2023-2024
Student Handbook

Cloud County Community College

Concordia • Geary County • Online & Outreach

785.243.1435 • 800.729.5101

www.cloud.edu

The information published in this handbook is subject to change.

CONTACT INFORMATION

Concordia Campus
PO Box 1002
2221 Campus Drive
Concordia, KS 66901
(785) 243.1435

Academic Affairs	ext. 248
Adult Education	ext. 335
Admissions	ext. 212
Advisement Center	ext. 275
Athletics	ext. 290
Bookstore	ext. 289
Business Office	ext. 205
Cafeteria	ext. 305
Campus Security	785.243.6646
Career Center	ext. 323
Children's Center	ext. 755
ESL	ext. 241
Financial Aid	ext. 281
Fitness Center	ext. 341
Foundation	ext. 232
College Information Center	0
IT	ext. 253
Library	ext. 224
Residence Life	ext. 268
Student Affairs	ext. 340
Student Retention	ext. 317
Mental Health Services	ext. 261
Student Records	ext. 210
Student Success Center	ext. 231
Student Support Services (TRIO)	ext. 362
VA Representative	ext. 281

Geary County Campus
631 Caroline Avenue
Junction City, KS 66441
(785) 238.8010

Admissions	ext. 750
Adult Education	ext. 711
Advising	ext. 714
Bookstore	ext. 289
Business Office	ext. 205
Campus Director	ext. 723
Career Center	ext. 323
Financial Aid	ext. 714
Front Desk	ext. 710
College Information Center	0
IT	ext. 253
Student Retention	ext. 713
Student Services	ext. 714
Student Success Center	ext. 730
Student Support Services (TRIO)	ext. 732
Student Records	ext. 210
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2023-2024 ACADEMIC CALENDAR

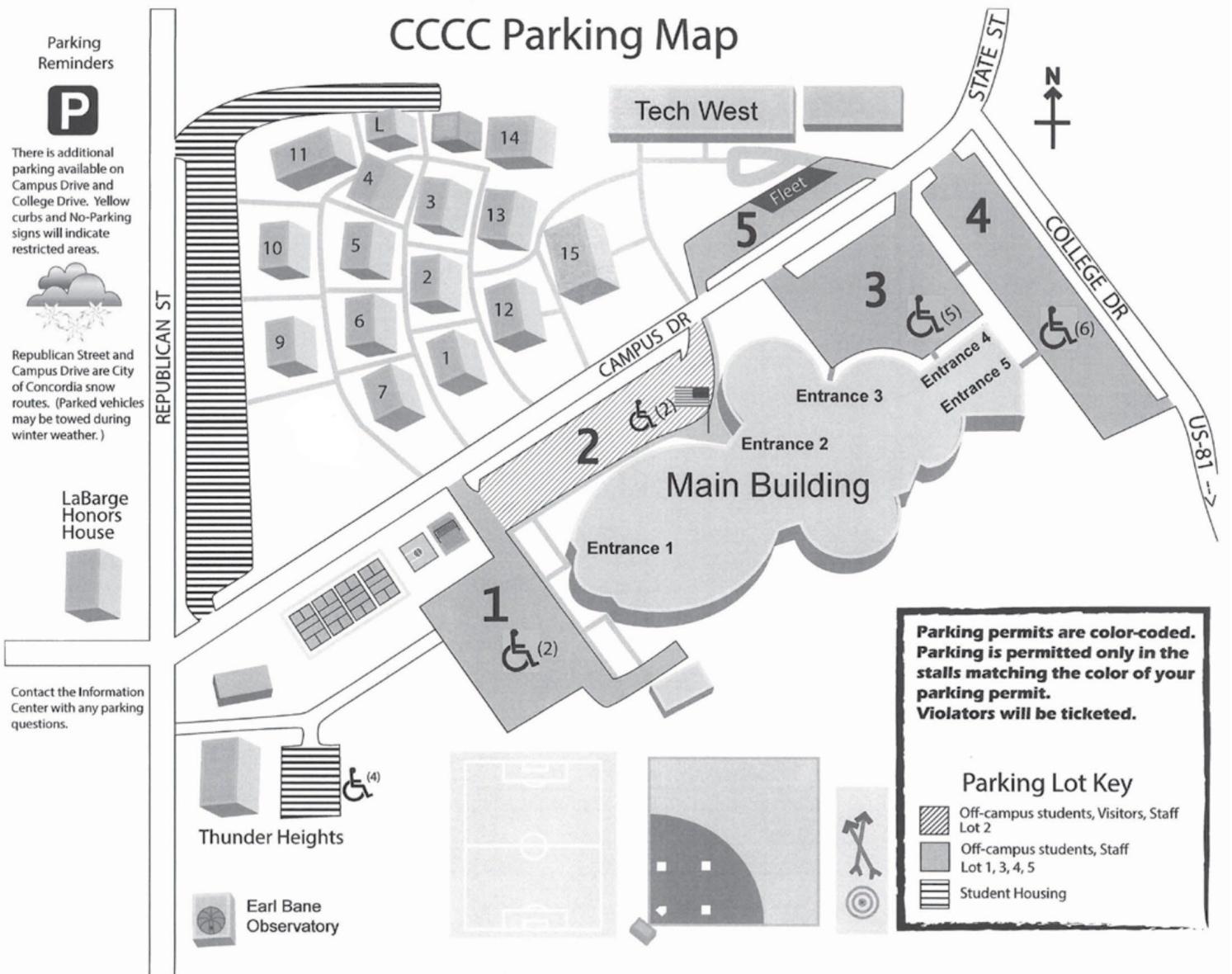*This calendar is subject to change. An up-to-date calendar and schedule can found on the Cloud website www.cloud.edu.*

Aug 8	Student Services Day - GCC
Aug 16	Student Services Day (pm) -Concordia
Aug 17	Classes begin - All campuses (Full Session & First Session)
Sep 4	Labor Day - COLLEGE CLOSED - No classes (all locations)
Oct 5-6	FALL BREAK for Students- NO CLASSES
Oct 5	In-Service – Faculty & Staff
Oct 9-10	Final Exams - 1st Session
Oct 9-12	Mid-Term Exams for Full Session Classes
Oct 16	2nd Session Begins
Nov 10	Veterans Day Observed - COLLEGE CLOSED -No classes (all locations)
Nov 22-24	Thanksgiving Break - COLLEGE CLOSED - No classes (all locations)
Dec 11-12	Final Exams – Full and 2nd Session Classes
Dec 15	Winter Term Begins
Dec 20-Dec 29	Winter Break - COLLEGE CLOSED - No Classes (all locations)
Jan 9	Student Services Day - GCC
Jan 12	Winter Term Ends
Jan 15	Martin Luther King Jr. Day - COLLEGE CLOSED
Jan 17	New Student Orientation - Concordia & GCC/Student Services Day (pm) - Concordia
Jan 18	Classes begin - All Locations (Full Session & First Session)
Feb 19	President's Day - COLLEGE CLOSED - No classes (all locations)
Mar 4-7	Mid-Terms - Full Session
Mar 11-15	Spring Break – COLLEGE CLOSED No classes (all locations)
Mar 18-19	Final Exams - 1st Session
Mar 25	Second Session Begins
Mar 29	Good Friday - COLLEGE CLOSED - No classes (all locations)
May 13-16	Final Exams (Full and 2nd Session Classes)
May 17	Commencement (in Concordia)
May 27	Memorial Day - COLLEGE CLOSED - Concordia & GCC
June 3	Summer School begins - (Full & 1st Session)
Jul 4	Independence Day- COLLEGE CLOSED - No classes (all locations)
Jul 25	Last Day for Summer School

Cloud County Community College prepares students to lead successful lives and enhances the vitality of our communities.

SUSTAINABILITY
We are Black, Gold, and Green

SUCCESS
We champion individual success.

ACCESSIBILITY
We ensure every student has opportunities.

EXCELLENCE
We are committed to excellence.

DIVERSITY
We are better together.

SERVICE
We make a difference.

INTEGRITY
We do what is right.

Non-discrimination

Cloud County Community College does not discriminate on the basis of race, religion, color, national origin, sex, age, disability, or ancestry in admission to, access to, treatment of, or employment in, its programs and activities. If you have questions, please contact the Section 504 Coordinator at: 2221 Campus Drive, Concordia, KS 66901 or at (785) 243-1435, x251 or 800-729-5101, x251.

CCCC Parking Map

Tech West

Parking Reminders

There is additional parking available on Campus Drive and College Drive. Yellow curbs and No-Parking signs will indicate restricted areas.

Republican Street and Campus Drive are City of Concordia snow routes. (Parked vehicles may be towed during winter weather.)

Contact the Information Center with any parking questions.

LaBarge Honors House

Thunder Heights

Earl Bane Observatory

REPUBLICAN ST

STATE ST

COLLEGE DR

US-81

Fleet

CAMPUS DR

Main Building

Entrance 1
Entrance 2
Entrance 3
Entrance 4
Entrance 5

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Parking permits are color-coded. Parking is permitted only in the stalls matching the color of your parking permit.
Violators will be ticketed.

Parking Lot Key

Off-campus students, Visitors, Staff Lot 2

Off-campus students, Staff Lot 1, 3, 4, 5

Student Housing

STUDENT EXPECTATIONS

Student Code of Conduct (Institutional Policy E1) - updated 9/7/2021
Students enrolling at Cloud County Community College are expected to conduct themselves as responsible individuals. Students are subject to the jurisdiction of the College during their period of enrollment. No student shall violate any published regulation of the Student Code of Conduct adopted or approved by the Cloud County Community College Board of Trustees. Additionally, no student shall (a) violate federal or state law or local ordinance, (b) aid or abet any other violation of federal law, state law, local ordinance, or this Student Code of Conduct, (c) violate any other CCCC policy.

Upon violation of the student code of conduct in which the threat is not imminent (i.e., not deemed an emergency), the College will determine if the student/s involved have a documented disability through Student Accessibility Services at CCCC. If the student is found to have a documented disability with the College, the student's disability will be considered before taking disciplinary action. The assessment will include but is not limited to (a) the duration, (b) nature and severity of the risk of harm to the health or safety of others, (c) the probability that the potential injury will actually occur, and (d) whether reasonable modifications of the College's policies, practices, or procedures, or the provision of auxiliary aids and services, will mitigate the risk. All assessments in regard to students with disabilities in reference to student discipline issues will be conducted by Cloud County Community College's Behavioral Intervention Team (BIT).

The College reserves the right to take disciplinary action, including suspension or expulsion, against those students who, in the finding of the College administration, have not acted in the best interest of other students, faculty, staff, or the College as a whole.

The following types of behavior are considered violations of the student code of conduct and may subject the student to disciplinary action and/or referral to appropriate law enforcement agencies.

Academic Integrity and Honesty

Students are expected to adhere to standards of honesty in all areas of academic pursuit. Students who compromise the integrity of the classroom are subject to disciplinary action on the part of the College. (See Institutional Policy D17.)

Alcohol and Controlled Substances- Students at Cloud County Community College are required to follow all local, state, and federal laws pertaining to the consumption of alcohol or use of controlled substances. No student shall consume or possess controlled substances, including the possession of controlled substance paraphernalia, on any College-owned or College-operated facility or at any College-sponsored event or activity either on or off campus. This includes off-campus trips, internship experiences, or any off-campus Cloud County Community College sponsored gathering.

No student shall unlawfully manufacture, distribute, dispense, possess, or be under the influence of a controlled substance. Illicit drug usage within the context of competitive athletics can compromise the physical well-being, health, and safety of the individual; therefore, all athletes will be subject to random drug screening.

Assault and Battery- No student shall threaten or commit a physical or sexual assault on faculty, staff, or another student or visitor. No student shall force or threaten to force another student, faculty, or staff member to have sexual contact against that person's will. No student shall engage in psychological harm, stalking, dating violence, or other domestic violence offenses against another person. **Any student charged with assault, sexual assault, or battery on or off campus may be prosecuted under criminal statutes and disciplined under the campus Student Code of Conduct**. The College reserves the right to pursue disciplinary action under the Student Code of Conduct even if the authorities do not pursue criminal charges for the action. Any College employee, student, or visitor who observes a potential violent or life threatening behavior has the right to immediately seek emergency assistance by calling 911 without consent of College authority.

Assembly- Free and open assembly is permitted subject to reasonable time, place, and manner restrictions. For the purposes of this code, assembly is defined as an individual or group organizing for the purpose of communication. Use of College space should be requested through established facility reservation procedures.

Computer/Campus Computing Systems-   No student shall engage in the following:

a)   Intentional corruption or misuse of College computer systems

b)   Use of systems for illegal or criminal activity

c)   The use of campus owned and operated computer networks, systems, or software and hardware, for the posting of materials to electronic bulletin boards, chat rooms, mail lists, or via conventional e-mail that may be offensive or obscene is prohibited.   Examples of "offensive" or "obscene" material includes use of profanity, viewing pornography, defamation and harassment in violation of College policies and all applicable federal and state laws.

d)   Use of the campus computing system for commercial or profit activities

e)   Attempts to disrupt or support the disruption of College or external information technology services, systems, or users-disruptive activities include, but are not limited to:
- sending unauthorized mass, chain or spam mail
- knowingly transmitting any computer viruses, worms, etc.
- hosting or using open mail relays on College equipment

f)   The use of group websites for the publication or distribution of copyrighted materials of licensed software.

Contracts- No student shall enter into a contract with an outside agency using the name of the College. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

Counterfeiting and Altering- No student shall reproduce, copy, or tamper with or alter in any way, manner, shape or form, any writing, record, document or identification or any form used or maintained by the College. This shall include electronic and computerized data.

Bullying, Discrimination, or Harassment- No student shall engage in bullying, discrimination, or harassment of another student, staff, faculty member, or visitor. Harassment is prohibited based on race, color, age, sex (including pregnancy, sexual orientation, or gender identity), religion, marital status, national origin, disability, veteran's status, or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. Any action or situation created recklessly or intentionally by an individual or organization to produce mental or physical discomfort, embarrassment, or ridicule to any student or prospective student, staff, faculty, or visitor will not be tolerated. This includes the use of social media to perform such acts.

Disruptive Behavior- No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes upon the rights and/or safety of themselves or other students or staff. Any obstruction or disruption of an educational process, administrative process, or other campus function is prohibited.

Dumping and Littering- No student shall deposit, dump, litter or otherwise dispose of any refuse on College property, except in duly designated refuse depositories.

Electronic Devices- Cell phones, tablets, laptops, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any College-owned or College-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or engaging in other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as restrooms/bathrooms or locker rooms. Taking photographs of any individuals without their consent is strictly prohibited.

False Information- No student shall furnish false information, including false reports of fires or bomb threats, to any College official.

Fire Hazard- No student shall engage in any activities which create a fire hazard or other dangerous condition.

Gambling- No student shall engage in any form of gambling on College-owned or operated property including College owned computer systems, or at College-sponsored events either on or off campus or through the use of College owned computer systems.

Hazing- Any action or situation created recklessly or intentionally by an individual or organization to produce mental or physical discomfort, embarrassment, or ridicule to any student or prospective student of Cloud County Community College will not be tolerated.

Interference- No student shall directly interfere with a student, faculty member, or officer of Cloud County Community College in the performance of their duties.

Tobacco Use- Tobacco use is not allowed, except in outdoor designated posted areas that are a minimum of 20 feet from entrances, exits, and ventilation areas. Tobacco use is not allowed within College owned buildings or College leased or rented facilities, and public areas. Tobacco usage is defined as the burning, chewing, or any other method of inhaling or otherwise consuming any natural tobacco or tobacco-derived products through the use of, but not limited to: cigarettes (clove, bidis, kerteks), electronic cigarettes (vape pens such as JUUL, Blu, or NJOY), cigars and cigarillos, hookah smoked products and oral tobacco (spit and spitless, smokeless, chew, snuff).

Theft/Vandalism- No student shall engage in the theft of or damage to property belonging to another person or the College. This includes tampering with coin-operated machines, fire extinguishers, smoke detectors, fire alarms, defacing of public property, and unauthorized relocating.

Weapons- Cloud County Community College prohibits the possession or use of firearms, explosives, or other weapons or any facsimile thereof within any College building or facility on College property or at any College sponsored classes, events, or activities. (See Policy F12)

Sanctions:

The following sanctions may be imposed, in no specific order, upon any student found to be in violation of the Student Code of Conduct. Sanctions may include, but are not limited to:

Warning: Warning is an opportunity for a student to be given a clear directive to change/modify behavior in lieu of an official disciplinary sanction being imposed.

Restitution: Restitution is the reimbursement for damages to or misappropriation of property. This may take the form of appropriate services or other compensation. Common assessment may be made to groups of students for damage occurring in common areas shared by group members.

Fine: Students may be assessed a fine for violation(s) of the Student Code of Conduct.

Community Service Hours: The student or student organization may be required to complete a designated number of hours in the service of the College or community.

Loss of Privilege: Loss of Privilege is the limitation of activities or privileges on campus for a designated period of time.

Loss of Housing Privilege: Loss of Housing Privilege is the temporary or permanent loss of campus residency.

Confiscation: Confiscation is the removal of offensive or prohibited property.

Censure: Censure is a written reprimand of violation or specified regulations, including the possibility of severe judicial sanctions in the event of a future violation of any College regulation within a stated period of time.

Probation: Probation is a period of time during which the privilege of continuing in student status is conditional. The conditions may include, but are not limited to, loss of privileges, to which a current student would otherwise be entitled and an acknowledgment by the student that any additional violations of the Student Code of Conduct may result in more serious sanctions.

Housing Probation: Housing probation is a period of time during which the privilege of continuing in student housing is conditional. The conditions may include, but are not limited to, loss of privileges, to which a current student would otherwise be entitled and an acknowledgment by the student that any additional violations of the Student Code of Conduct or Housing Rules may result in more serious sanctions.

Preventive Suspension: The appropriate Vice President or Dean has the authority to immediately impose a preventive suspension in the event that a student's continued presence on campus poses a significant danger to others, and/or there is reasonable cause to believe that such a preventive Suspension is required to protect lives or property and to insure the maintenance of order. During the preventive suspension period student status is terminated and all rights and privileges are removed for a specified period of time. Students who are on preventive suspension may not be on campus, enter campus facilities, or participate in College activities either on or off campus.

Disciplinary Suspension: Suspension is the separation of the student from student status from the campus for a definite period of time, after which the student is eligible to return. During the suspension period student status is terminated and all rights and privileges are removed for a specified period of time. Students who are on suspension may not be on campus, enter campus facilities, or participate in College activities either on or off campus. Tuition and Fees will not be refunded to students who are suspended from the College. Special conditions affecting eligibility for readmission may be designated at the time of suspension.

Expulsion: Expulsion is the permanent separation of the student from student status from the campus. There is no refund of tuition, room, board, or fees to students who are expelled. **Note:** Students who are expelled from the College must leave the campus within a period of time specified by the College President or their designee.

Institutional Steps in Processing Complaint
Any member of the College community can lodge a complaint against any student or student organization believed to be in violation of the Student Code of Conduct. Any non-resident complaint related to the violation of the Student Code of Conduct will be forwarded to the Dean of Student Affairs. All residence life complaints related to the violation of the Student Code of Conduct will be first addressed by the Residence Life Coordinator (See Residence Life Handbook).

Certain violations could warrant immediate action taken by the appropriate Dean, Vice President or President if deemed necessary. In order to provide fair and impartial treatment of all disciplinary cases, the following steps will be observed in all formal disciplinary proceedings:

(a) All nonsexual misconduct complaints including allegations of criminal offenses must be made in writing to the Dean of Student Affairs. The complaint should include the date, time, location, parties involved, and a description of the incident. When written complaint is logged with the Dean of Student Affairs the responding party will be notified in writing of the complaint, including alleged violation, within one (1) business day. At this time, the Dean of Student Affairs will investigate the complaint to determine if a policy violation has occurred appropriate course of action and/or sanction will be rendered.

(b) If an agreement is reached on the complaint(s)/violation(s), a written document including sanctions, if any, will be prepared and the responding party, the reporting party, and the Dean of Student Affairs will sign the document. The College will consider the matter to be resolved. Students appealing the decision of the Dean of Student Affairs will provide all written evidence discussed at the initial hearing and present it to the Dean of Student Affairs within five (5) business days.

(c) The Dean of Student Affairs will notify the Appeals Committee within five (5) business days of the appeal. The Appeals Committee will hold a hearing within five (5) business days of being notified of the appeal. A hearing will be held to address the views of all parties involved. The hearing will be audio recorded and a written record will be maintained.

Cloud County Community College Appeals Committee
The Appeals Committee hears nonsexual misconduct cases involving violations of the Student Code of Conduct not resolved with the Dean of Student Affairs.

Appeals Committee reviews the recommended sanction(s) and affirms or denies its appropriateness. If relevant, the Appeals Committee may discuss a previous pattern of behavior related to the student. The Appeals Committee arrives at a decision regarding each situation, applies sanctions to each particular case, completes documentation relevant to each case, and notifies all parties involved of decisions relevant to each case.

• Witnesses for both the responding party and reporting party may be asked to provide information supporting or refuting the alleged violation.

• Following statements, questions, and supporting or refuting information presented to the Appeals Committee, an executive session to decide appropriate sanctions will be conducted.

• The chairperson of the Appeals Committee will provide a written copy of the decision to the reporting party and responding party within one (1) business day of the closing of the formal hearing.

The members of the Cloud County Community College Appeals Committee are appointed by the Dean of Student Affairs and will remain on the committee for a period of one (1) academic year.   This committee will consist of the following:

1. Chairperson: A member of the Student Services Staff
2. A support staff member
3. A faculty member
4. A member of the administrative staff or support
5. A full-time student, preferably a member of the Student Senate.

For the purpose of a hearing, a quorum will consist of three persons, (two at-large members of the Appeals Committee and the Chairperson). In all cases the Appeals Committee arrives at a decision and applies relevant sanctions.

The Appeals Committee will notify the appropriate Dean or Vice President of the sanction(s). The reporting party and responding party have the right to appeal decisions of the Appeals Committee to the College President. The reporting party or responding party must file a written appeal within in five (5) business days of the Appeals Committee decision. When the written decision of the Appeals Committee is made available and the case results in suspension or expulsion from the College, the responding party has two (2) business days to file a written appeal to the College President.

The reason(s) a student may appeal a decision is/are:
• Procedures were not followed
• Evidence did not justify results
• Sanction was not consistent with the nature of the violation
• There is new evidence (not available or withheld at the hearing)

Appeals to College President
The College President hears nonsexual misconduct appeals regarding the disciplinary situation and may reverse or affirm the Appeals Committee's decision, or impose a lesser or more severe sanction and consider any evidence not previously available to the Appeals Committee in their decision.

The responding party has the right to appeal the decision of the College President to the Board of Trustees. The responding party must notify the Board of Trustees the desire to appeal within five (5) business days after receipt of notification of the College President's decision.

Appeals to the Board of Trustees
The Board of Trustees will hear all appeals regarding the College President's decision at the next scheduled Board of Trustees meeting. The hearing before the Board of Trustees shall be on the record developed before the Appeals Committee. No new evidence shall be received by the Board of Trustees. The parties may be represented by attorneys and shall have the right to present written or oral arguments as directed by the Board of Trustees. The Board shall render its decision by a majority vote of those members in attendance. The Board's decision shall be in writing and include written findings of fact supported by evidence in the record.

Disciplinary Records

To assure students' rights to privacy, disciplinary records are kept separate from academic records. Investigative materials relating to violation of College policy are maintained electronically and in the student information system. The disclosure of information from the disciplinary records will comply with the Family Educations Rights and Privacy Act. When disclosure is compelled by legal process or by student consent, only the Dean of Student Affairs or the President of the College shall give authorization for the release of disciplinary records. Disciplinary records are kept in confidential files for at least 7 years after the student leaves Cloud County Community College. Expulsion records are kept in confidential files for 25 years after the student leaves Cloud County Community College.

Sexual Respect and Title IX (Institutional Policy E17)

Cloud County Community College (CCCC) is committed to providing a safe learning and working environment. In compliance with federal law, specifically Title IX, the Jeanne Clery Act (Clery Act), the Violence against Women Act (VAWA), and the Campus Sexual Violence Elimination Act (SaVE Act), CCCC has adopted procedures to prevent and respond to incidents of sexual assault, domestic violence, dating violence, harassment, and stalking.

DEFINITIONS
Sexual Misconduct
Any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation.

Discrimination
The unjust or prejudicial treatment of different categories of people or things as defined in Policy C5.

Title IX Coordinator
The Title IX Coordinator oversees implementation of Cloud County Community College's Affirmative Action and Equal Opportunity plan and the Cloud County Community College's policy on equal opportunity, harassment and nondiscrimination.

Reporting Party
Any individual who makes a report of gender discrimination, sexual harassment, sexual misconduct, sexual assault, sexual exploitation or retaliation.

Responding Party
Any individual who is alleged to have violated the College policy on gender discrimination, sexual harassment, sexual misconduct, sexual assault, sexual exploitation, or retaliation and who is named in a report alleging violation.

Inquiries about and reports regarding this policy and procedure may be made internally to:

Brandt Hutchinson
Title IX
Coordinator
2221 Campus Dr.
(785) 243-1435, ext. 262 • bcarlgren@cloud.edu

Rob Zima
Title IX Investigator
2221 Campus Dr.
(785) 243-1435, ext. 218 • robert.zima@cloud.edu

Cassie Wurtz
Title IX Investigator
2221 Campus Dr.
(785) 243-1435, ext. 208 • cwurtz@cloud.edu

Stephanie Anderson
Title IX Investigator
2221 Campus Dr.
(785) 243-1435, ext. 281 • s.anderson@cloud.edu

Julian Smith
Title IX Investigator
2221 Campus Dr.
(785) 243-1435, ext. 295• julian.smith@cloud.edu

The Title IX Coordinator acts with independence and authority free of conflicts of interest. To raise any concern involving a conflict of interest by the Title IX Coordinator, contact the Cloud County Community College President 2221 Campus Drive, Concordia, KS, (785) 243-1435, ext. 262. To raise concerns regarding a potential conflict of interest with any other administrator involved in the ERP, please contact the Title IX Coordinator.

Inquiries may be made externally to:
Office for Civil Rights (OCR)
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Equal Employment Opportunity Commission (EEOC) Kansas City Area Office
Gateway Tower II
400 State Ave., Suite 905 Kansas City, KS 66101 Phone: 1-800-669-4000
Fax: (913) 551-6957
TTY: 1-800-669-6820
Web: https://www.eeoc.gov/field/kansascity/

Registered Sex Offenders Enrolled at Cloud
Any individual considered a sex offender by the federal or state judicial system is required to register this status with the College when they is enrolled. Failure to register with the College will subject the student to disciplinary action which may include probation, suspension or expulsion from school. A copy of the documentation is kept in the Vice President for Administrative Services. Any faculty member, activity sponsor or the Coordinator of Residence Life who has a registered sex offender enrolled in their classes, residence halls, or activities will be notified by confidential mail. This information must not be released from the faculty, activity sponsor or Coordinator of Residence Life to anyone. Should faculty members or activity sponsors have any questions about the student, he/she should contact the Vice President for Administrative Services. A list of registered sex offenders in a community is kept on file with the local police department. The website address for Registered Sex Offenders in Kansas is https://www.accesskansas.org/ registered-of- fender/index.html (Rev. 7/07)

Student Privacy Rights (FERPA) (Institutional Policy E5) Updated 10/5/2021

Release of Student Information Policy
In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act of 1974" (FERPA) the following constitutes the institution's policy on providing appropriate access to personal records, while protecting their confidentiality.

Cloud County Community College accords all the rights under the law to students. Those rights are: 1) the right to inspect and review the student's education records; 2) the right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Cloud County Community College to comply with the requirements of FERPA; and 5) the right to obtain a copy of Cloud County Community College's student records policy.
Students will be notified of their FERPA rights by publication in the Student Handbook and consumer information with the Financial Aid Office.

Definitions
For the purposes of this policy, Cloud County Community College uses the following definitions:

Student - any person who attends or has attended Cloud County Community College.

Education records - any record (in handwriting, print, tapes, film, or other medium) maintained by Cloud County Community College or an agent of the College, which is directly related to the student except:
1. Files retained by individuals which are not accessible to any other person except a faculty/staff member.

2. An employment record of an individual whose employment is not contingent upon the fact that they are a student, provided the record is used only in relation to the individual's employment.

3. Records maintained by the Student Health Service if the records are used only for treatment of a student and made available only to those persons providing the treatment.

4. Alumni records which contain information about a student after they are no longer in attendance at Cloud County Community College and which do not relate to the person as a student.

Procedure to Inspect Education Records
Students may inspect and review their education records upon request to the appropriate record custodian. Students should submit to the record custodian or an appropriate College staff person a written request which identities as precisely as possible the record or records they wish to inspect.

The College Registrar or an appropriate College staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 30 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to them.

The student may request and receive interpretation of their record from the person (or designee) responsible for the maintenance of the record.

The student may obtain copies of their educational records upon written request, for which the College may charge the current copying charge per page. This does not entitle a student to an official transcript, for which there is a higher charge and which will be withheld if the person owes the College money or property.

Right of College to Refuse Access
Cloud County Community College reserves the right to refuse a student access to inspect the following records:

1. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
2. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.
3. If required by a state law requiring disclosure that was adopted before November 19, 1974.
4. To organizations conducting certain studies for or on behalf of the College.
5. To accrediting organizations to carry out their functions.
6. To parents of an eligible student who claim the student as a dependent for income tax purposes. Access to grades by parents will be allowed if the parents:
    a. complete a written request to the College Registrar;
    b. enclose a copy of the first page of their last tax year's federal income tax return.
    The same documents must be submitted each time a grade report is desired.
7. To comply with a judicial order or a lawfully issued subpoena.
8. To appropriate parties in a health or safety emergency defined by the following considerations:
    a. The seriousness of the threat to health or safety.
    b. The need for access to the record in meeting the emergency.
    c. Whether the person requesting the records is in a position to deal with the emergency.
    d. The extent to which time is of the essence in dealing with the emergency.
9. To an alleged victim of any crime of violence, of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
10. Social security number and student status data may be provided to other State of Kansas agencies for use in detection of fraudulent or illegal claims against state monies.
11. At its discretion, the College may provide Directory Information to anyone in accordance with the provisions of the Act.

Record of Requests for Disclosure
Cloud County Community College will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record is open only to the student and the person in charge of the record.

Directory Information

Directory Information is limited to:

- Name
- Address(es)
- Telephone number(s)
- Email address(es)
- Dates of attendance
- Classification (freshman, sophomore, etc.)
- Enrollment status (full-time, half-time, etc.)
- Class type (day, evening, etc.)
- Previous institution(s) attended
- Major field(s) of study
- Awards, honors (includes President's Honor Roll)
- Degrees conferred (including dates)
- Past and present participation in officially recognized sports and activities
- Physical factors (height, weight of athletes)

Students may withhold free disclosure of Directory Information (on all or none basis) to non-institutional persons or organizations. Students have the option to protect their privacy and not have such information as address and telephone number released. A written request to withhold this information should be submitted to the Office of Student Records. Otherwise, the College assumes that you approve of disclosure of that information. Requests will be honored for only one academic year; therefore, requests to withhold Directory Information must be filed annually.

FERPA release forms are available through iCloud, from the Advisement Center on the Concordia Campus, and Student Services on the Geary County Campus. Completed FERPA forms may be submitted to the Advisement Center on the Concordia Campus or Student Services on the Geary County Campus. The signed FERPA releases are maintained in the official student record in the Office of Student Records.

Academic Integrity and Honesty (Institutional Policy D17) Updated 5/16/23

Examples of cheating include but are not limited to:
1. Claiming another student's work as your own.
2. Receiving assistance from unauthorized electronic devices, notes or other material on an assignment, quiz, or exam.
3. Obtaining exam questions illegally before an exam or tampering with an exam after it has been corrected. Unauthorized access to an exam does not include obtaining copies of exams given in previous semesters and returned to students, but it does include sharing information about an unreturned exam between a student in an earlier section of class and a student in a later section.
4. Submitting the same paper in multiple classes without instructor permission.

Examples of plagiarism include but are not limited to:
1. Failing to cite sources used for quotations, paraphrases, summaries and borrowed ideas in both the body of the text and on a works cited or references page.
2. Failing to enclose borrowed language in quotation marks.
3. Failing to credit unpublished sources as well as published sources.

4. Submitting one's own or others previously graded works as original works.

Examples of unauthorized collaboration include but are not limited to:
1. Offering your work to another student to use.
2. Working with others to complete homework assignments, quizzes, exams, or any other class activity without instructor permission.

Examples of falsification include but are not limited to:
1. Forgery or alteration of any documents pertaining to an academic record.
2. Fabricating, in any form, material or work related to a student's academic pursuit.
3. Misrepresenting your identity or asking another student to take an examination or complete any graded activity.
4. Signing in another student's name on attendance sheets or logging another student's code into a computer tracking system.
5. Fabricating stories about work completed.

DISCIPLINARY ACTION

Students who violate academic integrity standards must accept the consequences and/or penalties for their actions. Infractions of these rules will result in action by the instructor and/or administration of the college.

An instructor may impose any of, but is not limited to, the following penalties:

1. Counsel the student on academic dishonesty and plagiarism.
2. Ask the student to re-do the assignment.
3. Alter the grade or give zero points on the assignment.
4. Ask the student to withdraw from the class.
5. Give an "F" for the class.
6. Give an "XF" for a first or second violation of academic integrity in a class after conference with Division Dean or VPAA.

Instructors are to report violations of academic integrity by completing the Academic Integrity Log Reporting Form (located in Department Canvas shells) and forwarding it to the appropriate dean. The dean will then add the information to the Academic Integrity Log.

Students committing three or more violations (unless superseded by department guidelines) will be reported to by the Division Dean to the Vice President for Academic Affairs. The Vice President or their designee may impose any of, but is not limited to, the following penalties:
1. Place the student on academic probation.
2. Suspend or expel the student from the institution.
3. Have an "X" permanently placed on the student's transcript indicating that the student failed the course because of violations of academic integrity.

Students accused of any violations may defend or contest accusations and are assured due process and the right to appeal accusations or penalties (see Procedure D19).

ENROLLMENT SERVICES & RESOURCES

Admissions

The Office of Admissions supports students through the enrollment process in its entirety, beginning with meeting prospective students through different avenues, which can include high school visits, college planning conferences, and campus visits. The Offices of Admissions continues to support prospective students up through the college's enrollment days to introduce new students to campus, culture, and successful student behavior.

The Office of Admissions processes admissions applications and receives high school and college transcripts as well as other required documentation for domestic and international students. Student Ambassadors are hired to work in the Office of Admissions to provide individual and group campus tours to prospective students and serve as student leaders.
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Advisement Center

Degree-seeking students enrolled are assigned a faculty advisor within their department. Students should discuss their specific degree requirements with their faculty advisor throughout their academic career. While a faculty advisor is to be of help to a student in planning and confirming the student's progress toward graduation, ultimately, it is the student's responsibility to be familiar with the requirements for graduation, to be aware of their progress toward graduation, and to determine the transferability of the College's courses to other post-secondary institutions.

If a student plans to transfer to another institution, it is recommended to declare a transfer institution early in their academic career and to be familiar with the transfer requirements. Refer to the Reverse Transfer section of the catalog for more details about earning a degree from Cloud after transferring to another institution.

Students who are uncertain about future plans may want to list their major as general studies. Students are able to explore different academic areas until a definite goal has been established.
To change advisors or a degree program, contact the Advisement Center or GCC Student Services.

Concordia campus, online and outreach students should contact their advisor at 800-729-5101, ext. 275, advisement@cloud.edu or stop by the Advisement Center, which is located in the Student Union on the Concordia campus.

Students studying at the Geary County campus should contact the Student Services Office located in the Russell Johnson Administration Building at 800-729-5101, ext. 714, by e-mail at gcadvisement@cloud.edu or stop by the office.

Bookstore

The T-Bird Bookstore provides course material to students of Cloud County Community College. Most courses utilize T-Books, a program in which electronic course material is provided on the first day of class and student accounts are billed for them. For select courses, the bookstore also stocks physical course material.

The T-Bird bookstore also sells clothing, general merchandise, and gift items. It is located on the Concordia campus inside Entrance #3. Visit www.tbirdbookstore.com to shop online and check for information about course material (textbook information, price, etc.). Web orders can be shipped via UPS or picked up at the bookstore. For Bookstore Policy & Guidelines regarding refunds, see the College Catalog.

Business Office

It is the expectation of Cloud County Community College that every student enrolled in classes and/or living in campus housing meet the financial obligation associated with their enrollment. Payment of account balances is completed with the Business office. The Business office is located on the Concordia campus and provides a variety of services to students, which includes information on student accounts and payment plans.

Payment of Tuition and Fees

How to Pay in iCloud
1. Visit www.cloud.edu
2. Select **MY.CLOUD** single sign on and enter your username and password
3. Select the iCloud button
4. Click **"Pay My Bill"** on the left
If balance is zero, you will need to select "Course and Fee Statement" and then "Generate My Course and Fee Statement" before going to Step 5.
5. Click **"Pay/Manage Account"**

For questions regarding your account balance and payment, please contact the Business Office, (785) 243-1435 ext. 202, 203, 205 or cccc_t.bill@cloud.edu

Enrollment

New on campus students will meet with advisors during a New Student Enrollment Day to discuss academic goals and to enroll in courses.

Returning students can enroll through iCloud (web portal) or schedule an appointment through the Advisement Center at the Concordia Campus or through Student Services at the Geary County Campus in Junction City to meet with their academic advisor. Designated enrollment periods are scheduled and published throughout the year. Early enrollment is encouraged due to a greater course selection and to provide time to complete the enrollment process.

Enrolling holds a space in each course. Students must make payment arrangements through iCloud or contact the Business Office to prevent those courses from being dropped.
This process is repeated each term the student enrolls in courses.

Students taking off-campus or online courses should enroll through iCloud or contact the Advisement Center in Concordia (ext. 275 | advisement@cloud.edu) or Student Services in Junction City (ext. 714 | gcadvisement@cloud.edu to set up an appointment with an academic advisor.

Add Procedure

After students complete the personal information updated within their iCloud account, if required, students will be ready to enroll in courses. At the time me of enrollment, official transcripts or placement scores must be on file to meet pre-requisites.

Students may add courses either through iCloud or by contacting their academic advisor at the GCC Student Services Office in Junction City or the Advisement Center on the Concordia Campus.

> • Log into iCloud, click on student course enrollment and add course.

The iCloud Enrollment Guide provides a detailed step-by-step process.
https://www.cloud.edu/Assets/pdfs/online/iCloud%20Enrollment%20Guide.pdf

Fall and Spring Semesters: Students will have through the fifth business day from the start of class to add a full-semester course. First- session or second-session courses may be added through the second business day from the start of each session.

Winter Term Semester: Students can only add through the first day of class.

Summer Session: For full session courses, students have two business days to add a course. For first and second session courses, students have the first day of class to add a course.

For more details please refer to policy D5
https://www.cloud.edu/about/ board-of-trustees/policies/index

Drop Procedure

Students wanting to drop an individual course will not be able to do so through iCloud. They must visit with an academic advisor or contact the Advisement Center on the Concordia Campus through advisement@cloud.edu or (800) 729-5101 ext. 275. Students wanting to drop a course on the Geary County Campus in Junction City, may do so through Student Services at (800) 729-5101 ext. 714 or at gcadvisement@cloud.edu.

Fall and Spring Semesters: Students can drop a full session course through the tenth business day for 100% refund. During the 11th-20th business days, students may drop but will not receive a refund.
First-session and second-session courses may be dropped through the fifth business day for 100% refund. During the sixth through tenth business day, students will not receive a refund.

Winter Term Semester: Figured on an individual basis.

Summer Session: For full session courses, students are able to drop through the fifth business day for 100% refund and have the sixth through tenth to drop without a refund. For first-session and second-session courses, students will have four business days for 100% refund. For more information pleases refer to
https://www.cloud.edu/students/financialaid/ refund/index

Total Drop

Before the semester begins, students wishing to completely drop ALL currently enrolled coursework for a specific term can follow the procedure listed above for Individual Drop.

Students wishing to completely drop or withdraw from ALL currently enrolled coursework for a specific term once it has begun must submit the electronic **Total Drop/Withdraw Form** in iCloud.

Once the electronic form has been submitted by the student, the appropriate offices will receive notification of the student's request. CCCC will send confirmation to the student's T-Bird email *(generally within two business days)* to confirm that their request has been received and processed.

If the student wishes to cancel their request for a total drop or withdraw from CCCC after the Total Drop/Withdraw form has been submitted, the student must contact Student Records to cancel the request within 2 business days of submitting the Total Drop/Withdraw form in iCloud.

Withdrawal Procedure

When a student drops a course or totally drops from all courses, they will have up to the census day to do so without a W being reflected on their transcript. Census dates are as follows:
- 20th class day (full session)
- 10th class day (first- or second-session)
- Winter Term semester is figured on an individual basis

After census, a W will appear on the official transcript, but the student will still have the opportunity to retake the course during a different semester. For more information about withdrawals and return of funds please refer to https://www.cloud.edu/students/financialaid/return-funds/ .

Students wanting to withdraw from individual classes will not be able to do so through iCloud. They must visit with an academic advisor or contact the Advisement Center on the Concordia Campus through advisement@cloud.edu or (800) 729-5101 ext. 275. Students wanting to withdrawal from individual courses on the Geary County Campus in Junction City, may do so through Student Services at (800) 729-5101 ext. 714 or at gcadvisement@cloud.edu.

Enrollment & Withdrawal Procedures (Institutional Policy D5) Updated 05.16.23

Prerequisites

A prerequisite is a course requirement in which the student must meet to demonstrate readiness for enrollment in a course or program. Prerequisites (established by each department) are published in the academic catalog within the course description. Prior to enrollment in a course with an established prerequisite, the student must meet or exceed the prerequisite and provide official

documentation. Documentation may include, but is not limited to, the student's official transcript or placement scores.

Enrollment

Any student who wishes to add a course/courses on or after the course start date will follow established guidelines:

- Fall or Spring - Full session: additions must be made within 5 business days from the course start date.
- Fall or Spring – 1st or 2nd Session: additions must be made within 2 business days from the course start date.
- Summer - Full session: additions must be made within 2 business days from the course start date.
- Summer - 1st or 2nd Session: additions must be made within the 1st business day from the course start date.
- Other Sessions: The time period for additions for term lengths not outlined above will be figured on an individual basis.

Overloads

Any student who wishes to enroll in more than the following number of credit hours must first have the written approval of the Vice President for Academic Affairs.

- More than 21 hours in a full 16-week term.
- More than twelve (12) hours in terms of five (5) to eight (8) weeks in length.
- More than six (6) hours in terms of four (4) weeks or less in length.

Drop/Withdraw

Any student who wishes to drop or withdraw from a course/courses on or after the course start date will follow established guidelines.

A course may be dropped through 11:59 pm (CST) on the calculated census date. Dropped courses do not appear on the student's transcript. Refer to Policy/Procedure F6 (Tuition and Fees) for established procedures related to student account charges.

The time period to withdraw from a course will be calculated for each term to range from the business day following the census date through the business day occurring at the 80% mark of the term (or the closest business day thereafter). See Advising Center (Concordia) or Student Services (Junction City) for exact date.

Withdrawn courses will remain on the student's transcript and will appear as a 'W' grade. The course will show as attempted credit (not earned) and the withdrawal will not negatively affect the student's grade point average.

Before a withdrawal can be finalized the instructor must be informed.

Any student who wishes to add, drop, or withdraw from a course outside of the established guidelines must first have the written approval of the instructor and the Vice President for Academic Affairs.

Individual Drop/Withdraw

Students wishing to drop or withdraw from one or more courses (but not ALL courses) at Cloud County Community College (CCCC) may contact the Advisement Center *(Concordia)* at ext. 275 or Student Services *(Junction City)* at ext. 714 to make an appointment with an advisor to discuss options and degree progression. The student can also contact their advisor, the Advisement Center (*Concordia*) advisement@cloud.edu, or Student Services *(Junction City)* gcadvisement@cloud.edu through their T-Bird email.

The student is encouraged to include their name and ID number, along with course information and their decision to drop or withdraw, dependent upon established deadlines. Students are encouraged to check their T-Bird email often; the college may need additional information to finalize their individual course drop/withdraw and incomplete requests will not be processed.

Total Drop/Withdrawal

Before the semester begins, students wishing to completely drop ALL currently enrolled coursework for a specific term can follow the procedure listed above for Individual Drop/Withdraw.

Students wishing to completely drop or withdraw from ALL currently enrolled coursework for a specific term once it has begun must submit the electronic **Total Drop/Withdraw Form** in iCloud.

Once the electronic form has been submitted by the student, the appropriate offices will receive notification of the student's request. CCCC will send confirmation to the student's T-Bird email *(generally within two business days)* to confirm that their request has been received and processed.

If the student wishes to cancel their request for a total drop or withdraw from CCCC after the Total Drop/Withdraw form has been submitted, the student must contact Student Records to cancel the request within 2 business days of submitting the Total Drop/Withdraw form in iCloud.

Effective Date for Total Drop/Withdraw

Requests will be processed according to the date the student submits the electronic Total Drop/Withdraw form.

Designated School Official

Student Records is the office designated to process the submitted electronic Total Drop/Withdrawal forms from iCloud.

Institutional Policy F6 Tuition and Fees will be followed for tuition and fee refunds. Revised/reviewed 12/7/2021

Refund Procedures for Charges to Student Accounts
Refunds may be issued to students dropping courses based on the following schedule.
Long Semester (16-week) Courses
1. 100% of tuition and fees, 1st through 10th class day
2. After 10th class day no refund.
Any refunds due to students will be made by the 20th class day.

Refunds for all courses less than 16 weeks will follow the same refund schedule, but will be pro-rated for the length of the course.

Refer to the table below for the pro-rated schedule.

TABLE 1 – Refund Schedule
Semester Length100%

16 weeks……………………………………………………..10th day
15 weeks……………………………………………………..10th day
14 weeks………………………………………………...……..8th day
13 weeks………………………………………………...……...8th day
12 weeks…………………………………………….…...……..8th day
11 weeks…………………………………………….…...……..5th day
10 weeks……………………………………………………...…..5th day
9 weeks……………………………………………………...……..5th day
8 weeks……………………………………………………...…….5th day
7 weeks………………………………………………….…...…..4th day
6 weeks………………………………………………….…...…..4th day
5 weeks………………………………………………….…...…..4th day
4 weeks………………………………………………….…...…..4th day
3 weeks………………………………………………...…..…..2nd day
2 weeks………………………………………………...……....2nd day
1 week……..

Students may be required to repay all or a portion of their financial aid and/or scholarship(s) after dropping or withdrawing from courses.

Refund requests outside the established timeline will be considered in extraordinary or unusual circumstances as determined by the Vice President for Administrative Services Vice President for Academic Affairs.

Procedure for Refunds
Concordia Campus - A student must present to the Student Records Office an add/drop form signed by his/her advisor to receive a refund, according to the refund policy stated prior.

Geary County Campus - students should submit add/drop forms signed by his/her advisor to Student Services at the Geary County Campus to receive a refund, according to the refund policy stated prior.

Online - An online student must contact the Advisement Center at the Concordia Campus for a drop/add card to receive a refund according to the refund policy stated prior.

Outreach - A student must contact the local coordinator or the Outreach office for a drop/add card to receive a refund according to the refund policy stated prior. It is the student's responsibility to return the form to the Outreach Office.

Return of Unearned Federal Financial Aid and Department of Defense Tuition Assistance
1)   If a student's last date of attendance or total withdrawal falls within 60% or less of the enrollment period, the amount of Federal Financial Aid or Tuition Assistance returned is prorated based on the percentage of the term completed.

2)   Once a student attends more than 60% of the term, all financial aid and tuition assistance is considered earned.

3)   If military service members stop attending due to a military service obligation, the college administration will work to identify solutions to reduce or eliminate the student debt resulting from the returned tuition assistance.

Financial Aid
Federal Financial Aid can be used to assist with paying student account balances. The majority of Federal Financial Aid is available through the federal government and eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA).

Traditional and non-traditional students are encouraged to apply for Federal Financial Aid. Selection to receive financial assistance through Cloud County Community College will be made without regard to age, sex, race, color, religion, national origin, or handicap.

Please visit the Financial Aid website at www.cloud.edu for information regarding Federal Financial Aid, including how and when to apply, what Federal Financial Aid is available, Financial Aid Forms and Worksheets, Refund and Disbursement Information, Professional Judgment, Satisfactory Academic Progress along with Consumer Information and Money Management Resources.

Students may access information about their Financial Aid on iCloud, under Students-Financial Aid. Please log in your username and password to view Financial Aid Document Tracking to see any missing documents and to see your Financial Aid Award(s).

Following are some our Frequently Asked Questions:

Q. When can I do my FAFSA and what information do I need to complete it?
A. The 2023-2024 FAFSA application opens on October 1 each year for the next school year. You will need your tax information for the prior-prior year. For example, if completing the 2023-2024 FAFSA, you will need your (and your parents) 2021 tax information. Cloud County Community Colleges school code is 00190900.

Q. I've submitted my FAFSA…what's next?
A. It takes 5-7 business days for the Financial Aid office to receive your FAFSA information. You will be notified if the Department of Education(DOE) is requesting any additional documents or information. Once all requested documents and information are received your file be reviewed and any corrections will be sent to the DOE. Once corrections are accepted by the DOE your file will be reviewed and an Offer Letter will be mailed and e-mailed to you.

Q. I can see on iCloud that I have documents I need to turn in. Where do I get them?
A. Documents needed from the student/parent for financial aid can be found on the CCCC website under Financial Aid Form and Worksheets. If you are unable to find the form you are looking for, please email or call us!

Q. How do I request a loan from financial aid?
A. You may complete and return the Federal Direct Loan Request Form that was included with your Offer Letter. The form may also be printed from the CCCC website under Financial Aid Forms and Worksheets or picked up in the Financial Aid office. Make sure to complete the required Master Promissory Note and Entrance Counseling, by visiting www.studentaid.gov before turning in your loan request form.

Q. Do I need to be degree seeking at CCCC to get Federal Financial Aid?
A. Yes, a student must be enrolled as a regular student in an eligible program or certificate to receive Federal Financial Aid. Financial Aid Eligible Hours are courses which apply toward the student's degree or certificate. Financial Aid Eligible Hours will be used to determine Enrollment Status. For example: student enrolled in 12 credit hours but only 9 credit hours count toward their degree and 3 credit hours do not. Financial Aid Eligible would be 9 and the Enrollment Status would be ¾ time and any Pell Grant will be adjusted accordingly.

Q. I want a work study job on campus…how can I get one?
A. You will need to complete the Federal Work Study Application, which may be picked up in person at the Financial Aid office on the Concordia Campus or Student Services on the Geary County Campus. Once the application is received and processed by the Financial Aid office, you will be notified of your eligibility and other information.

Q. When will I get my financial aid refund?
A. Several refund dates are scheduled throughout the academic year. Students will be able to see their Financial Aid on their student accounts in MY.Cloud at the beginning of each semester. If the amount of financial aid applied to the student account exceeds the student's semester charges, a refund will be issued to the student by check or direct deposit. Please visit the Financial Aid office or our website at www.cloud.edu for specific refund information.

Q. Do I have to pass all of my classes if I am receiving Federal Financial Aid?
A. Federal Regulations require students receiving Federal Pell Grant, Federal SEOG, Federal Work Study or Federal Direct Loans to be making Satisfactory Academic Progress (SAP). SAP is measured at the end of each semester and students need to maintain a 2.0 gpa with a 67% completion rate of all attempted courses. Students will be notified by mail and e-mail if not meeting SAP requirements. Please review the SAP policy for more information.

Academic Probation & Suspension
(Institutional Policy D14) Updated 8/10/22

Academic Probation and Suspension
For students at Cloud County Community College (CCCC), Academic Probation and Academic Suspension are not punitive measures or disciplinary actions. The purpose of this policy is to provide opportunities for students to succeed.

The clear intent of these sanctions is:
  --to identify students whose academic efforts have not met the minimum requirements for satisfactory academic progress;
  --to provide these students the opportunity for guidance in developing strategic plans to succeed at college-level learning; and
  --to link these students with staff and faculty who can offer support and encouragement to follow their plans to success.

Satisfactory Academic Progress:
To graduate, students must complete required courses and earn a minimum 2.0 cumulative grade point average (GPA). To reach the required 2.0 GPA, students must maintain GPA minimums which gradually increase as more credit hours are completed.

The Satisfactory Academic Progress chart below specifies the required ratio of earned credit hours, cumulative GPA, and semester GPA.

Satisfactory Academic Progress Chart

Total Attempted Credit Hours	Minimum Career GPA	Minimum Semester GPA
1-10 credit hours	N/A	N/A
11-20 credit hours	1.60	1.70
21-30 credit hours	1.70	1.70
31-40 credit hours	1.80	1.70
41-50 credit hours	1.90	1.70
51-94 credit hours	2.00	1.70

Transfer Transcript Evaluation
After transfer transcript evaluation, satisfactory academic progress will be reviewed according to CCCC requirements and if applicable, academic probation will be noted on the CCCC transcript by the Registrar or their designee.

Academic Probation

Students who have attempted eleven or more cumulative credit hours at Cloud County Community College shall be placed on academic probation when the cumulative grade point average or semester grade point average is less than that needed to achieve satisfactory academic progress, or a student passes less than 50% of courses for which they are enrolled.

 To register on Academic Probation, a student is required to take the following action:
• Enroll in the 1 credit hour course, SD009 Personal Assessment and Planning. Enrollment in Personal Assessment and Planning is required by the action plan to determine progress in addition to any additional action/intervention needed for the student to achieve the academic performance necessary to rise above academic probation and thus avoid academic suspension.

If the student feels there are extenuating circumstances regarding the student's probationary status or enrollment in Personal Assessment, a Petition for Special Consideration under conditions of Academic Probation, located on the college's website under Advising/Retention, may be submitted to the to the Vice President for Academic Affairs.

Concurrent Enrollment High School students placed on Academic Probation will not be required to enroll in SD009 Personal Assessment and Planning due to the Kansas Board of Regents Policy (Remedial/developmental course work shall not be offered as a Concurrent Enrollment Partnership course [Kansas Board of Regents Policy Manual; Academic Affairs; Chapter 13; b; iii; 6]). However, if the high school student is unable to make satisfactory academic progress they will be placed on Academic Suspension.

Continued Probation
 If a student on probation meets the expected semester GPA requirement
 but is unable to reach the cumulative GPA standards, the student will remain on probation

Academic Suspension

If the student does not meet satisfactory academic progress during the probation semester, the student will be placed on Academic Suspension.

The terms of Academic Suspension shall be as follows:

- A student on Academic Suspension will not be eligible to register for the next regular semester (fall or spring).
- After one regular semester (fall or spring) of Academic Suspension, the student may be reinstated with Academic Probation status.

Reinstatement

A student who has been suspended for academic reasons may file a Petition for Reinstatement with the Academic Probation and Suspension Committee by the required deadline. The Petition for Reinstatement is located on the college's website (under Advising/Retention) and is provided to the student through email and physical mail with the college's official notification of Academic Suspension.

The Academic Probation and Suspension Committee will consider each petition individually. The student may request on the Petition for Reinstatement to meet with the committee. If reinstated, the probationary status will continue.

Deadlines for Petition Submission

The Petition for Special Consideration (Academic Probation) and the Petition for Reinstatement (Academic Suspension) shall be filed with the Academic Probation and Suspension Committee. The committee will review petitions as they are submitted but no later than the following deadlines:

For the Fall semester, by August 5th or the closest business day thereafter. For the Spring semester, by January 5th or the closest business day thereafter.

Veteran Education Benefits

At Cloud, we understand the significance of veteran education benefits and want to ensure our veteran students and dependents have a great academic experience. We have a veterans representative at each campus to help you through the process. We will help qualified individuals take advantage of benefits offered through the Veterans Administration and military, including:

- Post 9/11 GI Bill
- Montgomery GI Bill – Active Duty
- Military Tuition Assistance
- MyCAA
- Vocational Rehabilitation and Employment
- Survivors and Dependents Education Assistance
- Montgomery GI Bill – Selected Reserve

If you have questions about using veteran education benefits, please reach out to us! veterans@cloud.edu

Institutional Scholarships

Cloud County Community College Scholarships fall into four categories: Special Ability (music, cheer, dance, and livestock judging), Athletics, Academic and Foundation Scholarships. Special Ability and Athletic Scholarships are awarded at the discretion of the sponsor or coach of the program. To be considered for Academic or Foundation Scholarships you must apply by March 1. Application opens October 1 and you can apply by clicking the scholarships tab at www.cloud.edu. For more information on scholarships, contact the Foundation Office.

Academic Standards for Scholarship and Stipend Activities

Students in scholarship funded or stipend activities must meet academic standards to maintain their scholarship or stipend.

The Academic Standards are as follows:

- A. Complete at least 12 hours each semester (remain full time to earn scholarship/stipend).
- B. Earn a minimum semester GPA of 2.00.
- C. Students may use the winter interterm and the summer session to meet the academic guidelines.
- D. Scholarship/stipend may be revoked or prorated at any given time throughout the semester:
    - a. If the student drops below full-time status, 12 credit hours.
    - b. If the student fails to meet standards set forth by the activity sponsor.

Student Records

The Cloud County Community College Student Records Office provides and maintains quality academic record services for all students, staff, and alumni. Services provided by the Student Records Office include:

- Maintain and archive student academic records; which includes name and address changes.
- Evaluate incoming transfer transcripts.
- Send out official Cloud County Community College transcripts at student request.
- Verify education enrollment through the National Student Clearinghouse and at student request.
- For more information please contact the Student Records Office on the Concordia Campus or by emailing: studentrecords@cloud.edu.

Transcripts (Institutional Policy D13) Reviewed 5/4/2020

The Office of Student Records maintains a student's academic record of course work completed at the College. Transcripts will be released only after receipt of a written request signed by the student. Transcripts issued directly to the student will be marked "Issued to Student." All official transcript requests must be accompanied by the published transcript fee. No official transcripts will be ordered or mailed until the fee is paid. Transcripts will not be released for students whose records are on hold. Official transcripts from other institutions cannot be released to any individual or institution. Copies designed "for CCCC staff use only" may be released to appropriate CCCC professional staff members for advising or for institutional research purposes. Any release of student transcript information will be approved and documented by the Registrar. Student transcripts are not to be faxed, mailed, or in any way shared with anyone off this campus until the student signs a release. The signed release must be in the Office of Student Records before the transcript will be sent off campus.

Records on Hold

If a student's records have been placed on hold for any reason, he/she will not be allowed to obtain a transcript or pick up a diploma until the hold is removed.

ACADEMIC SUPPORT SERVICES & RESOURCES

Academic Regulations
Degrees Offered
The Associate of Arts (AA), the Associate of Science (AS), the Associate of Applied Science (AAS), and the Associate of General Studies (AGS) degrees are offered at Cloud County Community College.

The AA and the AS degrees are transfer degrees equivalent to the first two years at a four-year college or university. General education requirements and elective courses used toward these degrees are expected to apply toward a Bachelor's degree. Therefore, technical courses generally will not fulfill requirements for these degrees.

The AAS is awarded to those students who successfully complete a specific occupational program. The AGS is awarded to those who desire to explore a variety of academic disciplines. The AAS or AGS degrees may transfer only to specific degree programs at selected colleges or universities. Generally, these degrees will only apply toward bachelor's degrees for which the purposes are technology occupations.

More information on academic regulations and degree requirements can be found in the College Catalog.

Academic Due Process (Institutional Policy D19)
In order to provide the highest level of service to the student, CCCC adopts the following procedure for addressing any complaint or dispute related to academic matters. Students who wish to appeal any academic dispute arising from an academic endeavor must follow this procedure. Failure to comply with these procedures shall be grounds for dismissal of any complaint or dispute and dismissal of the complaint shall be final.

Step 1: The student shall, within 10 business days following the academic dispute (i.e. issuance of the grade, charge of academic dishonesty, questioning classroom policy, procedures, assignments, or any related areas) provide written notification of any objection or complaint to the instructor and personally confer with the instructor (face to face or through web conferencing) to discuss resolution of the matter. Both student and instructor shall make a good faith effort in settling any dispute at this level. The instructor shall, within five (5) business days following the conference with the student, provide the student in writing the decision regarding the academic dispute.

Step 2: If the student is not satisfied with the results of the conference, the student must submit the Academic Due Process Complaint Form (found at the end of the procedures) to the appropriate Division Dean, his/her designate, within five (5) business days following completion of Step 1. The Division Deans will document evidence and log the complaint according to institutional practice.

Division Dean, or his/her designate, may request a meeting with the student (face to face or through web conferencing) for the purposes of seeking a resolution to the dispute. All parties must make a good faith effort at resolution, and no complaint or dispute may proceed to the next step unless such attempt at resolution is made.

The Division Dean, or his/her designate, shall evaluate the complaint or dispute to ensure that it meets the standards set forth in this policy and prepare a formal letter with his or her decision within 5 business days, addressed to the student and to the faculty member identifying the resolution of the complaint.

If the student is not satisfied with the resolution presented by the Division Dean, the student will initiate Step 3.

Step 3: The student shall supply a copy of the Academic Due Process Complaint Form, along with all attachments or supporting material, to the Vice President for Academic Affairs or his/her designate, within five (5) working days of the completion of Step 2.

The student shall make themselves available to the Vice-President for Academic Affairs, or his/her designate, for informal discussions on the topic of resolution of the complaint or dispute.

Should the Vice-President for Academic Affairs, or his/her designate, deem it appropriate, a formal hearing on the complaint or dispute may be set within five (5) business days. Such hearing shall be held before an ad hoc committee composed of the Division Dean, two faculty members from the Division, one faculty member from another division, and one faculty/staff member representative on behalf of the student. The members of the committee shall be appointed by the Vice-President for Academic Affairs. Said committee shall serve in an advisory role only, and shall report directly to the Vice-President for Academic Affairs, or his/her designate.

The Vice-President for Academic Affairs retains the discretionary authority to take action on the complaint or dispute based on the written reports submitted.

Step 4: Should the matter not be resolved, the student must submit a copy of the complaint or dispute, along with all attachments or supporting material, to the Office of the President within five (5) business days of completion of Step 3. The student must also submit a written notice of appeal from the decision of the Vice-President for Academic Affairs, and such notice must contain a concise statement of all issues remaining in dispute. The President retains discretionary authority to take action on the complaint or dispute based on the written reports submitted. The President may also take other action as deemed necessary.

Step 5: Use of the complaint procedure is not a prerequisite to the pursuit of other remedies. In addition to utilizing the college's complaint process, the following outlets exist for seeking redress of grievances:
• Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in these courses with the Kansas Board of Regents office.
• Kansas Community Colleges are regionally accredited by the Higher Learning Commission on Colleges and Universities (HLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at https://www.hlcommission.org/HLC-Institutions/complaints.html.

Access the full procedure and forms at www.cloud.edu – About Cloud – Board of Trustees – Policies.

Accreditation

Cloud County Community College is accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500 Chicago, Illinois, 60602, or (800) 621-7440.

Administrative Withdrawal Procedures (Institutional Policy D21) Updated 8/9/22

Refer to Policy/Procedure D5 (Enrollment and Withdrawal) for established procedures and deadlines for drop and withdrawal.

Administrative Drop

1. Administrative drops will be considered for the following circumstances:
   a. Non-Attendance: Student has not demonstrated academic engagement in a course. Instructors will certify non-attendance on the certification roster and the effective date for the administrative drop will be the census date.
   b. On a case-by-case basis other extenuating circumstances will be considered.
2. Any student account charges incurred for the administratively dropped course(s) will be reversed and any federal financial aid or scholarships will be adjusted accordingly.
3. An administrative drop constitutes a change in registration and could impact full-time status, athletic or co-curricular eligibility and, in select cases, financial aid eligibility or scholarships. The dropped courses will not appear on the student's transcript.

Administrative Withdrawal

1. Administrative withdrawals may be enacted due to, but not limited to the following circumstances: the student is unable to officially withdraw from their course(s), the student's disruptive conduct warrants removal from a course, or the student violates the student code of conduct.
2. An administrative withdrawal constitutes a change in registration and could impact fulltime status, athletic or co-curricular eligibility and, in select cases, financial aid eligibility or scholarships. An administrative withdrawal will be designated as "WA" on the student's transcript.
3. As per established College refund procedures, student account charges accumulated by the student will stand. Refunds will not be granted except in extraordinary or unusual circumstances as determined by the Vice President for Administrative Services and Vice President for Academic Affairs.

The Coordinator of Student Engagement and Retention (or other designated staff) will complete and submit the Administrative Drop/Withdrawal Form with all supporting documentation to the Office of Student Records.

The Office of Student Records will document the administrative drop/withdrawal in the student's record and will disseminate the information to the instructor, the Advisement Center/Student Services, the Business Office, the Financial Aid Office, the Library, Athletics, and Residence Life.

The Office of Student Records will send a notice of the administrative drop/withdrawal to the student's t-bird email account and to their home address of record.

Students may appeal the administrative drop/withdrawal (refer to Policy/Procedure D19 Academic Due Process [step3]) through the Office of the Vice President for Academic Affairs within 5 working days after the notification is sent to the student.

Adult Education Program

The Adult Education (AE) program is designed for students who are not yet eligible for admission to the College because of insufficient basic skills or lack of a high school diploma. As a service to the College service area, the program provides teacher directed instruction in math, reading, writing, science and social studies; understanding computer word processing; preparing for the GED to earn a Kansas High School Diploma; and gaining job and living skills. Students also have the opportunity to earn Technology Certificates, WorkReady Credentials and some industry recognized certificates.

Adult Education Centers are located on both the Concordia Campus and the Geary County Campus. Because the AE program is grant-funded, classes are free of charge. However, there is a minimal fee for software access, materials and testing. More information about the Adult Education Program can be found in the College Catalog or by calling 1-800-729-5101 ext. 335.

Attendance (Institutional Policy D4)

Cloud County Community College regards punctual attendance as integral to all courses and expects it of its students. Students are expected to attend all classes as scheduled regardless of delivery format. For online learners, regular, systematic weekly participation is expected according to the tenets established on the course syllabus.

Each instructor's attendance requirements will be published in the course syllabus. Penalties for excessive absences, which may include a reduction of the course grade, must be included in the course's syllabus. The instructor or the Student Retention Specialist may notify students whose class performance has been jeopardized by excessive absences.

Career Center

The Career Center is committed to assisting students in determining their career path and successfully accomplishing their transfer and employment goals. The Career Center develops and offers to students numerous programs and services to assist them with career decision making, transfer college planning and job search exploration. The Career Center assists in finding jobs, resume preparation and provides interview practice skills.

The Career Center is available to all students who wish to explore the world of work. Information about careers, firms and agencies; opportunities to meet with prospective employers; assistance to students and alumni in assessing their career decisions; and follow-up services and records is provided. Faculty can help students improve employment potential by acquainting them early with a wide array of services and special opportunities such as internships, job shadows, and interviews. Information on the Career Center services can be found in the College Catalog.

Children's Center

The Children's Center (located on the Concordia campus) is operated by a professional staff providing a quality learning environment for full- or part-time children ages six weeks to six years. For more information, call (785) 243- 3027, ext. 755. The Cloud County Community College Children's Center is licensed through the Kansas Department of Health and Environment.

Course Transfer and Program Articulation

(Institutional Policy D23) Revised 5/10/2022
In accordance with Kansas Board of Regents system-wide transfer policy, Cloud County Community College maintains established procedures for the transfer of course credits and the articulation of degree programs. These procedures treat transfer students in the same manner academically as non-transfer students.

Transfer Assurances
To ensure transfer of Cloud County Community College courses to other institutions of higher education, the College will maintain all standards of accreditation as put forward by the Higher Learning Commission of the North Central Association of Colleges and Schools. Additionally, to ensure transfer of Cloud County Community College courses to Kansas institutions of higher education, the College will participate in the statewide course articulation process of the Kansas Core Outcomes Group.

Transfer Disclaimer
The granting of transfer credit by Cloud County Community College does not guarantee transferability to any other college or university.

Student Responsibility
To expedite course transfer to other institutions of higher education, students who intend to transfer are responsible for becoming acquainted with the program and degree requirements of the institution to which they expect to transfer. To transfer course credits from another college or university into Cloud County Community College, the student must submit official transcripts to the Cloud County Community College Office of Student Records.

Transfer Agent
Cloud County Community College's Registrar will serve as the transfer agent for transfer and articulation issues. The Registrar's contact information will be identified on the College's web site.

More information about transferability of courses can be found in the College Catalog.

Accessibility Services
Cloud County Community College is committed to providing equal access to students with documented disabilities through reasonable accommodations and services based on individual need. Postsecondary accommodations require student self-advocacy and independence.
Accessibility services are provided through the Student Accessibility Office located in the Upper Gym (UG308) on the Concordia campus.

Contact Information:
Cloud County Community College
Aubrey Anderson/Director of Student Accessibility & Mental Health Services
2221 Campus Drive,
Concordia, KS 66901
785.243.1435 ext. 261
aanderson@cloud.edu

Who should apply?
• Students who received accommodations through high school Special Education programs or
• Students who have worked with Vocational Rehabilitation or a physician to document disabilities that directly affect their classroom performance.

What services can students receive?
While federal law does not allow for the alteration of course requirements, students can receive reasonable accommodations including academic adjustments and auxiliary aids. Academic adjustments are accommodations such as lengthened time to complete tests or testing in a reduced distraction environment. Auxiliary aids are accommodations such as tape recorders, magnifying glasses, lift keys or special seating. These accommodations are only made available to students who have completed the following required steps.

Steps to Requesting Accommodations:
Students wishing to receive accommodations must complete the Request for Accommodations form and provide appropriate disability documentation to Student Accessibility Services.

Attn: Student Accessibility Services
Cloud County Community College 2221 Campus Drive
P.O. Box 1002 Concordia, KS 66901

1. Complete the Request for Accommodations form and meet by phone or in person with the Director of Student Accessibility for an intake conversation. During this initial meeting, the discussion will focus on how the disability affects the student and what accommodation(s) may be needed. Early contact is encouraged as it can take weeks for accommodations to be arranged.

2. Students will be required to provide appropriate documentation of their disability. Required documentation must be current and include the following:

• The date of diagnosis and statement identifying the disability.
    • The student's current functional limitations specific to academic performance or major life activity.
• Description of the methods used to identify the specific disability
    • Recommended accommodation(s) and the duration of accommodation(s)
    • Explanation of how the suggested accommodation(s) will benefit the student

Types of documentation include:
• IEP/504 Plan
• Recent evaluations
• Letters from doctors
• Hospital reports
• Disability Verification Form

If a student does not have current documentation, then they must have the disability diagnosis made by a licensed professional in the field directly related to the disability. The college is not able to provide testing or diagnosis of a disability, and the college is not responsible for the fees associated with the diagnosis of the disability. Paper copies of the Disability Verification Form are available in the office or via email.

3. After submitting the completed request form and submitting the documentation, Accessibility Services will determine if the documentation is adequate both to establish the existence of qualifying disability and to support the requested accommodations.

4.   Accommodation letters are developed after the determination of reasonable accommodations. Students must request accommodations each semester and requests should be made as far in advance as possible.

5.   Students are responsible for providing a copy of the accommodation letter to their instructors. Once an instructor receives an accommodation letter, the student has the right to ask the instructor for any accommodation(s) listed in the letter. Accommodations are not retroactive.

6.   Students must notify Accessibility Services of any schedule changes.

Grading System

For each semester hour of graded work, students earn points, as follows:

A .... Excellent………………………………….4 grade points
B .... Good……………………………………….3 grade points
C......................... Average …………………………………..2 grade points
D......................... Poor ……………………………………….1 grade points
F .... Failing …………………………………….0 grade points
W .... Withdrawn ………………………………..0 grade points
P .... Pass ……………………………………….0 grade points
NP....................... No Pass …………………………………..0 grade points
I........................... Incomplete ……………………………….0 grade points
AU....................... Audit……………………………………….0 grade points
WIP..................... Work in Progress…………………………0 grade points
XF....................... Academic Integrity Violation ……………0 grade points
WA...................... Administrative Withdrawal ………………0 grade points

Grade Point Average (GPA):

Grade point average is a measure of scholastic performance calculated by dividing the number of grade points by the hours of work attempted, using the grade point scale above. Grades A, B, C, D, F and XF are computed in the Grade Point Average. Grades of W, P, NP, I, AU and WA are not computed in the GPA. The numerical value of each letter grade is multiplied by the credit hour value of the course. The resulting total of grade points is divided by the total number of attempted hours.

Honor Roll

The President's Honor Roll recognizes students who have earned a semester grade point average of 3.9 - 4.0. The Honor Roll includes students who have earned a semester grade point average of 3.6 to 3.899. In order to be eligible for these honor rolls, a student must complete a minimum of 12 hours in any given semester. These lists are published after the fall and spring semesters.

Graduation

In order to graduate, students are expected to complete the graduation requirements listed in the catalog that was in effect at the time they first enrolled. However, if graduation requirements change while the student is pursuing a degree, the student will have the choice of continuing with the old requirements, where those courses are available, or accepting the new requirements in order to graduate. If a student sits out two consecutive semesters, the student will be readmitted under the graduation requirement in the current catalog. Graduation requirements are outlined in the College Catalog.

Cloud County Community College holds one commencement ceremony, which takes place in May. It is the responsibility of the student to meet all requirements for graduation, and to check with the Student Records Office well in advance so there are no deficiencies.

Honor Graduate

A student meeting all graduation requirements for Cloud County Community College and who has a 3.6 GPA or higher for all college credit hours completed (Cloud County Community College credits and all transfer hours) may be designated an Honor Graduate.

For commencement ceremony purposes in the spring, tentative Honor Graduates will be recognized based upon the cumulative GPA at the end of the fall semester. However, the official designation will take place after the final GPA is determined based upon the criteria stated above and the degree has been conferred. At that point, the designation of "Honor Graduate" will be noted on the student's transcript.

Library

Library Hours

Mondays through Thursdays 8:00am-8:00pm
Fridays 8:00am-5:00pm

Cloud County Community College Library supports and enhances the instructional programs of the College by providing access to resources and services to meet their higher education needs of students, faculty, staff and the community. Emphasis is placed on promoting information literacy, i.e., the ability to locate, evaluate and use information effectively. To promote information literacy, the library staff offers individual and classroom instruction in the effective use of resources. The library also provides access to resources not owned by the library thorough interlibrary loan and online databases.

The library currently has two collections – Concordia Campus and Concordia AV. Materials in both collections can be found through the online Library catalog located on the Library Webpage. In addition, over 70 databases can be accessed through the Library Webpage.

Other services provided in the Library include: Access to 20 computers, a black & white printer, 3D scanner, a study/collaboration room, two Kwik Boost charging stations, Hava Java coffee shop, and an inviting atmosphere to enjoy.

Online Courses

Any eligible student may enroll in online classes. There are three options for course length: full session, first session, and second session. During enrollment, students can discuss these options with their advisor to determine the best suitable plan.

Although online students do not have face-to-face meetings with their instructors, they are required to follow the deadlines their instructors have outlined in their syllabi regarding assignments, exams, and other due dates. Online students must purchase the required materials for each class. To view a list of required materials please visit tbirdbookstore.com.

To ensure academic integrity of our online classes and adherence to NCAA guidelines, certain assignments or exams will be proctored. Cloud partners with Proctorio for online test proctoring. Review your course syllabus and other information in Canvas for further guidance.

Access this link for more info:
https://cloudcountycc.instructure.com/courses/908459/pages/proctoring-proctorio?module_item_id=64462319

With instructor approval and by arrangement, you may use proctoring services in the Student Success Center (SSC) on the Concordia or

Junction City campuses without an additional fee. Send an email to ssc@cloud.edu (Concordia) or gccproctor@cloud.edu (Junction City) to

Students may also use the fee based online proctoring service, ProctorU. For information on ProctorU, contact your instructor. Link: https://www.proctoru.com/portal/cloud

Student Retention Specialists

The student retention specialists work with college faculty to identify students who may be needing extra support and guidance. At Cloud, we want all of our students to have a positive and rewarding experience. Our ultimate goal is to make sure students grow and succeed in achieving their goals, and our student retention specialists are here to help make that happen.

Academic Probation: students may go on academic probation for two reasons
• Students fail to meet the minimum GPA requirements
• Students complete less than 50% of their enrolled credit hours.

Students who are placed on academic probation are required to enroll in a one-hour course called Personal Assessment. See policy D14 for future information https://www.cloud.edu/about/board-of-trustees/policies/

Student Success Center

The mission of the Student Success Center at Cloud County Community College is to provide instruction and services to support the academic success of all students and assist faculty effectiveness in classroom teaching. The Student Success Center offers a variety of services to support students. These include tutoring, test proctoring, and academic coaching. For students who present documentation of specific disabilities to their instructors, accommodations can be made available in the SSC. Writing assistance and editing for academic papers are also provided for students through the SSC.

The Student Success Center provides tutoring services for a variety of courses each semester FREE of charge to CCCC students. Students in need of tutoring may stop by the SSC or may make an appointment. To

schedule an appointment. A proctor form may be required to utilize in person proctoring.

become a peer tutor, students must have already taken the course for which they tutor or have demonstrated competency in the subject being tutored. Peer tutors must also have a minimum 3.0 grade point average, must have obtained a grade of "A" or "B" in the class tutored, have the recommendation of the course instructor, and must receive training in tutoring theory and skills.

The Student Success Center staff will proctor tests for CCCC students who are taking online courses, who need to make up a test, or who need accommodations. A photo ID is required and testing instructions given by the instructor will be strictly followed. The instructor will be notified of any test discrepancies. Proctoring is also available at a minimal charge for persons taking non-CCCC courses. To schedule test proctoring on the Concordia campus, stop by the SSC or call 785-243-1435, x231. To contact the Geary County SSC call 785-238-8010 or email gccproctor@cloud.edu.

TRIO Student Support Services

The TRIO Student Support Services program is a support network serving students who are historically under-represented in education: First-generation, low-income, and/or students with documented disabilities. The TRIO program provides assistance and support towards graduation and future career or academic plans.

Students at both the Concordia and Geary County campuses can qualify to participate in the TRIO program. They can receive free services such as 24/7 online tutoring, individualized counseling, workshops and training opportunities, transfer and scholarship assistance, campus visits to four-year universities, cultural enrichment activities, referral services, and every day support for life's ups and downs.

Office hours for TRIO staff are Monday through Friday, from 8 a.m. to 5 p.m. For more information, please contact the TRIO staff at trio@cloud.edu.

STUDENT SERVICES & STUDENT LIFE RESOURCES

Accommodation for Disability
Academic: If academic adjustment is needed for any type of disability, students should contact the Director of Student Accessibility, located in the Upper Gym (UG308). Students requiring auxiliary aids and services need to request accommodation six to eight weeks in advance of the start of the semester.

Other than Academic: If special arrangements are needed for accessibility, contact the Vice President for Administrative Services at least 6 weeks in advance.

Emergency Evacuation: Students desiring assistance during emergency evacuations will need to complete a registration form each semester with the Director of Student Accessibility on the Concordia Campus or the Student Services Office on the Geary County Campus.

Accommodation Due Process
In order to provide the highest level of service to students, CCCC adopts the following procedure for students who wish to appeal an accommodation or file a complaint arising under Section 504 of the Rehabilitation Act of 1973 and /or the Americans with Disabilities Act.

Step 1: Students, who believe the instructor is not implementing their accommodation appropriately, shall personally meet with the instructor to discuss resolution of the matter. This should occur with seven working days after the student becomes aware of the problem. The student must provide reasonable notice to the instructor of any objection or complaint. Both student and instructor shall make a good faith effort in settling any dispute at this level.
Only after providing the instructor with reasonable notice and opportunity for resolution of the complaint may the student move to the next step.

Step 1 is considered completed only when the student has exhausted all remedies with the instructor.

Step 2: Three types of student complaints will be dealt with at Step 2. (1) Students who believe the instructor is not implementing their accommodation appropriately and who have satisfied the requirement of Step 1; (2) Students who wish to appeal an accommodation because they believe the accommodation is inadequate or inappropriate or who believe a policy or procedure of the community college discriminates against students with disabilities; and (3) Students who have other complaints concerning the buildings and facilities covered by Section 504 of the Rehabilitation Act of 1973 and /or the Americans with Disabilities Act.

For all three types of complaints students must present a written summary of their objections or complaints to the Director of Student Accessibility and Mental Health Services. Students must file their summaries within seven working days after completion of Step 1 if they believe their accommodation is being inappropriately administered. Students who believe the accommodation they received from the Director of Student Accessibility and Mental Health Services is inappropriate or inadequate, have seven days to appeal after receiving their Letter of Accommodation. For other complaints, students must submit a written summary within seven days after the student becomes aware of the alleged violation of their rights under Section 504 and /or ADA. The written summary must contain, but is not limited to, the following:
A written description of all factual allegations. This must include the date, time, locations and substance of any disputed actions.

A written description of all efforts made by the student to resolve the matter. A written description of all relief sought by the student.
A list of all witnesses, including the name, address, telephone number and description of any testimony or other evidence relevant to the witness.
A list of all evidence of any nature the student relies upon and which the student believes is relevant to the issues.
Within three working days after receipt of the written summary of the complaint, the Director of Student Accessibility and Mental Health Services or their designee, will schedule a meeting to try to resolve the dispute. No complaint or dispute may proceed to the next step unless such attempt at a resolution has been made. The appeal of an accommodation that involves a waiver of an academic requirement must also be approved by a committee selected by the Vice President of Academic Affairs.

Step 3: If students do not feel they have resolved their issues after discussing them with the Director of Student Accessibility and Mental Health Services or their designate, students may file an appeal, in writing, to the appropriate administrator at the next level of supervision. Students with type 1 or type 2 complaints would file their appeal with the Dean of Student Affairs. Typically type 3 complaints would be filed with the Vice President for Administration.

Step 4: If satisfactory resolution cannot be obtained in discussion with the administrator or his designate at Step 3, students may file an appeal, in writing, to the Office of the President. The appeal must contain a concise statement of all issues remaining in dispute. The student must file the appeal within five working days after the student receives the decision of the administrator at Step 3. If the student files an appeal, the administrator who heard the student's appeal at Step 3 shall forward to the Office of the President all documents submitted by the student at Step 3. In addition, the administrator will submit a written copy of the administrator's decision concerning the student complaint or dispute and a concise statement of all issues remaining in dispute. The President retains discretionary authority to take action on the complaint or dispute based on the written reports submitted. The President may also take other action as deemed necessary.

Step 5: Issues not resolved in the above process must be presented, in writing, to the Board of Trustees. The student must submit a copy of the complaint or dispute, along with all attachments or supporting material, a copy of all findings at all levels of the process and a statement of remaining issues within five (5) days of the completion of Step 4.

Step 6: Students desiring to pursue any alleged violation of their civil rights beyond the above steps may contact the following agencies:

U.S. Department of Education	Disability Rights Section
Office for Civil Rights	Civil Rights Division
1010 Walnut St. 3rd floor, suite 320	U.S. Department of Justice
Kansas City, MO 64106	400 Maryland Ave. SW
(816) 268-0550 (Voice)	Washington, D.C. 20202-1100
	(800) 421-6012 (TDD)

Hava Java Coffee Shop
The Library on the Concordia campus is also home to the Hava Java Coffee Shop which is open on instructional days from 8:00 am - 8:00 pm on Monday through Thursday and 8:00 am - 4:00 pm on Fridays.

STUDENT HANDBOOK

Hava Java offers a variety of hot drinks to purchase including coffees, lattes, mochas, cappuccinos, hot chocolate and a variety of hot teas as well as on-the-go snacks. Stop in on your way to class or stay awhile to study and enjoy the atmosphere of our library which boasts plenty of relaxing seating areas.

Health Services

Students have access to free basic medical services at the Cloud County Health Center Family Care Center walk-in clinic during the fall and spring semesters. Walk-in clinic hours are Monday-Friday, 8:30 a.m.-6 p.m.

Counseling

Counseling services for both the Concordia and Geary County campuses offer assessment and short-term assistance. Students may refer themselves. Referrals of students will also be accepted from other students, parents, faculty, staff, and other agencies in the community.

Concordia Campus: Aubrey Anderson, LCMFT
Location: UG308 (Upper Gym)
Monday-Friday: 8 AM - 5 PM
Email: aanderson@cloud.edu or Call (785) 243-1435, ext 261 to make an appointment.
Walk-ins are welcome, when available.

BetterMynd
CCCC is partnering with BetterMynd, a teletherapy platform, to offer students access to free online therapy.

BetterMynd offers:
- Virtual counseling from the privacy of a student's laptop of phone
- Sessions available during days, nights, and weekends
- Counselors who are diverse
- Personalized care based on the student's needs
- The ability to schedule ongoing 50-minute teletherapy sessions as they see fit

To register and get started, students must be 18 and a current student. They can register at www.bettermynd.com with their T-Bird email address.

Drug and Alcohol Abuse Information
The college's goal is to intervene in substance abuse problems faced by students or employees of the college by designing individual intervention plans for persons with substance abuse problems. For information or counseling contact Pawnee Mental Health at 243-4164. GCC students should contact Pawnee Mental Health (785)-762-5250.
Intervention and Treatment Resources
Concordia referrals:
Kerr's Counseling, (785) 243-4164
Pawnee Mental Health Services, (785) 243-8900
CKF Substance Abuse Treatment & Prevention Services, (785) 243-6091
Self-Help Hotline Listings of local AA, NA, Alanon, and OA Meetings, (785) 275- 1822

Junction City referrals:
Alcoholics Anonymous (785) 762-6198
Pawnee Mental Health Services (785) 762-5250 Konza Prairie Comm. Health Center (785) 238-4711

Substance Abuse and Health Issues
Nationally, one-fifth of all college women and one-third of all college men reported one or more alcohol-related problems in the past year. Many health-related problems that college students face are related to substance abuse. 90% of all rapes, 50% of all fatal accidents and 50% of all homicides are alcohol related.

Fitness Center

The Fitness Center is a health, recreational, and social facility geared towards muscular and cardiovascular strength and endurance. The center consists of muscular development (Bench press stations, squat racks, and a set of free weights consisting of 5lbs to 100lbs) as well as cardiovascular development (Four treadmills, four elliptical machines, four bike machines, and a 160 meter indoor track).

The Fitness Center is closed during home basketball games, volleyball games and during holidays when the college offices are closed. It is located on the west end on the upper level of the gym.

FITNESS CENTER
REGULAR SEMESTER HOURS:
Monday - Thursday: OPEN 6am – 9pm
Friday: OPEN 6am - 7pm
Saturday: OPEN 10am – 2pm
Sunday: OPEN 6pm – 9pm

SUMMER HOURS:
Monday - Thursday: OPEN 7 am - 7 pm
Friday – Sunday: Closed

Food Service on the Concordia Campus

Food service is provided by an outside vendor. The College hires a contractor who specializes in food service operations for businesses and public institutions.

Students living on campus receive 17 meals per week in T-Bird Cafe as part of their contract. Off campus students may purchase a 5- or 10-meal plan, pay cash at the register, or purchase a 10-meal punch card. Meal prices change from year to year, however, pricing in any one year will be very competitive with local markets.

Details about food service offerings, including current prices, are available from either the Auxiliary Services Office or the Food Service Contractor.

Information Technology

T-Bird Login
Students can use their T-Bird login to access Canvas, iCloud, email, and computers on-campus through MY.CLOUD.

Username: The username for a T-Bird login is normally first initial, middle initial, and last name.
Password: The password is a randomly generated password that is emailed to students from Admissions after the application for admission is processed.

Example: John A. Smith: T-Bird email: jasmith@ tbirds.cloud.edu
    Username: jasmith
    Password: randomly generated

T-Bird Email

All Cloud County Community College students are given a T-Bird Email account. It is through this email account ONLY that the College will communicate with ALL STUDENTS. Checking this email account regularly is very important. Be sure you check your junk or spam mailbox for emails from Cloud. If you have issues logging onto your @tbirds

email, please contact our IT Department at ithelp@cloud.edu or ext. 253.

iCloud
iCloud is your student web portal. This is where you enroll in your classes, view your student account, check mid-term and final grades.

CANVAS
Canvas is Cloud's learning management system. Canvas has many great uses for students, such as checking grades throughout the semester, submitting assignments, and messaging instructors.

The CCCC Computer Usage Policy, Email Policy, and Wireless Policy can be found on the college website at: https://www.cloud.edu/about/board-of-trustees/policies/

Intercollegiate Athletics
The intercollegiate athletics programs at Cloud County Community College offer a variety of sports for men and women, giving student- athletes the opportunity to compete at the collegiate level. Cloud County has been a member of the Kansas Jayhawk Community College Conference (KJCCC) since 1996, considered by many as the strongest National Junior College Athletic Association (NJCAA) conference in the country.

In addition to great intercollegiate athletics, Cloud County has a first- rate coaching staff that is highly decorated and respected throughout the country. Currently, Cloud County Community College offers intercollegiate sports in volleyball, baseball, softball, men's and women's basketball, men's and women's indoor track and field, men's and women's outdoor track and field, and wrestling. CCCC also has an outstanding Cheer Squad and Dance Team.

Intramurals
The intramural sports program offers a variety of activities designed to meet the diverse needs and interests of the students, faculty, and staff of Cloud County Community College. This program offers the opportunity to develop and maintain physical fitness, to compete with and against other members of the campus community, as well as provides a change from the routine of academic life. Participants have the opportunity to choose from various team and individual sports.

Liability Statement
All participants should be duly aware of the risk and hazards involved in intramural/recreational sports, fitness activities, and student activities. All participants should voluntarily elect to utilize Cloud County Community College facilities, and participate in programs recognizing present conditions and further agree to voluntarily assume all risk of loss, damage, or injury that may be sustained while using college facilities or participating in programs.

Cloud County Community College assumes NO responsibility for cost involved with individual injury or property damage incurred in connection with the use of college facilities.

Participants are reminded that they should review their own situations to determine if they have adequate insurance or protection.

Residence Life
A unique experience in college housing is available at Cloud County Community College. On campus housing includes apartment style and traditional residence hall options which provides housing for 300+ students. Some apartments have their own kitchen, living room, two bedrooms and a bath shared by four residents. Others offer a private bedroom and a semi-private bath. A Residence Life Handbook is provided to each campus resident and is available upon request. Contact the Residence Life Department for questions about the handbook or housing contract.

The Residence Life Office also provides many activities and programs for all students. The Residence Life Office employs a group of students known as Resident Assistants (RAs). Resident Assistant are current students that live on campus and they strive to make an on campus living a memorable and positive experience.

Student Services Office - Geary County Campus
The Student Services Office on the Geary County Campus assists current and prospective students with admissions, placement testing, financial aid, military benefits, enrollment and advising, and retention. Student Services staff and faculty advisors work closely with corresponding offices on the Concordia Campus (Admissions, Advisement, Financial Aid, Student Records). The Career Center is also located in Student Services.

Students studying at the Geary County Campus should contact the Student Services Office at 800-729-5101, ext. 714, by e-mail at gcadvisement@cloud.edu, or stop by the office located in the Russell Johnson Administration Building.

Student Organizations
An important part of any college experience is the extracurricular activities. Listed below are examples of organizations and activities for student enrichment at CCCC.

Concordia Campus:

Academic Excellence
So you enjoyed high school quiz bowls? Then, you'll love Cloud's Academic Excellence Team, which competes in invitational meets in the fall and main matches in the spring.

Agriculture
• Crops/Soil Judging
Cloud's teams will give you the chance to compete on a national stage in Crops and Soils Judging. We're the only community college to compete at the Collegiate Crops Contest, and regularly place higher than four- year schools.
• Livestock/Horse Judging
You'll have the opportunity to travel around the country, judging at several national contests, and getting the chance to network with some of the leading competitors in the livestock and horse industries.
• Collegiate FFA
If you spent time in FFA or 4-H in high school, this is the group for you. You'll put your leadership skills into practice through service to the campus and community Contact Jamieson Gross • jgross@cloud.edu

Band
• Pep Band
The Rolling Thunder pep band performs at athletic events and campus activities. If you have experience playing an instrument, you can be a part of this fun and spirited group.
• NCK Community Band
The Community Band is open to musicians of all ages and experiences, and performs in concert both on and off campus.
Contact Chris Langsford• chris.langsford@cloud.edu

Cheerleading
Members of the Cloud cheer squad help spark and maintain a high level of excitement at home basketball games.
Contact Stephanie Downie • sdownie@cloud.edu

Choir
Community Chorale
Singers from throughout North Central Kansas come together to form a "singing city" where friends and neighbors gather to perform music. Everyone is welcome to join! Contact Chris Langsford • chris.langsford@cloud.edu

Dance Team
If you enjoy dancing, the Thunderbolt Dance Team might be the right fit for you! As a Thunderbolt, you'll perform at home basketball games and various area events. Contact Jolie Kasper • thunderbolts@cloud.edu

Fellowship of Christian Athletes (FCA)
This group is dedicated to helping students grow religiously. The group is involved with several activities including Bible study, dinners, retreats and other gatherings.
Contact Athletic Office

iWill
If you have a desire to help others, this group is for you. IWILL performs community service, and gives you the opportunity to interact with the community and provide service to any person or organization in need. Contact Spencer Farha • sfarha@cloud.edu

Phi Theta Kappa
Phi Theta Kappa (PTK) serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through the four hallmarks of leadership, scholarship, fellowship and services.
Contact Mark Whisler • mwhisler@cloud.edu

Student Senate
Student Senate is the elected governing body of the student population at the Concordia Campus. The Student Senate practices good citizenship, promote relationship-building, improve school morale, assist in planning and implementing school activities and provide a forum for student expression.
Contact Zoe Merz • zoe.merz@cloud.edu

Theatre
At Cloud, the theatre department is small, but active. That means you won't need to wait a semester to perform. You'll be able to work on your theatrical passion right away.
Contact Brandon Galm • brandon.galm@cloud.edu

Thunderhead Media
At Cloud, we believe students learn best by putting their skills to the test. Our publications do just that with real-world, hands-on experience. If you're interested in radio, you can join our KVCO team, which features student-run

music shows, talk shows and broadcasting sporting events. If the written word is more up your alley, you can join T-Bird Times, the student-run online newspaper, or Cumulus, the online yearbook.
Contact Brandon Galm • brandon.galm@cloud.edu

Geary County Campus:
Nursing Student Organization (SNO)
Nursing Student Organization (SNO) is made up of students enrolled in the program at Cloud County Community College and provides an avenue for contributing to nursing education by advocating the highest quality healthcare. Members participate in activities involving nursing and community service. Projects and seminars aid the student in the transition from pre-professional to professional activities, as well as offering leadership, educational and social opportunities.

SNO helps members grow as student nurses. This is done through meetings, events, and community involvement. The meetings emphasize current nursing events and issues, prepare students for their role as an RN through professional development, and cultivate responsibility for community health and outreach. Involvement within the community teaches members about diverse populations and health issues and provides the opportunity for members to give back.

Contact Sandra Grubb • sgrubb@cloud.edu

Phi Theta Kappa
Phi Theta Kappa (PTK) is an international honor society that serves to recognize and encourage the academic achievement of two-year college students and provide opportunities for individual growth and development through the four hallmarks of leadership, scholarship, fellowship and service. The CCCC Geary County Campus chapter, Beta Eta Xi, is an award-winning chapter, taking home three international awards in 2018-19, and maintaining five-star status for three consecutive years. Students are inducted into PTK each Spring and Fall based on specific criteria such as a minimum number of credit hours completed and at least a 3.3 grade point average.

Contact Maricella Gallardo • m.gallardo@cloud.edu

Student Activities Board
College is more than books and the classroom, and the Student Activities Board (SAB) brings the fun to campus. SAB develops and organizes campus-wide activities and events that give students a chance to be engaged outside the classroom.

Contact Keela Andrews • kandrews@cloud.edu or
Suzette Ghent • sghent@cloud.edu

Student Veterans Association
The Student Veterans Association (SVA) is a group that provides support and assistance to veterans and their spouses and children to assist with Veteran's benefits, education, counseling and social support. This is a new group for the Geary County Campus and it will be a great resource for our students with military service.

Contact Raven Smith • raven.smith@cloud.edu

Campus Safety Overview
At Cloud, student safety is our number one priority. We have a well-trained professional staff with years of experience, and their primary goal is to keep students safe.

PUBLIC SAFETY & CAMPUS SECURITY

Campus Safety Overview (continued)

On the Concordia campus an officer is on duty seven nights a week during the school year, from 5 p.m. to 2 a.m., and is on call 24/7. Officers can also help if you're locked out of your apartment, have a dead car battery, flat tire, locked your keys in your car, or any other type of emergency. Security can be reached by calling 785.243.6646.

On the Geary County campus, an officer is on duty Monday-Thursday 4:45-10:15 PM and Fridays 2:30-5:30 PM. Security can be reached by calling 785-223-7024.

Security can provide help with:
*   On campus Apartment lock-outs
*   Dead car batteries
*   Flat tires
*   Unlocking vehicles
*   Escort service from 5pm-2am

To keep students safe, Cloud also offers:
*   Well-lit parking lots
*   Self-defense classes
*   Security foot patrol through the apartment grounds and main building
*   Posted visiting hours for the campus apartments are Sun-Thurs until 11pm and Fri-Sat until 1am

For more information on Campus Safety contact:
Director of Auxiliary Services 800.729.5101 ext. 342

Students Right to Know

All students attending Cloud County Community College are required to conform to ordinary and usually accepted social customs and to conduct themselves at all times in a manner befitting of a college student. Each student assumes an obligation to obey all rules and regulations made by the College and to conform to all local, state and federal laws. Infractions of College rules and regulations will be subject to disciplinary action based upon guidelines established in the College Student Code of Conduct. Violations of civil and criminal law will be reported to the appropriate law enforcement agency. Persons experiencing or witnessing a crime should report the incident immediately to local law enforcement by calling 911. For information concerning Cloud County

Community College's crime statistics and security policies contact the Director of Auxiliary Services, 785-243-1435 Ext. 342.

Campus Security Act

Cloud County Community College adheres to the Campus Security Act (Public Law 101 - 542). Current statistics are available upon request from the Campus Security Office. In compliance with the Campus Sex Crime Prevention Act, information concerning registered sex offenders within the community can be obtained at: www.accessKansas.org/kbi/ro.shtml.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President for Administrative Services, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the college email system to students, faculty, and staff and the emergency notification system. Depending on the particular circumstances of the situation, especially in all situations that could pose an immediate threat to the community and individuals, the Vice President for Administrative Services may also post a notice on the campus web site at www.cloud.edu. In such instances, a copy of the notice is also posted in each residence life building. The web site is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the Vice President for Administrative Services by phone (785-243-1435 x 204) or in person at the CCCC Business Office.

Campus Security Report

AVAILABILITY OF ANNUAL SECURITY REPORT
A copy of Cloud County Community College's Annual Security report can be obtained by contacting Stephanie Downie, Director of Auxiliary Services or by accessing the following website:
https://www.cloud.edu/students/safety/

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, on property owned or controlled by Cloud County Community College, and on public property within or immediately adjacent to and accessible from the campus. It also includes institutional policies concerning campus security and safety.

For a copy of the Cloud County Community College campus security reports go to the following website:
https://www.cloud.edu/students/safety/crime-statistics/ index Institutional policies concerning campus security, such as policies concerning sexual assault and other matters, can be obtained by contacting the Director of Auxiliary Services or by accessing the following website:
https://www.cloud.edu/students/safety/policies-and-documentation/

THOSE USING FACILITIES OF CLOUD COUNTY COMMUNITY COLLEGE ARE STRONGLY ENCOURAGED TO REVIEW THIS EMERGENCY PROCEDURE INFORMATION PRIOR TO YOUR EVENT. WE ALSO ADVISE THAT YOU TAKE TIME TO IDENTIFY WHERE THE SHELTERS ARE LOCATED BEFORE YOUR EVENT BEGINS. IT IS YOUR RESPONSIBILITY TO ENSURE ALL EVENT PARTICIPANTS ARE MADE AWARE OF THIS INFORMATION.
If you need assistance outside of regular college hours (after 5 pm or on weekends), call Security at 785-243-6646.

Emergency Notification Procedure
When alarms are sounded or crisis conditions arise, you are instruct- ed to move to the designated safe area or to remain in the classroom until the crisis has passed. If you leave the room, take as many of your personal belongings as time permits. Cell phones and other electronic devices are only to be used once you arrive in the safe area.
Fire Evacuation
Please take a few minutes to identify the emergency exits closest to you. In the event of a fire, proceed to the nearest exit and leave the building. Please take personal belongings with you and do NOT use elevators.

Tornado/Severe Storm Procedure
Gymnasium: In the event of a tornado warning, you are advised to take shelter immediately in the best available shelters located in the locker rooms and Classrooms 231, 232, and 233. Please take personal belongings with you AND remain in the shelter areas until the "all clear" is announced by a college official.
Cafeteria: In the event of a tornado warning, you are advised to take shelter immediately in the best available shelters located in the Music Room 100 or restrooms in the Student Union area. Please take personal belongings with you AND remain in the shelter areas until the "all clear" is announced by a college official.
Cook Theatre: In the event of a tornado warning, you are advised to take shelter immediately in the best available shelters located in the locker rooms by the gym area men's restrooms. Please take personal belongings with you AND remain in the shelter areas until the "all clear" is announced by a college official.
Conference Room: In the event of a tornado warning, you are advised to take shelter immediately in the best available shelters located in the Music Room 100 or restrooms in the Student Union area. Please take personal belongings with you AND remain in the shelter areas until the "all clear" is announced by a college official.
ROOMS 255-259: In the event of a tornado warning, you are advised to take shelter immediately in the best available shelters located in the Music Room 10 or restrooms in the Student Union area. Please take personal belongings with you AND remain in the shelter areas until the "all clear" is announced by a college official.

STUDENT HANDBOOK

Best Available Storm Shelters:
CONCORDIA CAMPUS
Lower Level (Student Union Area)
- Music Room 100
- Restrooms

Middle Level
- Men's Locker Room
- Athletic Training Room
- Men's Restroom
- Computer Labs (Rooms 231, 232, 233)
- Women's Locker Room
- President's Office
- Women's Restroom

Tech East and Tech West
- Interior Restrooms
- Nursing Offices
- Interior Hallways
- Nursing Simulation Lab

Wind Energy Technology Facility
- Rooms 102 and 103 at the strip mall location
- Bathrooms, storage room and Small Hallway at the hangar location

GEARY COUNTY CAMPUS
- Interior Restrooms
- Interior Hallways

Note: Stay away from windows and exterior doors. Always avoid the GYMNASIUM.

Inclement Weather Procedures
In case of extremely severe weather, the college may close or classes may be cancelled. Access to cancellation information varies based on course location. Local radio and TV stations are notified, information is posted on the college website: www.cloud.edu, and messages are available through the phone system 785-243-1435 or 800-729-5101. The college emergency notification system will notify subscribers of Concordia and Geary campuses cancellations. Contact the class location directly for outreach information. The following radio and TV stations will be notified:

KNCK	1390 AM	Concordia	KCLY	100.9 FM	Clay Center
KREP	92.1 FM	Belleville	KSAL	1150 AM	Salina
KVSV	1190 AM	Beloit	KWCH (TV)	Chan. 12	Wichita
WIBW (TV)	Chan. 13	Topeka	KSNT (TV)	Chan. 27/49	Topeka
KOLN (TV)	Chan. 10	Lincoln, NE			

For Concordia on-campus classes beginning 9:30 am or later, students should call the switchboard beginning before 9:30 am are handled by individual course instructors. For classes at GCC, students may call (785)238-8010. If the College closes because of weather, that information will also be posted on www.cancellations.com.

Emergency Text Messaging
Cloud County Community College has recently partnered with Regroup to provide a broad based emergency notification system for Cloud students, faculty and staff. Emergency messages can be delivered in many different ways: email, text message/SMS, voice broadcast, website, RSS, pagers, mobile devices, and social media like Facebook and Twitter. Each student, staff and faculty member will be automatically enrolled in the system and will have the option to choose what format they would like to receive messages. For more information contact the Director of Auxiliary Services at ext. 342.

Emergency Numbers

Police/Sheriff	911
Fire	911
Ambulance	911

Non-Emergency Numbers	Law Enforcement	Fire
Cloud County Sheriff	785-243-3636	
Concordia	785-243-3131	785-243-4411

Hospitals	Cloud County Health Center 1100 Highland Drive (Concordia) 785-243-1234 www.cchc.com	Geary Community Hospital 1102 St. Mary's Rd. (Junction City) 785-238-4131 www.gkhks.org
Health Department	Cloud County Health Department 910 W. 11th St. (Concordia) 785-243-8140	Geary County Health Department 1212 W. Ash St. (Junction City) 785-762-5788
Domestic Violence and Sexual Assault	Kansas Crisis Hotline 1-888-END-ABUSE (363-2287) www.kcsdv.org/ksresources.html	
Federal Bureau of Investigation (Wichita)	1-316-262-0031 www.fbi.gov	
Kansas Bureau of Investigation	785-296-8200 www.accesskansas.org/kbi/	
Pawnee Mental Health Crisis Hotline (Concordia)	785-243-8900 http://pawnee.org EMERGENCY HOTLINE: 1.800.609.2002	
Poison Help Hotline	1-800-222-1222 http://www.1-800-222-1222.info/poisonhelp.asp	
Suicide Prevention Hotline	988 www.hopeline.com	
Road and Weather Conditions	Kansas Road Conditions 866-511-KDOT (511-5368) 511 (cell phones) http://511.ksdot.org/KanRoadPublic_VE/Default.aspx	

Campus Parking Regulations
<u>Geary Campus students:</u> Parking is open. Please obey traffic rules in the parking lots and respect the stalls reserved for disabled drivers.

<u>Concordia Campus students:</u>
PARKING PERMITS REQUIRED
Parking permits are required for all motor vehicles using CCCC campus parking lots. Motor vehicles include cars, trucks, motorcycles, motor scooters, motor bikes, etc.

Parking permits are issued by the Transportation Department in the Information Center. Each person will be issued one permit per academic year (August – July). Permits issued to students living in campus housing are included with their housing charges. Students living off campus and community members desiring to regularly use CCCC facilities must purchase a permit from the Transportation Department at a cost of $10 each. Faculty and staff are issued one gratis permit upon initial employment.

Keep vehicles locked and valuables out of sight to prevent theft.

Parking regulations are enforced Monday-Friday 8:00 am-5:00 pm.

PARKING REGULATIONS
1. Permits must be visible and placed on the passenger side front windshield. Vehicles without a current permit properly displayed will be ticketed.

2. Vehicles parked in handicapped parking stalls must display a

current ADA tag visible through the front windshield or have a permanent ADA rear license plate. Vehicles without a current ADA tag properly displayed will be ticketed and assessed a $100 fine for the first offense. Subsequent violations will result in the vehicle being towed at the owner's expense.

3. CCCC uses reserved parking stalls to honor employees of special status and to provide for campus visitors. Employees of special status are provided special parking permits authorizing their use of the reserved parking stalls. Permits are not required for campus visitors. Visitors abusing the use of visitor parking stalls will be required to purchase a parking permit. Unauthorized users of reserved parking stalls will be ticketed.

4. Parking permits are color-coded based on student residency or faculty/staff employment status. Parking is permitted only in the stalls marked in the same color as the parking permit. Violators will be ticketed.

5. Campus Drive is a designated emergency snow route. Parking along Campus Drive is prohibited between November 1 and April 1 when snow, sleet or freezing rain is forecast or occurring, per city ordinance 2016-3104, effective February 3, 2016. Violators will be ticketed by the Concordia Police Department a minimum amount of $45, and the vehicle will be towed at the owner's expense.

PARKING TICKETS AND FINES
Grace period – August 1 – August 31 – Warning issued
1st offense - Ticket issued and $25.00 fine assessed
2nd offense - Ticket issued $50.00 fine assessed
3rd offense - Ticket issued and $100.00 fine assessed
4th offense - Vehicle towed at owner's expense

REPLACEMENT PARKING PERMITS
Replacement parking permits are issued by the Transportation Department at a cost of $10 each, due at the time of issuance.

CCCC Parking Map

Parking Reminders

There is additional parking available on Campus Drive and College Drive. Yellow curbs and No-Parking signs will indicate restricted areas.

Republican Street and Campus Drive are City of Concordia snow routes. (Parked vehicles may be towed during winter weather.)

Contact the Information Center with any parking questions.

Parking permits are color-coded. Parking is permitted only in the stalls matching the color of your parking permit. Violators will be ticketed.

Parking Lot Key
- Off-campus students, Visitors, Staff Lot 2
- Off-campus students, Staff Lot 1, 3, 4, 5
- Student Housing