy:
Students, staff, and faculty are required to register their vehicles and display parking permits when parked in campus parking lots. Students living in campus housing will be assigned parking according to their housing assignment as per the following chart and may not park in any other area on campus except the lot south of the Wellness Center.

Housing Lots
- Ellis Hall-“E” Lot
- Kansas/Kiltie- “K” Lot
- Piper- “P” Lot
- Scottie Place/Sunflower- “S” Lot
- Huntington/Highlander/Heartford/Hollyoak/Hampton/ColonyPoint/ Crestview/Cornestone/ Claymont/Degginger- “G” Lot
- Heritage/Rubeti- “H” Lot

Commuter students will be allowed to park in lots labeled “C.”

Additional HCC Lots and Open Parking
- Wellness Center (South)-Open parking for anyone
- CT Building (West)-“C” and Staff Only
- LSU/Cafeteria- Staff Only
- One Way Street North of Auditorium- “C” and Staff Only
- Main Street (South of Allen Field House, Irvin Hall, Administration, Library, and Math/Science) -Open Parking
- Admin Building/Irvin Hall (North)-Reserved for Staff and College Vehicles
- East of Ellis/Church Parking Lot- “C,” “E,” and Staff Only

With certain exceptions, the parking areas are active 24 hours a day, Monday through Friday, except special events as designated by Highland Community College. Parking areas are active in all weather conditions. The parking areas are depicted on parking maps distributed at the time permits are received.

Multiple parking permits are available for HCC employees. Failure to display a parking permit will result in a parking violation.

Parking Exceptions:
After 5:00 PM and before 6:00 AM (Monday through Friday) and throughout the weekends, parking is open to everyone in the following parking areas:
1. Behind the library (north side), normally Staff parking
2. Between the CT building and Yost Hall, normally Staff and Commuter parking.
3. Students are not allowed to park on the street around Allen field House or Kessinger Field for athletic practices or games/events held in these areas in order to create more parking for visitors and fans.

Handicap Parking:
Designated handicapped spaces are appropriately marked in accordance with state regulations. Only students, staff, and visitors with valid handicap parking permits are allowed to park in handicap spaces, at all times.

Injured Parking:
Any individual who is injured and requires crutches may get permission from the Vice President for Student Services to park close to the cafeteria or classrooms. A special permit is issued to that individual and must be displayed in the front window when parked on campus.
Vehicle Fines:
Responsibility for locating a legal parking space rests with the vehicle operator. Individuals who do not comply with campus parking rules and regulations will be issued a parking violation and charged a fine in accordance with the fee structure listed below. All fines levied against violators have been approved by the Highland Community College Board of Trustees. All fines must be paid in the Business Office, Administration Building, during normal work hours, or by mail.

Payment of Fines
All violation fees doubles if not paid in ten working days. Fines are cumulative for the academic year, fall through summer.
Fine Charges are as follows:
- Parking in loading zone: $10
- Parking in a Reserved Lot with improper/no permit: $10
- Parking in a handicapped space w/out sticker: $20
- Parking in a No Parking Zone: $20
- On the fourth parking violation within one academic year, an auto boot will be applied and a notification sticker applied to the driver’s window. Cost to remove boot is $75 and payment of all unpaid tickets. The vehicle will be towed if boot is not removed in 30 days.
- Tampering with boot: $300
- Failure to pay fine after 10 working days from the date the ticket was issued, the Administration office is notified and a hold is put on the vehicle owner’s grades and registration process.

STUDENT HOUSING DISCIPLINARY PROCESS
Students in violation of their agreement with the College will be placed in the student housing disciplinary process and/or fined. Listed below are the steps in the process. These steps are not sequential; the nature and severity of the student’s violation determine where he or she is placed. This process is separate from that of the College. Depending on the infraction, the student may or may not be placed in the College’s discipline process. College officials determine if an act is flagrant or malicious and a fine may be involved with violation.
The Residence Life Hearing Committee, comprised of an SGA representative, two RA’s, a faculty member, an administrative staff member will review written appeals for violations resulting in fines, housing warning and housing probation status if submitted to the housing director within 10 days of receiving the violation. All decisions of the Residence Life Hearing Committee will be final. The Residence Life Hearing committee will not hear cases that would involve dismissal from housing or from College.

Habitual Violators (3 Strike Policy) Students violating three or more HCC policies and/or HCC housing policies will be afforded a disciplinary hearing under the College Student Disciplinary process guidelines. The result of the hearing could range from probation to dismissal from HCC.

HOUSING DISCIPLINARY STATUS
Warning Status - Student has committed a non-flagrant violation. Student is returned to good standing after a six-week period.
Probation Status - Student has committed a violation of his or her housing agreement. Terms and length of probation will be established by College administration. Additional offenses may initiate the dismissal process.
Dismissal - Student has committed a malicious violation of the housing agreement, or is a perpetual offender. Student is evicted from student housing.

QUIET HOURS
Quiet hours are from 9:00 p.m. - 8:00 a.m. daily. During quiet hours, no noise (voices, television, radio/stereo) may leave your room. At all other times, keep in mind that you are living with and near others. City of Highland quiet hours begin at 9:00 p.m. daily, and will be enforced by local officials.

VISITATION
Room visitation hours for all campus housing are from:
9:00 a.m. - 1:00 p.m. Sunday through Thursday, and
9:00 a.m. - 2:00 a.m. Friday and Saturday.
All overnight guests of students living in campus housing must be approved by the director of campus housing.

ROOM ENTRY
The College reserves the right to enter students’ rooms in the interest of health and safety, or when a violation of College policy, housing policy, or law is apparent or probable cause is given. Your assigned Resident Assistant, Campus Housing Director, or the Vice President for Student Services may conduct room inspections. HCC campus security, law enforcement officers and/or canines, used for the detection of illegal substances or weapons, may accompany HCC officials during inspections.

RESIDENT ASSISTANTS
Students serving as Resident Assistants live in campus housing. Resident Assistants serve several purposes:
- Answer questions about housing policies or procedures
- Direct students to the campus or community resources that may be needed to address or solve a problem
- Conduct regular room inspections and inform student of activities, intramural events or anything which may be of concern to dorm residents.
- Help address personal problems
- Assist with conflict resolution
- Help the College maintain an educational environment
- Respond in emergency situations

Resident Assistants are considered to be College officials. Any insubordination directed at them will be treated in the same way as that directed at other College staff members.

EMERGENCY PROCEDURES
* Fire - Dial 911
If an alarm or smoke detector sounds, you must evacuate the building. Check any door before opening it—if it is hot, remain inside the room and summon help from a window. Evacuate quickly and with your safety in mind, but prepare yourself in the event that you must remain outside for some time—dress appropriately.
If you detect a fire, get yourself to safety and dial 911.
Tampering with fire equipment (smoke detectors, extinguisher, or alarms) is, in addition to being a danger to others, a violation of College policy and state law. The College will pursue prosecution of any individual guilty of tampering.

* Medical Emergency - Dial 911
In the event of an emergency, call an ambulance, and then notify your Resident Assistant.
If you have a condition which might require medical attention, it is important that you notify both the College AND your roommates.

* Tornadoes
Tornado warnings can be an occurrence here. Your best bet for staying safe is to pay attention when the weather is threatening. Storm watches and warnings are issued on the radio and on television. If a tornado warning is issued or the civil defense siren (like the Highland noon whistle) is sounded, take cover immediately on the lowest possible floor, in an interior room away from any windows. The basement of LSU and Yost Hall are designated as tornado shelters.
* Maintenance Emergencies
In the event of an emergency, attempt to contact your Resident Assistant. If he or she is unavailable, contact the Housing Director.

MAINTENANCE
Maintenance requests are made by having assigned Resident Assistants fill out a “Maintenance Request.” WHEN YOU MAKE THE REQUEST, YOU AUTHORIZE MAINTENANCE PERSONNEL TO ENTER YOUR ROOM TO DO ANY NECESSARY WORK.

MAIL
Each apartment has its own mailbox located in the basement of the Student Union. You will be assigned a key for the box corresponding to your apartment. Carry your key with you—DO NOT ASK MAILROOM PERSONNEL TO OPEN YOUR BOX. Replacement cost for lost mailbox key is $5.00. Individual boxes are available at the U.S. Post Office for a fee.

CHECK OUT PROCEDURE
In order to be eligible for a refund of the $150.00 deposit, you are required to complete these steps by 6:00 p.m. on the last day of the contract:
1. Clean your room completely: remove all trash, sweep and mop the floors, dust, vacuum carpeted areas, clean bathroom and kitchen areas thoroughly, including the oven and refrigerator.
2. Remove all personal belongings.
3. Contact your Resident Assistant for a room inspection during designated check out times.
4. Turn in keys. Your Resident Assistant will direct you to the designated key-drop site.
5. Complete and sign a forwarding address and checkout form.

At 6:00 p.m. on the final day of the contract, the College reserves the right to dispose of personal property remaining in housing units without liability to itself or its personnel.

THE FOLLOWING ARE PROHIBITED ON THE COLLEGE CAMPUS:
- The possession, use, or sale of alcoholic beverages or illegal drugs
- Alcohol containers -- even empty-this includes wrappers and boxes
- Illegal drugs and/or drug paraphernalia of any type. Please note: Minimum disciplinary action for illegal drugs (not including alcohol) found on your person while on campus, in your vehicle, in your campus apartment is a $50 fine and dismissal from housing.
- Firearms
- Other weapons or dangerous items including but not limited to air rifles and pellet guns, sling shots, fireworks or explosives, archery equipment, martial arts weapons, paint ball guns, water guns, and potato guns, knives longer than 4 inches.
- Pets
- Large amperage appliances
- Solicitation (except in the case of written permission from the Vice President for Student Services)
- Personal barbeque grills and lighted candles (any item with open flame)
- Water guns, water balloons, and water balloon launchers.

HCC CAMPUS FINE SYSTEM
The fine system is in force to promote campus safety and help protect your rights as an HCC student. This system affects all students at Highland Community College.

Note: If there is a violation in a campus housing unit and no one will admit to it, the fine will be assessed to all the occupants.

OFFENSE/VIOLATION .................................................. FINE
Violating an educational environment ................................................................. $25.00
Includes Visitation Violation and Noise Violation
Trash Removal (per bag) ................................................................................ $25.00
Destruction of College property ..................................................................... $50.00
This fine does not include replacement and labor costs which will also be assessed.

Insubordination to College authorities ......................................................... $50.00
Pets on campus ............................................................................................... $50.00
Possession of prohibited item (see list above) ................................................... $50.00
Discharging a fire extinguisher/damaging or dismantling smoke alarm .... $100.00
Smoking or using chewing tobacco inside campus apartments or in a non-designated smoking area:
First offense: mandatory enrollment in and completion of College approved smoking cessation course at the student’s expense or $200 fine.
Second or subsequent offense: $250 fine Failure to comply with scheduled room check ............................................................... $25.00
Damaging, tampering with or removing wireless router ......................... $600.00
HCC Furniture found outside of apartments ............................................ $50.00
(does not include replacement costs if damaged)
Unauthorized room change ......................................................................... $25.00
Disorderly Conduct (including, but not limited to public drunkenness, fighting, physical altercation, use of extremely obscene or offensive language, inciting a riot, etc.) ...... $100.00
End of Semester Checkout Violations
Improper checkout ......................................................................................... $50.00
Failure to return furniture to original arrangement ....................................... $25.00
Trash Cleanup from end of semester check-out
Small ............................................................................................................. $25.00
Medium ....................................................................................................... $50.00
Large ............................................................................................................ $75.00
Extra Large ................................................................................................ $100.00

Alcohol violations See Below*
Alcohol violations See Below*
Alcohol is not allowed on campus! All students in school controlled housing where alcohol is present will be held individually accountable and are subject to appropriate disciplinary action which includes being fined in accord with the schedule hereinafter set forth.
First Offense
- Student will be fined $200.00
- Student must complete an alcohol education program (Alcohol 101) designated for people who violate alcohol policy. Failure to satisfactorily complete the Alcohol 101 Plus quiz within 4 weeks of receiving the fine will result in an additional $75 fine and a disciplinary hearing.
Second Offense
- Student will be fined $250.00
- Student will be required to attend an 8 hour alcohol education program through our campus counselor. Failure to satisfactorily participate in the program in the time allotted will result in receiving an additional $100 fine and a disciplinary hearing.
- Student’s parents/guardians may be notified.
Third Offense
A third offense alcohol violation will result in a $250 fine and a disciplinary hearing for the student in question. It may result in an increased fine, community service, dismissal from housing, parent/guardian notification or even dismissal from the College.

Possession of Firearms/Dangerous Weapons  See Below*
Possession of Illegal Substances and Paraphernalia  See Below*
The above items are prohibited on campus. If you are found in possession of any items above, it will result in disciplinary action. The results of a disciplinary hearing may range from dismissal from housing to dismissal from the College. Students will also be subject to regulatory procedures of local, state, and federal laws.

Campus Crime Disclosure Act Annual Report
Updated October 1, 2010, Highland Community College
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to this act.

Highland Community College’s annual security report includes statistics for the previous five years; reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Highland Community College; and on public property within, or immediately adjacent to and accessible from the campus, are contained in this security report. The report also includes information concerning campus security, the enforcement authority of campus law enforcement and their working relationship with State and local police agencies, access to campus facilities, college policies concerning alcohol, drug, and weapons, crime prevention, the prompt reporting of crimes, sexual assault, description of prevention and awareness programs, and other safety and security matters.

In complying with the statistical reporting requirements of the Clery Act, the college obtains the required statistics for campus crimes through actual reported crimes in person, through confidential reporting, and through contact with local law enforcement agencies.

Reporting a Crime
Students should report any complaints or problems they may have to their RA’s, Housing Director, Residence Life Staff, Campus Security or the Vice President for Student Services.

The campus security number is posted across campus, in the resident handbook, student handbook, on the website, and in college directory information. Campus Security phone is (785) 741-2206. There is an RA on duty each evening. The phone number for the RA on duty is 785-850-1377.

The college has a silent witness program for anonymously or confidentially reporting crimes via the internet. The program may be accessed at: https://secure.highlandcc.edu/Site/Student_Life/Safety_and_Security_Silent_Witness.php
Every reasonable effort is made to identify all reported crimes and to present the statistics in the annual report. You can obtain a printed copy of the report by contacting the HCC Security Department.

In addition, the Clery Act requires that all current and prospective students and employees be given the necessary instructions to locate the following pertinent information: A Daily Crime Log that is updated regularly. You may see the report anytime at the HCC Security Office, or contact Security for an electronic copy.

Information for reporting crimes -
Students & Staff or others may anonymously report crimes by accessing the following site online: https://secure.highlandcc.edu/Site/Student_Life/Safety_and_Security_Silent_Witness.php

Timely Alert Warnings – Students & staff are encouraged to register through Scottie Alerts, Highland Community College’s Text Message Alert System and to check their Highland student email accounts regularly. Timely warnings will be issued for all Clery Act crimes and may be issued for threats to property and/or persons if deemed appropriate by HCC Security. HCC Security and/or the Vice President for Student Services will issue all timely warning alerts.


Information concerning Campus Security and College policies concerning alcohol, drugs, weapons, crime prevention, reporting of crimes, building access, sexual assault, safety awareness programs, and other security matters. Information may be obtained at http://highlandcc.edu/Site/Student_Life/Handbook.php or by accessing a copy of the HCC Student Handbook from the bookstore, library, or Vice President for Student Services office.


Crime Prevention
The housing director, student activities coordinator, campus security director, and vice president for student services meet twice per month to discuss, review, and improve security guidelines and campus safety issues.

The Crisis Team meets quarterly to discuss, review and improve safety and security guidelines to promote crime prevention for all employees and students. The housing office distributes a newsletter to campus residents detailing prevention strategies and safety information.

Drug or Alcohol-abuse Education Programs:
Campus Counselor (new campus service, Fall, 2008) - These services are confidential and free of charge to all Highland Community College students and staff. The counselor works directly with students to help them meet their mental health needs including abusing alcohol or drugs.

Housing Office - Students cited for alcohol violations are required to complete Alcohol 101 Plus, an alcohol education program and examination.

Student Activities Office - sponsors activities on national alcohol awareness, Great American Smokeout, eating disorders, etc.

All student athletes are subject to random drug screenings to ensure proper mental and physical competency. Violators are required to meet with the campus counselor to receive education on the most current health issues facing college students today in order to help them to make educated life style decisions.

The Security Department
The College Security Department is organized under authority of K.S.A. 72-8222. In summary, K.S.A 72-8222: “The board of education of any school district or the board of trustees of any community college may employ school security officers and may designate any one or more of such school security officers as a law enforcement officer, to aid and supplement law enforcement agencies of this state and of the community in which the schools district or community college is located. The protective function of school security officers and school law enforcement officer shall extend to all school district or community college property and the protection of students, teachers, and other employees together with the property of such persons or in any school or college property or areas adjacent thereto, or while attending or located at the site of any school or community college-sponsored function. While engaged in the protective functions specified in this section, each school security officer and each school law enforcement officer shall possess and exercise all general law enforcement powers, rights, privileges, and immunities in every county in which there is located any part of the territory of the school district or community college.”

Members of the community are strongly encouraged to report all crimes and suspicious activity to the Campus Security Department or the Highland City Police Department in a prompt and timely manner.

- Campus Security Department Phone  (785) 741.2206.
- Highland City Police Department Phone  (785) 442.3212 or 911.
The Security Department is located on the lower level, north office of Heritage hall on the Highland Community College campus. This department plays a significant role in developing and maintaining a safe campus. HCC Security has developed and implemented crime prevention services and programs to better serve and protect the campus community.

Security officers enforce HCC rules and regulations, monitor parking lots, respond to fire alarms, patrol buildings and grounds and provide student assists including safety escorts. To request security services call (785) 741-2206. The policies and services of the Security Department are designed to provide a basis for a safer environment and set a standard that is most conducive to a safe campus. The department maintains close liaison with Highland Police Department, Doniphan County Sheriff’s Department, state, and federal law enforcement agencies in implementing and coordinating campus security and law enforcement operations.

Campus Security Reporting Authority

All post secondary institutions, both public and private, that participate in federal Title IV student aid programs are required to comply with the Clery Act regulations. Although Clery Act compliance is an institutional responsibility, full compliance is a campus-wide effort, and concerns all members of the campus community. Policy statements must be developed and crime reports must be collected from a wide variety of campus security authorities. These authorities are defined and include:

• A member of a campus police department or a campus security department of an institution;
• Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property);
• Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and
• An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings, athletic directors, team coaches, faculty sponsor to a student group, student advisor, and in some cases, students serving as resident advisors/assistants, or students who monitor access to dormitories.

Recent amendments to the Campus Security Act, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas, require that “campus security authorities” report crime statistics for inclusion in the college’s Annual Security Report. Because of the law’s complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. If you observe any crime listed below, or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, immediately complete an Incident Report form available at the HCC Security Office or complete an online silent witness form at https://secure.highlandcc.edu/Site/Student_Life/Safety_and_Security_Silent_Witness.php

This applies to crimes on any part of the Highland campus, Highland Technical Center Campus in Atchison, any HCC regional locations i.e. Perry, Wamego, Marysville, Sabetha, Holton, or Atchison or public property adjacent to each of those campuses and locations at which other college activities are taking place. Please ensure that you complete all information on the form based on the information you possess. Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply complete the report form. Appropriate college or law enforcement personnel may later contact you or others to gather additional information. A copy of the Incident Report can be obtained from the Security Department. Additional forms may be copied from the blank form or can be obtained from the HCC Security Office.

Crimes that should be reported are:
• Murder and non-negligent manslaughter
• Negligent manslaughter
• Forcible sex offenses
• Non-forcible sex offenses
• Robbery
• Aggravated assault
• Burglary
• Motor vehicle theft
• Arson
• All hate crimes involving bodily injury
• All liquor, drug or weapons law violations, including those resulting in an arrest

Crime Statistics Information and Reporting

A current list of crimes occurring on campus can be obtained from the Security Department during regular office hours. The Daily Crime Log details the nature, the date, time, location, and disposition of the crimes that occur on all HCC property. HCC Security also provides a compiled list for the past five years and this may also be obtained at the Security office. The statistics represent alleged criminal offenses reported to campus security authorities or local police agencies. Therefore, the data collected does not necessarily reflect prosecutions or convictions for the crime.

Emergency Response and Evacuation Procedures

Highland Community College maintains the HCC Emergency Plans for instances of injury or illness, fire, weather disturbances, bomb threats, and violence. The plan is evaluated and updated annually. A copy of the HCC Emergency Plan is located on the website under Student Services-Resources: in each Student Handbook which is distributed to all new students and full time employees annually; and in the Student Housing Handbook which is distributed to each campus resident annually. Highland Community College also maintains a crisis plan and procedures to notify the campus community, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

When a determination has been made confirming a significant emergency or dangerous situation, the college President or his/her designee will inform the campus community by immediately posting the announcement using Scottie Alerts Emergency Notification System (to registered recipients), with a campus-wide e-mail, and network announcement posted to all logged in to the HCC network. The announcement may include, but is not limited to, the following information: type of situation, location of occurrence, and any available information.

The decision to issue an emergency response or dangerous situation announcement shall be made by the President or his/her designee on a case-by-case basis considering all available facts surrounding the campus community, whether the situation is considered a serious or continuing threat to students or employees and the possible risk of compromising local emergency management efforts.

The Scottie Alert Emergency Notification System is utilized regularly to post limited announcements. Students and staff are encouraged during enrollments and other times throughout the year to register. HCC conducts tests of the system and process annually. The last announced test of the crisis notification process and subsequent crisis drill was on November 24, 2009.

Missing Student Notification

In compliance with the Higher Education Opportunity Act of 2008, this policy sets forth procedures for the reporting, investigating and making emergency notifications regarding any currently-enrolled student who is believed to be missing.

A student will be presumed to be missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.
Reporting a Possible Missing Student:  
Any member of the college community, including both employees and students, who is concerned that a currently-enrolled student may be missing should immediately contact the Vice President for Student Services at 785-442-6020. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President for Student Services. The Vice President for Student Services shall investigate all reports and determine whether a student is missing. If the Vice President for Student Services determines that a student is missing, he/she shall notify the President and the Doniphan County Sheriff’s Department, and/or other appropriate law enforcement agencies, as necessary.

Missing Person Emergency Contact:  
Students are able to designate a “Missing Person Emergency Contact” on the application for student housing. If a student is determined to be missing, the Vice President for Student Services shall notify the designated Missing Person Emergency Contact not later than 24 hours after the student is determined to be missing. This contact information is considered confidential and will only be accessible to authorized college or law enforcement personnel.

Parent/Guardian Notification for Students under 18 years of age:  
If a student is under 18 years of age (and not emancipated) and is determined to be missing, the Vice President for Student Services shall notify a custodial parent or guardian not later than 24 hours after the student is determined to be missing.

Law Enforcement Notification:  
If a student is determined to be missing, the Vice President for Student Services shall notify the Doniphan County Sheriff’s Department, or other appropriate law enforcement agency, not later than 24 hours after the student is determined to be missing.

Sexual Assault Policy  
Sexual assaults, including date/acquaintance rape, are a very serious concern of HCC. The College investigates all reported incidents of sexual assault and cooperates fully with all such investigations by outside law enforcement agencies. Confidentiality is protected in any investigation, and the College pledges to treat all sexual assault complaints with sensitivity, understanding and professionalism. All students, not only victims of sexual assault, should be familiar with the Disciplinary Proceedings involved regarding sexual assault. Statistics show that a very high percentage of date/acquaintance rapes involve the consumption of alcohol - by the rapist, by the victim, or by both. To lower the risk of becoming a victim of sexual assault drink responsibly or not at all and alert anyone who may have been drinking if they are in a potentially threatening situation. It is never appropriate to force or pressure sexual acts on someone; intoxication is not a legal defense for sexual assault.

The College considers sex offenses as acts of violence, which may be adjudicated by the criminal court system as well as the College’s disciplinary system. Students found responsible for committing a sexual offense will receive punishment that could include expulsion from the College. Both the victim and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and both will be informed of the outcome of any campus disciplinary proceeding alleging a sex offense. Victims of sex offenses are strongly encouraged to report the incident to the Security Department or any department on campus as soon after the crime has occurred as is practical. Crimes, which occur off-campus, should be reported to the law enforcement agency in which the crime occurred (Security will assist individuals who are unsure of whom to contact). Should a victim request it, campus authorities will provide prompt assistance in notifying the police or other law enforcement agency. The safety and well being of sex offense victims are primary concerns of College officials.

If attacked, be realistic about your ability to protect yourself. Yelling, hitting or biting may create a chance to escape, but it may also lead to further harm. Cooperate with the attacker if your life is in danger. Never feel guilty about what you did or did not – decide to do. REMEMBER: Every emergency situation is different. Only you can decide which course of action is appropriate. Equally important is to be knowledgeable about Acquaintance or Date Rape. Don’t be a victim.

Evidence should be preserved so that it might be later used in the prosecution of the offense.
• DO NOT change clothing.
• DO NOT clean clothing or take a bath.
• DO NOT apply medication
If these precautions are not followed, evidence may be destroyed. Write down a good description of the assailant, specifying any identifying marks, scars, or tattoos. Include the assailant’s clothing, eye color and hair color. In conducting a through investigation of a rape or assault, officers will ask many questions and will go over details of the crime.

Additional interviews may be necessary because a victim frequently remembers information and details during subsequent interviews. The interviews may be unpleasant, but are not intended to embarrass or intimidate victims. If desired, a counselor will be called for victims of sexual assault or rape. The counselor will accompany victims through the examination and is trained to help.

Any victim of an alleged assault or rape incident shall have the right to request assistance in changing academic and/or living situations and be granted the request if such changes are reasonably available. See VP of Student Services.

Many sexual assault cases go unreported because the victim fears retaliation or possible humiliation if word gets around she/he has been the victim of a sex offense. Victims tend to feel guilty as though they did something to bring it on themselves and often keep the incident to themselves or share some of the incident with a close friend. While this might be helpful in the immediate sense, we encourage victims to talk to a knowledgeable counselor about your reactions to being victimized. The various services on and off campus available to all victims of violent acts are designed to assist in overcoming the trauma of the attack and proceeding with their goals and responsibilities.

Emergency or Police Assistance- Dial 911  
Campus Security, 785.741.2206  
Rape, Abuse & Incest National Network (RAINN)  
1-800-656-HOPE (4673)  
HCC, Counseling Services, 785.550.0206  
Kansas Bill of Rights for Victims of Crime  
Pursuant to K.S.A. 74-7333, as amended, a crime victim has the following rights in Kansas:
1. Victims should be treated with courtesy, compassion, and with respect for the dignity and privacy and should suffer the minimum of necessary inconvenience from their involvement with the criminal justice system.  
2. Victims should receive, through formal and informal procedures, prompt and fair redress for the harm, which they suffered.  
3. Information regarding the availability of criminal restitution, recovery of damages in a civil cause of action, the crime victims’ compensation fund and other remedies and the mechanisms to obtain such remedies should be made to victims.  
4. Information should be made available to victims about their participation in criminal proceedings and the scheduling, progress and ultimate disposition of the proceedings.  
5. The views and concerns of victims should be ascertained and the appropriate assistance provided throughout the criminal process.  
6. When the personal interests of the victim are affected, the views or concerns of the victim should, when appropriate and consistent with criminal law and the procedure, be brought to the attention of the court.  
7. Measures may be taken when necessary to provide for the safety of victims and their families and to protect them from intimidation and retaliation.
8. Enhanced training should be made available to sensitize criminal justice personnel to the needs and concerns of victims and guidelines should be developed for this purpose.

9. Victims should be informed of the availability of health and social services and other relevant assistance that they might continue to receive the necessary medical, psychological, and social assistance through existing programs and services. Victims should report the crime and cooperate with law enforcement authorities. Officials will assist victims in obtaining appropriate medical and mental health care. Physical or sexual assault on faculty, staff, or another student or visitor is in violation of the Student Code of Conduct. No student, faculty, staff member or visitor shall force or threaten to force another student, faculty, staff member or visitor to have sexual contact against any persons will. Any student charged with sexual assault on or off campus may be prosecuted under criminal statutes and disciplined under the campus Student Code of Conduct. Even if the criminal justice authorities choose not to prosecute, the college reserves the right to pursue disciplinary action. Students or employees who feel they have been the victim of sexual assault should contact the Security Department.Victims may also contact the Vice President of Student Services.

Definition of Crimes

- Murder/Non-Negligent Manslaughter: The will-full (non-negligent) killing of one human being by another.
- Manslaughter (by Negligence): The killing of another person through gross negligence.
- Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will; not forcibly or against the person's will where the victim is incapable of giving consent. (Forcible rape, forcible sodomy, sexual assault with an object, forcible fondling).
- Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. (Incest, statutory rape)
- Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is often accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary: The unlawful entry of a structure to commit a felony or theft.
- Arson: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.
- Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.
- Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages.
- Drug Related Violations: The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation, of any controlled drug narcotic substance. Or, the unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).
- Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons
- Notification or monitoring of off-campus events: Any act occurring during a College sponsored activity, or reported to College officials that involves student or employee conduct that constitutes a violation of College Policy and Procedures or regulations established pursuant thereto, shall have a College Incident Report filed by the person with such knowledge.
- Violations occurring during College sponsored activities that involve College employees should be reported to the violator's immediate supervisor who shall file a College Incident Report with the appropriate College Administrator, who shall take any action deemed necessary.

Sexual Offender Registration Act
The Kansas Sexual Offender Registration Act of 1996 allows public access to a list of convicted registered Kansas sexual offenders. This information may be viewed from the following link: https://www.accesskansas.org/srv-registered-offender/index.do

Alcohol and Illegal Drugs Policy
The possession of alcoholic beverages or illegal drugs on Highland Community College property is a violation of college regulations, State, and Federal laws. Violators are subject to disciplinary actions by college authorities and charges being filed by local law enforcement.

Firearms/Weapons Policy
No student, employee, or visitor shall possess, use, or threat to use any weapon described and defined in K.S.A 21-4201. This includes, but is not limited to, firearms, pistols, rifles, and pellet guns. The use of explosives including, but not limited to, dynamite, nitroglycerin, blasting caps, fireworks, fire-bombs, grenades, and any other similar devices are also prohibited on campus grounds.

Timely Alert Policy
HCC Security will issue timely alerts to be posted in every campus building or in areas possibly affected or at risk of future criminal activity. These timely alerts are for warning the campus population of previous criminal activity to try to prevent any further incidents. Such alerts will be made via Highland College’s text messaging service available to everyone that registered, email, or personally by any member of the Crisis Management Team or designated representative. Alerts will be sent for events such as safety situations, school closings, emergency weather alerts, etc. Log into www.highlandcc.edu and look for Scottie Alerts to register for the college’s text alert system or call (785) 741.2206 for assistance.

The Crisis Team meets quarterly to discuss, review and improve safety and security regulations for the welfare of all employees and students.

Building Access Policy
Regular operating hours of HCC offices are 8 am to 5 pm. Some buildings will be open evenings or weekends for classes or special events. Only employees who have been issued keys to the areas being entered are allowed access to those areas. Should an individual be found with HCC keys, without proper authority, that individual will be asked to relinquish the keys. If they chose not to abide by the request, local law enforcement will be notified immediately.

Prevention and Awareness programs
One of the objectives of the HCC Leadership/SGA objective is to educate students on the most current health issues facing college students today and in order for them to make educated life style decisions. This group, in association with the student activities coordinator, provides various trainings throughout the year on safety, drug/alcohol awareness, and wellness information. All new employees are required to attend an orientation informing them of appropriate safety and security measures that the College offers. This also informs the employees of what to do in the event of an emergency and provides them a copy of the crisis plan. All students are required to attend orientation seminars to inform them of appropriate safety and security measures that the College offers. A required housing orientation for all students living in campus housing is also conducted. Both activities inform students of what to do in case of an emergency.

Campus Crime Statistics
In accordance with the Student Right-to-Know Act, the Campus Security Act of 1990, the Clery Act of 1998, and the Higher Education Opportunity Act of 2008, the College is required to provide information about serious crimes on campus, as defined by the acts, which have occurred during the last three (3) years. Additionally, a log of minor infractions or incidents is maintained on file in the Campus Security Office.

This Crime Statistics Report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year. Information can also be found on the college’s website, www.highlandcc.edu, or the Campus Crime and safety website, http://ope.ed.gov/security/.
General Campus Rules
A safe and secure campus environment is a high priority of the Highland Community College staff and administration. Student policies have been written to ensure that safety is reinforced by responsible student behavior. A campus security staff is maintained part-time and may be reached at (785) 741.2206. A surveillance camera system is also utilized in various areas of campus. Please note that Security Officers and Surveillance Cameras do not replace responsible behavior by students, nor do they totally prevent crime from occurring. Reasonable precautions that students should practice include, but are not limited to:

- Always be alert and aware of surroundings.
- Walk with others at night or call Security for an escort at (785) 741.2206
- Walk in well-lit, well-traveled areas.
- If being followed, reverse directions.
- If approached for directions, keep a safe distance from the stranger and never enter the vehicle.
- Keep money and jewelry in a safe place, out of sight. Don’t carry a large amount of cash.
- Inventory and engrave valuables.
- Use the crosswalks.
- Adhere to local and state traffic laws and violations.
- Don’t drink and drive.
- Report any suspicious behavior to security immediately.
- Lock vehicles/dorm rooms and keep personal articles out of sight.
- Observe published student guidelines and safety practices.
- If victimized or witnessed a crime, contact Security (785) 741.2206 or 911 immediately.
- Anonymous, threatening, or harassing telephone calls are ILLEGAL and the College regards them as a serious offense. Immediately report obscene or harassing phone calls to security at (785) 741-2206.
- Call Maintenance or Security to report broken locks, lights, or phones. Maintenance phone is (785) 442-6110 and Security is (785) 741.2206.
- Do not allow strangers into any building. It is appropriate to ask for a College I.D. or call security at (620) 441-5599 to report a stranger.
- Respect the locking mechanisms on your doors. They can be the best protection against intruders. Do not prop open doors or tamper with the locks in any fashion.
- Always lock room door sleeping and when leaving, even if going to the restroom or shower facilities. This may be the single greatest deterrent to crime on campus.
- Lock vehicle and check the back seat before getting into it.

Smoking is permitted only in designated smoking areas in campus housing and 30 feet from main entrances on all HCC campuses. City Traffic laws should be followed and are enforced on campus grounds. Reckless driving will be reported to the local authorities.

Safety and security at Highland Community College is a shared responsibility between the administration, campus security, the students, the campus community, and local law enforcement agencies. While the College takes actions to help increase security, students and visitors also can contribute to their own safety by following rules, using common sense, avoiding dangerous situations, and reporting suspicious or threatening activities. Campus Security can be contacted at (785) 741.2206.

ANNUAL FIRE SAFETY REPORT
HIGHLAND COMMUNITY COLLEGE, OCTOBER 1, 2010

Overview
The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions that maintain on-campus student housing to produce an annual fire safety report outlining fire safety practices, standards and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Highland Community College.

Fire Warning Systems
Kansas, Kiltie, and Ellis apartments have an integrated fire warning system. Remaining campus apartments have smoke detectors and alarms that are hard wired into the electrical system.

Fire Safety Improvements and Upgrades
Highland Community College annually reviews the fire systems in all campus buildings and makes recommendations for upgrades, repairs or revisions when problems are identified.

Fire Drills
Fire drills are held at least once each Fall and Spring semester. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled by the Director of Housing. Supervised fire drills are usually scheduled within the beginning weeks of the semester, or at a time that is conducive to demonstrate the effectiveness of the drill.

Students who fail to leave the building during a drill are counseled and the incident is turned over to the Vice President for Student Services for adjudication.

Fire Safety Education
Fire evacuation information is posted in each campus apartment and each student receives a briefing on fire safety at the housing orientation at the beginning of each Fall semester.

Open Flames and Large Amperage Appliances
Barbeque grills, lighted candles, and large amperage appliances are prohibited on campus.

Smoking Policy
Smoking is prohibited in all indoor locations. Exterior smoking areas within campus housing are designated. Smoking at least 30 feet away from main entrances on all HCC campuses is required.

Signs
The College adheres to the laws of the State of Kansas concerning posting of signs designating no smoking areas.

Reporting a Fire
Anyone observing an unintentional fire should sound the alarm and leave the building and then contact 911. Once emergency responders have been notified, contact the Housing Director or Security and report the fire to college personnel.

Fire Log
The fire log is maintained together with the campus crime log in the Security Office.

Fire Statistics

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<tr>
<th>Year</th>
<th>Fire</th>
<th>Injury</th>
<th>Death</th>
</tr>
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<tbody>
<tr>
<td>2009</td>
<td>0</td>
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HIGHER COMMUNITY COLLEGE PROHIBITION OF SEXUAL HARASSMENT POLICY
Title IX compliance including the prohibition of sexual harassment and the provisions for grievance procedures.

It shall be the administrative policy of Highland Community College that no person shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity of Highland Community College as required by Public Law 92-318. This title covers three major areas: admission, treatment of students, and employment.

As a part of its policy not to discriminate on the basis of sex, Highland Community College hereby specifically prohibits any act of sexual harassment and has adopted for its students and employees the following definition of sexual harassment:
Requests for sexual favors or unwelcome advances in the form of verbal or physical conduct of a sexual nature for which compliance is made an expressed or implied condition of an individual’s initial or continued employment, requests which affect decisions regarding an individual’s education, or facilitates an atmosphere that interferes with an individual’s work or academic performance.

In compliance with Section 86.8 of P.L. 92-318, the President of the College has been designated as the employee responsible to coordinate the efforts of the College to comply with and carry out its responsibilities under this Act, including any investigation of any complaint communicated to Highland any actions which should be prohibited by this Act. The Compliance Officer may be contacted by mail at Highland Community College, 606 W. Main, Highland, KS 66035-4165, or by telephone at 785/442-6010.

HIGHLAND COMMUNITY COLLEGE STUDENT GRIEVANCES POLICY

The Board of Trustees of Highland Community College recognizes the right of current Highland Community College students to express their grievances and to seek a solution concerning disagreements arising from the following:

1. Working Conditions
2. Employment Practices
3. Discrimination based upon race, age, sex, religion, color, national origin, creed, handicap, marital or parental status
4. Sexual Harassment
5. Violations of policy

All grievances filed will be maintained by the Human Resources Office for five years.

PROCEDURE: INFORMAL STUDENT GRIEVANCES

The grievant should first hold an oral discussion with the supervisor of the person or department against whom the grievance will be filed. If then, the grievant feels that his/her rights have been violated, the grievant may file a formal grievance. In the event of a sexual harassment or discrimination complaint, the grievant shall begin with the formal process.

PROCEDURE: FORMAL STUDENT GRIEVANCES

1. The student and/or the representative shall, within fifteen (15) days of the date the grievance occurred, present the facts, in writing, to the Human Resources Manager. Sexual harassment and discrimination grievances may be presented to the Human Resources Manager in an appropriate time frame. The Human Resources Manager shall conduct proper investigation into the facts presented according to the designated investigation process. The decision of such official shall be made, in writing, to the grievant within five working days. In the absence of a written reply herein being given within the time specified, the grievance is considered to be denied and the grievant may submit the grievance to the next level.

INVESTIGATION PROCESS

The investigation may vary depending on the nature of each case; it is recommended that an investigation include the following to the extent feasible:

a. A Highland Community College grievance complaint form shall be signed and dated and submitted to the Human Resources Manager by the grievant prior to an investigation beginning.

b. The Human Resources Manager will interview the grievant to verify initial complaint information.

c. The Human Resources Manager shall be responsible for the investigation process.

d. The grievant may request that the college representative to whom he or she originally brought the complaint be present at the interview.

e. The grievant should be informed that an investigation is being commenced.

f. The grievant should be informed that interviews will be conducted with the accused and possibly with other people.

g. The grievant shall also be asked for the names of potential witnesses or others who may have relevant information.

h. The grievant shall not be named during the investigation process unless agreed to by the grievant.

i. The Human Resources Manager should interview the accused.

j. The accused should be advised that a complaint has been received and that an investigation has begun, which may include interviews with third parties.

k. The accused should be advised of the nature of the allegations and be given an opportunity to respond.

2. Should the grievant decide that the reply of the Human Resources Manager is unsatisfactory, the matter may be appealed, within ten (10) working days, to a grievance committee which shall be established as follows:

a. The grievant may designate one (1) member; must be a current Highland Community College employee.

b. The President shall appoint one (1) member; must be a current Highland Community College employee.

c. The two members appointed, as provided in “a” and “b” above, shall agree upon a third member. The third member must be a current Highland Community College employee.

d. In the event the grievant’s representative and the President’s representative cannot agree upon a third member of the grievance committee within a period of ten (10) working days, the chairman of the Board of Trustees shall designate the third member, who must be a current Highland Community College employee.

e. In a sexual harassment or discrimination grievance at least one male and one female shall serve on the committee.

f. The grievance committee, as provided in “c” above, shall meet within a period of ten (10) working days after the appointment of the third member of the committee and set the matter for hearing and shall render its decision as promptly as possible. The grievance committee shall conduct an investigation in accordance with the investigation process and/or review the facts presented by the supervisor and grievant. A decision of the grievance committee may be reached upon the concurrence of any two (2) of the three members.

g. The grievance committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the president and shall be available to the employee. The grievant shall be notified of the committee’s decision within five days of the decision being reached.
3. Should the grievant decide that the reply of the grievance committee is unsatisfactory, the employee may, within ten (10) working days, submit an appeal to the President of the College. The President shall conduct an investigation in accordance with the investigation process and/or review the facts presented by the Human Resources Manager, grievant and grievance committee. The President shall respond, in writing, to the grievant within ten (10) days. In the absence of a written reply herein being given within the time specified, the grievance is considered to be denied and the grievant may submit the grievance to the next level.

4. In the event the decision of the President is unsatisfactory to the grievant, within ten (10) days after the receipt of the decision of the president, the grievant may file a written notice of appeal to the Board of Trustees.

5. Upon receipt of the notice of appeal, the Chairman of the Board shall cause the transcript of the hearing before the grievance committee and the written decision made by the President to be filed with the Board of Trustees, who shall review such record. The decision of the Board, upon such review, shall be final.

6. If the decision is deemed unsatisfactory by the grievant(s), a complaint of alleged discrimination may be filed with:
   Equal Employment Opportunity
   12 Grand Building
   Kansas City, MO 64106
   Kansas Commission on Civil Rights
   535 Kansas Avenue
   Topeka, KS 66603
   Office of Civil Rights
   Dept. of Health, Education, Welfare
   12 Grand Building
   12th & Grand streets
   Kansas City, MO 64106

**TRACKING FORM: FORMAL STUDENT GRIEVANCE**

The President of Highland Community College is the designated Title VI, Title IX and Section 504 coordinator for H.C.C. The Human Resources Manager of Highland Community College will coordinate all grievances filed, on behalf of the President. All grievances shall be filed in the Human Resources Office in the Administration Building.

Highland Community College is committed to a policy of nondiscrimination on the basis of race, age, sex, religion, color, national origin, creed, handicap, marital or parental status, in admissions, educational programs, or activities and employment, as specified by federal and state laws and regulations.

The procedure for the processing of grievances is as follows:

The grievance procedure must be followed step-by-step. All grievances filed shall:

1. Be signed by the grievant;
2. Be specific;
3. Contain a synopsis of the facts giving rise to the grievance;
4. If applicable, cite the policy or procedure allegedly violated;
5. Contain the date of alleged violations;
6. Specify the relief requested; and
7. Be filed on College supplied forms.

If the grievance as filed is not in conformance with these requirements, then the College reserves the right to reject the grievance, and such rejection shall not extend the time limitations herein set forth. It is not possible to guarantee absolute confidentiality and no such promises should be made by any College representative or College employee who may be involved in the complaint process.

**GRADE APPEALS**

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor’s evaluation of the student’s academic performance. Capricious grading, as the term is used here, consists only of any of the following:

1. the assignment of a grade to a particular student on some basis other than the performance in the course;
2. the assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students in the course;
3. the assignment of a grade by a substantial departure from the instructor’s previously announced standards.

**STEP 1** - The student should first discuss the course grade fully with the instructor of the course. This must be done within thirty calendar days after grades have been mailed out by the College at the close of each semester. If the student can not arrange such a meeting, he/she should contact the Vice President for Academic Affairs to arrange for such a meeting.

**STEP 2** - If the matter cannot be resolved by consultation with the instructor, the student may request that the instructor set up a hearing with the Vice President for Academic Affairs within ten calendar days. The student, the instructor, and the Vice President for Academic Affairs should attempt to resolve the matter at this level.

**STEP 3** - If the matter is not resolved, the student may appeal to the Vice President for Student Services. The student’s appeal to the Vice President for Student Services should be made within fifteen calendar days after receiving notification of the Vice President for Academic Affairs’ decision. The Vice President for Student Services will establish an ad hoc academic appeals committee and appoint a committee chairperson to review the written records presented by the student, instructor, and recommendation of the Vice President for Academic Affairs. After the committee has had the opportunity to review all verbal or written data, the committee will make its decision regarding the appeal. The decision of the committee will be communicated to the student, the instructor, the Vice President for Academic Affairs, and the Vice President for Student Services by the committee chairperson.

**STEP 4** - The student may appeal the committee’s decision to the College President within fifteen calendar days after receiving notification by the committee’s chairperson. The President will review all written data collected regarding the student’s appeal. The President’s decision will be communicated in writing to the student, the instructor, the Vice President for Academic Affairs, and the Vice President for Student Services.

**STEP 5** - The student may thereafter appeal to the Board of Trustees of Highland Community College by filing a written Notice of Appeal with the chairperson and the President of primary administrative officer as appropriate to be placed on the Board of Trustees agenda. Such Notice of Appeal must be filed within ten (10) days of the notification of action by the President. Upon the filing of a Notice of Appeal to the Board, the President shall cause the records of the case, including any written memoranda received during the consideration, to be promptly filed with the secretary of the Board through the Office of the President. The decision of the Board of Trustees will be final and binding upon all parties of the appeal.
HIGHLAND COMMUNITY COLLEGE DRUG AND ALCOHOL PREVENTION PROGRAM POLICY

This statement of Highland Community College’s drug and alcohol prevention program and statement about substance abuse is meant to comply with the Drug-Free Work Place Act and Drug Free Schools and Communities Act of 1989. It will be annually distributed to each employee, and to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student’s program of study. For employees, the distribution of this policy will be done through payroll. For students, the distribution will be done through a mailing to the address on file in the Registrar’s Office.

A. Standards of Conduct Concerning Illicit Drugs And Alcohol

Highland Community College prohibits:

** the possession or use of alcohol and illicit drugs by students and employees on its property or as part of any of its activities.
** the sale, gift or otherwise furnishing of alcohol to a person under the minimum legal age (21).
** the sale, gift, or otherwise furnishing of alcohol to an intoxicated person regardless of their age.
** working or attending class while under the influence of alcohol or illicit drugs.

B. Legal Sanctions Under Local, State Or Federal Law For The Unlawful Possession Or Distribution Of Illicit Drugs And Alcohol

City Of Highland Sanctions:

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>FINE</th>
<th>COURT COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open container accessible to driver</td>
<td>$100</td>
<td>$40</td>
</tr>
<tr>
<td>Driving under the influence (1st offense)</td>
<td>$500</td>
<td>$40</td>
</tr>
<tr>
<td>Suspension of license</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open container on City/Public property</td>
<td>$100</td>
<td>$60</td>
</tr>
<tr>
<td>Minor in possession of alcohol-(30 day</td>
<td>$200</td>
<td>$60</td>
</tr>
<tr>
<td>Suspension of license and service hrs.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noise Violations</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td>Diversion</td>
<td></td>
<td>$100</td>
</tr>
</tbody>
</table>

State Of Kansas Sanctions:

 Kansas law provides that any person who violates the criminal statutes on controlled substances by possessing, offering to sell, distributing or manufacturing opiates and narcotics, such as cocaine and heroin, shall be guilty of a Class C felony. For a conviction of a Class C felony, the court may sentence a person to a term of imprisonment of a minimum of three to five years, a maximum of 10 to 20 years, and a fine up to $15,000. Unlawful possession of a depressant, stimulant or hallucinogenic drug is punishable as a Class A misdemeanor, with a penalty of up to a year in jail and a fine of $2,500. Depressants include barbiturates, Valium, and barbitol. Hallucinogenics include LSD, marijuana, and psilocybin. State law classifies amphetamines and methamphetamine as stimulants.

Federal Sanctions:

The Federal Controlled Substance Act provides penalties of up to 15 years’ imprisonment and fines of up to $25,000 for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject up to one year of imprisonment and fines up to $5,000. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

C. Highland Community College’s Disciplinary Sanctions For Unlawful Use Of Illicit Drugs And Alcohol By Students And Employees

STUDENTS

Highland Community College will take action against students and employees who violate the HCC Standards of Conduct Concerning Illicit Drugs and Alcohol. Students who violate the terms of this policy may be reported to the appropriate law enforcement officials and may be subject to the following sanctions:

* Placement on probationary status;
* Temporary suspension from classes and activities;
* Permanent suspension from classes and activities;
* Required participation in a drug and alcohol intervention, counseling, or treatment program at their own expense.

Students subject to these penalties will be afforded all due process rights to which they are entitled by current HCC policies. Athletics (all varsity sports, cheerleader, drill team, and athletic trainers) will be subject to random drug screening and the sanctions imposed in the HCC Athletic Department Drug Screening Policy.

EMPLOYEES

Employees are expected to abide by the HCC Standards of Conduct Concerning Illicit Drugs and Alcohol. Employees must notify the President of Highland Community College in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction. Within 30 calendar days of receiving written notice from an employee with respect to a criminal drug statute conviction, the College may impose the following sanctions:

* Short term suspension without pay;
* Long term suspension without pay;
* Required participation in a drug and alcohol intervention, counseling or treatment program at their own expense that has been approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
* Termination from employment.

Employees subject to these penalties will be afforded all due process rights to which they are entitled under their contract and Kansas Law. Within 10 calendar days of receiving written notice from an employee with respect to a criminal drug statute conviction, the College will notify the agency (Director, Grants and Contracts Service, U.S. Department of Education) of the conviction.

D. Health Risks Associated With The Use Of Illicit Drugs And The Abuse Of Alcohol

SUBSTANCE ABUSE ENDANGERS YOUR MIND AND BODY
—and health effects may be long-lasting.

ALCOHOL is the most commonly abused drug. It causes thousands of deaths each year from diseases, motor vehicle accidents, and accidents at work, school, and home. Even moderate use greatly increases the risk of a motor vehicle or other accident.

COCAINE is an addictive stimulant with unpredictable effects. It may produce changes in blood pressure, heart and breathing rates. It may cause coma—or even death. Severe weight loss and liver damage may result from continued use.

MARIJUANA affects coordination, short-term memory, visual tracking, and heart rate. Regular use produces changes in the reproductive system, damage to lungs, and it may affect the immune system.

PRESCRIPTION DRUGS include stimulants (“uppers”), depressants (“downers”), and some narcotics. Used illegally or improperly, they can cause physical and mental dependence, heart problems, malnutrition, even coma and death.
**OTHER DRUGS** such as PCP, LSD, heroin, mescaline and morphine have a wide variety of negative health effects—from hallucinations and mental confusion to convulsions and death.

**COMBINATIONS OF DRUGS** make physical and mental effects unpredictable and often much more severe than if the same drugs were taken separately. Combining alcohol with depressants, cocaine, or marijuana can be especially dangerous.

**SUBSTANCE ABUSE CAUSES WORK AND SCHOOL INJURIES**

People need good judgment and physical skills to stay safe—but alcohol and other drugs can make any job dangerous.

*Substance abuse can cause:*

**IMPAIRED EYESIGHT**
— blurring, double or multiple vision; difficulty tracking objects; poor side vision; hallucinations.

**SLOWER REACTION TIME**
— significantly slower reflex actions.

**LESSENED CONCENTRATION**
— inability to focus on a task long enough or carefully enough to complete it.

**POOR JUDGMENT**
— overconfidence, inability to weigh consequences.

**POOR COORDINATION**
— decreased ability to perform simple tasks; poor balance and motor skills.

*Impaired skills can cause:*

**MOTOR VEHICLE ACCIDENTS**
Any student or employee who drives under the influence of alcohol or other drugs risks a serious crash.

**INJURIES FROM HAZARDOUS MATERIALS**
Overconfidence or lack of concentration can cause failure to follow proper procedures.

**INJURIES FROM IMPROPER USE OF TOOLS OR MACHINERY**
Poor judgment or concentration makes accidents likely.

**FALLS**
More than 200,000 workers are injured in falls each year, many because of impaired skills.

**FIRES**
An impaired or careless worker is always a fire hazard.

**OTHER INJURIES**
A careless attitude or impaired skills can cause an accident in any environment, at any time.

**SUBSTANCE ABUSE DESTROYS WORK AND SCHOOL PERFORMANCE**

Don’t let anybody kid you—and don’t kid yourself. Alcohol and other drugs interfere with the basics of doing a good job. Substance abuse affects:

**PRODUCTIVITY**
Missed workdays, poor motivation, and poor efficiency all combine to reduce the amount of work completed.

**COOPERATION WITH OTHERS**
People working together make life more pleasant—and productive. Substance abuse destroys a cooperative spirit.

**MOTIVATION**
Most people want to do a good job. An abuser cares less about the job or school and more about getting and staying “high.”

**QUALITY OF WORK**
Impaired skills and a bad attitude combine to make poor quality work “good enough” for some people.

**CONCENTRATION AND JUDGMENT**
All jobs require concentration and careful decision-making. Alcohol and other drugs interfere with both of these.

**EMPLOYEE AND STUDENT THEFT**
An alcohol or drug habit can make severe financial demands on people—and may prompt them to steal.

**IT’S A LOSING PROPOSITION FOR EVERYONE!**

**SUBSTANCE ABUSERS**

Face loss of:
* Wages or salary from sick days or suspension
* Raises and promotions due to poor work

If substance abuse continues, the worker may lose his or her job entirely or be forced to drop out of school.

**OTHER EMPLOYEES LOSE**

*Substance abuse kills productivity, which hurts business. All employees face the loss of:
* Pay raises
* Increased benefits
* Job security

**HIGHLAND COMMUNITY COLLEGE**

Faces loss of:
* Production or service from each worker
* Business and goodwill from dissatisfied customers
* Thousands of dollars from accidents, sick days, insurance costs, poor productivity and theft

Help fight the costly effects of substance abuse!

Here’s how . . .

**E. Drug Alcohol Counseling, Treatment, Or Rehabilitation Or Re-Entry Programs That Are Available To Employees Or Student**

* [National Institute On Substance Abuse Hotline: 1-800-662-HELP](tel:1-800-662-HELP)
* [Al-Anon Hotline 800-344-2666](tel:Al-Anon Hotline 800-344-2666)
* [New Freedom, Inc.: (913)367-0411](tel:New Freedom, Inc.: (913)367-0411)
  926 Commercial Atchison, KS 66002.

**PROGRAM DIRECTOR:** Denis Vinyard

**HOURS:** Monday-Friday 8am.–7 pm. or by appointment

**SERVICES:** Diagnosis and Referral; Outpatient Counseling; Outpatient Day Treatment.

8 hr. Alcohol Drug Safety Action Program
* Northeast Kansas Mental Health And Guidance Center: (913)367-1593
201 Main Street, Atchison, KS 66002
PROGRAM DIRECTOR: Keith Rickard, R.M.L.P.
HOURS: Monday 8:00 AM-8:00 PM
Tuesday 8:00 AM-8:00 PM
Wednesday 8:00 AM-6:00 PM
Thursday 8:00 AM-6:00 PM
Friday 8:00 AM-5:00 PM
SERVICES: Diagnosis and Referral; Alcohol and Drug Safety Action Project; Employee Assistance Program, Outpatient Counseling, Case Management, Psycho Social Med. Management

* Northeast Kansas Mental Health And Guidance Center: (913) 682-5118
500 Limit, Leavenworth, KS 66048
EXECUTIVE DIRECTOR: Keith Rickard; R.M.L.P.
CLINICAL DIRECTOR: Kate Werring
HOURS: Monday- 8:00AM-8:00PM
Tuesday- 8:00AM-8:00PM
Wednesday- 8:00AM-7:00PM
Thursday- 8:00AM-5:00PM
Friday- 8:00AM-5:00PM
SERVICES: Diagnosis and Referral; Alcohol and Drug Safety Action Project; Prevention; Employee Assistant Program, Outpatient Counseling Special Services-Outpatient Counseling for Department of Corrections Clients.

* Valley Hope Alcohol Treatment Center: (913)367-1618
P.O. Box 312, 1816 N. 2nd., Atchison, KS 66002
PROGRAM DIRECTOR: Jack Selberg
HOURS: 24 hours
SERVICES: Acute Care Detoxification; Inpatient Treatment.

* KANZA Mental Health And Guidance Center, Inc.: (785)742-7113
909 South Second Street, P.O. Box 319, Hiawatha, KS 66434
Crisis and After hours line 785-442-3666
PROGRAM DIRECTOR: David Elsbury
HOURS: Monday - Thursday 8:00 AM - 6:00 PM
After hours call (785)742-3666
SERVICES: Diagnosis and Referral; Outpatient Treatment.
DUI evaluations

* KANZA Mental Health And Guidance Center, Inc.: (785)364-4536
713 Idaho, Holton, KS 66436
PROGRAM DIRECTOR: David Elsbury
HOURS: By Appointment
SERVICES: Diagnosis and Referral; Outpatient Counseling.

* KANZA Mental Health And Guidance Center, Inc.: (785)284-2121
Sabetha Hospital, 14th & Oregon, Sabetha, KS 66534
PROGRAM DIRECTOR: David Elsbury
HOURS: By Appointment
SERVICES: Diagnosis and Referral; Outpatient Counseling.

* KANZA Mental Health And Guidance Center, Inc.: 785-334-3004
611 N. 11th St., Seneca, KS 66538
PROGRAM DIRECTOR: David Elsbury
HOURS: By Appointment
SERVICES: Diagnosis and Referral; Outpatient Counseling.

* Social & Rehabilitation Services Alcohol And Drug Specialist: (785)742-7186
Hiawatha area: Dan Schuetz, Adult Protective Service 810 Oregon Street, P.O. Box 218
Hiawatha, KS 66434
COUNTIES: Brown, Jackson, Jefferson, Atchison, Doniphan, Douglas and Franklin.
Also food stamps and cash assistance programs

• AA Atchison, KS 9th and Parallel Monday –Saturday 8 pm; Noon on Saturday; 2 pm Sunday
• NA Atchison, KS 836 Kearney Wednesday and Friday 7 pm
Look in your phone book for other listings under “Alcoholism” and “Drug Abuse.”
Other helpful numbers:

*TGC Compassionate Ear Warm Line—peer support for mental health issues 5-10 pm
913-281-2251 866-927-6327
*National Suicide Prevention Lifeline 800-784-2433
*Alliance for Mentally Ill 117 S. 6th St. St. Joseph, MO 816-223-4469
*National Center for Disease Control Hotline, HIV/AIDS/STD 800-232-4636
Local State Office for testing sites 785-296-6174
*Alliance Against Family Violence 800-682-9131, 013-682-1752
Doves Shelter 800-367-7075
*Kansas Legal Services 1500 Community Drive, Seneca, KS 800-336-6016
Legal Aid 800-723-6953
*SRS Access Point locations 888-369-4777
*Kansas Commission on Disability Concerns 800-295-5232
*Health
Doniphan County Health Dept. 201 S. Main, Troy, KS 785-985-3591
Clinic in Highland 415 Main St. 785-442-3213
Hiawatha Hospital, Atchison Hospital
HIGHLAND COMMUNITY COLLEGE SMOKING & TOBACCO POLICY

SUBJECT: Smoking & Tobacco Use on Campus

1. The Board of Trustees prohibits the use of all tobacco products (cigarettes, cigars, loose leaf tobacco, and smokeless tobacco) in all buildings on the campus and in all classes, wherever they are held. Use of tobacco products is also prohibited in all College-owned housing and in college vehicles.

2. Use of tobacco products on any HCC campus including the housing area, is limited to clearly marked and designated smoking areas. In all cases, it is expected that cigarette butts and other litter associated with use of tobacco products be disposed of properly.

3. Students or employees found in violation of this policy (to include inappropriate disposal of all tobacco litter) will be subject to the following sanctions: First offense: Mandatory enrollment in and completion of College approved smoking cessation course at the student or employee’s expense or $200 fine. Second or subsequent offense: $250 fine.

HIGHLAND COMMUNITY COLLEGE PARKING POLICY
(SEE PARKING POLICY UNDER HOUSING SECTION OF HANDBOOK)

HIGHLAND COMMUNITY COLLEGE NETWORK POLICY

SUBJECT: Network Acceptable Use Policy

MISSION
The purpose of the Highland Community College network is to promote education and research, and to provide a technology tool to maintain an informed citizenry through network services for HCC students, employees, and community users.

ACCEPTABLE USE
All network use by HCC students, employees, and community users shall be in support of education and research.

Any network traffic that originates at HCC and moves to other networks must conform with the acceptable use policies of those subsequent networks. (See also the policies of HCC’s internet provider.)

UNACCEPTABLE USE
The network must not be used to violate any state or federal law.

The network must not be used to harass or violate the privacy of others.

The network must not be used to gain access to or use resources for which one does not have authorization.

The network must not be used to disrupt the work and/or use of the network by others.

ENFORCEMENT
The President of Highland Community College is responsible for the enforcement of this policy. (See Network Acceptable Use Procedures.)

HIGHLAND COMMUNITY COLLEGE NETWORK ACCEPTABLE USE PROCEDURES (NAUP)

Highland Community College has made a significant investment in computer and communications technology to promote and support the exchange of information, both within the College and between the College and the rest of the world. These resources are provided to support the College’s mission and institutional goals.

Highland Community College shall not be held liable for the actions of users when those actions are inconsistent with this procedure. This procedure includes the use of College equipment, hardware, and software with access to the Internet.

The Network Acceptable Use Procedures of Highland Community College for Internet access follow the Acceptable Use Policy of KANREN, our Internet provider. This policy can be found at www.kanren.net option ALL ABOUT KANREN.

Every user of the College network, equipment, communications systems, and/or College-owned software (all hereafter referred to as the network) will comply with the following standards:

• The network will not be used to violate any College policies; city, state, or federal laws; or contracts and agreements entered into by the College.

• It is not acceptable for a user to gain, or attempt to gain, unauthorized access to another user’s computer/networked server or Internet data history and e-mail (Only HCC Information Technology personnel have this authority).

• It is not acceptable to use this network to disrupt the functions of this network or other networks; it is also not acceptable to use this network to distribute viruses or other programs that would disrupt, damage, or destroy computer software and/or equipment.

• The network is not to be used for non-college business purposes.

• Solicitations not related to HCC will not be allowed.

• It is not acceptable to use this network to threaten or harass others.

• The College will not tolerate racial, ethnic, or gender-based slurs.

• Gambling via the Internet is prohibited.

• HCC employees are prohibited from accessing non-work related chat rooms during working hours.

• Downloading software programs that violates copyright laws is prohibited.

ENFORCEMENT:
The HCC Information Technology Director or appropriate administrator will review alleged violations of HCC Network Acceptable Use Procedures on a case-by-case basis. Clear violations of procedures, which are not promptly remedied by the user may result in referral for disciplinary action, termination of Internet/network services, and/or expulsion of the user from Highland Community College.
3. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the service it is providing. HCC will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at users’ own risk. HCC denies any responsibility for the accuracy or quality of information obtained through its services.

2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

4. Millions of graphics, active desktop themes, screen savers.

5. Information and news to support research among academic institutions.

NETWORK ETIQUETTE:
Network users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not be abusive in your messages to others.

2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

3. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities, including harassment, may be reported to the authorities.

WARRANTY:
Highland Community College makes no warranties of any kind, whether expressed or implied, for the service it is providing. HCC will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Internet is at users’ own risk. HCC denies any responsibility for the accuracy or quality of information obtained through its services.

SECURITY:
Security on any computer system is a high priority, especially when the system involves many users. Users who identify a security problem on the Internet must notify the system administrator. Attempts to log onto the network as a system administrator will result in cancellation of user privileges.

VANDALISM:
Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any of the above listed agencies or other networks that are connected to the HCC Server. This includes, but is not limited to, the uploading or creation of computer viruses.

QUESTIONS:
Questions or concerns regarding the Network Acceptable Use Procedures should be directed to the HCC Information Technology Director.

ACADEMICS

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/8/11</td>
<td>Enrollment - Regional</td>
</tr>
<tr>
<td>8/9/11</td>
<td>Enrollment - Regional</td>
</tr>
<tr>
<td>8/9/11</td>
<td>Instructors Report (Atchison Campus) - HCC Tech Center</td>
</tr>
<tr>
<td>8/10/11</td>
<td>Registration &amp; Tool Day (Atchison Campus) - HCC Tech Center</td>
</tr>
<tr>
<td>8/11/11</td>
<td>Enrolment - Regional</td>
</tr>
<tr>
<td>8/15/11</td>
<td>Registration Day (Walters Wellness Center) - Highland Campus, 8:00 AM</td>
</tr>
<tr>
<td>8/16/11</td>
<td>First Day of Classes at HCC Tech Center (Atchison Campus) - HCC Tech Center</td>
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<tr>
<td>8/16/11</td>
<td>Orientation (Ben Allen Field House) - Highland Campus, 9:00 AM</td>
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<tr>
<td>8/17/11</td>
<td>1st Day of Classes - Highland Campus</td>
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<tr>
<td>8/22/11</td>
<td>Regional &amp; Online Classes Start</td>
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<tr>
<td>9/5/11</td>
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<tr>
<td>9/16/11</td>
<td>1st wk Session Last day to drop w/W - Online</td>
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<td>JrSr Day on the HCC Campus (Communication Technology (CT) Building) - Highland Campus, 9:00 AM</td>
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<td>Last Day to Drop w/W</td>
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<td>Fall Break (No Classes) - Highland Campus</td>
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<td>10/14/11</td>
<td>Fall Break (No Classes) - Highland Campus</td>
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<tr>
<td>10/18/11</td>
<td>2nd 8 Week Session Begins - Online</td>
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<tr>
<td>10/24/11</td>
<td>Spring Enrollment Opens</td>
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<td>10/28/11</td>
<td>Last Day to Drop w/W - Online</td>
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<td>10/28/11</td>
<td>Last Day to Drop w/W - Regional</td>
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<td>11/11/11</td>
<td>2nd Week Last Day to Drop w/W - Online</td>
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<td>Thanksgiving Break Office Closed</td>
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<td>12/15/11</td>
<td>Classes End - HCC Tech Center</td>
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<td>FINALS - Highland Campus</td>
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<td>Instructors Report - HCC Tech Center</td>
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<tr>
<td>1/9/12</td>
<td>Classes Begin - HCC Tech Center</td>
</tr>
<tr>
<td>1/9/12</td>
<td>Registration (Walters Wellness Center) - Highland Campus</td>
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</tbody>
</table>
HCC Invitational Volleyball Tournament (Walters Wellness Center) - Highland Campus 11/1/11

FB HOME vs. Butler County CC (Kessinger Field) - Highland Campus, 7:00 PM 11/4/11

FB HOME vs. Butler County CC (Kessinger Field) - Highland Campus, 7:00 PM 11/4/11

FB @ Cloud County CC (Concordia, KS) - Highland Campus, 6:30 PM 11/11/11

FB vs. Allen County CC (Ben Allen Field House) - Highland Campus, 5:30 PM 11/24/11

FB HOME vs. Independence CC (Kessinger Field) - Highland Campus, 1:00 PM 11/12/11

FB vs. Johnson County CC (Overland Park, KS) - Highland Campus, 5:30 PM 11/14/11

FB vs. Dodge City CC - Homecoming (Kessinger Field) - Highland Campus, 1:00 PM 11/11/11

FB @ Coffeyville CC (Coffeyville, KS) - Highland Campus, 6:00 PM 11/11/11

FB HOME vs. Labette CC (Ben Allen Field House) - Highland Campus, 7:30 PM 11/16/11

FB @ Central Volleyball Tournament (Columbus, NE) - Highland Campus, TBA 11/16/11

FB @ Coffeyville CC (Coffeyville, KS) - Highland Campus 11/19/11

FB @ Central Volleyball Tournament (Columbus, NE) - Highland Campus, TBA 11/22/11

Women's BB @ Heartland Jr. College Jamboree (Warrensburg, MO) - Highland Campus 11/30/11

FB HOME vs. Neosho County CC (Ben Allen Field House) - Highland Campus, 5:30 PM 11/30/11

Men's BB @ JUCC Jamboree (Warrensburg, MO) - Highland Campus 12/2/11

FB HOME vs. Southeast CC (Ben Allen Field House) - Highland Campus 12/3/11

FB HOME vs. Cowley County CC (Ben Allen Field House) - Highland Campus 12/8/11

FB HOME vs. Air Force Prep & Sophomore Recognition Day (Kessinger Field) - Highland Campus, 1:00 PM 12/6/11

Men's BB @ Jayhawk Jamboree (Overland Park, KS) - Highland Campus, TBA 12/9/11

FB @ Kansas City CC (Kansas City, KS) - Highland Campus 12/11/11

FB @ Heartland Jr. College Jamboree (Warrensburg, MO) - Highland Campus 12/13/11

FB HOME vs. Cloud County CC (Ben Allen Field House) - Highland Campus, 5:30 PM 12/28/11

Women's BB @ Grand View Univ. Jamboree (Des Moines, IA) - Highland Campus 12/29/11

FB @ Fort Scott CC (Fort Scott, KS) - Highland Campus, TBA 1/4/12

Men's BB @ University of St Mary JV (Leavenworth, KS) - Highland Campus, 7:00 PM 1/14/12

Men's BB @ KCKCC Classic (Kansas City, KS) - Highland Campus, 4:00 PM 1/17/12

Women's BB Bill & Annie Mueller Blue & Gold Classic @ Allen Field House - Highland Campus, 7:00 PM 1/17/12

Women's BB Bill & Annie Mueller Blue & Gold Classic @ Allen Field House - Highland Campus, 11:00 AM 1/17/12

Men's BB @ KCKCC Classic (Kansas City, KS) - Highland Campus, 6:00 PM 1/17/12

Women's BB vs Central Christian College of the Bible (Moberly, MO) - Highland Campus, TBA 1/17/12

Men's BB @ Garden City Pepsi Classic (Garden City, KS) - Highland Campus, 8:00 PM 1/18/12

Men's BB @ Garden City Pepsi Classic (Garden City, KS) - Highland Campus, 4:00 PM 1/18/12

Women's BB HOME vs. Univ. St. Mary JV (Ben Allen Field House) - Highland Campus, 5:00 PM 1/18/12

Men's BB HOME vs. University of St. Mary JV (Ben Allen Field House) - Highland Campus, 7:00 PM 1/18/12

Women's BB @ Hesston College (Hesston, KS) - Highland Campus, 5:30 PM 1/18/12

Men's BB @ Hesston College (Hesston, KS) - Highland Campus, 7:30 PM 1/18/12

Men's BB @ Cowley County CC (Arkansas City, KS) - Highland Campus, 7:30 PM 1/18/12

Women's BB @ Cowley County CC (Arkansas City, KS) - Highland Campus, 7:30 PM 1/18/12

Women's BB @ Neosho County CC (Ben Allen Field House) - Highland Campus, 5:00 PM 1/25/12

Men's BB HOME vs. Neosho County CC (Ben Allen Field House) - Highland Campus, 7:00 PM 1/25/12

Women's BB HOME vs. Allen County CC (Iola, KS) - Highland Campus, 6:00 PM 1/28/12

Women's BB @ Allen County CC (Iola, KS) - Highland Campus, 8:00 PM 1/28/12

Women's BB HOME vs. Coffeyville CC (Ben Allen Field House) - Highland Campus, 5:00 PM 1/28/12

Men's BB HOME vs. Coffeyville CC (Ben Allen Field House) - Highland Campus, 7:00 PM 1/28/12

Women's BB @ Johnson County CC (Overland Park, KS) - Highland Campus, 7:00 PM 2/4/12

Men's BB @ Johnson County CC (Overland Park, KS) - Highland Campus, 2:00 PM 2/4/12

Women's BB HOME vs. Independence CC (Ben Allen Field House) - Highland Campus, 5:00 PM 2/8/12

Women's BB HOME vs. Independence CC (Ben Allen Field House) - Highland Campus, 4:00 PM 2/8/12

Men's BB HOME vs. Independence CC (Ben Allen Field House) - Highland Campus, 7:00 PM 2/11/12

Women's BB @ Kansas City CC (Kansas City, KS) - Highland Campus, 7:00 PM 2/11/12

Men's BB @ Kansas City CC (Kansas City, KS) - Highland Campus, 7:00 PM 2/11/12

Men's BB @ Labette CC (Parsons, KS) - Highland Campus, 5:30 PM 2/15/12

Women's BB @ Labette CC (Parsons, KS) - Highland Campus, 7:00 PM 2/15/12

Men's BB HOME vs. Fort Scott CC (Ben Allen Field House) - Highland Campus, 1:00 PM 2/18/12

Men's BB HOME vs. Fort Scott CC (Ben Allen Field House) - Highland Campus, 3:00 PM 2/22/12

Women's BB HOME vs. Cowley County CC (Ben Allen Field House) - Highland Campus, 5:00 PM 2/22/12

Men's BB HOME vs. Cowley County CC (Ben Allen Field House) - Highland Campus, 7:00 PM 2/25/12

Men's BB HOME vs. Allen County CC (Ben Allen Field House) - Highland Campus, 7:00 PM 3/2/12

Women's BB @ Coffeyville CC (Coffeyville, KS) - Highland Campus, 5:00 PM 3/6/12

Men's BB @ Coffeyville CC (Coffeyville, KS) - Highland Campus, 7:00 PM 3/12/12

Women's BB @ NJCAA Region VI First Round (TBA) - Highland Campus, TBA 3/29/12

Women's BB @ NJCAA District B Tournament (Eunice, LA) - Highland Campus, TBA 3/31/12

FINE ARTS

Fall Concert (Culbertson Auditorium) - Highland Campus, 7:30 PM 10/20/11

Fall Concert (Culbertson Auditorium) - Highland Campus, 7:30 PM 10/22/11

Holiday Concert (Culbertson Auditorium) - Highland Campus, 7:30 PM 12/8/11

Holiday Concert (Culbertson Auditorium) - Highland Campus, 7:30 PM 12/10/11

Spring Concert (Culbertson Auditorium) - Highland Campus, 7:30 PM 3/29/12

Spring Concert (Culbertson Auditorium) - Highland Campus, 7:30 PM 3/31/12
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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</thead>
<tbody>
<tr>
<td>Regional Academics Enrollment</td>
<td>HCC Tech Center Academics Instructors Report (Atchison Campus) Regional Academics Enrollment</td>
<td>HCC Tech Center Academics Registration &amp; Tool Day (Atchison Campus) Regional Academics Enrollment 7:30 PM - HCC Board Meeting (Administration Building)</td>
</tr>
<tr>
<td>8:00 AM - 3:00 PM - Highland Campus Academics Registration Day (Walters Wellness Center)</td>
<td>Highland Campus Academics 1st Day of Classes</td>
<td>5:00 PM - Highland Campus Relay for Life (Kessinger Field)</td>
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</tbody>
</table>

7:30 PM - HCC Board Meeting (Administration Building)

7:00 PM - Highland Campus Athletics Football vs. Alumni (Kessinger Field)
“No man fails if he does his best.” – Orison Swett Marden

Highland

W E D N E S D A Y

T U E S D A Y

M O N D A Y

M O N D A Y

T U E S D A Y

W E D N E S D A Y

1

2

3

1

2

3

5 0 0 P M - Highland Campus Relay for Life (Kessinger Field)

viv (life) – vivid, vivisection, vivacious, convivial, bon vivant, viva, revive

obsolet e - out-dated. The computer he purchased last year is already obsolete.
**August 2011**

**Monday, August 8**
Regional Academics Enrollment

**Tuesday, August 9**
HCC Tech Center Academics Instructors Report (Atchison Campus)
Regional Academics Enrollment

**Wednesday, August 10**
HCC Tech Center Academics Registration & Tool Day (Atchison Campus)
Regional Academics Enrollment
7:30 PM - HCC Board Meeting (Administration Building)

**Thursday, August 11**
Regional Academics Enrollment

**Friday, August 12**
Regional Academics Enrollment

**Saturday, August 13**
9:00 AM - 5:00 PM - Highland Campus Housing Move-In Day on the Highland Campus (Walters Wellness Center)

**Sunday, August 14**
10:00 AM - 4:00 PM - Highland Campus Housing Orientation required for all students living in housing. (Ben Allen Field House)

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**Word of the Day**

**disgruntle** - make discontent. *The passengers were disgruntled by the delay of the flight.*

**morph** (shape) – amorphous, morphology, polymorphous

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*“The formula for success is simple: practice and concentration, then more practice and more concentration.” – “Babe” Didrikson Zaharias*
"The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy." — Martin Luther King, Jr.

August 2011

Monday 15 August
8:00 AM - 3:00 PM - Highland Campus Academics Registration Day (Walters Wellness Center)

Tuesday 16 August
HCC Tech Center Academics First Day of Classes at HCC Tech Center (Atchison Campus)
9:00 AM - 2:30 AM - Highland Campus Academics Orientation (Ben Allen Field House)
6:00 PM - 8:00 PM - Highland Campus Student Activity 8th annual HCC Block Party (Front Lawn)

Wednesday 17 August
Highland Campus Academics 1st Day of Classes

Thursday 18 August

Friday 19 August

Saturday 20 August
7:00 PM - Highland Campus Athletics Football vs. Alumni (Kesainger Field)

Sunday 21 August

Implicit - understood without being stated. It is implicit that she be at the airport on time.
“You cannot achieve a new goal by applying the same level of thinking that got you where you are today.” – Albert Einstein

**Academics Regional & Online Classes Start**

**urbane** - suave; refined; elegant. *The Count was urbane and sophisticated.*

**Highland Campus Athletics VB @ Marshalltown CC Tournament (Marshaltown, IA)**

**Highland Campus Athletics FB HOME vs. Iowa Western CC (Kessinger Field)**

**TBA - HCC Nurse’s Pinning and Graduation Ceremony (Culbertson Auditorium)**

**Laylat al-Qadr begins at sundown**
Eid al-Fitr begins at sundown

The manufacturer’s warranty replaces all defective parts for up to five years.

5:00 PM - Highland Campus Athletics VB HOME vs. Fort Scott (Ben Allen Field House)
### September 2011

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday &amp; Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Day</td>
<td></td>
<td></td>
<td>5:30 PM - Highland Campus Athletics VB HOME vs. Butler CC (Ben Allen Field House)</td>
<td>Highland Campus Athletics HCC Invitational Volleyball Tournament (Walters Wellness Center)</td>
<td>TBA - Highland Campus Athletics VB @ Garden City CC (Garden City, KS)</td>
</tr>
<tr>
<td>Academics Offices Closed</td>
<td></td>
<td>6:00 PM - Highland Campus Athletics VB HOME vs. Butler CC (Ben Allen Field House)</td>
<td>7:30 PM - Highland Campus Student Activity HCC Leadership Meeting (MS-1 in CT Building)</td>
<td>Highland Campus Athletics HCC Invitational Volleyball Tournament (Walters Wellness Center)</td>
<td>TBA - Highland Campus Athletics VB @ Garden City CC (Garden City, KS)</td>
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<tr>
<td></td>
<td></td>
<td>7:30 PM - HCC Board Meeting (Administration Building)</td>
<td>6:30 PM - Highland Campus Athletics VB @ Cloud County CC (Concordia, KS)</td>
<td>Highland Campus Athletics VB @ Southeastern Iowa Volleyball Tournament (West Burlington, IA)</td>
<td>Highland Campus Athletics VB @ Hutchinson CC (Hutchinson, KS)</td>
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<tr>
<td></td>
<td></td>
<td>5:30 PM - Highland Campus Athletics VB @ Independence CC (Independence, KS)</td>
<td>5:30 PM - Highland Campus Athletics VB HOME vs. Allen County CC (Ben Allen Field House)</td>
<td>Online Academics 1st 8 wk Session Last day to drop w/ &quot;W&quot;</td>
<td>First Day of Autumn</td>
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<tr>
<td></td>
<td>6:00 PM - Highland Campus Athletics VB @ Independence CC (Independence, KS)</td>
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<td>5:30 PM - Highland Campus Athletics VB HOME vs. Butler County CC (Kessinger Field)</td>
<td>1:00 PM - Highland Campus Athletics FB HOME vs. Independence CC (Kessinger Field)</td>
<td>1:00 PM - Highland Campus Athletics FB HOME vs. Independence CC (Kessinger Field)</td>
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<td>1:00 PM - Highland Campus Athletics FB HOME vs. Independence CC (Kessinger Field)</td>
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<td>Rosh Hashanah begins at sundown</td>
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<td></td>
<td>5:30 PM - Highland Campus Athletics VB @ Johnson County CC (Overland Park, KS)</td>
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**SEPTEMBER 2011**

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Highland Campus Athletics HB @ Garden City CC (Garden City, KS)</td>
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<tr>
<td>2</td>
<td>TBA - Highland Campus Athletics VB @ Garden City CC (Garden City, KS)</td>
</tr>
<tr>
<td>3</td>
<td>Highland Campus Athletics HCC Invitational Volleyball Tournament (Walters Wellness Center)</td>
</tr>
<tr>
<td>4</td>
<td>Highland Campus Athletics VB @ Southeastern Iowa Volleyball Tournament (West Burlington, IA)</td>
</tr>
<tr>
<td>5</td>
<td>First Day of Autumn</td>
</tr>
<tr>
<td>6</td>
<td>1:00 PM - Highland Campus Athletics FB HOME vs. Independence CC (Kessinger Field)</td>
</tr>
</tbody>
</table>
"The world is round and the place which may seem like the end may also be only the beginning." – Ivy Baker Priest

**MONDAY**

5 September

Labor Day
Academics Offices Closed

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**TUESDAY**

6 September

histrionic - overly dramatic. The actor’s histrionic performance made his character seem foolish.

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**WEDNESDAY**

7 September

6:00 PM - Highland Campus Athletics VB HOME vs. Butler CC (Ben Allen Field House)
7:30 PM - Highland Campus Student Activity HCC Leadership Meeting (MS-1 in CT Building)

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**THURSDAY**

8 September

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**FRIDAY**

9 September

Highland Campus Athletics HCC Invatational Volleyball Tournament (Walters Wellness Center)

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**SATURDAY**

10 September

Highland Campus Athletics HCC Invitational Volleyball Tournament (Walters Wellness Center)
9:30 AM - 1:00 PM - Highland Campus Wild Dog Ride & Family Day (Kessinger Field)
1:00 PM - Highland Campus Athletics FB HOME vs. Butler County CC (Kessinger Field)

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**SUNDAY**

11 September

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**corp (body)** – corpulent, corporation, corporeal, corporal, corpse, corpuscle

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“Without discipline, there is no life at all.” — Katherine Hepburn

**Highland**

**M O N D A Y**

12 September

**T U E S D A Y**

13 September

5:30 PM - Highland Campus Athletics VB @ Independence CC (Independence, KS)

**T U E S D A Y**

14 September

7:30 PM - HCC Board Meeting (Administration Building)

**S A T U R D A Y**

17 September

Highland Campus Athletics VB @ Southeastern Iowa Volleyball Tournament (West Burlington, IA)

**S U N D A Y**

18 September

Highland Campus Athletics FB @ Hutchinson CC (Hutchinson, KS)
“Attempt the impossible in order to improve your work.”

– Bette Davis

hedonism - belief that pleasure is the sole aim in life. Hedonism and asceticism are opposite philosophies of human behavior.

pater (father) – paternalistic, patronize, paternity, patriarch, expatriate, paterfamilias

WEDNESDAY
5:30 PM - Highland Campus Athletics VB @ Cloud County CC (Concordia, KS)

First Day of Autumn

SATURDAY
1:00 PM - Highland Campus Athletics FB HOME vs. Independence CC (Kessinger Field)
### Highland

“Adventure is worthwhile in itself.”
— Amelia Earhart

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<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday 26</td>
<td>Rosh Hashanah begins at sunset</td>
</tr>
<tr>
<td>Tuesday 27</td>
<td>opulence - wealth. Visitors from foreign countries are amazed at the opulence of this country.</td>
</tr>
</tbody>
</table>
| Wednesday 28 | Rosh Hashanah begins at sunset  
5:30 PM - Highland Campus Athletics VB @ Johnson County CC (Overland Park, KS) |
| Thursday 29 | 9:00 AM - 11:30 AM - Highland Campus Academics  
Jr/Sr Day on the HCC Campus (Communication Technology (CT) Building)  
1:00 PM - Highland Campus Athletics FB HOME vs. Dodge City CC -Homecoming- (Kessinger Field) |
| Friday 30  | SATURDAY 1 October  
9:00 AM - 11:30 AM - Highland Campus Academics  
Jr/Sr Day on the HCC Campus (Communication Technology (CT) Building)  
1:00 PM - Highland Campus Athletics FB HOME vs. Dodge City CC -Homecoming- (Kessinger Field) |

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www.thezonelive.com

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www.eventlink.com
“Once you realize how good you really are, you never settle for playing less than your best.” – Reggie Jackson

**Mon. Oct. 3**

6:00 PM - Highland Campus Athletics VB @ Coffeyville CC (Coffeyville, KS)

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**Tue. Oct. 4**

*traverse* – go through or across. When you traverse this field, be careful of the wildflowers.

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**Wed. Oct. 5**

5:30 PM - Highland Campus Athletics VB HOME vs. Labette CC (Ben Allen Field House)
7:00 PM - Highland Campus Student Activity HCC Student Leadership Meeting (MS-1 in CT Building)

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**Thu. Oct. 6**

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**Fri. Oct. 7**

Yom Kippur begins at sundown
TBA - Highland Campus Athletics VB @ Central Volleyball Tournament (Columbus, NE)

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**Sat. Oct. 8**

Highland Campus Athletics FB @ Coffeyville CC (Coffeyville, KS)
TBA - Highland Campus Athletics VB @ Central Volleyball Tournament (Columbus, NE)

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**Sun. Oct. 9**

Highland Campus Athletics Women’s BB @ Heartland Jr. College Jamboree (Warrensburg, MO)
"This is the team. We’re trying to go to the moon. If you can’t put someone up, please don’t put them down." – NASA motto

betroth - become engaged to marry. The announcement that they were betrothed surprised everyone.

eject (throw) – eject, reject, conjecture, dejected, inject, subject, projection, interject
“If it had not been for the wind in my face, I wouldn’t be able to fly at all.” – Arthur Ashe

evasive - not frank. Her evasive answers convinced the judge she was withholding important evidence.

tion (act or state) – completion, reaction, devastation, production, creation, transition

Highland Campus Athletics VB HOME vs. Cowley County CC (Ben Allen Field House)

Online Academics 2nd 8 Week Session Begins

Highland Campus Athletics VB HOME vs. Cowley County CC (Ben Allen Field House)

1:00 PM - Highland Campus Athletics FB HOME vs. Air Force Prep & Sophomore Recognition Day (Kessinger Field)
7:30 PM - Highland Campus Fine Arts Fall Concert (Culbertson Auditorium)

TBA - Highland Campus Athletics Men’s BB @ Jayhawk Jamboree (Overland Park, KS)
“I have found that among its other benefits, giving liberates the soul of the giver.” – Maya Angelou

“denouement” - outcome; final development in a play. The denouement was obvious as early as the middle of the first act.

Highland Campus Athletics Women’s BB Grand View Univ. Jamboree (Des Moines, IA)
TBA - Highland Campus Athletics FB @ Fort Scott CC (Fort Scott, KS)
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY &amp; SUNDAY</th>
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<tbody>
<tr>
<td>TBA - Highland Campus Athletics Women’s BB vs. Central Christian College of the Bible (Moberly, MO)</td>
<td>Election Day</td>
<td>HCC Board Meeting (Administration Building)</td>
<td>4:00 PM - Highland Campus Athletics Men’s BB @ KC &amp; KCC Classic (Kansas City, KS)</td>
<td>7:00 PM - Highland Campus Athletics Women’s BB vs. Central Christian College of the Bible (Kansas City, KS)</td>
<td>Eid al-Adha begins at sundown</td>
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<tr>
<td>5:00 PM - Highland Campus Athletics Women’s BB HOME vs. University of St. Mary JV (Ben Allen Field House)</td>
<td>7:00 PM - Highland Campus Athletics Men’s BB @ Hesston College (Hesston, KS)</td>
<td>7:00 PM - Highland Campus Athletics Men’s BB @ KCKCC Classic (Kansas City, KS)</td>
<td>Standard Time returns</td>
<td>11:00 AM - Highland Campus Athletics Women’s BB 64 &amp; Annie Mueller Blue &amp; Gold Classic (Ben Allen Field House)</td>
<td>6:00 PM - Highland Campus Athletics Men’s BB @ KCKCC Classic (Kansas City, KS)</td>
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<td>7:30 PM - Highland Campus Athletics Men’s BB @ Hesston College (Hesston, KS)</td>
<td>6:00 PM - Highland Campus Athletics Men’s BB @ Garden City Pepsi Classic (Garden City, KS)</td>
<td>4:00 PM - Highland Campus Athletics Men’s BB @ Garden City Pepsi Classic (Garden City, KS)</td>
<td>7:00 PM - Highland Campus Athletics Men’s BB @ Wentworth Military College (Lexington, MO)</td>
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</tbody>
</table>
“The harder you work, the harder it is to surrender.”
— Vince Lombardi

**Halloween**

**TUESDAY**

7:00 PM - Highland Campus Athletics Men's BB @ University of St Mary JV (Leavenworth, KS)

**WEDNESDAY**

**FRIDAY**

4:00 PM - Highland Campus Athletics Men's BB @ KCKCC Classic (Kansas City, KS)
7:00 PM - Highland Campus Athletics Women's BB Bill & Annie Mueller Blue & Gold Classic (Ben Allen Field House)

**SUNDAY**

6:00 PM - Highland Campus Athletics Men's BB @ KCKCC Classic (Kansas City, KS)

**DOX** (opinion) – orthodox, heterodox, doxology, indoctrinate, paradox
“The quality of an individual is reflected in the standards they set for themselves.” – Ray Kroc

**MONDAY**

7 November

TBA - Highland Campus Athletics Women’s BB vs. Central Christian College of the Bible (Moberly, MO)

**TUESDAY**

8 November

Election Day
6:00 PM - Highland Campus Student Activity HCC Student Leadership (MS-1 in CT Building)

**WEDNESDAY**

9 November

HCC Board Meeting (Administration Building)

**THURSDAY**

10 November

**FRIDAY**

11 November

Veterans Day
Online Academics 2nd 8 Week Last Day to Drop w/W
8:00 PM - Highland Campus Athletics Men’s BB @ Garden City Pepsi Classic (Garden City, KS)

**SATURDAY**

12 November

4:00 PM - Highland Campus Athletics Men’s BB @ Garden City Pepsi Classic (Garden City, KS)

**SUNDAY**

13 November

amphi (both) – amphibious, amphitheater, amphibian, amphiboles
Highland

“Nothing in life is to be feared. It is only to be understood.”
– Marie Curie

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<td>7:00 PM</td>
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<td>5:30 PM - Highland Campus Athletics Women’s BB @ Hesston College (Hesston, KS)</td>
<td>7:00 PM - Highland Campus Athletics Men’s BB HOME vs. University of St. Mary JV (Ben Allen Field House)</td>
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<td></td>
<td>7:00 PM - Highland Campus Athletics Men’s BB @ Wentworth Military College (Lexington, MO)</td>
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</table>

**trilogy** – group of three works. *We read Star Wars, the first book of the trilogy.*
“Common sense is the knack of seeing things as they are, and doing things as they ought to be.” – Harriet Beecher Stowe

M O N D A Y 21 November

T U E S D A Y 22 November

6:00 PM - Highland Campus Athletics Women’s BB HOME vs. Southwestern CC (Ben Allen Field House)

W E D N E S D A Y 23 November

T H U R S D A Y 24 November

Thanksgiving
Academics Thanksgiving Break Offices Closed

F R I D A Y 25 November

Muharram begins at sundown
Academics Thanksgiving Break Offices Closed

S A T U R D A Y 26 November

S U N D A Y 27 November

restitution - payment for damage or loss. He offered to make restitution for the window he broke.
“No one can make you feel inferior without your consent.”
– Eleanor Roosevelt

increment - increase. The job has a 10% annual increment in salary.

5:00 PM - Highland Campus Athletics Women’s BB @ Brown Mackie (Salina, KS)
7:00 PM - Highland Campus Athletics Men’s BB @ Brown Mackie (Salina, KS)
<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Highland Campus Academics CAAP Test</td>
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<tr>
<td>1</td>
<td>TBA - Highland Campus Athletics Women’s BB @ Southeast CC Classic</td>
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<tr>
<td>1</td>
<td>(Beatrice, NE)</td>
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<tr>
<td>2</td>
<td>TBA - Highland Campus Athletics Women’s BB @ Southeast CC Classic</td>
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<tr>
<td>2</td>
<td>(Beatrice, NE)</td>
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<tr>
<td>3</td>
<td>7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Brown Mackie</td>
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<td>3</td>
<td>(Ben Allen Field House)</td>
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<td>4</td>
<td>7:30 PM - Highland Campus Fine Arts Holiday Concert (Culbertson Auditorium)</td>
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<tr>
<td>5</td>
<td>7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Hesston College</td>
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<tr>
<td>5</td>
<td>(Ben Allen Field House)</td>
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<tr>
<td>6</td>
<td>7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Hesston College</td>
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<td>6</td>
<td>(Ben Allen Field House)</td>
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<td>7</td>
<td>Highland Campus Academics FINALS</td>
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<td>7</td>
<td>Online Academics Full Semester &amp; 2nd 8 Week Session Ends</td>
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<td>8</td>
<td>HCC Tech Center Academics Classes End</td>
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<td>8</td>
<td>Highland Campus Academics FINALS</td>
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<td>7:30 PM - HCC Board Meeting (Administration Building)</td>
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<td>10</td>
<td>5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Brown Mackie</td>
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<td>(Ben Allen Field House)</td>
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<td>11</td>
<td>Hanukkah begins at sundown</td>
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<td>12</td>
<td>Highland Campus Academics INTERSESSION</td>
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<td>13</td>
<td>Online Academics Full Semester &amp; 2nd 8 Week Session Ends</td>
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<td>Highland Campus Academics INTERSESSION</td>
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<td>Hanukkah begins at sundown</td>
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<td>16</td>
<td>Highland Campus Academics INTERSESSION</td>
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<td>Hanukkah begins at sundown</td>
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<td>Highland Campus Academics INTERSESSION</td>
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<td>Hanukkah begins at sundown</td>
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<td>Highland Campus Academics INTERSESSION</td>
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<td>21</td>
<td>Hanukkah begins at sundown</td>
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<td>22</td>
<td>Highland Campus Academics INTERSESSION</td>
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<tr>
<td>23</td>
<td>Kwanzaa begins</td>
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<td>24</td>
<td>Christmas</td>
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<td>25</td>
<td>New Year’s Eve</td>
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<tr>
<td>26</td>
<td>Academics Christmas Break Offices Closed</td>
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<td>27</td>
<td>Academics Christmas Break Offices Closed</td>
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<td>Academics Christmas Break Offices Closed</td>
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<td>Academics Christmas Break Offices Closed</td>
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<tr>
<td>30</td>
<td>New Year’s Eve</td>
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<tr>
<td>31</td>
<td>New Year’s Eve</td>
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</tbody>
</table>
“There are no gains without pains.”  
– Benjamin Franklin

phobia (fear) – claustrophobia, acrophobia, xenophobia, agoraphobia, hydrophobia

frugality - thrift.  We must live with frugality if we are to get ahead.

7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Wentworth Military College (Ben Allen Field House)

5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Hesston College (Ben Allen Field House)

7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Hesston College (Ben Allen Field House)

7:00 PM - Highland Campus Athletics Women’s BB HOME vs. Hesston College (Ben Allen Field House)

5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Hesston College (Ben Allen Field House)

7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Wentworth Military College (Ben Allen Field House)
“Do the best you can in every task; no matter how unimportant it may seem at the time. No one learns more about a problem than the person at the bottom.”

– Sandra Day O’Connor

**MONDAY**

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<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
<td>12</td>
<td>Highland Campus Academics FINALS</td>
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**TUESDAY**

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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>13</td>
<td>Highland Campus Academics FINALS 7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Brown Mackie (Ben Allen Field House)</td>
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**WEDNESDAY**

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<th>Date</th>
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<tbody>
<tr>
<td>14</td>
<td>Highland Campus Academics FINALS Online Academics Full Semester &amp; 2nd 8 Week Session Ends 7:30 PM - HCC Board Meeting (Administration Building)</td>
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**THURSDAY**

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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>15</td>
<td>HCC Tech Center Academics Classes End Highland Campus Academics FINALS 5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Brown Mackie (Ben Allen Field House)</td>
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**FRIDAY**

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<tr>
<td>16</td>
<td>Highland Campus Academics FINALS 5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Brown Mackie (Ben Allen Field House)</td>
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**SATURDAY**

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<tr>
<td>17</td>
<td>Highland Campus Academics FINALS 5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Brown Mackie (Ben Allen Field House)</td>
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**SUNDAY**

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<tr>
<td>18</td>
<td>Highland Campus Academics FINALS 5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Brown Mackie (Ben Allen Field House)</td>
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</table>

**deviate** - turn away from. Don’t deviate from the truth.

**ortho** (straight) – orthopedics, orthodontist, orthodox, orthography, orthogonal
“Make the most of yourself, for that is all there is of you.”
— Ralph Waldo Emerson

**bogus** - counterfeit; not authentic. The police quickly found who was producing the bogus money.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>19 December</th>
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<tr>
<td>Highland Campus Academics Intersession</td>
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<th>TUESDAY</th>
<th>20 December</th>
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<tr>
<td>Hanukkah begins at sundown</td>
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<tr>
<td>Highland Campus Academics Intersession</td>
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<th>WEDNESDAY</th>
<th>21 December</th>
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<td>Highland Campus Academics Intersession</td>
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<th>THURSDAY</th>
<th>22 December</th>
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<tr>
<td>First Day of Winter</td>
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<td>Highland Campus Academics Intersession</td>
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<th>FRIDAY</th>
<th>23 December</th>
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<td>Highland Campus Academics Intersession</td>
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<tr>
<th>SATURDAY</th>
<th>24 December</th>
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<td>Christmas</td>
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<th>SUNDAY</th>
<th>25 December</th>
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</table>
“If you really want something you can figure out how to make it happen.”
– Cher

glut - overstock; fill to excess. The market is glutted with athletic shoes.

ver (true) – verify, veracity, veritable, verdict, verisimilitude, aver, cinema verity
**JANUARY 2012**

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>Regional Academics Enrollment</td>
<td>Regional Academics Enrollment</td>
<td>Regional Academics Enrollment</td>
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<tr>
<td>2</td>
<td>3</td>
<td>4</td>
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<tr>
<td>Highland Campus Academics Classes Begin</td>
<td>HCC Tech Center Academics Classes Begin</td>
<td>HCC Tech Center Academics Instructors Report</td>
</tr>
<tr>
<td>Highland Campus Academics Registration (Walters Wellness Center)</td>
<td>Regional Academics Enrollment 5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Johnson County CC (Ben Allen Field House)</td>
<td>Regional Academics Enrollment 7:30 PM - Highland Campus Athletics Men’s BB @ Independence CC (Independence, KS)</td>
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<td></td>
<td>5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Kansas City Kansas CC (Ben Allen Field House)</td>
<td>TBA - Highland Campus Athletics Women’s BB @ Independent CC (Independence, KS)</td>
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<td></td>
<td>7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Johnson County CC (Ben Allen Field House)</td>
<td>Highland Campus Student Activity Housing Move-In for Spring Semester (Walters Wellness Center)</td>
</tr>
<tr>
<td></td>
<td>7:30 PM - HCC Board Meeting (Administration Building)</td>
<td>1:00 PM - Highland Campus Athletics Women’s BB HOME vs. Labette CC (Ben Allen Field House)</td>
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<td></td>
<td>Martin Luther King, Jr. Day (Observed)</td>
<td>3:00 PM - Highland Campus Athletics Men’s BB HOME vs. Labette CC (Ben Allen Field House)</td>
</tr>
<tr>
<td>5:30 PM - Highland Campus Athletics Women’s BB @ Missouri Valley College JV (Marshall, MO)</td>
<td>Online Academics Classes Begin Regional Academics Classes Begin 6:00 PM - Highland Campus Student Activity HCC Student Leadership (MS-1 in CT Building)</td>
<td>7:30 PM - Highland Campus Athletics Men’s BB @ Cowley County CC (Arkansas City, KS)</td>
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<tr>
<td></td>
<td>5:30 PM - Highland Campus Athletics Women’s BB @ Fort Scott CC (Fort Scott, KS)</td>
<td>TBA - Highland Campus Athletics Women’s BB @ Cowley County CC (Arkansas City, KS)</td>
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<tr>
<td></td>
<td>7:30 PM - Highland Campus Athletics Men’s BB HOME vs. Neosho County CC (Ben Allen Field House)</td>
<td>8:00 PM - Highland Campus Athletics Men’s BB @ Allen County CC (Iola, KS)</td>
</tr>
<tr>
<td>8:30 AM - 12:00 PM - Highland Campus HCC Jr/Gr Day</td>
<td>Chinese New Year</td>
<td>6:00 PM - Highland Campus Athletics Women’s BB @ Allen County CC (Iola, KS)</td>
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<td></td>
<td>8:00 PM - Highland Campus Athletics Men’s BB @ Allen County CC (Iola, KS)</td>
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| | | 29

**New Year's Day**

1
“The price of greatness is responsibility.”

– Winston Churchill

matri (mother) – matricide, matron, matriarch, matrimony, matrilineal

desecrate - violate the sanctity of. The robbers desecrated the temple.

Regional Academics Enrollment

5:00 PM - Highland Campus Athletics Women's BB HOME vs. Johnson County CC (Ben Allen Field House)
7:00 PM - Highland Campus Athletics Men's BB HOME vs. Johnson County CC (Ben Allen Field House)

7:30 PM - Highland Campus Athletics Men's BB @ Independence CC (Independence, KS)
TBA - Highland Campus Athletics Women's BB @ Independence CC (Independence, KS)

Highland Campus Student Activity Housing Move-In for Spring Semester (Walters Wellness Center)
Highland

“We plant seeds that will flower as results in our lives, so best to remove the weeds of anger, avarice, envy and doubt, that peace and abundance may manifest for all.”
— Dorothy Day

**M O N D A Y**

HCC Tech Center Academics Classes Begin
Highland Campus Academics Registration (Walters Wellness Center)

**T U E S D A Y**

Highland Campus Academics Classes Begin

goad - urge on. The boy was goaded by his friends until he gave in to their wishes.

**W E D N E S D A Y**

5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Kansas City Kansas CC (Ben Allen Field House)
7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Kansas City Kansas CC (Ben Allen Field House)
7:30 PM - HCC Board Meeting (Administration Building)

**T H U R S D A Y**

**F R I D A Y**

**S A T U R D A Y**

1:00 PM - Highland Campus Athletics Women’s BB HOME vs. Labette CC (Ben Allen Field House)
3:00 PM - Highland Campus Athletics Men’s BB HOME vs. Labette CC (Ben Allen Field House)

**S U N D A Y**
“I’ve finally stopped running away from myself. Who else is there better to be?” – Goldie Hawn
“We must use time as a tool, not as a crutch.”
— John F. Kennedy

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**MONDAY**

23 January

Chinese New Year

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**TUESDAY**

24 January

ornithology - study of birds. Audubon was a famous scholar of ornithology.

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**WEDNESDAY**

25 January

8:30 AM - 12:00 PM - Highland Campus HCC Jr/Sr Day
5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Neosho County CC (Ben Allen Field House)
7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Neosho CC (Ben Allen Field House)

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**THURSDAY**

26 January

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**FRIDAY**

27 January

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**SATURDAY**

28 January

6:00 PM - Highland Campus Athletics Women’s BB @ Allen County CC (Iola, KS)
8:00 PM - Highland Campus Athletics Men’s BB @ Allen County CC (Iola, KS)

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**SUNDAY**

29 January

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<thead>
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<th>Date</th>
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<tr>
<td>1</td>
<td>Groundhog Day</td>
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<tr>
<td>2</td>
<td>Mawlid al-Nabi begins at sundown</td>
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<td>3</td>
<td>Groundhog Day</td>
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<td>4</td>
<td>Mawlid al-Nabi begins at sundown</td>
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<td>5</td>
<td>Groundhog Day</td>
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<td>6</td>
<td>Groundhog Day</td>
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<td>7</td>
<td>TBA - Highland Campus Athletics Women’s BB @ Neosho County CC (Chanute, KS)</td>
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<td>TBA - Highland Campus Athletics Women’s BB @ Neosho County CC (Chanute, KS)</td>
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<td>Groundhog Day</td>
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<td>13</td>
<td>Presidents’ Day</td>
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<td>Groundhog Day</td>
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<td>29</td>
<td>Groundhog Day</td>
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</table>
Highland

“Imagination rules the world.”
– Napoleon Bonaparte

M O N D A Y

T U E S D A Y

S U P P L E - flexible; pliant. The fisherman found a supple limb from the tree to use as a fishing rod.

W E D N E S D A Y

5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Coffeyville CC (Ben Allen Field House)
7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Coffeyville CC (Ben Allen Field House)

T H U R S D A Y

G r o u n d h o g D a y

W E D N E S D A Y

5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Coffeyville CC (Ben Allen Field House)
7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Coffeyville CC (Ben Allen Field House)

M A W L I D a l - N a b i begins at sundown

T H U R S D A Y

V I T A (l i f e) – vitamin, vitality, vital, revitalize, viable, vitalize

S A T U R D A Y

2:00 PM - Highland Campus Athletics Women’s BB @ Johnson County CC (Overland Park, KS)
4:00 PM - Highland Campus Athletics Men’s BB @ Johnson County CC (Overland Park, KS)
“A creative man is motivated by the desire to achieve, not by the desire to beat others.” — Ayn Rand

**Highland**

**MONDAY**

6 February

**TUESDAY**

7 February

**WEDNESDAY**

8 February

5:00 PM - Highland Campus Athletics Women’s BB HOME vs. Independence CC (Ben Allen Field House)
7:00 PM - Highland Campus Athletics Men’s BB HOME vs. Independence CC (Ben Allen Field House)
7:30 PM - HCC Board Meeting (Administration Building)

**THURSDAY**

9 February

6:00 PM - HCC Student Leadership (MS-1 in CT Building)

**FRIDAY**

10 February

**SATURDAY**

11 February

2:00 PM - Highland Campus Athletics Women’s BB @ Kansas City Kansas CC (Kansas City, KS)
4:00 PM - Highland Campus Athletics Men’s BB @ Kansas City Kansas CC (Kansas City, KS)

**SUNDAY**

12 February

Lincoln’s Birthday

**itinerary** - plan of a trip. She left her itinerary with us in case we need to contact her.
“Opportunity is missed by most people because it is dressed in overalls and looks like work.” – Thomas Edison

coerce - force. Don’t try to coerce me into doing this.

5:30 PM - Highland Campus Athletics Women’s BB @ Labette CC (Parsons, KS)
7:30 PM - Highland Campus Athletics Men’s BB @ Labette CC (Parsons, KS)
**M O N D A Y**

Presidents’ Day

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**T U E S D A Y**

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**W E D N E S D A Y**

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**T H U R S D A Y**

---

**F R I D A Y**

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**S A T U R D A Y**

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**S U N D A Y**

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**dissertation** - formal essay. For her degree, she had to prepare a dissertation on learning disabilities.

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“Lots of people want to ride with you in the limo, but what you want is someone who will take the bus with you when the limo breaks down.” – Oprah Winfrey

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**ism (doctrine)** – Marxism, capitalism, Imagism, Cubism, nihilism, pluralism
“Be who you are and say what you feel because those who mind don’t matter and those who matter don’t mind.” – Dr. Seuss

“March is National Athletic Training Month”

**M O N D A Y**

27 February

**T U E S D A Y**

28 February

**T H U R S D A Y**

1 March

**F R I D A Y**

2 March

**S A T U R D A Y**

3 March

**S U N D A Y**

4 March

**W E D N E S D A Y**

29 February

- **amble** - move at an easy pace. He ambled around the town.

- **cognosc, cognit** (to learn) – agnostic, incognito, cognition

- **5:00 PM** - Highland Campus Athletics Women’s BB HOME vs. Allen County CC (Ben Allen Field House)
- **7:00 PM** - Highland Campus Athletics Men’s BB HOME vs. Allen County CC (Ben Allen Field House)

- **5:00 PM** - Highland Campus Athletics Women’s BB @ Coffeyville CC (Coffeyville, KS)
- **7:00 PM** - Highland Campus Athletics Men’s BB @ Coffeyville CC (Coffeyville, KS)

www.thezonelive.com

www.eventlink.com
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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tr>
<td>TBA - Highland Campus Athletics Women’s BB NJCAA Region VI First Round (TBA)</td>
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<td>7:30 PM - HCC Board Meeting (Administration Building)</td>
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<td>7:30 PM - Highland Campus Athletics Men’s BB @ Coffeyville CC (Coffeyville, KS)</td>
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<td>MARCH 2012</td>
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<td>7:30 PM - Highland Campus Athletics Men’s BB @ Coffeyville CC (Coffeyville, KS)</td>
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<td>7:00 PM - Highland Campus Athletics Women’s BB @ Coffeyville CC (Coffeyville, KS)</td>
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<td>Daylight-Saving Time begins</td>
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<td>5:00 PM - Highland Campus Athletics Women’s BB @ Coffeyville CC (Coffeyville, KS)</td>
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<td>7:30 PM - Highland Campus Athletics Men’s BB @ Coffeyville CC (Coffeyville, KS)</td>
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<td>7:00 PM - Highland Campus Athletics Women’s BB @ Coffeyville CC (Coffeyville, KS)</td>
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<td>Daylight-Saving Time begins</td>
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<td>5:00 PM - Highland Campus Athletics Women’s BB @ Coffeyville CC (Coffeyville, KS)</td>
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“One of the secrets to life is to make stepping stones out of stumbling blocks.” – Jack Penn

epitome - a representative or example of a type. He is the epitome of a male chauvinist.

graph, gram (writing) – epigram, telegram, stenography
Highland

“Truth is the only safe ground to stand upon.”
— Elizabeth Cady Stanton

adhere - stick fast. I will adhere to my opinion until I’m proven wrong.

M O N D A Y  12 March

T U E S D A Y  13 March

W E D N E S D A Y  14 March

7:30 PM - HCC Board Meeting (Administration Building)

T H U R S D A Y  15 March

F R I D A Y  16 March

Academics Last Day to Drop w/W

S A T U R D A Y  17 March

St. Patrick’s Day

S U N D A Y  18 March

ile (pertaining to, capable of) – civil, ductile, puerile

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128

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129
Academics Spring Break

Academics Spring Break

Academics Spring Break

Academics Spring Break

There is no shortage of good days. It is good lives that are hard to come by.” – Annie Dillard

ogle - look at with strong interest; stare. It is impolite to ogle at passersby.

dict (to say) – abdicate, diction, verdict

“Highland
“Nothing is so embarrassing as watching someone do something that you said couldn’t be done.” – Sam Ewing

infamous - notoriously bad. Jesse James was an infamous outlaw.

ab, abs (from, away from) – abduct, abdicate, absent

7:30 PM - Highland Campus Fine Arts Spring Concert (Culbertson Auditorium)

April Fools' Day
Palm Sunday
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<th>MONDAY</th>
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<th>THURSDAY</th>
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<tr>
<td>7:30 PM - Highland Campus Spring FFA CDE (Walters Wellness Center)</td>
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<td>April Fools' Day</td>
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<tr>
<td>6:00 PM - Highland Campus Academic Leadership (Administration Building)</td>
<td>Good Friday Passover begins at sundown</td>
<td>Palm Sunday</td>
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<tr>
<td>6:00 PM - Highland Campus Student Activity HCC Student Leadership (Administration Building)</td>
<td></td>
<td>Academics Offices Closed</td>
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<tr>
<td>6:00 PM - Highland Campus Arts Day No Classes</td>
<td></td>
<td>Easter</td>
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<td>Earth Day</td>
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“I like pressure. If I am not on the edge of failure, I’m not being sufficiently challenged.” – Jewel

April 2012

M O N D A Y

T U E S D A Y

verdigris - a green coating on copper due to weathering. The statue became coated with verdigris.

W E D N E S D A Y

T H U R S D A Y

Academics Offices Closed

F R I D A Y

Good Friday
Passover begins at sundown
Academics Offices Closed

S A T U R D A Y

S U N D A Y

Easter
“I can accept failure. Everyone fails at something. But I can’t accept not trying.” – Michael Jordan

soporific - sleep producing. Thanksgiving dinner had a soporific effect.

Highland Campus Spring FFA CDE (Walters Wellness Center)
7:30 PM - HCC Board Meeting (Administration Building)
“It’s lack of faith that makes people afraid of meeting challenges, and I believe in myself.” – Muhammad Ali

antipathy - aversion. Dogs are her greatest antipathy.

6:00 PM - Highland Campus Student Activity HCC Student Leadership (Administration Building)

cord (heart) – accord, cordial, discord

Earth Day
“Challenges make you discover things about yourself that you never really knew. They’re what make the instrument stretch — what make you go beyond the norm.” — Cicely Tyson

ruddy - having a fresh healthy color. The baby’s ruddy skin was a sign of good health.

acr (sharp) – acrimonious, acerbity, acidulate
Highland Campus Academics
FINALS
7:30 PM - HCC Board Meeting
(Administration Building)

Regional Academics Enrollment

Memorial Day (Observed)
Offices Closed

Cinco de Mayo

Mother’s Day

HCC Tech Center Academics Last Day of Classes

Online Academics Last Day of Classes
Regional Academics Last Day of Classes
“If you want to make peace with your enemy, you have to work with your enemy. Then he becomes your partner.” — Nelson Mandela

maudlin - tearfully sentimental. The funeral caused maudlin expressions of sympathy.

ag, act (to do) – act, agent, retroactive

Cinco de Mayo

May 2012

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“Courage is the ladder on which all the other virtues mount.”  
– Clare Boothe Luce

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<tr>
<th>MONDAY</th>
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<tr>
<th>TUESDAY</th>
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<th>May</th>
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<td>Highland Campus Academics FINALS</td>
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<th>WEDNESDAY</th>
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<th>May</th>
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</table>
| Highland Campus Academics FINALS  
7:30 PM - HCC Board Meeting (Administration Building) | | |

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<tr>
<th>THURSDAY</th>
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<th>May</th>
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| Highland Campus Academics FINALS  
7:00 PM - HCC Graduation (Kessinger Field) | | |

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<tr>
<th>FRIDAY</th>
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<th>May</th>
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| Online Academics Last Day of Classes  
Regional Academics Last Day of Classes | | |

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<tr>
<th>SATURDAY</th>
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<td>Mother’s Day</td>
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<tr>
<th>vilify</th>
<th>make abusive and slanderous statements.  The Nazi propaganda vilified the Jews.</th>
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<tr>
<th>ad</th>
<th>(to, forward) – admit, adhere, advance</th>
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“Some of the world’s greatest feats were accomplished by people not smart enough to know they were impossible.” — Doug Larson

inter - bury. They had plans to inter the body after an autopsy.

mon, monit (to warn) — admonish, premonition, monitor
“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.” – Margaret Mead

tractable - manageable. Her class load was difficult, but tractable.

agri, agrari (field) – agrarian, agriculture
You can always wish for what you don’t have, but always respect what you do have.” – Suzanne Vermilyea

steadfast - firm; unwavering. The president spoke with steadfast resolve.

ali (another) – alias, alienate, inalienable
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**JUNE 2012**

7:30 PM - HCC Board Meeting  
(Administration Building)

**Flag Day**

**First Day of Summer**

1. **Saturday & Sunday**
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**www.eventlink.com**
Highland

“If there is to be any peace it will come through being, not having.”
— Henry Miller

**incite** - stir up; provoke. The movie incited a riot.

**alter** (other) – alternator, alteration, alter ego, alternative, altruism, altercation
“To fulfill a dream, to be allowed to sweat over lonely labor, to be given a chance to create, is the meat and potatoes of life.” – Bette Davis

amat (love) – amatory, amateur, amorous, amiable, amigo, amour

awry - crooked; amiss; wrong. The plans for a surprise party had gone awry.

7:30 PM - HCC Board Meeting (Administration Building)
“There is no man living who isn’t capable of doing more than he thinks he can do.” – Henry Ford

**TUESDAY**

19 June

**WEDNESDAY**

20 June

First Day of Summer

**THURSDAY**

21 June

**FRIDAY**

22 June

**SATURDAY**

23 June

**SUNDAY**

24 June

**ambi** (both) – ambidextrous, ambiguous, ambivalent

**taciturn** - quiet; not speaking much. Because of his taciturn demeanor, it was easy for Harry to be a mime.
“You really can change the world if you care enough.”
– Marion Wright Edelman

toritude - courage. It took a lot of fortitude to confess to cheating on the exam.

an (without) – anarchy, anemia, anesthesia

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Independence Day

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Ramadan begins at sundown
“Action is the antidote to despair.”
– Joan Baez

extraneous - not essential. Putting in hardwood flooring was an extraneous expense.

arch (ruler, first) – anarchy, archaeology, archbishop
defunct - no longer in existence. The Whig Party is now defunct in America.

**Monday**

**Tuesday**

**Wednesday**

**Thursday**

**Friday**

**Saturday**

**Sunday**
“Where there is great love there are always miracles.”
— Willa Cather

levity - lightness. The doctor’s levity towards the situation was bothersome.

16 July

THURSDAY

Ramadan begins at sundown

19 July

FRIDAY

20 July

annu (year) – annuity, biennial, perennial

18 July

SATURDAY

21 July

SUNDAY

22 July
“It’s kind of fun to do the impossible.”
—Walt Disney

**Highland**

- **ostracize** - exclude. Virginia did not want to ostracize her new neighbors, so she invited them to her party.

- **ity (state of being)** – annuity, credulity, sagacity.