



**2025-2026**

# **Student Handbook**

Cloud County Community College  
Concordia • Geary County • Online & Outreach  
785.243.1435 • 800.729.5101  
[www.cloud.edu](http://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 Services.....	ext. 231
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. 209
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 Services.....	ext. 231
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. 209
VA Representative .....	ext. 714

### Online & Outreach

Admissions .....	ext. 212
Advisement Center .....	ext. 275
Bookstore .....	ext. 289
Concurrent/Outreach Courses.....	ext. 373
Financial Aid .....	ext. 281
Online Courses.....	ext. 377

## TABLE OF CONTENTS

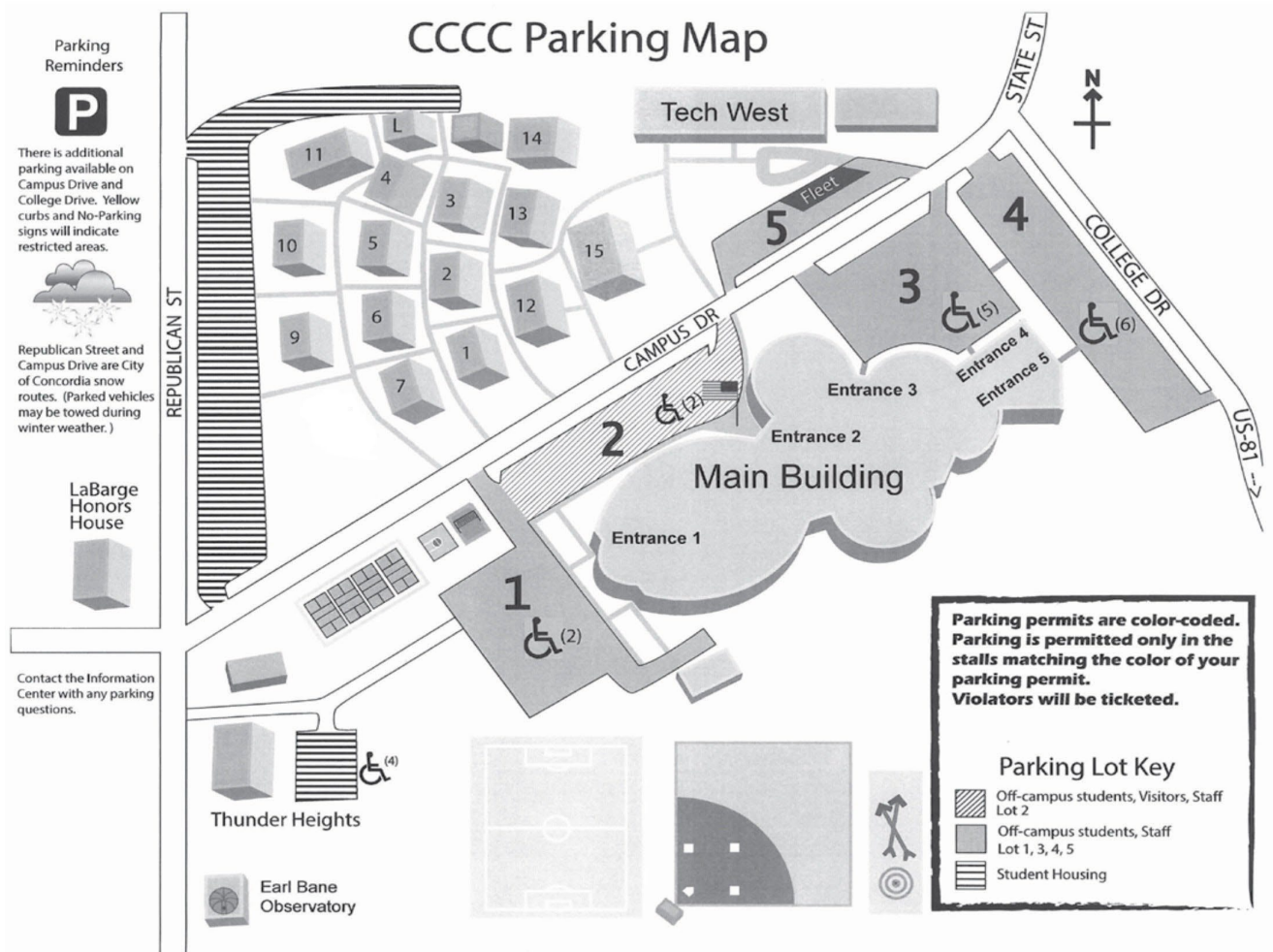
2025-2026 Academic Calendar	4
Mission Statement/Guiding Values	5
<b>Student Expectations</b>	<b>6</b>
Student Code of Conduct	6
Campus Hazing	6
Formal Complaint Process	6
Sexual Respect and Title IX	6
Student Privacy Rights (FERPA)	6
Academic Integrity and Honesty	6
General Complaint Process	7
	<u>7</u>
<b>Enrollment Services &amp; Resources</b>	<b>7</b>
Admissions, Advisement Center	7
Bookstore	7-8
Business Office, Payment of Tuition and Fees	10
Enrollment Procedures	11
Financial Aid	11
Academic Probation & Suspension	11
Military Education Benefits, Institutional Scholarships	11
Student Records, Transcripts	11
	<u>12</u>
<b>Academic Support Services &amp; Resources</b>	<b>12</b>
Academic Due Process	12
Accessibility Services	13
Administrative Withdrawal Procedures	13
Adult Education Program	13
Attendance	14
Career Center	14
Children's Center	14
Course Transfer and Program Articulation	14
Grading System	15
Graduation	15
Library	15
Online Courses	15
Student Retention Specialists	15-16
Student Success Center	16
TRIO Student Support Services	16
	<u>17</u>
<b>Student Services &amp; Student Life Resources</b>	<b>17</b>
Accommodation for Disability, Accommodation Due Process	17-18
Hava Java Coffee Shop	18
Health Services	18
Fitness Center	18
Food Service on the Concordia Campus	18
Information Technology	18
Intercollegiate Athletics, Intramurals, Liability Statement	19
Residence Life	19
Student Services - Geary County Campus	19
Student Organizations	20
	20-21
	<u>22</u>
<b>Public Safety &amp; Campus Security</b>	<b>22</b>
Campus Safety Overview	22
Students Right to Know	22
Campus Security Act	22
Timely Warnings	22
Campus Security Report, Crime Statistics	22
Emergency Procedures, Inclement Weather Procedures	22-23
Emergency Text Messaging	23-24
Campus Parking Regulations	24
	24

# 2025-2026 ACADEMIC CALENDAR

*This calendar is subject to change. An up-to-date calendar and schedule can found on the Cloud website [www.cloud.edu](http://www.cloud.edu).*

Aug 6	Student Services Day - GCC
Aug 12	Student Services Day (pm) -Concordia
Aug 13	Classes begin - All campuses (Full Session & First Session)
Sep 1	Labor Day - COLLEGE CLOSED - No classes (all locations)
Oct 6-7	Final Exams - 1st Session
Oct 6-8	Mid-Term Exams for Full Session Classes
Oct 9-10	FALL BREAK for Students- NO CLASSES
Oct 9	In-Service – Faculty & Staff
Oct 13	2nd Session Begins
Nov 11	Veterans Day Observed - COLLEGE CLOSED -No classes (all locations)
Nov 26-28	Thanksgiving Break - COLLEGE CLOSED - No classes (all locations)
Dec 8-9	Final Exams – 2 <sup>nd</sup> Session Classes
Dec 8-11	Final Exams – Full Session Classes
Dec 12	Winter Term Begins
Dec 22-Jan 2	Winter Break - COLLEGE CLOSED - No Classes (all locations)
Jan 7	Student Services Day - GCC
Jan 9	Winter Term Ends
Jan 13	New Student Orientation - Concordia & GCC/Student Services Day (pm) - Concordia
Jan 14	Classes begin - All Locations (Full Session & First Session)
Jan 19	Martin Luther King Jr. Day - COLLEGE CLOSED
Feb 16	President's Day - COLLEGE CLOSED - No classes (all locations)
Mar 9-10	Mid-Terms - Full Session
Mar 9-10	Final Exams – 1st Session
Mar 16-20	Spring Break – COLLEGE CLOSED No classes (all locations)
Mar 23	Second Session Begins
April 2	In-Service – Faculty & Staff
April 3	Good Friday - COLLEGE CLOSED - No classes (all locations)
May 11-12	Final Exams (2nd Session)
May 11-14	Final Exams (Full Session)
May 15	Commencement (in Concordia)
May 25	Memorial Day - COLLEGE CLOSED - Concordia & GCC
June 1	Summer School begins
June 18	Juneteenth Observed – COLLEGE CLOSED – No classes (all locations)
Jul 2	Independence Day Observed - COLLEGE CLOSED - No classes (all locations)
Jul 23	Last Day for Summer School

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



# STUDENT EXPECTATIONS

## **Student Code of Conduct** (Institutional Policy E1) *Reviewed 06/17/2025*

Cloud County Community College maintains established student discipline procedures in the Student Code of Conduct for all students. The President or their designee has the authority to establish these procedures.

Access the Student Code of Conduct (E1) procedure here: <https://www.cloud.edu/about/board-of-trustees/policies/>

## **Campus Hazing** (Institutional Policy E20) *Adopted: 5/19/2025*

Cloud County Community College is committed to creating a safe and supportive environment for all students, faculty, staff, and visitors in accordance with the Stop Campus Hazing Act. Hazing in any form will not be tolerated, as it negatively impacts the well-being of students, faculty, staff, and visitors, undermining the college's core values and violating both legal and ethical standards.

This policy outlines the prohibition of hazing activities and establishes procedures for reporting, investigating, and addressing hazing incidents, as well as requiring awareness and prevention education within the college community.

Access the Campus Hazing (E20) procedure here: <https://www.cloud.edu/about/board-of-trustees/policies/>

## **Sexual Respect and Title IX** (Institutional Policy E17) *Revised: 3/24/2025*

Cloud County Community College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination and harassment based on a protected characteristic, and retaliation for discrimination and harassment based on a protected characteristic, and retaliation for engaging in a protected activity.

Cloud County Community College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all involved.

To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the education program or activity, Cloud County Community College has developed policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of a protected characteristic, and for allegations of retaliation.

Access the Sexual Respect and Title IX (E17) procedure here: <https://www.cloud.edu/about/board-of-trustees/policies/>

Complete a formal Title IX Complaint here: <https://www.cloud.edu/students/code-of-conduct/title-ix/>

## **Academic Integrity and Honesty** (Institutional Policy D17) *Reviewed 5/16/23*

Cloud County Community College maintains established definitions of and procedures for guaranteeing academic integrity and honesty. The President or their designee has the authority to establish these procedures.

Students are expected to adhere to such 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.

1. Cheating is providing or receiving unauthorized help on an assignment, quiz, or examination. Cheating in any form is prohibited.
2. Plagiarism is intentionally or unintentionally using another's words or ideas as one's own without crediting the source. Plagiarism in any form is prohibited.
3. Unauthorized Collaboration is using unapproved resources including other students' or instructors'. Unauthorized collaboration in any form is prohibited.
4. Falsification is acting to deceive or falsely represent. Forgery or alteration of any documents pertaining to an academic record or school-related work is prohibited.

Students who violate any proscribed acts must accept the consequences and/or penalties for their action. Infractions of these rules may result in action by the instructor and/or disciplinary body of the College.

Students accused of any violation of these standards may defend or contest such accusations through established academic procedures. Students are assured of due process and the right to appeal from accusations or penalties.

Access the Academic Integrity and Honesty (D17) procedure here: <https://www.cloud.edu/about/board-of-trustees/policies/>

## **General Complaint Policy** (Institutional Policy E18) Revised: 5/20/2024

The Cloud County Community College General Complaint Process is to be used for issues other than Code of Conduct (see Policy E1), Title IX (see Policy E17), Residence Life (see residence life handbook), Discrimination or Discriminatory Harassment (see Policy C9 or Policy E17), or Academic Matters (see Policy D19) and provides students with protection against unwarranted infringement of their rights. A grievance may concern an alleged violation regarding college policies, unfair treatment, facility matters, college staff and faculty, authorized college activities, or other general concerns which are not covered in previously listed processes.

Access the General Complaint Process (E18) policy and procedure here: <https://www.cloud.edu/about/board-of-trustees/policies/>

# **ENROLLMENT SERVICES & RESOURCES**

## **Admissions**

*The Office of Admissions provides comprehensive support throughout the entire enrollment process. This begins with outreach to prospective students through various channels, including high school visits, college planning conferences, and campus tours. The office continues to guide and assist students up to and including Enrollment Days, helping new students become familiar with campus life, the college's culture, and the expectations for academic success.*

*In addition to facilitating the admissions process, the office handles the receipt and processing of applications, transcripts, and other required documentation for both domestic and international students. To enhance the prospective student experience, the Office of Admissions employs Student Ambassadors who lead individual and group campus tours and serve as peer leaders and representatives of the student body.*

## **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](mailto: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](mailto:gcadvisement@cloud.edu) or stop by the office.

## **Bookstore**

The T-Bird Bookstore provides course material to students at 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](http://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](http://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. 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](mailto: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](mailto:advisement@cloud.edu)) or Student Services in Junction City (ext. 714 | [gcadvisement@cloud.edu](mailto: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 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 the policy and procedure for D5 Enrollment and Withdrawal, located here: <https://www.cloud.edu/about/board-of-trustees/policies/>

## 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](mailto: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](mailto: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 please 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:

- 20<sup>th</sup> class day (full session)
- 10<sup>th</sup> class day (first- or second-session, summer)
- 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](mailto:advisement@cloud.edu) or (800) 729-5101 ext. 275. Students wanting to withdraw 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](mailto:gcadvisement@cloud.edu).

For more details please refer to the policy and procedure for D5 Enrollment and Withdrawal, located here: <https://www.cloud.edu/about/board-of-trustees/policies/>

### ***Institutional Policy F6 Tuition and Fees will be followed for tuition and fee refunds. Revised 10/21/2024***

#### Tuition and Fees

The President will annually recommend to the Board of Trustees a tuition and fees schedule for students attending Cloud County Community College. The Board of Trustees shall annually set the tuition and fees schedule. The tuition and fees schedule shall be stated in all appropriate publications of the College. The Board of Trustees reserves the right to alter the tuition and fees schedule at any time without reference to published tuition and fees rates.

#### Refund of Tuition and General Fees

The President will recommend to the Board of Trustees a tuition and fees refund schedule for students attending Cloud County Community College. The Board of Trustees shall set the refund of tuition and fees schedules and publish as appropriate. The President or his/her designee has authority to establish procedures for refund of tuition and fees.

#### Return of Unearned Federal Financial Aid and Department of Defense Tuition Assistance

The College will follow federal guidelines in returning unearned federal student financial aid funds to the Department of Education and unearned tuition assistance funds to the Department of Defense.

## 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](http://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 of our Frequently Asked Questions:

### Q. When can I do my FAFSA and what information do I need to complete it?

A. The 2025-2026 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 2025-2026 FAFSA, you will need your (and your parents) 2023 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 will 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. Forms needed to complete a student's file will be requested via a DocuSign email/link and other forms are located on iCloud and the Financial Aid webpage at [www.cloud.edu](http://www.cloud.edu) – Students – Financial Aid – Financial Aid Document Tracking.

### Q. How do I request a loan from financial aid?

A. Students can access the Federal Direct Loan Request Form within their iCloud account (Students-Financial Aid- Financial Aid Document Tracking) at the bottom of the webpage. Make sure to complete the required Master Promissory Note and Entrance Counseling, by visiting [www.studentaid.gov](http://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. Pell grant eligibility will be determined by Enrollment Intensity.

12 hrs= 100% of the student's annual Pell Grant award

11 hrs= 91.6%

10 hrs= 83.3%

9 hrs= 75%

8 hrs= 66.6%

7 hrs= 58.3%

6 hrs= 50%

5 hrs= 41.6%

4 hrs = 33.3%

3 hrs= 25%

2 hrs= 16.6%

1 hr= 8.3%

### 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](http://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

Cloud County Community College maintains established procedures for determining satisfactory academic progress, students on academic probation and suspension and reinstatement of students. The President or their designee has the authority to establish procedures.

For more details please refer to the policy and procedure for D14 Academic Probation and Suspension, located here: <https://www.cloud.edu/about/board-of-trustees/policies/>

**Military Education Benefits**

At Cloud, we understand the significance of military education benefits and want to ensure our veteran and military-connected students and dependents have a great academic experience. We have a military education 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 military education benefits, please reach out to us! [veterans@cloud.edu](mailto: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](http://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](mailto:studentrecords@cloud.edu).

**Transcripts (Institutional Policy D13) Revised 7/1/2024**

Cloud County Community College maintains established procedures for student transcripts and release of those transcripts. The President or their designee has the authority to establish these procedures.

For more details please refer to the procedure for D13 Transcripts, located here: <https://www.cloud.edu/about/board-of-trustees/policies/>

# ACADEMIC SUPPORT SERVICES & RESOURCES

## Academic Regulations

### Certificates Offered

A Technical Certificate may be granted for programs of instruction that are less than 60 semester hours in length but more than 15 semester hours. Certificates place an emphasis on occupational experience and are designed to prepare students for specific occupations.

### Degrees Offered

Associate of Applied Science Degree (A.A.S.) means a degree granted to those who successfully complete programs which emphasize preparation for employment typically at the technical or semi-professional level; and consisting of a minimum of 62 semester credit hours and a maximum of 68 semester credit hours, in which not less than 15 semester credit hours in general education and not less than 30 semester credit hours in the area of specialized preparation are required. An exception/waiver to the 68 semester credit hour limit may be granted to meet specific criteria such as external program accreditations or other special requirements. Selected courses may transfer to a college or university upon validation of applicable coursework.

Associate of General Studies (A.G.S) means a degree granted to those who successfully complete programs with an emphasis on a broad range of knowledge; and in which not less than 25 semester credit hours in general education and not less than 37 semester credit hours in a program of college-level work are required. Students can earn a General Studies Degree to be generally prepared for employment in the field.

Associate of Arts Degree (A.A.) means a transfer-oriented degree granted to those who successfully complete programs equivalent to the freshman and sophomore level requirements for a Bachelor of Arts degree; and in which not less than 34-35 semester credit hours in general education are required.

Associate of Science Degree (A.S.) means a transfer-oriented degree granted to those who successfully complete programs equivalent to the freshman and sophomore level requirements for a Bachelor of Science degree; and in which not less than 34-35 semester credit hours in general education are required.

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

## Academic Due Process (Institutional Policy D19) Reviewed 2/20/24

Cloud County Community College maintains established procedures for resolution of academic complaints. The President or their designee has the authority to establish these procedures.

Access the full procedure and forms for Academic Due Process (D19) here: <https://www.cloud.edu/about/board-of-trustees/policies/>

## 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.

### **Administrative Withdrawal Procedures (Institutional Policy D21)** Updated 4/12/22

Cloud County Community College maintains established procedures for administrative withdrawals. The President or their designee has the authority to establish these procedures.

For more details please refer to the procedure for D21 Administrative Withdrawal, located here: <https://www.cloud.edu/about/board-of-trustees/policies/>

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

### **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. 711.

### **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.

For more details please refer to the procedure for D4 Attendance, located here: <https://www.cloud.edu/about/board-of-trustees/policies/>

### **Career Center**

Cloud provides access to career services as requested and needed. Students are encouraged to ask their advisor to connect them with career service resources when they have questions on potential careers, resumes, cover letters, interviewing skills, and/or internship opportunities.

## 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. The President or their designee has the authority to establish these procedures.

### 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.

For more details please refer to the procedure for D23 Course Transfer and Articulation, located here: <https://www.cloud.edu/about/board-of-trustees/policies/> More information about transferability of courses can be found in the College Catalog.

## 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. 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. Grades of W, P, NP, I, AU and WA are not computed in the GPA.

### 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 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 through 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 80 online databases can be accessed through the Library Webpage both on-campus and off-campus using your iCloud login. There are also online research guides available to guide you through the research process and you have access to a librarian if you need additional help with research!

Other services provided in the Library include: Access to 20 computers, a black & white printer, a study/collaboration room, two Kwik Boost charging stations, comfortable seating areas, and Hava Java coffee shop.

## 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](http://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/procto-ring-proctorio?module\\_item\\_id=64462319](https://cloudcountycc.instructure.com/courses/908459/pages/procto-ring-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](mailto:ssc@cloud.edu) (Concordia) or [gccproctor@cloud.edu](mailto:gccproctor@cloud.edu) (Junction City) to schedule an appointment. A proctor form may be required to utilize in person proctoring.

## 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 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, email [ssc@cloud.edu](mailto:ssc@cloud.edu), or call 785-243-1435, x231. To contact the Geary County SSC call 785-238-8010 or email [gccproctor@cloud.edu](mailto:gccproctor@cloud.edu) to schedule an appointment. A proctor form may be required by the instructor to utilize in-person proctoring.

### **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](mailto: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 and Mental Health Services, 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, CCCO 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 for 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 Vice President for Student Affairs. Typically type 3 complaints would be filed with the Vice President for Administrative Services.

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:

Kansas Department of Administration  
State ADA Coordinator  
555 S. Kansas 1<sup>st</sup> Floor  
Topeka, KS 66603  
(Phone) 785-296-1389  
(Fax) 785-296-4960

Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
(Phone) 816-268-0550  
(Fax) 816-823-1404  
[OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

## 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 - Monday through Fridays from 8:00 am - 5:00 pm. *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 Family Care Center at North Central Kansas Medical Center during the fall and spring semesters. Additional services beyond the provider appointment (such as blood work, prescriptions, imaging, Emergency Room visits, and physical therapy) will be billed directly to the student and, if applicable, their insurance. Walk-in clinic hours are Monday-Friday, 8:30 a.m.-6:00 p.m. Student must show their student ID during check-in.

## Counseling

Counseling services for both the Concordia and Geary County campuses support students' mental health and overall well-being, helping them navigate academic, personal, and social challenges. Students often seek counseling for anxiety, depression, stress, relationships, and more. Students may refer themselves or be referred by faculty, staff, or other concerned person.

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

## Drug and Alcohol Abuse Information

Substance abuse is common among college students and can result in a range of academic, physical, mental, and social problems. Alcohol and drug use in college can interfere with your academic performance, decrease the chances of obtaining post-college employment, and cause many additional consequences. If you are concerned about your substance use, please reach out for support.

### Concordia referrals:

Kerr's Counseling, (785) 243-4164

Pawnee Mental Health Services, (785) 243-8900

Junction City referrals: Alcoholics Anonymous (785) 762-6198

Pawnee Mental Health Services (785) 238-1085 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 @tbird email, please contact our IT Department at [ithelp@cloud.edu](mailto: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, men's and women's cross country 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 Assistants 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).

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](mailto: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:**

#### **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 Bill McGuire • [bill.mcguire@cloud.edu](mailto:bill.mcguire@cloud.edu)

#### **Art Club**

Art Club promotes imagination, creativity, and production. Students are able to work with various art materials in a personalized way.

#### **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. Contact Chris Langsford • [chris.langsford@cloud.edu](mailto:chris.langsford@cloud.edu)

- **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](mailto: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](mailto: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](mailto:chris.langsford@cloud.edu)

#### **Cloud Pride**

At Cloud, we value our students having a place where they can feel heard. Pride Club offers a space for LGBTQ+ students and allies to share what's on their mind, plan events. And speak on important issues. Contact Courtney Stensaas • [cstensaas@cloud.edu](mailto:cstensaas@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](mailto: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 Ted Schmitz : [tschmitz@cloud.edu](mailto:tschmitz@cloud.edu)

#### **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](mailto:sfarha@cloud.edu)

**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 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. Contact: Stefanie Perret [sperret@cloud.edu](mailto:sperret@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: To Be Determined

#### **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](mailto: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 Julia Burr - Roveti • [julia.BurrRoveti@cloud.edu](mailto:julia.BurrRoveti@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.  
Contact Dr. Julia Galm • [julia.galm@cloud.edu](mailto:julia.galm@cloud.edu)

#### **Geary County Campus:**

#### **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. Students are inducted into PTK each Fall (at GCC) and Spring (at Concordia) based on specific criteria such as at least 12 credit hours completed and at least a 3.3 grade point **average**.  
Contact Stephanie Clark • [stephanie.clark@cloud.edu](mailto:stephanie.clark@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](mailto:kandrews@cloud.edu) or Suzette Ghent • [sghent@cloud.edu](mailto:sghent@cloud.edu)

# PUBLIC SAFETY & CAMPUS SECURITY

## **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.

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 785.243.1435 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: <https://www.kbi.ks.gov/registeredoffender>

## **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](http://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

**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 instructed 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-** In the event of a tornado warning, you are advised to take shelter immediately in the best available shelters. Please take personal belongings with you AND remain in the shelter areas until the “all clear” is announced by a college official.

**Gymnasium:** Locker rooms and Classrooms BL231, BL232, and BL233.

**Cafeteria:** Music Room 100 or restrooms in the Student Union area.

**Cook Theatre:** Locker rooms by the gym area men’s restrooms.

**Conference Room:** Music Room 100 or restrooms in the Student Union area.

**ROOMS 255-259:** Music Room 100 or restrooms in the Student Union area.

## 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
Geary County Sheriff	785-238-2261	
Junction City	785-762-5912	785-238-6822

Hospitals	North Central Kansas Medical Center 155 W College Drive (Concordia) 785-243-1234 <a href="http://www.nckmed.com">www.nckmed.com</a>	Stormont Vail – Flint Hills Campus 1102 St. Mary’s Rd. (Junction City) 785-762-2585 <a href="http://www.stormontvail.org">www.stormontvail.org</a>
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) <a href="http://www.kcsdv.org/ksresources.html">www.kcsdv.org/ksresources.html</a>	
Federal Bureau of Investigation (Wichita)	1-316-262-0031 <a href="http://www.fbi.gov">www.fbi.gov</a>	
Kansas Bureau of Investigation	785-296-8200 <a href="http://www.accesskansas.org/kbi/">www.accesskansas.org/kbi/</a>	
Pawnee Mental Health Crisis Hotline (Concordia)	785-243-8900 <a href="http://pawnee.org">http://pawnee.org</a> EMERGENCY HOTLINE: 1.800.609.2002	
Poison Help Hotline	1-800-222-1222 <a href="http://www.1-800-222-1222.info/poisonhelp.asp">http://www.1-800-222-1222.info/poisonhelp.asp</a>	
Suicide Prevention Hotline	988 <a href="http://www.hopeline.com">www.hopeline.com</a>	
Road and Weather Conditions	Kansas Road Conditions 866-511-KDOT (511-5368) 511 (cell phones) <a href="http://511.ksdot.org/KanRoadPublic_VE/Default.aspx">http://511.ksdot.org/KanRoadPublic_VE/Default.aspx</a>	

## 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 BL231, BL232, BL233)
- Women's Locker Room
- President's Office
- Women's Restroom

#### Tech East and Tech West

- Interior Restrooms
- Offices
- Interior Hallways

#### Technical Education and Innovation Center

- Men's Restrooms
- Women's Restrooms

### 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](http://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			

## Emergency Text Messaging

Cloud County Community College utilizes Regroup to provide a broad based emergency notification system for Cloud students, faculty and staff. Emergency messages can be delivered via email, phone call, text message/SMS. 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.

## Campus Parking Regulations

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

Concordia Campus students:

### **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.
- 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.

