

STUDENT HANDBOOK

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ACADEMIC CALENDAR

2016-2017 Calendar

See Web site (www.delmar.edu) to access the credit class schedule for admissions information and advising and registration dates.

Fall Semester 2016

[Continuous advising available starting on August 29; check with department for availability.]

August 2016

- April 4-August 17..... Early Advising and On-campus and Online Registration for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions closes on August 17 at 6 p.m.
- August 1 Last day to drop a class for Summer Semester I (10-weeks' and 12 weeks' Sessions) and Summer Semester II (5-weeks' and 6-weeks' Sessions)
- August 5..... Last day of classes for Summer Semester I (9-weeks' Session)
- August 6..... Viking Experience Student Orientation Session
- August 8-9..... Final exams for Summer Semester I (9-weeks' Session)
- August 12 Last day of classes for Summer Semester I (10-weeks' Session)
- August 15-16 Final exams for Summer Semester I (10-weeks' Session)
- August 16 Last day of classes for Summer Semester I (12-weeks' Session) and Summer Semester II (5-weeks' and 6-weeks' Sessions)
- August 17 Early Advising and On-campus and Online Registration for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions closes at 6 p.m.
- August 17 Tuition Payment Deadline for Early Advising and On-campus and Online Registration for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions closes at 6 p.m.
- August 17-18 Final exams for Summer Semester I (12-weeks' Session) and Summer Semester II (5-weeks' and 6-weeks' Sessions)
- August 19 Summer Semester 2016 Graduation
- August 19 Grades due via the Web Grade Reporting System by 5 p.m.
- August 20-24 Online Registration available on WebDMC beginning at 12:01 a.m. for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions and closes on August 24 at 6 p.m.
- August 20-October 18 Advising, Registration, and Tuition Payment Deadline for Rapid Track Session II closes on October 18 at 6 p.m.
- August 20-October 25 Advising, Registration, and Tuition Payment Deadline for 8-weeks' Session II closes on October 25 at 6 p.m.
- August 22..... Faculty Return Day/Convocation
- August 23.. On-campus Express Registration available for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions with extended hours at both East and West Campuses from 7:30 a.m. to 8 p.m.
- August 24..... On-campus Express Registration available for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions with extended hours at both East and West Campuses from 7:30 a.m. to 6 p.m.

ACADEMIC CALENDAR

- August 24..... Tuition Payment Deadline for On-campus Express Registration for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions and Online Registration closes at 6 p.m.
- August 25..... Faculty Development Day
- August 27..... On-campus Express Registration available on East and West Campuses from 10 a.m. to 2 p.m. for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions
- August 27..... Online Registration available on WebDMC beginning at 12:01 a.m. for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions
- August 29 Classes begin for Fall Semester 2016 (16-weeks' Session), Rapid Track Session I, and 8-weeks' Session I
- August 29-30..... On-campus and Online Schedule Changes ONLY for the Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, and 8-weeks' Session I available at East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. and closes on August 30; Registration for Non-credit Continuing Education (Dual Enrollment in Credit Classes) continues.
- August 29-October 10 Advising, Registration, and Tuition Payment Deadline for Rapid Track Session II closes on October 10 at 6 p.m.
- August 29-October 17..... Advising, Registration, and Tuition Payment Deadline for 8-weeks' Session II closes on October 17 at 6 p.m.
- August 30 Tuition Payment Deadline for On-campus and Online Schedule Changes ONLY for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, and 8-weeks' Session I closes at 6 p.m.
- August 31-September 1..... On-Campus and Online Schedule Changes ONLY for the Fall Semester 2016 (15-weeks' Session) available at East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. and closes on September 1
- August 31-September 3..... Schedule Changes ONLY with Chair Approval for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, and 8-weeks' Session I

September 2016

- September 5 Labor Day Holiday
- September 6 Classes Begin for Fall Semester 2016 (15-weeks' Session)
- September 6-7 On-campus and Online Schedule Changes ONLY for the Fall Semester 2016 (15-weeks' Session) available at East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. and closes on September 7
- September 7 Tuition Payment Deadline for On-campus and Online Schedule Changes ONLY for the Fall Semester 2016 (15-weeks' Session) closes at 6 p.m.
- September 8-10 Schedule Changes ONLY with Chair Approval for Fall Semester 2016 (15-weeks' Session)
- September 14 Census Date for Fall Semester 2016 (16-weeks' Session)
- September 20..... Census Date for Fall Semester 2016 (15-weeks' Session)

October 2016

- October 3..... Priority Deadline to Apply for Financial Aid for Spring Semester 2017; East Campus at 6 p.m./West Campus at 6 p.m.

ACADEMIC CALENDAR

October 3 Last day to drop a class for Rapid Track Session I
October 10 Last day of classes and final exams for Rapid Track Session I
October 10 Last day to drop a class for 8-weeks' Session I
October 12 Grades due for Rapid Track Session I
October 17 Classes begin for Rapid Track Session II
October 17-18 On-campus and Online Schedule Changes ONLY for Rapid Track Session II available at East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. and closes on October 18
October 18 Tuition Payment Deadline for On-campus and Online Schedule Changes ONLY for Rapid Track Session II closes at 6 p.m.
October 18Deadline to Apply for Graduation for Fall Semester 2016
October 19-22 Schedule Changes ONLY with Chair Approval for Rapid Track Session II
October 20Last day of classes and final exams for 8-weeks' Session I
October 24 Grades due for 8-weeks' Session I
October 24 Classes begin for 8-weeks' Session II
October 24-25 On-campus and Online Schedule Changes ONLY for 8-weeks' Session II available at East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. and closes on October 25
October 25Tuition Payment Deadline for On-campus and Online Schedule Changes ONLY for 8-weeks' Session II closes at 6 p.m.
October 26-29 Schedule Changes ONLY with Chair Approval for 8-weeks' Session II

November 2016

November 7-December 20 Early Advising and On-campus and Online Registration for Spring Semester 2017(15-weeks' and 16-weeks' Sessions), Rapid Track Session III, Rapid Track Session IV, 8-weeks' Sessions, and Maymester Session closes on December 20 at 5 p.m.; Online Registration will remain open through Winter Break and closes on January 4
November 17 Viking Experience Student Orientation Session
November 21 Last day to drop a class for Rapid Track Session II
November 22 Last day of classes before Thanksgiving Holiday
November 23-26 Thanksgiving Holiday
November 28Classes Resume/Offices Open
November 28 Last day to drop a class for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions) and 8-weeks' Session II
November 28 Last day of classes and final exams for Rapid Track Session II
November 30 Grades due for Rapid Track Session II

December 2016

December 7 Last day of classes for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions)
December 8-14 Final exams for Fall Semester 2016 (15-weeks' and 16-weeks' Sessions)
December 14 Last day of classes and final exams for 8-weeks' Session II

ACADEMIC CALENDAR

- December 16..... Fall Semester 2016 Graduation
December 16..... Grades due via the Web Grade Reporting System by 5 p.m.
December 20 Offices close for Winter Break at 5 p.m.
December 20 Early Advising and On-campus Registration for
Spring Semester 2017 (15-weeks' and 16-weeks' Sessions),
Rapid Track Session III, Rapid Track Session IV, 8-weeks' Sessions,
and Maymester Session closes at 5 p.m.
December 21-January 4..... Online Registration remains open for
Spring Semester 2017 (15-weeks' and 16-weeks' Sessions),
Rapid Track Session III, Rapid Track Session IV, 8-weeks' Session,
and Maymester Session and closes at 6 p.m. on January 4

Spring Semester 2017

[Continuous advising available starting on January 23; check with department for availability.]

January 2017

- January 4.....DMC Offices Open
January 4.....Online Registration for Spring Semester 2017 (15-weeks'
and 16-weeks' Sessions), Rapid Track Session III, Rapid Track Session IV, 8-weeks'
Session, and Maymester Session closes at 6 p.m.
January 4..... Tuition Payment Deadline for Early and Online Registration for
Spring Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session III,
Rapid Track Session IV, 8-weeks' Session, and Maymester Session
closes at 6 p.m.
January 7-11..... Online Registration available on WebDMC beginning at 12:01 a.m. for
Spring Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session III, Rapid
Track Session IV, 8-weeks' Sessions, and Maymester Session and closes on January 11 at
6 p.m.
January 9 Faculty Return Day/Convocation
January 10.....On-campus Express Registration available for Spring Semester 2017
(15-weeks' and 16-weeks' Sessions), Rapid Track Session III, Rapid Track Session IV,
8-weeks' Sessions, and Maymester Session with extended hours at both East and West
Campuses from 7:30 a.m. to 8 p.m.
January 11.....On-campus Express Registration available for Spring Semester 2017
(15-weeks' and 16-weeks' Sessions), Rapid Track Session III, Rapid Track Session IV,
8-weeks' Sessions, and Maymester Session with extended hours at both East and West
Campuses from 7:30 a.m. to 6 p.m.
January 11..... Tuition Payment Deadline for On-campus
Express Registration for Spring Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid
Track Session III, Rapid Track Session IV, 8-weeks' Sessions, and Maymester Session and
Online Registration closes at 6 p.m.
January 12 Faculty Development Day
January 14.....On-campus Express Registration available for Spring
Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session III, Rapid Track
Session IV, 8-weeks' Sessions, and Maymester Session at both East and West Campuses
from 10 a.m. to 2 p.m.
January 14 Online Registration available on WebDMC beginning at 12:01 a.m. for Spring
Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session III,
Rapid Track Session IV, 8-weeks' Sessions, and Maymester Session
January 16..... Martin Luther King Holiday

ACADEMIC CALENDAR

- January 17 Classes begin for Spring Semester 2017 (16-weeks' Session), Rapid Track Session III, and 8-weeks' Session I
- January 17-18..... On-campus and Online Schedule Changes ONLY for the Spring Semester 2017 (16-weeks' Session), Rapid Track Session III, and 8-weeks' Session I available at East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. on January 18; Registration for Noncredit Continuing Education (Dual Enrollment in Credit Classes) continues.
- January 17-March 21..... Advising, Registration, and Tuition Payment Deadline for Rapid Track Session IV closes on March 21 at 6 p.m.
- January 17-March 21..... Advising, Registration, and Tuition Payment Deadline for 8-weeks' Session II closes on March 21 at 6 p.m.
- January 17-May 11 Advising, Registration, and Tuition Payment Deadline for Maymester Session closes on May 11 at 6 p.m.
- January 18.... Tuition Payment Deadline for Spring Semester 2017 (16-weeks' Session), Rapid Track Session III, and 8-weeks' Session I closes at 6 p.m.
- January 19-21 Schedule Changes ONLY with Chair Approval for Spring Semester 2017 16-weeks' Session), Rapid Track Session III, and 8-weeks' Session I
- January 23..... Classes begin for Spring Semester 2017 (15-weeks' Session)
- January 23-24... On-campus and Online Schedule Changes ONLY for Spring Semester 2017 (15-weeks' Session) available at East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. on January 24
- January 24..... Tuition Payment Deadline for Spring Semester 2017 (15-weeks' Session) closes at 6 p.m.
- January 25-28 Schedule Changes ONLY with Chair Approval for Spring Semester 2017 (15-weeks' Session)

February 2017

- February 1..... Census Date for Spring Semester 2017 (16-weeks' Session)
- February 6 Census Date for Spring Semester 2017 (15-weeks' Session)
- February 13..... Priority Deadline to Apply for Financial Aid for Summer Semester 2017; East Campus at 6 p.m./West Campus at 6 p.m.
- February 20..... Last day to drop a class for Rapid Track Session III
- February 27 Last day of classes and final exams for Rapid Track Session III
- February 27 Last day to drop a class for 8-weeks' Session I
- February 28..... Deadline to apply for Graduation for Spring Semester 2017

March 2017

- March 9..... Last day of classes and final exams for 8-weeks' Session I
- March 11..... Last day of classes before Spring Break
- March 13-18 Spring Break
- March 20 Classes Resume/Offices Open
- March 20 Classes begin for Rapid Track Session IV and 8-weeks' Session II
- March 20-21..... On-Campus and Online Schedule Changes ONLY for Rapid Track Session IV and 8-weeks' Session II available at East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. on March 21

ACADEMIC CALENDAR

- March 21 Tuition Payment Deadline for On-campus and Online Schedule Changes for Rapid Track Session IV and 8-weeks' Session II closes at 6 p.m.
- March 22-24..... Schedule Changes ONLY with Chair Approval for Rapid Track Session IV and 8-weeks' Session II

April 2017

- April 3-May 23..... Early Advising and Registration for Summer Semester I 2017 (5-weeks', 6-weeks', 9-weeks', 10-weeks', and 12-weeks' Sessions) closes on May 23 at 6 p.m.
- April 3-July 5 Early Advising and Registration for Summer Semester II 2017 (5-weeks' and 6-weeks' Sessions) closes on July 5 at 6 p.m.
- April 3-August 16.... Early Advising and On-Campus and Online Registration for Fall Semester 2017 (15 weeks' and 16 weeks' sessions), Rapid Track Session I, Rapid Track Session II, and 8-week's Sessions close on August 16 at 6 p.m.
- April 17 Last day to drop a class for Rapid Track Session IV
- April 24 Last day to drop a class for Spring Semester 2017 (15-weeks' and 16-weeks' Sessions)
- April 24 Last day of classes and final exams for Rapid Track Session IV
- April 30 Deadline to Apply for Foundation Scholarships for the 2017-2018 Academic Year

May 2017

- May 1 Priority deadline to apply for Financial Aid for the 2017-2018 Academic Year
- May 1 Last day to drop a class for 8-weeks' Session II
- May 3 Last day of classes for Spring Semester 2017 (15-weeks' and 16-weeks' Sessions)
- May 4-10 Final exams for Spring Semester 2017 (15-weeks' and 16-weeks' Sessions)
- May 10 Last day of classes and final exams for 8-weeks' Session II
- May 11 Classes begin for Maymester Session
- May 11 Advising, Registration, and Tuition Payment Deadline for Maymester Session closes at 6 p.m.
- May 12 Census Date for Maymester Session
- May 12 Spring Semester 2017 Graduation
- May 12 Grades due via the Web Grade Reporting System by 5 p.m.
- May 18 Last day to drop a class for Maymester Session
- May 23..... On-campus and Online Registration for Summer Semester I (5-weeks', 6-weeks', 9-weeks', 10-weeks', and 12-weeks' Sessions) available at both East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m.
- May 23..... Tuition Payment Deadline for On-campus and Online Registration for Summer Semester I (5-weeks', 6-weeks', 9-weeks', 10-weeks', and 12-weeks' Sessions) closes at 6 p.m.
- May 26..... Last day of classes and finals for Maymester Session

ACADEMIC CALENDAR

- May 27 Online Registration available on WebDMC beginning at 12:01 a.m. for Summer Semester I (5-weeks', 6-weeks', 9-weeks', 10-weeks', and 12-weeks' Sessions)
- May 29 Memorial Day Holiday
- May 30 Classes begin for Summer Semester I (6-weeks' and 12-weeks' Sessions)
- May 30-May 31 On-campus and Online Schedule Changes ONLY for Summer Semester I (6-weeks' and 12-weeks' Sessions) available at both East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. and closes on May 31; Registration for Noncredit Continuing Education (Dual Enrollment in Credit Classes) continues.
- May 31 Tuition Payment Deadline for On-campus and Online Registration for Summer Semester I (6-weeks' and 12-weeks' Sessions) closes at 6 p.m.

June 2017

- June 1-2 Schedule Changes ONLY with Chair Approval for Summer Semester I (6-weeks' and 12-weeks' Sessions)
- June 2 Census Date for Summer Semester I (6-weeks' Session)
- June 5 Classes begin for Summer Semester I (5-weeks', 9-weeks', and 10-weeks' Sessions)
- June 5-6 On-campus and Online Schedule Changes ONLY for Summer Semester I (5-weeks', 9-weeks', and 10-weeks' Sessions) available at both East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. and closes on June 6
- June 6 Tuition Payment Deadline for On-campus and Online Schedule Changes for Summer Semester I (5-weeks', 9-weeks', and 10-weeks' Sessions) closes at 6 p.m.
- June 7-8 Schedule Changes ONLY with Chair Approval for Summer Semester I (5-weeks', 9-weeks', and 10-weeks' Sessions)
- June 8 Census Date for Summer Semester I (5-weeks' Session)
- June 13 Census Date for Summer Semester I (9-weeks' Session)
- June 20 Census Date for Summer Semester I (10-weeks' Session)
- June 23 Deadline to Apply for Graduation for Summer Semester 2017
- June 26 Last day to drop a classes for Summer I (5-weeks' and 6-weeks' Sessions)

July 2017

- July 3 Last day of classes for Summer Semester I (5-weeks' and 6-weeks' Sessions)
- July 4 Independence Day Holiday
- July 4 Online Registration remains available on WebDMC for Summer Semester II (5-weeks' and 6-weeks' Sessions)
- July 5 On-campus and Online Registration for Summer Semester II (5-weeks' and 6-weeks' Sessions) available at both East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m.
- July 5 Tuition Payment Deadline for On-campus and Online Registration for Summer Semester II (5-weeks' and 6-weeks' Sessions) closes at 6 p.m.
- July 5-6 Final exams for Summer Semester I (5-weeks' and 6-weeks' Sessions)
- July 8 Online Registration available on WebDMC beginning at 12:01 a.m. for Summer Semester II (5-weeks' and 6-weeks' Sessions)
- July 10 Classes begin for Summer Semester II (6-weeks' Session)

ACADEMIC CALENDAR

July 10-11	On-campus and Online Schedule Changes ONLY for Summer Semester II (6-weeks' Session) available at both East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. and closes on July 11; Registration for Noncredit Continuing Education (Dual Enrollment in Credit Classes) continues.
July 11	Tuition Payment Deadline for On-campus and Online Schedule Changes for Summer Semester II (6-weeks' Session) closes at 6 p.m.
July 12-13	Schedule Changes ONLY with Chair Approval for Summer Semester II (6-weeks' Session)
July 13	Census Date for Summer Semester II (6-weeks' Session)
July 15	Online Registration available on WebDMC beginning at 12:01 a.m. for Summer Semester II (5-weeks' Session)
July 17	Classes begin for Summer Semester II (5-weeks' Session)
July 17-18	On-campus and Online Schedule Changes ONLY for Summer Semester II (5-weeks' Session) available at both East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. and closes on July 18
July 18	Tuition Payment Deadline for On-campus and Online Schedule Changes for Summer Semester II (5-weeks' Session) closes at 6 p.m.
July 19-20	Schedule Changes ONLY with Chair Approval for Summer Semester II (5-weeks' Session)
July 24	Last day to drop a classes for Summer Semester I (9-weeks' Session)
July 31	Last day to drop a classes for Summer I (10-weeks' Session)

August 2017

August 1	Last day of classes for Summer Semester I (9-weeks' Session)
August 2-3	Final exams for Summer Semester I (9-weeks' Session)
August 5	Viking Experience Student Orientation Session
August 7	Last day to drop a class for Summer Semester I (12-weeks' Session) and Summer Semester II (5-weeks' and 6-weeks' Sessions)
August 8	Last day of classes for Summer Semester I (10-weeks' Session)
August 9-10	Final exams for Summer Semester I (10-weeks' Session)
August 16	Last day of classes for Summer Semester I (12-weeks' Session) and Summer Semester II (5-weeks' and 6-weeks' Sessions)
August 16	Early Advising and On-campus and Online Registration for Fall Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions closes at 6 p.m.
August 16	Tuition Payment Deadline for Early Advising and On-campus and Online Registration for Fall Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions closes at 6 p.m.
August 17	Final exams for Summer Semester I (12-weeks' Session) and Summer Semester II (5-weeks' and 6-weeks' Sessions)
August 18	Summer Semester 2017 Graduation
August 18	Grades due via the Web Grade Reporting System by 5 p.m.
August 19-23	Online Registration available on WebDMC beginning at 12:01 a.m. for Fall Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions and closes on August 23 at 6 p.m.
August 21	Faculty Return Day/Convocation

ACADEMIC CALENDAR -

- August 22.....On-campus Express Registration available for Fall Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions with extended hours at both East and West Campuses from 7:30 a.m. to 8 p.m.
- August 23...On-campus Express Registration available for Fall Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions with extended hours at both East and West Campuses from 7:30 a.m. to 6 p.m.
- August 23.....Tuition Payment Deadline for On-campus Express Registration for Fall Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions and Online Registration closes at 6 p.m.
- August 24..... Faculty Development Day
- August 26 On-campus Express Registration available on East and West Campuses from 10 a.m. to 2 p.m. for Fall Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions
- August 26 Online Registration available on WebDMC beginning at 12:01 a.m. for Fall Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, Rapid Track Session II, and 8-weeks' Sessions
- August 28 ...Classes begin for Fall Semester 2017 (16-weeks' Session), Rapid Track Session I, and 8-weeks' Session I
- August 28-29.....On-campus and Online Schedule Changes ONLY for the Fall Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, and 8-weeks' Session I available at East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. and closes on August 29; Registration for Noncredit Continuing Education (Dual Enrollment in Credit Classes) continues.
- August 28-October 10 Advising, Registration, and Tuition Payment Deadline for Rapid Track Session II closes on October 10 at 6 p.m.
- August 28-October 24Advising, Registration, and Tuition Payment Deadline for 8-weeks' Session II closes on October 24 at 6 p.m.
- August 29Tuition Payment Deadline for On-Campus and Online Schedule Changes for Fall Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, and 8-weeks' Session I closes at 6 p.m.
- August 30-September 2.....Schedule Changes ONLY with Chair Approval for Fall Semester 2017 (15-weeks' and 16-weeks' Sessions), Rapid Track Session I, and 8-weeks' Session I

September 2017

- September 4 Labor Day Holiday
- September 5 Classes begin for Fall Semester 2017 (15-weeks' Session)
- September 5-6On-campus and Online Schedule Changes ONLY for the Fall Semester 2017 (15-weeks' Session) available at East and West Campuses from 7:30 a.m. to 6 p.m. and on WebDMC from 12:01 a.m. to 6 p.m. and closes on September 6
- September 6Tuition Payment Deadline for On-campus and Online Schedule Changes ONLY for the Fall Semester 2017 (15-weeks' Session) closes at 6 p.m.
- September 7-9 Schedule Changes ONLY with Chair Approval for Fall Semester 2017 (15-weeks' Session)

Telephone Directory

All numbers are area code 361.

For Registration Information 698-1970

1-800-652-3357 (for out of town)

- Advisors (See the Advising section of this Catalog for a list of advisor phone numbers.)
- Campus Events Hotline (recorded information on Del Mar-sponsored events) 698-1600

Cashier/Business Office

- East Campus 698-1050
- West Campus 698-1746

Student Services

- Associate Vice President of Student Affairs 698-2250
- Dean of Student Outreach and Enrollment Services 698-2474
- Registrar
 - East Campus 698-1255
 - West Campus 698-1738
- Student Enrollment Center
 - Admissions (if calling from out of town) 1-800-652-3357
 - Admissions East Campus 698-1290
 - Advising East Campus for Liberal Arts (Multidisciplinary Studies) and Undeclared 698-1290
 - Admissions West Campus 698-1741
 - Advising West Campus for Liberal Arts (Multidisciplinary Studies) and Undeclared 698-1741
 - Northwest Center 698-2450
 - Outreach and Recruitment 698-1290
 - Testing Center 698-1645
- Financial Aid
 - East Campus 698-1293
 - West Campus 698-1726
- Disability Services 698-1292
- *Foghorn* (Student Newspaper) 698-1246
- Dean of Student Engagement and Retention 698-1277
- Dean of Student Outreach and Enrollment Services 698-2474
- Intramural Recreational Sports 698-1337
- Retention Services 698-1948
- Counseling Center 698-1586
 - Career Development 698-2467
- Student Leadership and Campus Life 698-1279
- Student Success Center 698-2265
- Scholarships
 - Office of Development, Foundation and the Alumni Association 698-1033
- Title V 698-2682
- Tutoring Services
 - East Campus 698-2267 • West Campus 698-1893
- Veterans Services
 - East Campus 698-1250 • West Campus 698-1876

TELEPHONE DIRECTORY

Division of Arts and Sciences

- Dean of Arts and Sciences 698-1218
- Art and Drama Chairperson 698-1216
- Communications, Languages and Reading Chairperson 698-1534
- English and Philosophy Chairperson 698-1234
- Kinesiology Chairperson 698-1334
- Mathematics Chairperson 698-1238
- Music Chairperson 698-1211
- Natural Sciences Chairperson 698-1229
- Social Sciences Chairperson 698-1228

Division of Business, Industrial and Public Safety Education

- Dean of Business, Industrial and Public Safety Education 698-1701
- Business Administration Chairperson 698-1372
- Industrial Education Chairperson 698-1701
- Public Safety Education Chairperson 698-1706
- Specialized Law Enforcement Training Director 698-1706
- Technology Education Chairperson 698-1701

Division of Health Sciences and Professional Education

- Dean of Health Sciences and Professional Education 698-1700
- Allied Health Chairperson 698-2820
- Computer Science, Engineering and Advanced Technology Chairperson 698-1299
- Dental and Imaging Technology Chairperson 698-2858
- Human Sciences and Education Chairperson 698-2809
- Nurse Education Chairperson 698-2860

Division of Strategic Planning and Workforce Initiatives

- Career and Community Education 698-2122
 - Career Training
 - Children and Youth
 - Computer Training
 - Health Care Programs
 - Job Preparation
 - Personal Enrichment
 - Real Estate
 - Registration 698-1328
 - GED Test Preparation Classes 698-1756
 - ESL Hotline 698-1824
 - Center for Economic Development - Building Reservations 698-1965
- Off-Campus Programs 698-2404
- Strategic Planning/Assessment and Institutional Research 698-1207
- Workforce Programs 698-WORK (9675)
 - Corporate Services 698-WORK (9675)
 - Transportation Training 698-2707

Small Business Development Center 698-1021

Learning Resources/Library

- Director of Libraries 698-1308
- Library, East Campus 698-1308, West Campus 698-1754

Distance Learning and Instructional Technology

- E-Learning Services 698-1312

Early College Programs

- Dual Credit 698-1634
- Collegiate High School 698-2425

Administration

- President 698-1203
- Provost and Vice President of Instruction and Student Services 698-1205
- Chief Financial Officer and Vice President of Operations 698-1259

Campus Operator (for numbers not listed) 698-1200

Campus Security

- Emergency 698-1199
- Environmental, Health, Safety and Risk Management Office 698-1641

Accreditation

Del Mar College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificates and associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Del Mar College.

Program Accreditation

Accreditation Commission for Education in Nursing (*Registered Nurse Education*)

Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (*Occupational Therapy Assistant*)

Accreditation Review Committee on Education in Surgical Technology (*Surgical Technology*)

American Culinary Federation Education Foundation Accrediting Commission (*Baking and Pastry and Culinary Arts*)

American Society of Health System Pharmacists Commission on Credentialing (*Pharmacy Technician*)

Commission on Accreditation of Allied Health Education Programs (CAAHEP), (*Diagnostic Medical Sonography, Echocardiography*)

Commission on Accreditation for Health Informatics and Information Management Education (CAHIM), (*Health Information Technology*)

Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (*Physical Therapist Assistant*)

Commission on Dental Accreditation of the American Dental Association (*Dental Assisting, Dental Hygiene*)

Committee on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, TX 76021-4244, (817) 283-2835 (*Respiratory Therapy*)

Joint Review Committee on Education for Radiologic Technology (*Radiologic Technology*)

Joint Review Committee on Education in Diagnostic Medical Sonography (*Diagnostic Medical Sonography, Echocardiography*)

Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT) (*Nuclear Medicine Technology*)

National Accrediting Agency for Clinical Laboratory Sciences (*Medical Lab Technology*)

National Association of Schools of Art and Design (*Art*)

National Association of Schools of Music (*Music*)

National Association of Schools of Theatre (*Drama*)

Certifications and Approvals

Federal Aviation Administration (*Aviation Maintenance – Airframe & Powerplant*)

National Association for Developmental Education (*English and Reading*)

National Association for the Education of Young Children (*Center for Early Learning*)

Texas Board of Nursing (*Registered Nurse Education*)

Texas Commission on Fire Protection (*Fire Science*)

Texas Commission on Law Enforcement Officer Standards and Education (*Law Enforcement*)

Texas Department of Aging and Disabilities Services (*Long-Term Care Nursing Home Administrator*)

Texas Department of State Health Services (*Emergency Medical Services*)

Texas Education Agency (*Adult Basic Education*)

Texas Veterans Commission (*Veterans Services*)

Any student, prospective student, agency of the local, state or federal government or any other person or legal entity wishing to examine these documents may contact the Office of the Provost and Vice President of Instruction and Student Services at Del Mar College for direction.

Institutional Membership

Associated Collegiate Press (ACP)

Broadcast Education Association (BEA)

Council for Higher Education Accreditation (CHEA)

Council for Advancement and Support of Education (CASE)

National Association of Schools of Art and Design

Texas Association of Black Personnel in Higher Education (TABPHE)

Texas Association of Chicanos in Higher Education (TACHE)

Texas Association of Broadcast Educators (TABE)

Texas Educational Theatre Association

Texas Intercollegiate Press Association (TIPA)

History

Del Mar College was founded in 1935, under the control of the Board of Trustees of the Corpus Christi Independent School District, to provide two years of post-secondary education. In 1951, the College became an independent political subdivision, legally Corpus Christi Junior College District. In 1999, the Board of Regents adopted Del Mar College District as the official name of the institution.

Del Mar College started in borrowed classrooms with 154 students in the first class. Today the College registers more than 22,000 persons each year in academic, occupational and continuing education courses. The College now offers programs on two primary campuses, one campus annex and a satellite Northwest Center with combined physical assets of more than \$177 million.

Philosophy

Del Mar College is committed to the following concepts:

Academic freedom and responsibility provide the foundation for the creation of a learning environment which promotes academic excellence, independent and creative thinking and respect for the individual.

Lifelong learning is a process for self-development and self-realization by which the individual assimilates knowledge, develops skill and competency and establishes values which enhance his or her understanding of career choices, quality

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of life and responsibilities of citizenship.

All individuals have the right to pursue educational goals and should have the opportunity to realize the potential of their abilities through quality education.

Involvement and interaction between the College and the community are essential to ensure relevance and vitality in all educational programs, activities and services and to enhance cultural, economic and social life.

The College is committed to the concept of the learning college, an institution of higher education that focuses on student learning. Currently, important learning initiatives include the implementation of curricular learning communities, campus-wide incorporation of the latest in innovative instructional methodologies and technologies, definition and assessment of student mastery of the six intellectual competencies in the core curriculum and measurement of demonstrable student learning and student success in all courses and programs.

Mission

Del Mar College provides access to quality education, workforce preparation, and lifelong learning for student and community success.

Core Values

- Learning: meeting individual needs
- Student Success: achieving full potential
- Excellence: high-quality instruction
- Integrity: honesty and transparency
- Access: open to all
- Accountability: responsibility to stakeholders
- Innovation: progressive programs and services
- Diversity: valuing differences

Statement of Purpose

Del Mar College is dedicated to providing access to educational opportunities for all persons without regard to race, color, sex (including pregnancy, gender identity / transgender status and sexual orientation), age, religion, national origin or disability. The College affirms that student learning is its highest priority. By encouraging and supporting continuing excellence in instruction and institutional support services at reasonable student cost, the College will fulfill its mission within the limitations of its physical and financial resources.

Specifically, the College has the following seven purposes:

- To provide fully accredited occupational, academic and pre-professional courses leading to certificates, associate degrees and /or the first two years of transferable credit toward baccalaureate degrees.
- To provide opportunities to train for economic independence; and to prepare for job entry, occupational advancement and career development.
- To provide developmental, adult literacy and basic skills instruction to help entering students to perform successfully in their chosen academic or occupational fields of study.
- To provide student support services, including a continuing program

of counseling and guidance, to assist students in achieving their individual educational goals.

- To provide opportunities for lifelong learning in occupational and avocational pursuits, personal enrichment and general education based on a liberal arts (multidisciplinary studies) curriculum.
- To provide opportunities to increase intellectual capacities; to develop aesthetic awareness; to expand the dimensions of personal, social, ethical and cultural development; and to develop civic responsibility and qualities essential to good citizenship.
- To provide educational activities for workforce and economic development and for community and academic initiatives in cooperation with area independent school districts, other institutions of higher education, area industries and area military bases; and to encourage and provide cultural activities, both independent of and in cooperation with, organizations and groups in the community.

Del Mar College is a comprehensive community college with two primary campuses, one campus annex and a Northwest satellite center located in Corpus Christi, Texas. Del Mar College is supported by local taxes, appropriations by the Texas Legislature, tuition and fees and gifts and grants.

Student Centered Institution

Del Mar College is an open-admission institution of higher education committed to offering opportunities for academic achievement, career development and lifelong learning that prepares individuals to achieve their dreams in today's global and technical society. Students will be immersed in some of the greatest works of philosophy, politics, literature, business, science, technology and art that higher education has to offer.

Throughout its academic and student development structure, Del Mar College is committed to supporting the College population in the attainment of an excellent education that will empower students to achieve their career potential and become participating citizens in the community.

The Provost and Vice President of Instruction and Student Services carries responsibility for maintaining the College's position as an instructional leader in all disciplines represented throughout the institution. The faculty focuses on academic excellence and innovation in teaching. The College collaborates with area school districts and universities to facilitate a seamless transition for students as they achieve their educational goals.

The College affirms that student learning is its highest priority. Higher education is essential to human progress. Providing opportunities for demonstrable, measurable student learning multiplies intellectual, cultural and civic development. Del Mar College is committed to these core concepts of a Learning College, as outlined by the League for Innovation in the Community Colleges:

- create substantive changes in individual learners
- engage learners as full partners in the learning process
- insist that students assume primary responsibility for their learning choices
- create and offer as many options for high quality learning as possible
- assist learners in forming and participating in collaborative learning activities
- truly succeed only when improved and expanded learning can be

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documented for learners

The College upholds the principles of collaborative participation and decision making and views the staff, faculty and students as equal partners in the learning environment. Staff and faculty facilitate student success, encourage students to play an active role in their own learning and development and embrace the diverse needs and backgrounds of the individuals who comprise the student body.

The Dean of Student Engagement and Retention is responsible for administering and coordinating student services and for representing students' interest to the fullest possible extent. The services provided are an integral part of the educational process and are supportive, informative and geared to benefit the students. Specifically, Student Services:

- affords opportunities for students to develop and enhance intellectual capacity, aesthetic and ethical awareness, social and cultural enrichment and qualities essential for successful scholarship, citizenship and leadership
- supports students' holistic learning experiences, educational goals, career aspiration and personal development
- regards students with respect and dignity and as unique and diverse individuals
- continually seeks to identify and provide coordinated, comprehensive and quality programs and services to encourage lifelong learning and self-empowerment of students
- empowers students in the acquisition of knowledge and skills essential for success by providing access to College support services, technology and information and
- is committed to standards of excellence and measures its effectiveness by the satisfaction and achievement of the students it serves.

Getting Started

There are a lot of ways you can walk through our doors.

Student Enrollment Center (SEC)

The Student Enrollment Center (SEC) provides students with a fluid transition to Del Mar College by connecting students with knowledgeable staff who can assist with the admissions process, as well as providing academic advising for students majoring in liberal arts (multidisciplinary studies) or classified as undeclared. Contact the SEC East at (361) 698-1290 or SEC West at (361) 698-1741.

Students seeking admission to the college should submit an application for admission, a valid placement examination and an official copy of their high school transcript. If transferring from another higher education institution, students should submit official copies of all transcripts.

Additionally, students who meet the criteria are required to submit proof of having received a bacterial meningitis vaccination pursuant to Texas Senate Bill 62. Visit www.delmar.edu/meningitis to learn more.

Testing is discussed in detail in the “Assessment and Placement” section of this Catalog.

Open Enrollment Admissions

Del Mar College has an “open enrollment” admissions policy under the authority of the Texas Administrative Code Title 19 and the Southern Association of Colleges and Schools. Open enrollment means that all students will be granted admission as long as they complete the application process outlined on the next page.

Limitations

Admission to the College does not guarantee your admission to all programs of the College. Certain programs have limited enrollment due to special equipment needs or space limitations. Additionally, Del Mar College offers selective programs that have specialized admission requirements, such as additional testing and GPA requirements. These admissions limitations are listed under specific programs in the Catalog.

Right to an Academic Fresh Start

If you are a Texas resident and have academic course work that is over 10 years old and would like to request to have the work disregarded for the purpose of admission to the college, you will need to contact the Director of Admissions. You must complete the Right to an Academic Fresh Start Agreement with the Director of Admissions prior to the beginning of the term for which you are seeking admission. In signing the agreement, you confirm that the course credit or grades earned by you 10 or more years prior to the date of the semester in which you plan to seek your enrollment will not be considered for admissions purposes and cannot apply towards your degree.

The Right to an Academic Fresh Start does not change your transcript and cannot be used for financial aid purposes. Students may not pick and choose what is to be ignored and what is not. All coursework is ignored. Students under the Academic Fresh Start provision must still meet the criteria for the Texas Success Initiative (TSI) and other conditions for admission. Academic Fresh Start clears

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only the academic record. When deciding eligibility for financial aid, the Office of Financial Aid Services must still count all prior credits earned.

Students seeking admission to a selective admission program, i.e. nursing, etc., will need to contact the Director of Admissions prior to seeking admission into their respective program and will be approved or denied on a case by case basis.

General Application

Before you can register for classes, you must apply to the College.

Application for Admission: First Step

Apply through Del Mar College's link at www.delmar.edu or by using the Texas Common Application at www.applytexas.org (click on "Create a new 2 year application") or by completing a paper application which can be obtained from the Student Enrollment Center.

General Checklist of Admissions Documents

1. Application for Admission
2. Official high school transcript or GED test scores
3. Official college transcripts, if transferring
4. Proof of Texas residency
5. Texas Success Initiative approved placement examination. First time college students require a completion of a Pre-Assessment Activity prior to registering for the exam. Visit www.delmar.edu/tsi for more information.
6. Meningitis Vaccine: All incoming students who are 21 years of age or younger will need to show proof of a bacterial meningitis vaccination.

All admissions documents should be submitted at least two weeks prior to in-person registration and five days prior for Web registration to avoid delays.

All information on the application must be true, accurate and complete. Any submission of false information is grounds for rejection of an application, withdrawal of any offer of acceptance, cancellation of enrollment or appropriate disciplinary action.

Major/Program of Study

You are required to select a major or program of study upon admission. Please refer to the Degree and Certificate Program section of this Catalog for information about major/program options. For more information on changing your major, please contact the Registrar's office at (361) 698-1248.

Social Security Number

You are encouraged to use your Social Security number as part of your permanent student record. The number will assist the College in managing your student record when utilizing federal resources such as financial aid and/or veterans benefits etc. If you choose not to use your Social Security number or do not have one, you may obtain a unique matriculation number from a staff member located in the Student Enrollment Center.

In order to protect the privacy of your Social Security number, the College will assign an alternate identification number. You will use this alternate ID number in conducting all transactions at the College.

**DEL MAR COLLEGE STUDENT RECORDS POLICY
RELEASE OF STUDENT RECORDS**

All records submitted for a student's file become the property of the College and a part of the student's permanent record. High school transcripts, transcripts from other colleges, test scores, immunization records and other similar documents are not duplicated for any reason to any person and/or institution, including the student.

STUDENT PRIVACY

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) FERPA, sets forth the guidelines for the release of student records to other parties. Under this federal law, students have the right to inspect their records and correct any inaccuracies that might be found in them.

Access to the record by anyone other than the student is limited and generally requires prior written consent by the student. The College will mail confidential records, including grades and transcripts, at the student's direction. Any person, who picks up sealed copies of these records for the student must have written, signed permission to do so from the student.

Directory information, which includes a student's name, address, date and place of birth, field of study, dates of attendance, and degrees and awards received may be released by the College without consent of the student. Any student who wishes to withhold any or all of this directory information from release must notify the Registrar in writing within three weeks of the date of the student's initial enrollment.

Specific Application Requirements

In addition to filling out the general Application for Admission, there are other specific requirements depending on which category of student you are.

Category of Student

There are eight categories of students admitted to the College, each with specific admissions requirements.

1. First-Time College Student

Follow these requirements:

- A. Submit an official transcript from an accredited high school with date of graduation or GED (General Education Development) test scores.
- B. If you graduated from a home school program, provide a transcript with parental signature and date of graduation.
- C. If you graduated from a non-accredited high school or did not complete your GED, you may be admitted to Del Mar College by individual approval by the Director of Admissions. Test scores must be submitted before applying for individual approval.
- D. If you are a Texas high school student and have not passed the state assessment test, you may be admitted to Del Mar College by individual

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approval from the Director of Admissions. An official high school transcript (A) and test scores (E) must be submitted before applying for individual approval.

- E. Submit test scores utilizing the Texas Success Initiative Placement Exam. Completion of a Pre-Assessment Activity will be required prior to registering for the exam. Some students may be exempt from these tests based on their SAT, ACT, *STAAR or *TAKS scores. (* Check with the Student Enrollment Center on the eligibility of scores.)
- F. If you are 21 years of age or younger, submit proof of a bacterial meningitis vaccination.

Note: Individual approval may be subject to conditions established by the U.S. Department of Education for special assessment to be eligible to receive federal financial aid. Please refer to the Financial Aid portion of this Catalog or contact the Office of Financial Aid Services at (361) 698-1293.

2. High School Students: Special Programs

Del Mar College, in cooperation with specific area high schools, has designed special programs in which high school students can earn college credit while still attending high school.

Requirements to participate in one of these programs can be obtained from your high school counselor, the Del Mar College Student Enrollment Center, or the Office of Early College Programs.

The special high school programs are:

A. Dual Credit

This program offers you the opportunity to receive credit for a college course while simultaneously earning credit toward high school graduation. You need to fill out a Dual Credit application form. To participate in Dual Credit classes, your high school district must have a contractual agreement with Del Mar College.

B. Early Admissions

The program offers you the opportunity to study at the College and receive college credits while completing requirements for high school graduation. You need to complete the Request for Early Admissions form at the Del Mar College Student Enrollment Center.

Both Dual Credit and Early Admissions are designed for high school students who have demonstrated the ability to accept academic challenge and responsibility.

To be eligible for Dual Credit or Early Admissions Programs, you must meet the following requirements:

- must be at least a freshman in high school
- submit proof of Meningitis vaccination
- approval of the high school counselor, principal and parent or guardian
- meet Del Mar College admissions requirements, including assessment
- take only those classes for which assessment levels are met
- take no more than two College courses per semester (some exceptions can be made)
- adhere to all policies of the College

Standardized test norms and appropriate scores are subject to change.

C. High School Articulation Programs

Del Mar College offers college credit for high school occupational studies in specific programs. For more information on these programs, contact the Dean of Business, Industrial & Public Safety Education at 361-698-1701, the Dean of Health Sciences and Professional Education at (361) 698-1700 or your high school counseling office.

3. Returning Students

If you were previously enrolled at Del Mar College but have been away for one year or longer, you must submit, to the Student Enrollment Center, a new Application for Admission and official transcripts of study completed at other colleges during the period of absence. Placement tests may be required. Additionally, students will need to submit proof of having received a bacterial meningitis vaccination pursuant to Texas Senate Bill 62.

4. Transfer Students

Transcript Requirement

Official transcripts are critical if you are transferring from other colleges. Be sure to follow these steps.

- A. Submit current official transcripts of credit earned from each institution of higher education previously attended. If you attended another higher education institution but earned no credit, you must submit an official high school transcript or GED certificate. If your previous course work does not include college credit in English and math, you must provide placement test scores.
- B. If you are unable to furnish a transcript prior to registration, you may be allowed to register with the understanding that an official transcript(s) must be on file in the Student Enrollment Center within the first semester. If you do not meet this deadline, you may be ineligible to register in any subsequent semesters.
- C. Students transferring in credit will be required to complete a Transfer Evaluation Request Form (TERF) and submit to the Registrar's Office. The form can be accessed on the Registrar's Office webpage at www.delmar.edu/registrar. Students may be required to resubmit transcripts if their records have met retention.

Credit Earned

You will be credited with all courses you are entitled to according to the transcript of record and can receive advanced standing if the former institution is recognized by one of the following associations:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

Students transferring in credit will be required to complete a Transfer Evaluation Request Form (TERF) and submit the form to the Registrar's Office. The form can be accessed on the Office of the Registrar's webpage. Once all of your official transfer transcripts have been received by the Student Enrollment Center,

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the evaluation request will be processed. To ensure proper advising and course selection, submit your transcripts as early as possible. You will be notified via your Del Mar College email account once your request has been completed. It is highly encouraged to submit your admission documentation as soon as possible to ensure timely evaluation. Be aware that even though a course transfers to a specific institution from Del Mar College, if the course was taken elsewhere, it may not transfer and would not count as a Del Mar College credit. This is especially true for courses taken at private institutions and when semester credit hours differ.

Transfer Disputes

The Texas Higher Education Coordinating Board (THECB) has established the following procedures for Del Mar College to resolve transfer disputes involving lower division courses:

- If Del Mar College does not accept course credit earned by you at another institution of higher education, Del Mar College will give written notice to you and the other institution that the transfer of the course credit is denied.
- The two institutions and you shall attempt to resolve the transfer of the course credit in accordance with Coordinating Board rules and/or guidelines.
- If the transfer dispute is not resolved to your satisfaction or to the satisfaction of the institution at which the credit was earned, within 45 days after the date you received written notice of the denial, Del Mar College will notify the commissioner of the THECB of its denial and the reason for the denial.

The commissioner of higher education, or the commissioner's designee, will make the final determination about a dispute concerning the transfer of course credit and give written notice to you and the institutions.

You may consult with the College's Provost and Vice President of Instruction and Student Services throughout this process.

Admissions Conditions

When transferring, there are four conditions of admission.

1. If you are eligible for readmission to your former college, you are eligible for admission to Del Mar College.
2. If you are on scholastic probation, you will be admitted under the same status at Del Mar College.
3. If you are on scholastic suspension, you must appeal for admissions through the Registrar's Office.
4. If you are on disciplinary probation at your former college, you must appear before the Dean of Student Engagement and Retention before registering. If approved for admission, you may be placed on disciplinary probation at Del Mar.

5. Transient (Summer Only) Students

If you are transferring from another institution of higher education for the summer terms only, you must provide an official transcript from your most recent institution attended and meet the eligibility requirements for the courses that you will register for at Del Mar College. Assessment scores may be required to be able to make this determination.

6. Undocumented Students

Undocumented students are eligible for enrollment on the same basis as documented students. Contact the Student Enrollment Center at (361) 698-1290 for additional information.

7. International Students

If you are an international student wishing to study at Del Mar College, you must complete the following procedures to be considered for admission. Once you obtain your F-1 visa and begin studies, you must comply with all international student regulations in order to maintain the status of your visa and remain enrolled.

Submit all of the following documents:

- Completed application for admission
- Official transcripts showing completion of secondary education or college work
- Current bank statement showing proof of funds of at least \$18,000 per academic year to cover your educational and living expenses. If you have dependents, you must show an additional \$5,000 per dependent per academic year.
- Provide certified Affidavit of Support from sponsor. You may use the I-134 form located at www.uscis.gov/i-134.
- Transfer Clearance Form (if student attended a U.S. institution)
- Copy of your current passport (name, passport number, citizenship, etc.)

Upon admission, you will be issued the I-20 form. Present this form and the receipt for the I-901 fee when you apply for your student visa.

If you are an international student transferring from a U.S. college or university, you must provide a current I-94, I-20, and passport in addition to the documents listed above.

You must show proficiency in English unless you will enroll in the ESOL program. You will be referred to the ESOL program for testing and evaluation. Before beginning your academic program, you must take the Texas Success Initiative placement test.

Del Mar College does not provide housing. There are a number of real estate agents and housing locator services in Corpus Christi that may assist you in securing accommodations.

As an F-1 student, you are not eligible for financial aid. However, you may be eligible to apply for scholarships. Also, you may not work without permission. If you are in an academic program, you may be eligible to work part-time on campus. After one academic year you may be eligible to work off campus; however, specific criteria must be met and authorization is required by the U.S. government.

8. Military Personnel and Military Dependents

If you are an active duty military personnel or a dependent, you must complete the regular College admissions requirements and must complete 15 semester credit hours, in residence, at the College. Credits remaining for completion of a degree program may be earned in the following ways:

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- Resident study at Del Mar College
- Credits earned through other regionally-accredited institutions may be transferred when applicable to a Del Mar College degree or certificate
- Semester credit hours may be earned through successful completion of CLEP Subject Examinations
- Courses completed through the United States Armed Forces Institute (USAFI) may be accepted following the recommendations of the American Council on Education (ACE) when such courses are applicable to a specific Del Mar College degree or certificate
- Del Mar College will accept DANTES courses, but the scores must be submitted in the official educational transcript to the Del Mar College Registrar's Office for evaluation. DANTES scores are not automatically transferred to Del Mar College.
- Military service schools and Military Occupational Specialty (MOS) credits may be evaluated and credits awarded following ACE recommendations when such credits can be applied to a specific Del Mar College degree or certificate.
- Successful completion of Del Mar College departmental examinations will result in an award of credit which would normally be given for completion of the course. Such credit does not serve to meet the residency requirement.

Student Classifications

If you have completed college-level, non-developmental semester hours, you are classified as follows:

- Freshman: First-year student, or less than 30 semester credit hours.
- Sophomore: Second-year student who has completed the equivalent of one year of full-time undergraduate work; that is, at least 30 semester credit hours and not more than 72 semester credit hours.
- Unclassified: More than 72 semester hours; no associate degree.
- Associate Degree: Previously earned associate degree.
- Baccalaureate or Above: Previously earned a baccalaureate or above degree.

Registration

Now that you've completed the admissions process, you can register.

Registrar's Office

The Registrar's Office assists you with registration, graduation, as well as requests for transcripts and other student-related records at Del Mar College.

Registration Process

- If you have a complete admissions file, you may register on the Web or through your advisor on campus.
- See Website for details about dates, times and procedures for registration.
- If you have less than 24 hours of credit, you must see an advisor before registering for classes.
- Tuition and fee charges must be paid at the time of registration, or a payment plan may be arranged online via WebDMC. Registration is not complete until all payments have been made.

Advising

Advising, including a list of advisors, is discussed in detail in this Catalog.

- If you have selected a major, faculty advising is available for you. The Student Enrollment Center can direct students to the appropriate department for advising.
- If you have not selected a major or are a liberal arts (multidisciplinary studies) major, advising staff can assist you. Services are available in the Student Enrollment Center on the East and West Campuses.

Residency

Proof of Texas Residency

In accordance with state law, if you plan to register as a Texas resident, you must prove that you are legally entitled to pay in-state tuition. Documentation proving state residency must be presented at the time of application or readmission. If you have had a break of a year or more in education, you must again show proof of Texas residency upon reapplying for admission.

If you have not proven your Texas residency at the time of preregistration and/or registration, you will be considered out-of-state and billed accordingly. You must correct residency problems within the first week of the term to receive any type of refund.

Acceptable Documentation

If you have been living in the State of Texas for 12 consecutive months prior to the start of the term, you may be eligible for in-state tuition. The following are examples of acceptable proof that may be used to establish Texas residency.

- Texas high school or college transcript showing enrollment one year prior,
- Employer's statement confirming employment in Texas for the previous full year,
- Deed, mortgage papers, or property tax statements that name you as the Texas property owner (appropriately dated),
- Valid Texas driver's license that is at least one year old at the time of enrollment, or
- Utility bills, cancelled checks, rent receipts or lease agreements showing your Texas address for the previous full year.

Non-Texas Resident

If you originally came to Texas from another state for the purpose of attending an educational institution, you are presumed to be nonresident unless you have legally established residency under the rules of the Texas Higher Education Coordinating Board Rules: Chapter 21.

Please consult with the Registrar's Office to verify that you have the appropriate documents.

Establishing Residency of Military/Military Dependents

In order to qualify for in-state and in-district tuition, if you are a military service member or military dependent, you must submit a letter from the commanding officer or from the individual assigned to handle such duty, verifying Texas as the state of duty station. This verification must be submitted once per year to Del Mar College on or before registration. Forms are available from the Registrar's Office.

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Change of Name, Address, Social Security Number or Major

If you change your name, address, social security number or major, you are required to submit the changes to the Registrar's Office. A Social Security number or name change requires a legal document to support the change.

Any communication from the College using information you provided for its files is considered to be properly delivered.

Veterans Services and Benefits

Del Mar College's programs are approved for those who wish to attend and receive benefits under the Post-9/11 GI Bill (Chapter 33), Montgomery GI Bill-Active Duty (MGIB-AD-Chapter 30), Montgomery GI Bill-Selected Reserve (MGIB-SR-Chapter 1606), Reserve Education Assistance Program (REAP-Chapter 1607), Veterans Education Assistance Program (VEAP), Education Assistance Test Program (Section 901), Survivors' and Dependents' Educational Assistance Program (DEA-Chapter 35), the National Call to Service Program, and Vocational Rehabilitation (Chapter 31). The monthly rate of payment to veterans is determined by Public Law 94-502.

Students attending Texas public institutions of higher education must be in compliance with the Texas Success Initiative (TSI), as of Fall 2003 (Texas Education Code 51.3062) in order to enroll in public institutions of higher education. The law requires all entering college students to be assessed for college readiness in reading, mathematics and writing unless the student qualifies for an exemption. Each student must be placed in a developmental education program designed to help the student achieve college readiness.

Veteran Exemption

A student who on or after August 1, 1990, was honorably discharged, retired or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of the reserve component of the armed forces of the United States may be exempted. The veteran must provide a valid DD214.

Military Exemption

A student who is serving on active duty as a member of the armed forces of the United States, The Texas National Guard or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment may be exempted. The service member must provide a valid statement of service from his or her unit of assignment.

You are strongly encouraged to consider placement testing under the TSI. Even though you may qualify for the exemption and may be placed directly into college level courses in math and English, this placement may not actually be appropriate based on your academic skills. Taking the placement test will give you a good idea of the appropriate level of coursework. This may help you be more successful in your studies. If you are eligible for this exemption, and elect to take the exemption it is irreversible and you may not be eligible to utilize VA benefits for future developmental coursework. Please contact the Director of the College Veterans Center for more information.

Prior to Enrollment

Prior to enrollment, if you are planning to attend classes and utilize veteran benefits, you should contact the Veteran Services Office to inquire about required documentation relative to your enrollment and "certification" of attendance to the Veterans Administration.

Upon Enrollment

Prior to certification of your initial semester, you must provide an approved, signed degree plan to Veterans Services. Degree plans are available through the Student Enrollment Center or through departmental advisors. Be sure to have copies of all previous transcripts for initial counseling sessions.

You do not have the option of having prior credit reviewed. All previous education and training must be provided to the school for review. This includes all credits from postsecondary institutions and military credits. You may have your military transcript converted to Texas Credit by submitting a College Credit for Heroes Application. For more information refer to www.collegecreditforheroes.org/ or contact the Veterans Services Office.

Close of First Semester

At the close of the first semester or upon the successful completion of 12 semester hours, you should have military credit and any transfer credits from prior education evaluated and furnish Veterans Services with a copy of the updated degree plan.

Each Semester

Each semester, you must advise the Veterans Services Office of courses in which you are enrolled and request certification of Veterans benefits. Courses at Del Mar College are approved for veterans' training. It is your responsibility to inform Veterans Services Office of any changes in enrollment status. The VA will not be notified of your enrollment or request for benefits if you fail to complete a request for certification for each semester that you intend to use veterans benefits. Requests for VA certification must be received no later than the payment deadline for the registration period.

Standards of Progress for Veterans

Satisfactory

If you are receiving VA education benefits, you must make satisfactory academic progress by maintaining a 2.0 grade point average (GPA) each enrollment period.

Unsatisfactory

The first term you fall below a 2.0 grade point average will result in your being placed on probation. If you fail to meet the minimum standard the next semester, you will be placed on suspension. Failure to achieve the required GPA will cause the benefits to be terminated until the GPA is satisfactory.

If you are enrolled in a one-semester certificate program and do not maintain a 2.0 GPA or better, you will be reported to the Veterans Administration for unsatisfactory progress. You will have only one more opportunity to retake the program and be eligible to receive VA benefits.

Eligibility

To regain eligibility, you must register for at least half time in the next semester at your own expense and earn at least a 2.0 grade point average. (Hazlewood exemption may be used during this time if you are deemed eligible by the Veterans Services Office).

Appeal

If you have mitigating circumstances that caused you not to make satisfactory progress, you may appeal to the Veterans Administration.

GETTING STARTED

Veterans Semester Hour Classification

The Veterans Administration uses the semester hour classification scale below to determine your payment. The number of semester hours enrolled at this college is reported to the Veterans Administration. This classification scale is used only for the fall and spring semesters. The summer sessions are calculated differently. To ensure classification, contact Veterans Services.

Semester Hours	Classification	Semester Hours	Classification
1-5	1/4 time	9-11	3/4 time
6-8	1/2 time	12 or more	Full-time

The monthly rates of payment to veterans are provided for by Public Law 94-502.

Veterans Registration Process

If you have a complete admissions file, you may register on the Web or through your advisor on campus.

See Website for details about dates, times and procedures for registration.

If you have less than 24 hours of credit, you must see an advisor before registering for classes.

Tuition and fee charges must be paid at the time of registration, which is not complete until all payments have been made. The Veteran Services Office will work closely with the Business Office and Cashier to ensure that prospective payments from your VA benefits are anticipated. Certain Chapters will require advance payment of tuition and fees as indicated:

Chapter 30 - Student payment by payment deadline is required.

Chapter 31 - Veterans Services Office will notify Cashier that VA payment is anticipated.

Chapter 33 - Veterans Services Office will notify Cashier that VA payment is anticipated

Chapter 35 - Student payment by payment deadline is required.

Chapter 1606 - Student payment by payment deadline is required.

Chapter 1607 - Student payment by payment deadline is required.

Hazlewood - Veterans Services Office will notify Cashier that tuition exemption is authorized.

NOTE: VA education benefits and Hazelwood Exemption do not cover 3-Peat and late registration fees. The fees must be paid prior to the payment deadline or you will be removed from your classes for non-payment.

Veteran Student Advising

Advising, including a list of advisors, is discussed in detail in this Catalog.

If you have selected a major, faculty advising is available for you. The Veterans Services Office, the Student Enrollment Center or the Registrar can direct you to the appropriate department for advising.

If you have not selected a major or are a liberal arts (multidisciplinary studies) major, Student Enrollment Center staff can advise you. Services are available in the Student Enrollment Center on the East and West Campuses.

Veteran Student Residency

A person is entitled to pay tuition and fees at an institution of higher education at the rates provided for Texas residents without regard to the length of time the person has resided in this state. If the person files with the institution at which the person intends to register a letter of intent to establish residence in this state and resides in this state while enrolled in the institution and the person:

1. is eligible for benefits under the federal Post-9/ 11 Veterans Educational Assistance Act of 2008 (38 U.S.C. Section 3301 et seq.) or any other federal law authorizing educational benefits for veterans;
2. is the spouse of a person described by subdivision (1); or
3. is a child of a person described by Subdivision (1) who is 25 years of age or younger on the first day of the semester or other academic term for which the person is registering, except that the Texas Higher Education Coordinating Board by rule shall prescribe procedures by which a person who suffered from a severe illness or other debilitating condition that affected the person's ability to use the benefit provided by this subsection before reaching corresponding to the time the person was unable to use the benefit because of the illness or condition.

A form letter may be obtained from the Veterans Services Office for students who meet this eligibility requirement.

Student Enrollment Center personnel and Veterans Services representatives can help clarify residency status.

Changes in Registration

Any time your course schedule changes you must immediately notify the Veterans Services. Title 38, Code of Federal Regulations, Section 21.4203 requires that all changes in enrollment credit must be reported in a timely manner. Reducing the number of semester hours attempted within a given semester may cause a decrease in VA benefit amount and could generate an overpayment from the VA. If overpayment occurs, you will become indebted to the VA and future benefit payments could be reduced by the amount of the overpayment.

Implications for Financial Aid

You should be aware that dropping courses may affect eligibility for financial aid. Contact Financial Aid Services prior to dropping a course or completely withdrawing from school. If you stop attending class without officially withdrawing from the College, then the grade is an automatic "F." **Students receiving Veterans Benefits for education or Vocational Rehabilitation should contact Veterans Services for specific policies concerning drops and withdrawals. These changes may have a direct effect on your VA benefits.** Students using the Hazlewood Exemption must meet satisfactory academic progress (SAP) in accordance with the college Financial Aid policy in order to remain eligible for Hazlewood Exemption. This does not apply to students whose eligibility for the Hazlewood Exemption is based on a deceased veteran's status. You do not have to be in receipt of Financial Aid, but must meet SAP requirements. For more information, please contact the Veterans Services Office.

Commencement

Graduation is held three times a year: May, August and December. Only if you have completed all of the graduation requirements will you be permitted to graduate.

GETTING STARTED

Veteran Graduate Congratulatory Reception

A congratulatory reception will be held for all veteran graduates and their family members each Commencement cycle. Look for a written invitation from the Veterans Services Office. Additionally, all veteran graduates will receive a gift from the Veterans Services Office.

Veteran Graduate Top Student Award

Each Commencement cycle, the Director of the College Veterans Center will award a Special Plaque to the top veteran graduate.

Veterans Honors Cord

Every veteran student who graduates will be issued a Red, White and Blue Honor cord to wear with their graduation regalia. Honor cords will be issued at the Congratulatory Reception each commencement cycle.

VA Workstudy

The Department of Veterans Affairs sponsors a workstudy program. Students receiving veteran's educational benefits under Chapters 30, 31, 32, 33, 35, 1606 and 1607 may qualify. Students must be certified to the VA for at least $\frac{3}{4}$ time enrollment and must perform duties that are directly related to veteran benefits and files in the Veterans Services Office. Several positions are filled on a continuous basis. For more information, contact the Director of the College Veterans Center.

Student Withdrawal or Excused Absence for Active Military Service

Upon notice from a student required to participate in active military service, students shall be excused from attending classes or engaging in other required activities, including examinations. A student shall not be penalized for an absence which is excused under this subsection and shall be allowed to complete an assignment or take an examination from which the student is excused within a reasonable time after the absence.

- Maximum Excused Absence: A student called to service as a member of a reserve military component or the Texas National Guard will not be penalized and shall be excused for absences accrued during the period of active military service for a period of active duty no longer than 25% of the total number of class meetings or the contact hour equivalent (not including the final exam period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service. (Example: During a 16 week semester with 32 planned class meetings, no more than 4 weeks and 8 class meeting absences may be excused.)
- Retention of Student's Work: Faculty members will retain the student's coursework completed during the portion of the course prior to the student being called to active military service to be used when the student returns and completes the course requirements in order to ascertain a proper grade award.

- Course Syllabus or Instructional Plan: The course syllabus or other instructional plan that was in effect when the student was called to active military service shall be retained for future use so that the student will be able to complete the course without prejudice and under the same course requirements that were in effect when the student enrolled in the course.
- Completion of Assignments and Examinations: The student shall be granted a reasonable period of time after the absence to complete assignments and examinations. A reasonable period of time shall be defined as "within 30 calendar days of completion of active service period or one week prior to the final examination date scheduled, whichever occurs first."
- Failure to Complete Assignments and Examinations: If a student fails to complete missed assignments and examinations, the student will not receive credit for uncompleted assignments and examinations and will be awarded a course final grade accordingly.

Summary

No matter how you walk through our doors, you have started on your path to success.

Financial Aid

Assistance

While you and your family are expected to assume a major responsibility for the costs associated with attending a certificate or degree program at the College, there are resources to help you.

While there are many free resources available to you, there are many opportunities for students seeking assistance to be taken advantage of. There are several websites and companies who offer help with filing the Free Application for Federal Student Aid (FAFSA) for a fee. These sites and companies are not affiliated with or endorsed by the U.S. Department of Education (ED) or Del Mar College. We urge students not to pay for these sites for assistance that you can get for free. Never send money (no matter how small) to companies for free financial aid information and if you are asked for any credit card information while filling out the FAFSA online, you are not at the official government site. The financial aid office at Del Mar College is here to assist you free of charge in finding ways to fund your education.

When you apply for federal student aid, the information you report on the FAFSA is used in a formula established by the ED. The formula determines your Expected Family Contribution (EFC), an amount you and your family are expected to contribute toward your education. If your EFC is below a certain amount, you will be eligible for a Federal Pell Grant, assuming you meet all other eligibility requirements.

There is not a maximum EFC that determines eligibility for the other financial aid programs. Instead, your EFC is used in an equation to determine your financial need:

Cost of Attendance

- Expected Family Contribution (EFC)
- Financial Need

To determine your unmet need for aid other than Federal Pell Grant, the calculation is:

Cost of Attendance

- EFC
- Pell Grant and any other Financial Aid
- Unmet Need

Financial Aid Services encourages you to seek financial assistance to help pay for college. Assistance comes in the form of gift aid (grants and scholarships-need based or merit-based) and self-help aid (loans and employment-need based or merit-based).

Eligibility

Requirements

To be considered for aid eligibility, you must:

- Be a U.S. citizen or an eligible noncitizen
- Be registered with Selective Service (male, U.S. citizens and permanent

- residents, ages 18-26)
- Have demonstrated financial need as determined by your processed FAFSA and your school cost of attendance
- Attend a school that takes part in one or more of the financial aid programs
- Have a high school diploma, GED (or its recognized equivalent) or have been home schooled
- Be enrolled at least half-time (6 hours) in an eligible program as approved by the ED (in some cases, students may receive a Federal Pell Grant for less than half-time enrollment)
- Be working toward a degree or certificate
- Be making satisfactory academic progress as defined by Del Mar College Policy. Refer to “Satisfactory Academic Progress Policy” section
- Not owe a refund on any Title IV (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Academic Competitiveness Grant or Federal State Student Incentive Grant) or any other Higher Education Grant program received at any institution previously attended. Refer to “Return of Title IV Funds” under CONSEQUENCES OF WITHDRAWING/DROPPING section
- Not be in default on any Title IV Federal Perkins Loan, Federal Stafford Student Loan, Federal Parent Loan for Undergraduate Students (FPLUS), Federal Supplemental Loan to Students (FSLs) or any other Higher Education Act Loan Program received at any institution previously attended

Application Process

FAFSA: First Step

To qualify for financial assistance, including loans and some scholarships, you must first complete a Free Application for Federal Student Aid (FAFSA). This can be done one of two ways:

1. Complete a Free Application for Federal Student Aid (FAFSA) on the Web, or
2. Complete the FAFSA Renewal Application on the Web.

Electronic FAFSA

Applying on the Web allows you to complete the FAFSA over the Internet in an easy-to-use format. FAFSA on the Web/Renewal FAFSA on the Web can be found at www.fafsa.ed.gov.

It is important to complete a Pre-Application Worksheet to guide you. You can print a copy of the Worksheet from Section I of the FAFSA on the Web home page at www.fafsa.ed.gov or pick up a copy from Financial Aid Services.

The Renewal FAFSA is a tremendous time saver as responses from the prior cycles’ FAFSA or Renewal FAFSA are displayed, and you answer only those questions that are likely to have changed from the previous year.

The online application procedure is also available in Spanish.

FSA ID

The FSA ID—a username and password—has replaced the Federal Student Aid PIN and must be used to log in to certain ED websites. Your FSA ID confirms your

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identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to *fafsa.gov*, the National Student Loan Data System (NSLDS) at *www.nsls.ed.gov*, *StudentLoans.gov* and *StudentAid.gov*.

Application Steps

Below are important steps that you need to follow to apply for financial aid.

1. Complete your FAFSA with your correct legal name as it appears on your Social Security Card.
2. Complete the FAFSA or Renewal FAFSA using the actual figures from your 2015 Federal Income Tax Return, annual statements you receive from Social Security, TANF and/or Child Support, including any other documentation of other sources of income.
Accuracy is very important when completing this step of the FAFSA, especially these items. Accuracy can be obtained by using the IRS data retrieval option in place of your Income Tax Return:
 - a. Adjusted Gross income from the IRS 1040, 1040A, or 1040EZ.
 - b. Income tax paid from the IRS 1040, 1040A, or 1040EZ.
 - c. Income received from other sources, such as gift money from family, private sources, housing, food and other living allowances paid to members of the military, clergy and others (including cash payments and cash value of benefits).
 - d. Household size should reflect only those family members who are being supported by the student or the student's parents. (Do not include family members who do not fit the description found in the FAFSA instructions).
 - e. Number of family members from the household who are in college (Do not include your parents).
 - f. Cash and savings.
 - g. Investment and other real estate net worth (Do not include the value of the house in which you or your family live).
 - h. Dependent student's income.
3. After completing the FAFSA online, submit the application electronically and either mail the signature page within 10-14 days or utilize the FSA ID which serves as an electronic signature.
4. About a week after filing your FAFSA electronically, you should receive a Student Aid Report (SAR) in the mail. If you provided an email address, the SAR will be emailed to you. If you listed Del Mar College on your FAFSA (code 003563) you are not required to bring the SAR to Financial Aid Services. Although we will receive an Electronic Institutional Student Information Record (ISIR) with your information, you must still contact Financial Aid Services for any other missing information.
5. The following documentation **may** be requested to complete your file:
 - a. Del Mar College Resource Application available on the "eForm" section of the WebDMC portal. (Mandatory to open file after FAFSA has been received).
 - b. 2015 IRS tax transcripts for parent and/or student (if IRS data retrieval option was not used).

- c. Verification Worksheet provided by Del Mar College located under “forms” on the Paying for College link (check your Missing Information page on WebDMC portal for appropriate worksheet, if applicable).
- d. Academic transcripts from all colleges attended.
- e. High School transcript with graduation date.
- f. GED certificate.

Failure to complete any of these steps, or if any of the information is inaccurate or missing, may cause a delay in the processing of your file.

In addition to these steps, you may request to schedule a personal interview with financial aid personnel.

Financial Aid Deadlines: Priority

Priority is given to you when you complete your financial aid file by the priority deadlines and show the greatest documented need.

Priority deadlines are established to allow ample time for the processing of your file and timely delivery of funds to you.

Applications for financial assistance are accepted after January 1 of each year for the following academic year. It is recommended that you apply at least two months before the priority deadline.

Financial Aid Program	Deadline
Academic Year	May 1
Spring Only	October 1
Summer Sessions	February 15

If the scheduled deadline falls on a holiday or weekend, you have until the next business day to turn in your paperwork.

All applications received after the priority deadline are awarded according to the availability of funds on a first-come, first-serve basis.

Additional Information

FAFSA Data Matches

The ED performs several matches of the information that you provide on the FAFSA/Renewal FAFSA form with national databases, including:

- The Selective Service System
- The Department of Homeland Security
- The Social Security Administration
- The Department of Justice
- The National Student Loan Data System
- The Department of Veterans Affairs

If any of the information that is provided on the application is not consistent with the data that is on these databases, or if these agencies have any information that is relevant to your financial aid eligibility, the U.S. Department of Education will alert Del Mar College and the issues/questions will have to be resolved before your eligibility can be confirmed.

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Verification

Selection of Students for Verification

The ED selects Free Application for Federal Student Aid (FAFSA) for verification. In addition, ED or Del Mar College may select a student for verification if the information submitted appears to be incorrect or fraudulent. If you have been selected for a process called verification, Del Mar College will be comparing information from your FAFSA with your (and your spouse's, if you are married) and/or your parents' Income Tax Return Transcript, or with W-2 forms or other financial documents. Federal Regulations state we have the right to ask you for this information before awarding Federal aid.

Completing Verification

If you are selected for verification, submit the required documents as soon as possible to avoid delays in payment of tuition/fees and delays on receiving book allowance (if eligible) before the term starts. Students are mailed Missing Information Letters, (MIL's) and Verification Notification emails that explain why their financial aid file is incomplete and what documents they need to submit or what actions need to be taken to complete their financial aid file. If you are selected for verification, submit the required documentation to Financial Aid Services 30 (thirty) days before you expect to have the verification resolved and your account cleared for disbursement. The DMC financial aid staff will work to review verifications sooner than 30 days after submission, but during peak times this may not always be possible. The DMC staff continues to accept and review verification information until the Department of Education's published correction deadlines for each award year. If you do not submit documentation in time for any changes to be confirmed by the ED, Del Mar College is not responsible for any eligibility lost. It is your responsibility to provide documentation in a timely manner so that deadlines can be met.

Acceptable Documentation

Below is a list all acceptable documentation and forms used:

- Verification Worksheets: Available online at www.delmar.edu/finaid_forms/forms/
- Federal Income Tax Return Transcript for all people whose income information is required by the ED.

In cases where a conflict is perceived, Financial Aid Services may request additional proof of untaxed income and benefits beyond what is shown on tax returns and verification worksheets.

This proof will vary by agency. For example:

1. Untaxed Income Sources
2. Unemployment Benefits-A statement from the agency which provided the benefits.
3. Signature requirements:
 - Verification Worksheets
 - Dependent Students-Must be signed by the student and one parent
 - Independent Students-Must be signed by the student

Notification of Completion of Verification

Financial Aid Services will rely on the U.S. Department of Education to mail students a copy of their corrected Student Aid Report for notification that the verification changes are complete. If you wish, you may check with Financial Aid Services and see how verification affected their Expected Family Contribution (EFC). The change will be reflected in the award amounts (if any) on the award letter. Award notifications are sent via email to students after all issues related to verification and any other eligibility issues are resolved.

Conflicting Information

If there are differences between your application information and your financial documents, Financial Aid Services will need to make corrections electronically. Since corrections may take some time to process, we encourage you to submit the appropriate documents in a timely manner. If the corrections change your EFC and if you submit the appropriate verification form and required documentation in person, we will let you know of any changes that may affect your eligibility amount at that moment. We will also mail you an award notification letter. While your correction is being processed, your file is considered incomplete and funds will not be awarded.

Eligibility Issues

Financial Aid Services monitors requirements that can affect your eligibility for Title IV funds, including but not limited to:

Attendance

The ED requires that schools are able to document that students are actually in attendance to finalize their Title IV financial aid. For example, if a student doesn't begin attendance in all of his or her classes, the school must recalculate the student's award based on the lower enrollment status. A student is considered to have begun attendance in all of his or her classes if the student attends at least one day of class for each course in which that student's enrollment status was determined for Federal Pell Grant eligibility. In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as by contributing to an online discussion or initiating contact with a faculty member to ask a course-related question. Del Mar College documents attendance for Title IV recipients by collecting on-line rosters from all instructors after census date. The instructors use the rosters to indicate whether a student has attended or not. Students must attend each class that they are enrolled in at least once between the first day of school and the census day of each term to be counted as being in attendance in that class for Federal Pell Grant eligibility purposes. In cases where students do not attend class at least once, Federal Pell Grant eligibility will be adjusted based on the enrollment status for the number of credits that they are actually attending, and other Title IV may be cancelled. If this adjustment results in a student not having sufficient grant funds to pay for any charges or advances that they have incurred or received, that student will be responsible to pay Del Mar College for the difference between their adjusted eligibility and the original amount of the cost of their tuition and fees as well as any advances that the student received.

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Repeated Coursework

Beginning July 1, 2011, the ED amended the definition of a full-time student to allow repeated coursework to count toward enrollment status in term-based programs:

- Students may only receive federal financial aid funding for one repetition of a previously passed course. That is, if a student passes a course with a low grade and wants to get a better grade to improve his GPA, he can retake the course once. If, after the student retakes the course, he wants to retake it again and his course load at the time is 12 credit hours, the student will not be considered to be attending full time; he will be considered to be attending 3/4 time and financial aid will be disbursed as such. This is for financial aid purposes only.
- Student may repeat failed course until it is passed.

Pell Grant Lifetime Eligibility Used (PLEU)

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal regulations to the equivalent of six full-time years (12 full-time semesters). Students who received Pell Grant for the past four years or more may find their Pell Grant eligibility may be reduced or eliminated.

To determine how much of the maximum six years (600%) of Pell Grant you have used each year, ED compares the actual amount you received for the award year with your scheduled award amount for that award year. Of course, if you receive the full amount of your scheduled award, you will have used 100%. It's possible that you might not receive your entire scheduled award for an award year. There are a number of reasons for this, the most common of which are that you are not enrolled for the full year or that you are not enrolled full-time, or both.

Percentage Used Calculation

The percentages are based on your annual award at full-time enrollment status compared to the amount you actually receive in a given year. The amount of aid you receive each academic year is divided by the maximum annual award you are eligible for that year and your annual percentage is determined. Percentages from each year are added to calculate your Lifetime Eligibility Used (PLEU).

Viewing Your Pell Grant Lifetime Eligibility Used (PLEU)

The ED keeps track of your PLEU by adding together the percentages of your Pell Grant scheduled awards that you received for each award year. You can determine how much Pell you have used and what you have remaining at www.NSLDS.ed.gov.

Questions

Financial Aid Services staff are available to discuss Pell Grant Lifetime Eligibility Used and answer any questions you may have.

Developmental Coursework Limitation

The ED provided the following guidelines to schools on how developmental courses may be funded. (Please note that the information in this catalog only pertains to the developmental coursework limitation and a student must satisfy all ED, State of Texas and Del Mar College eligibility requirements to be eligible for Financial Assistance). A student may receive Federal Aid for up to one academic

year's worth of developmental coursework. At community colleges, the limit is 30 semester hours. Financial Aid Services complies with this requirement by reviewing all student records after the Census day of each semester to see if any students are scheduled to receive financial aid for a developmental course when they have already attempted 10 or more courses. Any Pell Grant award made to a student who is scheduled to receive aid for the 11th or greater developmental course attempt will be recalculated without considering the developmental course in the student's enrollment status.

Example:

If a student is enrolled in a total of 12 credit hours, three of which are from his/her 11th developmental course attempt, his/her Federal Pell Grant award will be recalculated based on nine credit hours instead of 12 credit hours.

Unusual Enrollment History

Beginning award year 2013-2014 and forward, the ED has established new regulations to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. The ED will be placing an unusual enrollment flag on some of the Free Applications for Federal Student Aid (FAFSA), which indicates that the student has an unusual enrollment history with regard to receiving Pell Grants at multiple institutions. Financial Aid Services is required to review the student's enrollment and financial aid record to determine if, during the past four award years (2012-2013, 2013-2014, 2014-2015 and 2015-2016), the student has legitimate reasons for the unusual enrollment history. Financial Aid Services will identify and contact the students who will be required to resolve this before determining Federal Student Aid eligibility.

Resolving Unusual Enrollment History

You will be required to provide academic transcripts from all colleges and universities attended during the review period to Del Mar College. The institution will determine whether academic credit was earned at each of the previously attended institutions during the past four award years (2012-2013, 2013-2014, 2014-2015 and 2015-2016). Academic credit earned is considered to have been earned if the academic records show that you received a grade of "A", "B", "C", or "D" as listed in the Grading System Section of the DMC Catalog. If you did not earn academic credit at each of the previously attended institutions during the past three award years, you may be ineligible for further Federal Student Aid. The Financial Aid Services has the authority to require official transcripts from the Colleges and universities attended during the review period if the documents that you submitted are unclear.

Appealing an Ineligibility Determination

You will be asked to contact Financial Aid Services so that you may provide a statement explaining why you failed to earn academic credit and any additional supporting documentation. If eligibility is approved, you will be required to meet with an academic advisor and a financial aid representative; you must not drop or withdraw (officially or unofficially) from any courses after the term begins and must maintain Financial Aid SAP. If you did not earn academic credit at each of the previously attended institutions during the past three award years and are not able to provide an acceptable explanation and documentation for the unusual enrollment history, you are ineligible for further Federal Student Aid. All decisions made by Financial Aid Services are final.

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Procedures for Referring Individuals to the Office of Inspector General

If we suspect that a student, employee, or other individual has misreported information or altered documentation to fraudulently obtain federal funds, we will report that individual to the Office of Inspector General at (214) 661-9530. This includes false claims of independent student status, false claims of citizenship, use of false identities, forgery of signatures of certifications and false statements of income. Fraud is the intent to deceive as opposed to a mistake.

Types of Aid

The source and amount of any aid will depend greatly on your demonstrated need as determined by the ED and Del Mar College Financial Aid Services.

Aid comes in two major forms: gift aid and self-help aid.

I. Gift Aid

There are two kinds of gift aid—grants and scholarships:

A. Grants

Del Mar College participates in numerous federal, state and local grant programs.

Federal Pell Grant (PELL)

Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree. (A professional degree would include a degree in a field such as pharmacy or dentistry). Eligibility for the Federal Pell Grant is partially determined by the number of credit hours in which you are enrolled during the semester. Del Mar College's award letters show student eligibility for Federal Pell Grant funds for eligible students assuming that the students will take at least 12 credit hours per semester.

Financial Aid Services adjusts the amount of Pell Grant that students receive if the number of credit hours that students are enrolled in changes through the census date of each semester. For more information on eligibility requirements, please refer to the sections that follow.

Award Amounts

Awards are based on your Expected Family Contribution (EFC) as determined by the FAFSA and by your level of enrollment. How much you may receive will depend on your EFC, your cost of attendance, your enrollment status and whether you attend school for a full academic year. You may only receive Pell Grant funds from one institution at a time.

Levels of Enrollment

Full Time
Three Quarter Time
Half Time
Less Than Half Time*

Equivalent credit hours

12+ credit hours
9-11 credit hours
6-8 credit hours
5 credit hours or less

*Students enrolled less than full-time may still receive a Pell Grant award if their EFC allows it.

Eligibility

To determine if you are eligible, the ED established a standard formula, to evaluate the information you report when you apply. The formula produces an Expected Family Contribution (EFC) number. The lower the EFC number, the more aid you are eligible for. Your Student Aid Report (SAR) and the Institutional Student Information Record (ISIR) contain this number and will tell you if you are eligible.

Below are the basic eligibility requirements to be considered for Federal Aid (Title IV programs):

1. Complete a Free Application for Federal Student Aid (FAFSA)
2. Meet all ED eligibility requirements including but not limited to:
 - a. Demonstrate financial need
 - b. Have a High School Diploma or a General Education Development (GED) Certificate
 - c. Register with the Selective Services, if required
 - d. Be a U.S. citizen or Eligible Non-citizen
 - e. Have a valid Social Security Number
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program
4. Meet the standards of the Financial Aid Satisfactory Academic Progress (SAP) Policy.

Additional Requirements

Financial Aid Services monitors requirements that can affect your eligibility for Federal Pell Grant funds, including but not limited to:

1. **Your continued enrollment within a semester:** if you withdraw / are withdrawn, you may be required to repay funds awarded to you.
2. **Your grades:** if you do not earn at least one passing grade in a semester, you may be required to repay funds awarded to you.
3. **Developmental courses you attempt:** we may only fund 30 credit hours of developmental work (10 developmental courses) over your educational career. If a Pell eligible student attempts his/her 11th or greater developmental course, that course cannot be counted in the student's enrollment status.
4. **Repeated Coursework:** Beginning July 1, 2011, the definition of a full-time student was amended to allow repeated coursework to count toward enrollment status in term-based programs.
5. **Lifetime Eligibility Used:** Effective July 1, 2012, students may only receive a Pell Grant for six years of full-time enrollment (equivalent to 12 semesters or 600%) during their lifetime. This change affects all students regardless of when or where they received their first Pell Grant. The maximum amount of Pell Grant funding that a student may receive each year is equal to 100%, this is why the six-year equivalent is 600%.
6. **Unusual Enrollment History:** Beginning award year 2013-2014 and forward, new regulations have been established to prevent fraud and abuse in the Federal Pell Grant Program by identifying students with unusual enrollment histories. Financial Aid Services is required to review your enrollment and financial aid record to determine if, during the past three award years, you had legitimate reasons for the unusual enrollment history.

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7. **Attendance Verification:** eligibility to receive Title IV aid is partially determined by the number of classes that you attend; you cannot receive aid for classes in which you are registered but do not attend at least once.

Fund Disbursements

DMC will credit Pell Grant funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). If you are eligible for funds in excess of your institutional charges, after completing eligibility verification, DMC will pay you the difference via the DMC Debit Card. As a registered student, you will receive a DMC Debit Card and a Higher One Account. All financial aid funds and refunds will be disbursed to your Higher One Account. You can choose to have your funds deposited into your Higher One Account (DMC Debit Card), your own bank account or have a check mailed to the address you have on file with the Admissions Office. You can find more information about the Higher One Account at www.DMCDebitCard.com.

Book allowance and final refund release dates are provided to students before the start of each semester; those are published at www.delmar.edu/Paying_for_College.aspx

Students' eligibility for the Federal Pell Grant takes time. Financial Aid Services must confirm, through an enrollment verification process that all students have attended all of the courses that they have enrolled in. The enrollment verification takes place after census date of each semester and may take up to three weeks.

Can I receive a Federal Pell Grant if I am enrolled less than half-time?

Yes, if your EFC is low enough to be eligible. You will not receive as much as if you were enrolled full time, but DMC will disburse your Pell Grant funds in accordance with your enrollment status.

Federal Supplemental Educational Opportunity Grant (FSEOG)

A Federal Supplemental Educational Opportunity Grant (FSEOG) is for undergraduates with exceptional financial need-that is, students with the lowest EFC-and gives priority to students who receive Federal Pell Grants.

Award Amounts

Financial Aid Services will award a student between \$400 and \$600 per semester. There is no guarantee every eligible student will be able to receive a FSEOG; DMC students are awarded based on the availability of funds. FSEOG funds are awarded by semester.

Eligibility

To determine if you are eligible, the ED uses a standard formula, established by the ED, to evaluate the information you report when you apply. The formula produces an EFC number. The FSEOG is an additional grant available to undergraduate students with exceptional financial need and gives priority to students who receive Federal Pell Grants.

Below are the basic eligibility requirements to be considered for Federal Aid (Title IV programs):

1. Complete a FAFSA.
2. Meet all ED eligibility requirements including but not limited to:
 - a. Demonstrate financial need

- b. Have a High School Diploma or a General Education Development (GED) Certificate
 - c. Register with the Selective Services, if required.
 - d. Be a U.S. citizen or Eligible Non-citizen.
 - e. Have a valid Social Security Number.
3. Be enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
 4. Meet the standards of the Financial Aid Satisfactory Academic Progress (SAP) Policy.
 5. Be registered and attending at least 6 credit hours per term.

Additional Requirements

Financial Aid Services monitors requirements that can affect your eligibility for FSEOG, including but not limited to:

1. **Your continued enrollment within a semester:** If you withdraw / are withdrawn, you may be required to repay funds awarded to you.
2. **Your grades:** If you do not earn at least one passing grade in a semester, you may be required to repay funds awarded to you.
3. **Developmental courses you attempt:** We may only fund 30 credit hours of developmental work (10 developmental courses) over a student's educational career. If a Pell eligible student attempts his/her 11th or greater developmental course, that course cannot be counted in the student's enrollment status.
4. **Repeated Coursework:** The definition of a full-time student was amended to allow, in some cases, repeated coursework to count toward enrollment status.
5. **Attendance Verification:** Eligibility to receive Title IV aid is partially determined by the number of classes that a student attends; students cannot receive aid for classes in which they are registered but do not attend at least once.

Fund Disbursements

DMC will credit FSEOG funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). If you are eligible for funds in excess of your institutional charges, after completing eligibility verification, DMC will pay you the difference via the DMC Debit Card. As a registered student, you will receive a DMC Debit Card and a Higher One Account. All financial aid funds and refunds will be disbursed to your Higher One Account. You can choose to have your funds deposited into your OneAccount, your own bank account or have a check mailed to the address you have on file with the Admissions Office. You can find more information about the Higher One Account at www.DMCDebitCard.com.

Book allowance and final refund release dates are provided to students before the start of each semester; those are published at www.delmar.edu/Paying_for_College.aspx

Texas Public Educational Grant (TPEG)

A Texas Public Educational Opportunity Grant (TPEG) was established by the Texas Legislature to help students with financial need attend public community colleges, public technical colleges, or public state colleges in Texas. The TPEG does not have to be repaid.

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Eligibility Requirements

You must be meeting eligibility requirements listed earlier in the catalog. There is no additional application to apply for this grant besides the FAFSA.

You must be registered and attending at least 6 credit hours during the fall and/or spring terms and at least 3 credit hours during the summer I term. TPEG funds are not awarded for the summer II term.

Note: There is no guarantee every eligible student will be able to receive a TPEG. As funds are limited.

Texas Public Educational Grant (TPEGN)

NON-RESIDENT TEXAS PUBLIC EDUCATION GRANT FUNDS

Non-resident Texas Public Education Grant (TPEGN) is a grant that is generated from funds that non-resident students pay for tuition and fees at DMC. These funds are very limited and are set aside every year to award non-resident students and do not have to be repaid. You must be registered and attending at least 6 credit hours during the fall and/or spring terms and at least 3 credit hours during the summer I term. TPEGN funds are not awarded for the summer II term.

Toward Excellence, Access and Success (TX) Grant Renewed (TxCON)

TEXAS GRANT (TOWARDS, EXCELLENCE, ACCESS AND SUCCESS) RENEWAL

The TEXAS Grant was established by the Texas Legislature to help well-prepared high school graduates with financial need attend public institutions of higher education in Texas. Effective, Academic Year 2014-2015, public community, technical and state colleges will no longer be eligible to make initial year awards to students at their institutions. Del Mar College may make renewal year awards to eligible student who received an initial award prior to fall 2014 through their institution or another public 2-year institution.

Eligibility

To receive consideration for a renewal year award through the TEXAS Grant Program, you must be enrolled at least three-quarter time as:

- an undergraduate student at a public 2-year institution who previously received an initial year (IY) award prior to fall 2014 at a public 2-year institution;
- Be registered with Selective Service, or be exempt;
- Have a calculated financial need;
- Maintain satisfactory academic progress (see Academic Requirements);
- Be classified by the institution as a Texas resident; and
- Have not been convicted of a felony or crime involving a controlled substance

Grant Restrictions

Students receiving Texas grant who continue in college and who meet the program academic requirements can receive awards for up to 150 semester credit hours, until they receive a bachelor's degree, or for five years if enrolled in a 4-year degree plan, or six years if enrolled in a 5 year degree plan, whichever comes first.

Academic Requirements

The academic requirements for continuing to receive the grant are as follows:

- Students who receive the Texas grant must have a minimum 2.5 Cumulative GPA
- Complete at least 24 semester credit hours per academic year.

Texas Educational Opportunity Grant Initial (TEOG1)

The TEOG Grant was established by the Texas Legislature to help students with financial need attend public community colleges, public technical colleges, or public state colleges in Texas.

Eligibility

To determine if you are eligible for a TEOG Grant, you must complete and submit a FAFSA and have an Expected Family Contribution (EFC) less than or equal to 5233. Funding is limited, so you need to submit your application as soon as possible after January 1. You must also be a Texas Resident (or a non-resident who graduated from a Texas high school, or received a GED Certificate in Texas, and have resided in Texas for three years leading up to graduation or receiving a GED Certificate. You must also have resided in Texas for 12 months prior to the census date of the semester in which you will enroll at DMC, and will file or have filed an Application for Permanent Residency at the earliest opportunity you are eligible to do so).

Other requirements include:

- Enroll in at least ½ time (6 semester credit hours)
- Be in the first 30 semester credit hours in an associate’s degree or certificate program at a public two-year college in Texas
- Have not been granted an associate’s degree or bachelor’s degree
- If male, must register with Selective Service
- Have not been convicted of a felony or crime involving a controlled substance.

Grant Restrictions

Students receiving TEOG who continue in college and who meet the program academic requirements can receive awards for up to 75 semester credit hours, for four years, or until they receive an associate’s degree, whichever comes first.

Academic Requirements

The academic requirements for continuing to receive the grant are as follows:

- Minimum 2.5 cumulative GPA and
- Complete at least 75% of attempted hours.

Award Amounts

Effective with the 2014-15 award year, award amounts must be prorated in relation to the student’s enrollment status as of the census date for the semester. The maximum award amounts based on this required proration are below:

Maximum Award	Credit Hours
\$1,461	12+ credit hours
\$1,095	9-11 credit hours
\$730	6-8 credit hours
0	5 credit hours or less

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Fund Disbursements

DMC will credit TEOG funds to your school account to pay for tuition, fees and other school related costs which appear on your student account (institutional charges). If you are eligible for funds in excess of your institutional charges, after completing eligibility verification, DMC will pay you the difference via the DMC Debit Card. As a registered student, you will receive a DMC Debit Card and a Higher One Account. All financial aid funds and refunds will be disbursed to your Higher One Account. You can choose to have your funds deposited into your Higher One Account, your own bank account or have a check mailed to the address you have on file with the Admissions Office. You can find more information about the Higher One Account at www.DMCDebitCard.com.

Book allowance and final refund release dates are provided to students before the start of each semester; those are published at www.delmar.edu/Paying_for_College.aspx

Texas Educational Opportunity Grant Renewal (TEOG2)

The TEOG Grant was established by the Texas Legislature to help students with financial need attend public community colleges, public technical colleges, or public state colleges in Texas.

Eligibility

To receive a renewal award through the TEOG Program, you must:

- Be enrolled at least half-time as an undergraduate student who previously received an initial TEOG award and has not yet been granted an associate's or baccalaureate degree;
- Be classified by the institution as a Texas resident;
- Have a calculated financial need;
- Have applied for available financial assistance;
- Have not been convicted of a felony or crime involving a controlled substance;
- Be registered with Selective Service, or be exempt;
- Not be concurrently receiving a renewal TEXAS Grant; and
- Maintain satisfactory academic progress

Grant Restrictions

Students receiving TEOG who continue in college and who meet the program academic requirements can receive awards for up to 75 semester credit hours, for four years, or until they receive an associate's degree, whichever comes first.

Award Amounts

Effective with the 2014-15 award year, award amounts must be prorated in relation to the student's enrollment status as of the census date for the semester. The maximum award amounts based on this required proration are below:

Maximum Award	Credit Hours
\$1,461	12+ credit hours
\$1,095	9-11 credit hours
\$730	6-8 credit hours
0	5 credit hours or less

Academic Requirements

The academic requirements for continuing to receive the grant are as follows.

- Minimum 2.5 cumulative GPA and
- Complete at least 75% of attempted hours.

Top 10% Scholarship Program

The 80th Texas Legislature created the Top 10% Scholarship to encourage students who graduate in the top 10 percent of their high school class to attend a Texas public institution of higher education. **Effective Fall 2014, the Top 10% Scholarship Program will be offered only to renewal program participants.**

Renewal Eligibility

To receive a renewal award through the Top 10 Percent Scholarship Program, a student must:

1. Receive an initial year Top 10 Percent Scholarship in a previous year;
2. Submit the 2015-2016 Free Application for Federal Student Aid (FAFSA) in time to generate the CPS results in a non-rejected status by March 15, or submit the Texas Application for State Financial Aid (TASFA) to the financial aid office by March 15;
3. Demonstrate financial need;
4. Enroll full-time in the fall 2016 semester in a Texas public 2-year or 4-year college or university and maintain full-time enrollment through the census date of the semester;
5. Successfully complete at least 30 semester credit hours in the previous year;
6. Successfully complete at least 75% of the hours attempted in the previous year; and
7. Maintain a cumulative 3.25 GPA.

B. Scholarships

Del Mar College Foundation, Inc. offers over \$1.2 million in scholarships each year to help deserving students pay for their college education. Scholarships are monetary awards to students that do not have to be repaid. Every scholarship awarded by the Foundation is made possible through charitable gifts from individuals, corporations, organizations or foundations. Scholarships are awarded on the basis of scholastic achievement, financial need, field of study or a variety of criteria set by the benefactor. Average awards are between \$500 to \$2,000 and students can be awarded multiple scholarships to help offset the cost of education. The Foundation oversees more than 440 different scholarship funds made available through generous donation or grants.

A single online application matches students to all the Del Mar College Foundation scholarships for which they are eligible. Students are not required to fill out the FAFSA. However, it is recommended as FAFSA scores are used to determine eligibility for any Foundation scholarships in which financial need is required. The online application is open mid-January through April of each year with scholarships awarded for the upcoming academic year (Fall/Spring or Fall/Spring/Summer). Apply on-line at www.delmar.edu/scholarships.

Emergency scholarships are available for students encountering unexpected situations which jeopardize their ability to complete their program of study.

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Emergency scholarships are awarded on a case-by-case basis throughout the year as funding is available. Emergency scholarship applications are available at the Del Mar College Foundation, Inc. office located in the Del Mar College Center for Economic Development, 3209 S. Staples, Room 131 or the application can be downloaded and printed through the scholarship website listed above.

For additional information on Del Mar College Foundation scholarships, visit the Del Mar College website at www.delmar.edu/foundation or contact the Foundation Office at (361) 698-1317.

II. Self-Help

There are two forms of self-help—loans and employment:

A. Loans

Loans are available to assist you in meeting your educational costs. All of the loans available are long-term, low-interest loans. No loan may be made if you are unwilling to repay the loan. A prior default or delinquency on a loan or an established history of nonpayment of debts may be taken as evidence of unwillingness to repay the loan. If efforts manage and lower our overall default rate, students who fall into the following categories must submit a Loan Appeal Packet to be considered for student loans:

- Students who have already borrowed more than the DMC recommended loan limit of \$17,500 (regardless of what college the loan was borrowed at)
- Students who have defaulted student loans previously
- Students requesting an unsubsidized loan in excess of \$1,000 per semester

There are three kinds of loans:

1. Student Loans

The following student loan programs are available:

- Direct Loan Subsidized (DLSUB)
- Direct Loan Unsubsidized (DUNSB)
- * The Federal Direct Loan Program consists of both the Federal Subsidized and Unsubsidized student loans; however, the U.S. Department of Education is your lending institution and will be responsible for all your correspondence and repayments.

Applying for Federal Loans

To apply for a federal student aid direct loan, you must:

1. Be fully admitted to DMC.
2. Have your FAFSA application submitted and processed.
3. Submit the DMC 2016-2017 Resource Application (eForm) indicating “Yes” to wanting to borrow a loan.
4. Complete the Loan Entrance Counseling online at www.studentloans.gov (explains the obligations you agree to meet as a condition of receiving

a direct loan). You must complete this step within two weeks of being offered a student loan.

5. Complete the Master Promissory Note (MPN) at *www.studentloans.gov*. You must complete this step within two weeks of being offered a student loan.
6. Attend a mandatory Loan Advising Workshop on campus. You may attend any time before being offered loan but you must attend within two weeks after being offered a loan.
7. Be enrolled in at least six hours and maintain satisfactory academic progress.

After steps 1-7 are met, the first disbursement will be issued by DMC approximately two weeks after the start of the first six credit hours of the semester.

First-time borrowers are required to **wait 30 days** for their first disbursement. One-semester loans are disbursed in two payments.

Federal Stafford Annual Loan amounts for a single academic year, effective July 1, 2008, are:

Year	Dependent Students	Independent Students
First-Year Undergraduate	\$3,500 in Subsidized Loans	\$4,500 in Subsidized Loans
0 – 29 hours	\$2,000 in Unsubsidized Loans	\$2,000 in Unsubsidized Loans
Second-Year Undergraduate	\$3,500 in Subsidized Loans	\$4,500 in Subsidized Loans
30+ hours	\$6,000 in Unsubsidized Loans	\$6,000 in Unsubsidized Loans

Loan amounts may be adjusted down based on an individual’s Cost of Attendance (COA).

All direct loans are funded by the Federal Government and pay a 1.68% loan origination fee from each disbursement. This fee is subject to change every July 1. The interest rate charged on Direct Loans is 4.29% which also is subject to change every July 1.

First-Time Borrowers

Learn about the Time Limitation on Direct Subsidized Loan Eligibility for First-Time Borrowers on or after July 1, 2013 at <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>.

Know Before You Owe!

Have questions about student loans? Get more information from the Department of Education’s overview of direct subsidized loans at <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized#subsidized-vs-unsubsidized>

The Federal Student Aid Calculators will help you estimate your monthly loan payment and can be found at www.collegeforalltexans.com/apps/CollegeMoney/

National Student Loan Data System (NSLDS)

The National Student Loan Data System (NSLDS) is the U.S. Department of Education’s (ED’s) central database for student aid.

NSLDS Student Access provides a centralized, integrated view of Title IV loans and grants, so recipients of Title IV Aid can access and inquire about their Title IV loans and/or grant data. The system can help you learn about your loan status,

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assist with repayment methods to keep your loan out of default and keep you aware of where your loan debt is currently.

Federal Loan Servicers

Students go in to loan repayment six months after they stop attending at least half-time. Once you go in to repayment, you will be contacted by a federal loan servicer to make payment arrangements.

2. Parent Loans

The following is the main parent loan:

- Federal Parent Loans for Undergraduate Students (FPLUS)
Your parents may borrow funds under this loan program on behalf of you, if you are a dependent undergraduate student. Parents can borrow up to the cost of education minus other financial aid you may have received. Parents must have a good credit history to qualify and not currently be in default of their own federal student loans. A processed FAFSA must be on file and parents must apply for the FPLUS loan online at www.studentloans.gov. If approved, parent must complete a FPLUS loan form available in the financial aid office.

For detailed information on how to apply for a FPLUS Loan, go to www.delmar.edu/federal_parent_loans_for_undergraduate_students.aspx

3. Alternative Loans

Alternative loans are private loans offered by lending institutions. They are not part of the federal government guaranteed loans and should only be used when all other options have been exhausted. Research all possibilities for scholarships, grants, work-study and federal loans before borrowing from an alternative loan program. Students are required to complete a FAFSA application each academic year and must maintain Satisfactory Academic Progress to be considered. Students can never receive more loan money than their cost of attendance and overall unmet need.

What should you look for in an Alternative Loan?

- Annual Percentage Rate (APR)
- Loan Limits
- Repayment Terms
- Cosigner Requirement
- Repayment Incentives
- Interest Capitalization
- Lender for Federal Loans

B. Student Employment Programs

You may opt to work part-time, usually on campus, to help pay for college. There are student employment programs as follows:

1. Federal Work-Study (FWSP) and Texas Work-Study Programs (TXWS)

The Federal Work-Study Program and the Texas Work-Study Program provides jobs for undergraduate and graduate students with financial need, allowing

them to earn money to help pay education expenses. These programs encourage community service work and work related to your course of study. Work Study is part of a students' financial aid award package and the student must obtain a position to earn the funds for which he/she is eligible for. The work-study student may or may not earn all the funds that he/she was eligible to receive. Once funds have been exhausted employment will end.

Eligibility Determination

- Student must be registered for at least 6 credit hours
- Student must have unmet need
- Student must have their Financial Aid File complete
- Student must be meeting Financial Aid Satisfactory Academic Progress
- (TXWS) Student must be a Texas resident

Additional Information

- Student can work up to 15 hours per week, number of hours determined by their award
- Students are paid \$8 to \$9 per hour.
- Students are paid every two weeks.
- Student Employment earnings are directly deposited to their personal checking/savings account or their DMC Debit Card (Higher OneAccount).
- Work hours are flexible and planned around your class schedule.
- Students can establish excellent references.
- Students Employment is great for your career experience.
- Financial Aid Services will contact the student once an accepted award has been received.

2. Student Assistant Employment Program

The Student Assistant (SA) Program is a part-time employment program for Del Mar College students. Students do not have to show financial need to work under this program. The part-time jobs are available in the various departments on campus.

Eligibility Determination

- Student must be enrolled for at least 6 credit hours during the fall/spring semesters and at least 3 credit hours during each summer term.
- Dropping courses below the minimum hours per semester will cause immediate termination of employment.

Additional Information

- Students can work up to 15 hours per week unless otherwise stipulated by department but cannot exceed 19 hours per week.
- Students are paid \$7.25 per hour unless otherwise stipulated by the department.
- The DMC Student Job Bank is a posting service that you can review to assist you with employment opportunities. Follow the instructions provided at www.delmar.edu/dmcjobbank.aspx

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Protect your Financial Aid – Don't lose it!

Federal regulations require educational institutions to review the academic progress of all students applying for student financial assistance. Satisfactory Academic Progress (SAP) must be maintained in order to receive aid. A student's academic process is evaluated after each long semester and summer term with the following standards as mandated by the federal regulations:

- Qualitative (Grades and Cumulative Grade Point Average)
- Quantitative (Maximum Time Frame for completion)

This review will include all periods of the student's enrollment, even those for which the student did not receive financial aid. Students are expected to be continuously aware of their grades.

DMC Satisfactory Academic Progress (SAP) Policy

Del Mar College has adopted the following Satisfactory Academic Progress Policy (be advised these standards apply to all financial aid programs unless the terms of a particular program indicate otherwise):

Federal/State Regulations require students to be making Satisfactory Academic Progress at the time they receive financial assistance. All financial aid recipients must be enrolled in a program of study leading to an Associate's degree or a certificate program. All course work attempted at Del Mar College will be evaluated, regardless of whether the student previously received assistance. All transfer course work, accepted for credit towards your program at Del Mar College, will be counted towards the maximum time frame.

A student's academic progress is evaluated after each long semester and at the end of the summer session. The evaluation includes all coursework attempted for the semester/sessions (withdrawals, incompletes and "R" grades will be included in determining the total number of hours for which the student enrolled). It also includes all periods of the student's enrollment, even those for which the student did not receive financial aid. (Rapid Track semesters, mini-semester and Maymesters will be included in the semester in which they began.)

The Progress Standards required are shown below:

- Must successfully pass the number of hours/credits stated below:
 - Students enrolled for a full-time course load, 12 hours or more, will be required to pass a minimum of nine (9) semesters hours of the courses enrolled or
 - Students enrolled for three-quarter time, 9 to 11 hours, will be required to pass a minimum of six (6) semesters hours of the courses enrolled or
 - Students enrolled for half-time, 6 to 8 hours, will be required to pass six (6) hours of the courses enrolled or
 - Students who enroll for less than six (6) hours must complete all hours attempted and
- Must have a 2.0 or better GPA on the minimum numbers of hours required to pass.
- Must maintain an overall 2.0 GPA at the end of the fourth semester, including Summer Terms.
- Must complete a certificate/degree program within the maximum time frame of 150% of the published length of the educational program

your current major. For example, if a student is pursuing a program (certificate/associate degree) requiring 64 credit hours, no financial consideration would be available after completing 96 credit hours, even if the student has not yet earned the certificate/associate degree and meets all other satisfactory academic progress standards. ($64 \times 150\% = 96$)

Successful passing means a student has received a minimum grade of D. Grades of F, I (Incomplete), W (withdrew) are not considered passing courses.

Good Standing

- Students who meet the above requirements are considered to be in good standing for financial aid purposes.

Failure To Meet Standards

Financial Aid Warning

- Financial aid warning is a caution that the student is jeopardizing future eligibility but can still receive financial aid.
- The first time the minimum standard is not met, the student will be placed on a financial aid warning.
- Students who reach the maximum time frame limitation will not receive a warning notification.
- Students who do not have a minimum overall 2.0 GPA at the end of the 4th semester will not receive a warning notification.

Financial Aid Suspension

- Financial aid suspension is a cancellation/denial of awards or disbursements of financial aid.
- The second time the minimum standard is not achieved; the student will be placed on financial aid suspension.
- Students placed on academic suspension by the Registrar's Office will automatically be placed on financial aid suspension. This financial aid status will continue should the student be granted permission to enroll after an academic suspension appeal. Students under this status must meet the Financial Aid Satisfactory Academic Progress standards in order to get back on financial aid.
- Students placed on enforced scholastic suspension the last time they were enrolled will be on financial aid suspension.
- Any student exceeding the maximum time frame of 150% of the program will be placed on financial aid suspension.
- A cumulative 2.0 GPA must still be maintained for students who have attended four semesters, including Summer Terms.

Notification of Status

Students placed on Financial Aid Warning or Financial Aid Suspension will be notified via email of their status after grades are available on DMC's system.

Regaining Eligibility

A student may regain eligibility for financial aid by:

- Paying for expenses related to enrollment from personal resources until the student has satisfied the minimum standards of the Financial Aid Satisfactory Academic Progress (SAP) Policy.
- Students placed on financial aid suspension while enrolled for six

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(6) or more hours must enroll for six (6) or more hours and meet the minimum requirements as stated above.

- Students placed on financial aid suspension while enrolled less than six (6) hours may enroll for less than six (6) hours and complete all hours with a 2.0 or better to remove the financial aid suspension status; however, their status will only improve to financial aid warning.
- Students who had extenuating circumstances for not maintaining SAP, may appeal the suspension status by filing a written appeal with Financial Aid Services within two (2) weeks from the date the email is sent to the student notifying them of the status. The time frame for filing an appeal will be strictly enforced.
- The student automatically waives their right to appeal if they fail to submit documentation within two (2) weeks. However, if the student has extenuating circumstances for failing to submit an appeal within the two (2) weeks, the student must be given permission by Financial Aid Services to submit an appeal.

Financial Aid Suspension Appeal Process

Federal regulations provide for hardship waivers based on the death of a relative, personal injury, illness (self and family) or other extenuating circumstances that prevent the student from making progress.

Students must complete a Financial Aid Services Satisfactory Academic Progress (SAP) Appeal packet and a narrative as to the circumstance(s) that prevented SAP and attach supporting documentation such as:

- Death Certificate
- Letter from a doctor on official letterhead
- Police records or court documents
- Other verifiable documents that support the student's claim.

In addition, students must also provide a statement indicating what provisions have been made to ensure the circumstance(s), if any, will not reoccur or interfere with future academic progress. A signed copy of an up-to-date degree plan along with a degree plan summary sheet must also be submitted to Financial Aid Services.

Maximum Time Frame Appeal

A student appealing due to having exceeded the maximum time frame must complete the Maximum Time Frame Appeal form along with a narrative explaining the reasons why the time frame was exceeded. A signed copy of an up-to-date degree plan along with a degree plan summary sheet must also be submitted to Financial Aid Services. If approved, students will only be allowed to register for and complete courses on the degree plan submitted. Any courses taken outside the approved degree will cancel the approved appeal.

Additional Appeal Information

Students who graduate and return to DMC for a Second degree and HAVE NEVER had to submit a Maximum Timeframe Appeal

If a student graduates from DMC and re-enrolls at DMC to pursue another educational program, all developmental courses and academic courses where the student earned grades of "F", "R", "W" or "I" will be excluded from the Maximum Time Frame calculation. Students may request a review by providing a degree plan furnished by their program advisor and submitting it to Financial Aid Services Office for review. The degree plan will be reviewed by Financial

Aid Services to determine exactly which credit hours from the graduated program apply to the student's new program of study. Classes from the program the student graduated from, which do not count toward graduation for the new program, will be eliminated from the total. The review for a new degree after graduation is limited to two degree program graduations.

Financial Aid Services will notify the student of the findings and recommendations. Students whose appeal has been granted will be placed on financial aid probation and all courses attempted must be passed with a 2.0 or better.

During the Appeals Process, the student must be prepared to pay for expenses such as tuition, fees, books and supplies and/or other educational related expenses from personal resources.

Additional Information:

- There is a limit of 30 semester hours of developmental course work that may be eligible for financial aid. Any developmental hours beyond this 30 hour limit will not be eligible for financial aid consideration. All developmental course work will be counted toward the maximum time frame.
- All repeated course work will count toward the maximum time frame. **SEE Retaking Coursework
- Transfer work: All transfer work, accepted for credit toward their program at Del Mar College, will be counted towards the maximum time frame. Students will be required to have an appropriate advisor evaluate the transfer hours and certify on the DMC Transfer Credit Evaluation Form (TRCR), the number of transfer hours applicable towards their current educational objective. A signed degree plan must also be submitted along with the TRCR. Financial Aid Services will adjust the total attempted semester hours accordingly. All decisions made by the Financial Aid Services are final.
- TEXAS Grant and TEOG awards cannot be appealed.

Retaking Coursework

Changes to Financial Aid regulations will prohibit, in some cases, payment of previously repeated courses. These changes were effective with the Summer 2012 term.

Rules will permit payment for retaking a course under the following conditions:

- If a student earns/receives a non-passing grade (I, R, W, F) in a course, the student may retake the course and can be included for payment.
- If the student passes the course (D is considered passing), the student may retake the course one more time to improve the grade and can be included for payment
- Any second or subsequent repetition of a passed course may not be counted for payment
- Retaking courses will be counted in evaluating the student's record for Satisfactory Academic Progress and maximum time frame eligibility (www.delmar.edu/protect_your_financial_aid.aspx)

Consequences Of Withdrawing/Dropping

It is important that you consider very carefully the consequences of withdrawing/dropping or not attending all of your classes at Del Mar College; this can adversely impact your financial aid.

FINANCIAL AID

Return of Title IV Funds

Return of Title IV Funds applies to you if you have been awarded assistance from a federally funded loan or grant and have completely withdrawn (officially or unofficially) from Del Mar College or if you earn all non-passing grades and your instructor reports your last day of attendance before the official end of the semester the Department of Education considers you to have officially withdrawn. A Return of Title IV funds calculation is then performed.

Calculation of Return

Federal aid is earned on a daily prorated basis up to and including the 60% point in the semester. After the 60% point, all aid is considered earned and no refunds/ repayments are required.

Your Return of Title IV Funds will be calculated accordingly:

- The percent earned is calculated by dividing the number of calendar days completed by the number of calendar days in the semester.
- The earned percentage received in federal assistance is the amount you are permitted to keep. The unearned percentage (remaining amount) must be returned to the federal government by both the College and you. This may cause you to owe both the College and the federal government.
- The percent Del Mar College must return, on your behalf, will be returned to the appropriate federal fund program. The Del Mar College Business Office will bill you for the amount owed to the College. Outstanding balances at the end of the term will be referred to a collection agency by the Del Mar College Business Office.
- The funds will be refunded to the Federal Funds Program in the following order, if applicable:
 1. Unsubsidized Federal Direct Student Loan
 2. Subsidized Federal Direct Student Loan
 3. Pell Grant Program
 4. Federal SEOG
- You must repay the amount owed to the appropriate federal program within 45 days. After the 45th day, if payment is not received, your overpayment will be referred to the ED for collections and to the National Student Loan Database.
- You must then make repayment arrangements with the ED in order to maintain future eligibility for federal funds.

Summary

Financial Aid Services is ready to assist you with exploring options to financing your higher education costs.

Achieving Success

In this section, you can find what you need to succeed in your classes at Del Mar.

Support Services

There are five general types of support services that help you from beginning to end.

The Division of Student Engagement and Retention provides essential information about the College, its policies, campus life, peer tutoring, career and personal counseling, new student orientation and much, much more.

1. Student Success Center

The Student Success Center (SSC) located in the St. Clair Building on the East Campus provides academic support for students who want assistance outside of the regular classroom. Housed in the SSC are Peer Tutoring, Supplemental Instruction, laptop checkout program, computer lab, graphing calculators and a variety of student oriented workshops to promote retention and completion. Office hours: (Fall/Spring) Monday - Thursday from 8 a.m. to 6 p.m., Friday from 8 a.m. to 2 p.m. (Summer) Monday - Thursday from 8 a.m. to 5 p.m., Friday from 8 a.m. to 12:30 p.m. Contact the SSC office at (361) 698-2265 for additional information.

2. New Student Orientation (Viking Experience Week)

Viking Experience Week facilitates a successful academic and personal transition of new students and their families into the Del Mar College community. New Student Orientation is designed to help students:

- Prepare for academic life at Del Mar College (Advising and Registration)
- Make new friends
- Explore the campus and its resources
- Learn about activities and campus life
- Learn about relevant policies and regulations
- Familiarize themselves (and their families) with the College experience

New Student Orientation familiarizes prospective incoming and transfer students with essential information concerning College rules and regulations and student support services and advising and registration. Attendance is mandatory, since pertinent information is shared which enhances and improves a student's opportunity for success.

3. Career Development Office

The Career Development Office offers information, assistance and guidance to you and alumni interested in identifying and planning a new career, preparing for employment, changing careers or providing referrals to part-time, full-time and career positions. Del Mar works in conjunction with Texas Workforce Solutions to put you in touch with employers in our area and to advise you as to the targeted occupations which can afford the best opportunity for you. Del Mar uses the DMC Student Job Bank (www.delmar.edu/dmcjobbank.aspx) for both applicants and employers. Employers interested in Del Mar College students should contact the Office directly at (361) 698-2467, go online at www.delmar.edu/placement or visit the St. Clair Building, Room 116F for more information..

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Workshops and individual appointments are available to help you with career goals, job search strategies, resume writing, labor market information and interviewing techniques. For more information, please call (361) 698-2467.

DMC Student Job Bank

The Financial Aid Services Office uses the Del Mar College Student Job Bank for on campus positions. This site (www.delmar.edu/dmcjobbank.aspx) provides job search information. The DMC Student Job Bank is a free job posting service available to you 24 hours a day. You can review these employment opportunities by following instructions provided on the DMC Student Job Bank site.

For further information or assistance, contact:

Financial Aid Services

Harvin Student Center
101 Baldwin Boulevard
(361) 698-1293

4. Counseling Center

The Counseling Center provides short-term individual, couples and group counseling. Licensed Professional Counselors are available to provide emotional support to students and assist with the development of social, behavioral and other life skills.

The Counseling Center assists students in coping with obstacles such as depression, anxiety, stress, self-esteem and other issues which might otherwise interfere with educational and personal development. Crisis intervention is a service offered to students who are in serious or immediate emotional distress. Counselors are available to handle emergencies such as suicide attempts, suicidal ideation, reports of sexual assault or attempted sexual assault, physical assaults and other types of crises. Counselors may also suggest referrals to other community and college resources when appropriate. All services are confidential.

East Campus Counseling Center
Harvin Student Center, Room 233A
(361) 698-1586

West Campus Counseling Center
Emerging Technology Building,
Room 108
(361) 698-1586.

5. Retention Services

The Retention Services Office exists to identify and serve students experiencing academic, social, financial and /or personal challenges. Retention Case Managers (RCMs) provide resources to promote maximum academic potential and self-efficacy. Our belief is that all students are capable of reaching their academic goals. RCMs strive to facilitate the empowerment of students through the development of intervention strategies that address academic, financial and social barriers.

Retention Case Managers are committed to working collaboratively with all campus departments to facilitate, support and promote programs and activities that give students the best opportunity for academic success.

Services for students at risk of leaving college include:

- Assistance with the financial aid appeals process
- Referrals to campus and community resources

- Coaching through decision-making and values exploration
- Identifying barriers to and strategies for academic success

RCMs provide deliberate outreach/ connection each semester to all students placed on probation or suspension. Additionally, RCMs intervene with other students when alerted by faculty via the Retention Alert Program (RAP).

Case Managers are housed at both the East and West Campuses. Call (361) 698-1948 to schedule an appointment.

Instructional Support

There are four specific types of instructional support.

1. Student Success (STSC 0101) Course

The Student Success Course (STSC 0101) helps you make a successful transition to college. The course covers topics vital to college success: getting organized, time management, goal setting, test taking, note taking and personal communication. In addition, you are introduced to the wide variety of resources on campus.

2. Developmental Courses

You might need to enroll in developmental courses to build a strong academic foundation prior to enrolling in college-level courses.

It takes determination on your part to postpone career plans while doing developmental work in English, mathematics or reading. However, these academic enrichment courses will establish the needed preparations prior to enrolling in college-level work.

You should know that you pay tuition for these courses, the grades earned are reflected on your permanent transcript and, in most instances, these courses do not count toward a degree. However, through these classes, you develop good study habits, improve reading comprehension, increase ability to analyze and develop reasoning skills. This is what building an academic foundation is really all about.

Your developmental course needs might be met by non-semester length developmental education interventions, Non-Course Based Option (NCBO) rather than semester length developmental education coursework. Check with the Chairperson of the appropriate department to see if you are qualified to take an NCBO.

3. Supplemental Instruction

If you are enrolled in a historically difficult academic course, Supplemental Instruction (SI) provides regularly scheduled, out-of-class, peer-facilitated study sessions led by trained SI Leaders. If you regularly attend SI sessions, you will learn study strategies and refine learning skills which can help you earn higher course grades, stay enrolled and graduate. Call (361) 698-2138 or visit www.delmar.edu/si.

4. Peer Tutoring

The Peer Tutoring Program assists you to identify strategies to support learning and enhancing academic performance. Tutoring is conducted in a constructive atmosphere of learning using a variety of tutoring techniques tailored to your individual learning style. Our main goal is to inspire you to become a confident, independent learner prepared to meet academic and personal challenges. This free tutoring is provided in a number of academic areas such as:

- Business
- Computer Networking

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- English
- Developmental Math/College Algebra/Natural Sciences
- Science
- Social Sciences
- Health Sciences
- Nursing

The Peer Tutoring Program strives to create a win-win environment for Del Mar College students. Peer tutors assist you to reach your academic goals while at the same time earn money for your efforts. Our Peer Tutors have an overall GPA of 3.0 to 4.0, are currently enrolled and have earned a grade of an “A” or a “B” in the subject area. Peer Tutors are certified through the College Reading and Learning Association Certification Program. For more information about tutoring or becoming a Peer Tutor, call (361) 698-2267.

East Campus

St. Clair Building

Student Success Center

Room 111

(361) 698-2267

Office Hours

Monday-Thursday: 8 a.m. to 6 p.m. (Fall/Spring), 8 a.m. to 5 p.m. (Summer)

Friday: 8 a.m. to 2 p.m. (Fall/Spring); 8 a.m. to 12:30 p.m. (Summer)

Resources

There are three major resources—libraries, computers and the Web.

1. Library Facilities

You have access to two excellent library facilities at Del Mar College. One is the William F. White, Jr. Library, which supports the instructional programs taught on the East Campus; the other is the Howard E. Barth Learning Resources Center, which has materials pertaining to the technical, safety and allied health programs taught on the West Campus.

Holdings

Together, the libraries contain over 180,000 bound volumes; 2,200 print periodical titles, including 370 current subscriptions; 81,000 unique electronic titles, including research databases, e-books and periodicals; 33,000 audiovisual items, including microfilm, motion pictures, video and audio recordings, pictures and slides. The libraries have 340 Internet-accessible computers available for use.

DMCNet/TexShare Borrowers Card

The library's discovery service, Beacon, provides online access to Del Mar College's print and online resources. Staff and students may also request a TexShare library card, which provides direct borrowing privileges at many public and college/university libraries throughout the state, including Texas A&M University-Corpus Christi, Texas A&M University-Kingsville and Coastal Bend College. These library catalogs are also accessible from the Del Mar College Library website.

Student Technology Centers

Computer centers available in both libraries provide access to desktop computers, scanners, printers (including a wide paper plotter), a variety of productivity and

instructional support software and the Internet. A valid Del Mar College ID card must be presented when using the Centers. Laptops may be checked out at the Access Services Desk for use within the libraries. Computers are also available to the public for research and accessing the Internet throughout the libraries.

Other Services

Other library services include in-library viewing and listening carrels for all media titles, customized library instruction, reference desk services and on-line library instruction guides (LibGuides).

Borrowing Materials

Library materials may be borrowed upon presentation of a valid Del Mar College ID card. Prompt return of borrowed materials is expected so that other students may use them. You cannot register for the next semester, nor get a transcript, unless all materials are returned and library records are clear.

Website

The library website (<http://library.delmar.edu>) offers a wide variety of reference resources and training guides for on-campus and off-campus users. Library hours, services available and other library information are posted on the library website.

2. Computers on Campus

Computer and Network Resources Use Policy

You are granted the privilege to use the computer and/or network resources of Del Mar College and accept the responsibility for reasonable and legitimate use. Legitimate use of computer and network resources is limited to College-related instruction, independent study, research, official college work and other specific uses as expressly authorized by the College.

The computer and network resources may not be used for personal, commercial, illegal or for-profit purposes. You must be currently registered to use these resources and consent to being monitored. If monitoring reveals possible evidence of any activity violating the Del Mar College Computer and Network Resources Use Policy, appropriate disciplinary action - including suspension and/or dismissal from the College - will be taken.

A copy of the Computer and Network Resources Use Policy may be obtained from the Office of the Dean of Student Engagement and Retention.

3. Website/WebDMC

All the information you need about the College is at your fingertips through the website: www.delmar.edu.

Take advantage of WebDMC, a student-friendly website at www.delmar.edu/webdmc. WebDMC provides you Internet access to a world of tools and features that will enhance your college experience. All you need is your DMC-issued user ID and password.

Learning Labs And Centers

There are centralized success centers plus individual learning labs to help you.

The Fourth

The Fourth at Del Mar College, located on the fourth floor of the White Library, features active learning and planning spaces, instructional programming and student resources such as the Stone Writing Center and the Student Complex.

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These components have been designed to meet learners' needs and their diverse ways of learning. For more information about the Fourth's services, call (361) 698-1364.

Instructional Programs

The Fourth offers instructional programming, which teaches a variety of skills. Workshops and resources include Tech Talk sessions, SWC Experiences, Writer Wednesday Workshops, Workshops on West, Roxy Writer Blog, Online Tips Sheets and Canvas help.

Stone Writing Center

Students are encouraged to visit the Stone Writing Center on the fourth floor of the White Library. The SWC has two main components:

A. Face-to-Face Tutoring Program

If students want to improve their writing skills, they should check out the face-to-face professional writing consultation services and interactive workshops offered by the Stone Writing Center (SWC). Writing consultants can help them at any stage of the writing process. Students can also take advantage of the SWC's resources, including their popular writing blog and an extensive handout collection, by visiting the website at www.delmar.edu/swc.

Services and resources are available to all students in all disciplines and to members of the community.

B. Online Tutoring Program

If students prefer to receive help online, they should consider submitting their work to the Stone Writing Center Online Tutoring Program (OTP). Writing consultants will read students' work online and will send them individual comments to help them become stronger writers. Students can register for this service at www.delmar.edu/swc.

Student Complex

A. The Student Hub

In addition to face-to-face and small group writing instruction, the SWC also offers the Student Hub; designed for student use, this non-traditional learning space features adaptable workstations and numerous technologies that enable and encourage collaboration. Because the workstations are easily reconfigured, students can work individually as well as in groups.

B. Recharge Zone

Students can also relax and have a cup of coffee in the Recharge Zone, a designated information area where students can meet, take a break and charge their mobile devices between classes.

C. Interview Resource Center

The Interview Resource Center provides students a place to practice, develop and implement effective interview skills. The room is spacious enough to allow for individuals or small groups to collaborate on interview techniques. Students can also reserve the IRC to conduct mock interviews and use state-of-the-art video conferencing equipment to present themselves as professional candidates during online interviews.

Student Success Center

The Student Success Center (SSC) located in the St. Clair Building on the East Campus provides academic support for students who want assistance outside the regular classroom. Housed in the SSC are multi-discipline Peer Tutoring,

Supplemental Instruction, Technology Resources Center, laptop and graphing calculator checkout program and student-oriented workshops. The contact number is (361) 698-2265.

The Technology Resource Center provides student computer workstations for academic support to include a variety of software programs, laptops and graphing calculators for student checkouts. The contact number is (361) 698-2234.

Office Hours: Monday-Thursday 8 a.m. to 6 p.m., Friday from 8 a.m. to 2 p.m. (Fall/Spring); Monday-Thursday 8 a.m. to 5 p.m., Friday from 8 a.m. to 12:30 p.m. (Summer)

Individual Labs/Centers

1. Reading Lab

If you want to improve your reading skills, stop by the Reading Lab, located in Room 121 in the Coles Building on the East Campus. The lab provides instruction and tutoring to help you complete classroom reading assignments.

When you enroll in READ 0305, you will attend the Reading Lab one hour per week to receive additional instruction and practice in the computer lab. You will be learning lessons on the computer, which provide additional practice on skills you are studying in your reading classes.

When you enroll in Integrated Reading and Writing 0408, you will have either lessons on-line or learning lessons on the computer which are part of the coursework requirements.

If you need tutorial assistance with your College reading or writing assignments, you may call (361) 698-1535 to make an appointment. In addition, the Reading Lab offers workshops on a variety of reading topics.

2. ESOL Lab

If you want to improve your English speaking and comprehension skills, visit the English for Speakers of Other Languages (ESOL) Lab, located in Rooms 102 and 104 in the Coles Building on the East Campus.

If you are enrolled in ESOL courses, you will attend the ESOL Lab to receive additional instruction and practice on material covered in your ESOL classes.

The Lab offers a variety of instructional materials, including books, audio and computer-assisted instruction software. In addition, tutors are available to help, with tutorial sessions organized on special topics throughout each semester.

3. Languages Lab

If you are enrolled in Spanish or French classes, visit the Languages Lab, located in the Coles Building, Rooms 106 and 108, on the East Campus. The Lab provides computerized language instruction, review materials and conversational practice. You can use computers, audio players, videos and camcorders. Lab assistants lead conversational practice groups which emphasize oral interaction and proficiency.

4. Speech Communication Center

If you want help in the creation and performance of any speech activity, the Speech Communication Center (SCC) is the place to be, located in Memorial Classroom Building, Room 211, on the East Campus.

The Speech Communication Center has personal computers, video viewing equipment, a conversation area and three practice rooms equipped with computer

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units with which you may incorporate presentation software into your presentations and video cameras with which to record yourself for self-analysis.

The Speech Communication Center is open to all students and faculty.

5. Math Learning Center

If you are enrolled in math classes and need help, you are encouraged to attend the Mathematics Learning Center, located in the Coles Building, Room 116, on the East Campus. The Center has student tutors and full-time faculty available for assistance with all levels of mathematic and is open weekday, evening and weekend hours. Call (361) 698-1579.

6. Collaboratory

The Collaboratory in the Venters Business Building, Room 310, offers group study rooms, computer workstations, lounge-type seating for individual study and tutoring for various STEM subjects. Tutors are available for mathematics, engineering, economics and programming.

Disability Services

Del Mar College and the Disability Services Office (DSO) is committed to ensuring equal access to College services, programs and activities for qualified students with disabilities in accordance with The Americans with Disabilities Act of 1990 (ADA), The Americans with Disabilities Act Amendment Act, Section 504 of the Rehabilitation Act of 1973 and Texas state laws. To that end, students shall not be excluded from participation in, denied benefits of, or be subjected to discrimination under any program or activity of the College.

Who can receive services?

Individuals with varying abilities who are currently enrolled in credit courses, noncredit courses, GED, TSI Testing, Continuing Education, Dual Credit or auditing courses as well as students seeking enrollment or re-enrollment.

How can students access services?

- Self-identify by contacting the Disability Services Office at (361) 698-1292 or by visiting the Harvin Student Center Room 188 to schedule an intake appointment with a Disability Specialist.
- Provide disability verification documentation to include assessments reports and/or letters from qualified evaluators, professionals or institutions.

Services Include:

Extended time test/quiz time; test in a private, reduced distraction area; tape recording of lectures; scribes; enlarged print; note-taking assistance; assistive technology/software; accommodating furniture; special seating arrangements; braille; alternative text books; community agency referrals; accommodations for GED/TSI testing; and consultations to faculty, staff and students.

.Summary

We're here to help you succeed...so take advantage of the many free services on campus.

Student Activities and Recognition

Outside of the classroom, you can learn leadership skills, make new friends and attend more than 100 special events throughout the year. Most are free or cost very little.

Activities

Student Leadership and Campus Life

The Office of Student Leadership and Campus Life is committed to promoting campus life and student leadership through cultural, social and leadership development. Along with a strong intramural sports program, DMC has more than 30 clubs and organizations, providing students exposure to community projects, leadership and volunteer opportunities.

Campus Life

There are three ways you can participate in campus life—through student organizations, cultural programs and intramural sports.

1. Registered Student Organizations

Many leadership opportunities exist for you to pursue your special interests by joining one of the many Registered Student Organizations (RSOs) on campus.

Departmental

Departmental RSOs are organized to give you opportunities for self-expression and leadership in activities related to your major field of study.

Special interest

Special interest RSOs are organized to serve and to promote special interest areas for you such as governmental affairs, writing, physical and recreational activities or religious groups.

Honorary

Honorary RSOs sponsor activities that promote and encourage scholarship, leadership and fellowship among students. Your membership in honorary organizations is selective based on academic achievement.

If you are not part of a recognized club and wish to conduct an activity on campus which contributes to the educational and cultural environment of the College, you must obtain permission from the Office of Student Leadership and Campus Life. Approved requests will be scheduled at a time and location which will not interrupt other activities on campus.

2. Cultural Programs

Several informative and entertaining events—from concerts to theatrical productions to lectures—are scheduled each semester free of charge as long as you have a valid Del Mar College ID. The programs are paid for by your student services fee and are selected by the Cultural Programs Series Committee.

3. Intramural and Recreational Sports

Del Mar College's intramural and recreational sports program is designed to provide opportunities for athletic competition and physically active recreation for all currently enrolled academic students as well as employees of the College.

STUDENT ACTIVITIES AND RECOGNITION

It is the goal of the intramural and recreational sports program to be as broad as possible, offering you opportunities to participate in a variety of activities. The intramural and recreational sports program is funded by your student services fee.

Activities

You may participate in organized intramural activities including tournaments, leagues and special events. These may include team and individual sports for men, women and co-recreational competition. For information, please call (361) 698-1337 or view the schedule online at <http://dmc122011.delmar.edu/kine/imcalendar.html>

Facilities

With a currently validated Del Mar College ID card, you may use the recreational facilities including a gymnasium, 25-meter indoor pool, fitness center, jogging track, racquetball and tennis courts. The facilities are also available on weekdays and weekends during non-class hours. For information, call (361) 698-1334 or view the schedule online at <http://dmc122011.delmar.edu/kine/facilityrehours.html>

Publicity

Here's how to get the word out about an activity...

College Relations Office

If you are planning an event open to the public, you should contact the College Relations Office at least two weeks in advance. The College Relations Office coordinates all publicity and publications for College events that are open to the public. The staff will be happy to assist you with any news releases, public service announcements, publications distributed off-campus or contacts with the news media. Contact the College Relations Office at (361) 698-1247.

The Foghorn

A good way to keep up with events on campus is the College newspaper, *The Foghorn*. It is published bi-weekly (except holidays, summer and exams) and is distributed free on campus. It is produced by students enrolled in journalism classes, but non-journalism students are welcome on the staff.

The Foghorn is partially funded by your student services fee.

Printed Materials

Printed materials (displays, posters, petitions, handouts, surveys, etc.) which originate outside the College Relations Office must be presented to the Office of Student Leadership and Campus Life for approval before being distributed or posted.

Other

Here are some details about life on campus that you should know.

Student Identification Cards

Student identification cards (IDs) are issued free of charge to you when you first register; however, a charge will be made for replacements (We know, you hate the picture). Also, IDs must be validated each subsequent registration period.

Cards are good for admission to College functions, for obtaining library materials and for using recreational facilities. You should carry it with you at all times and present it upon request.

STUDENT ACTIVITIES AND RECOGNITION

You can get your ID card at the White Library (East Campus) or the Barth Learning Resources Center (West Campus) by showing proof of registration. Identification cards are made during all library hours except the first and last 30 minutes of operation.

Parking Permits

To park your car on campus, you need a Vehicle Identification Permit (VIP). To get a VIP, fill out a parking registration card and submit it to Campus Security. They, in turn, will issue you a VIP. See the section on Parking Regulations.

Lost and Found

If you have lost or found an item, check with the Office of Student Leadership and Campus Life, located in the Harvin and Coleman Student Centers. If books or other items are turned in and they have your name and phone number, an Office of Student Leadership and Campus Life staff member will attempt to contact you.

Recognition

Now that you've succeeded both in and out of the classroom, it's time to be recognized for all of your hard work.

Hall of Fame

Each spring, faculty, administrators and students nominate sophomore students for consideration to the highest honor that can be bestowed on a Del Mar College student: the Hall of Fame. Selection is based on student scholarship, leadership and participation in Registered Student Organizations. A committee elects students from the list of nominees to join a select and distinguished group of students whose photographs are placed on the Hall of Fame Walls located in the Harvin Student Center. For information, call the Director of Student Leadership and Campus Life at (361) 698-1279.

Recognition Ceremony

Each April, outstanding students are chosen by various departments for their academic achievement or students nominated to the *Who's Who Among Students in American Junior Colleges*. Hall of Fame finalists are announced at the end of the Recognition Ceremony program. This program is funded by your student services fee. Contact the Director of Student Leadership and Campus Life for additional information at (361) 698-1279.

Scholarships Recognition Reception

Each year the Del Mar College Foundation, Inc. recognizes scholarship recipients with a reception where students have the opportunity to meet the generous benefactors who made their scholarship possible. For additional information on Del Mar College Foundation, Inc. scholarships, visit the Del Mar College Web site at www.delmar.edu/foundation or see the Financial Aid Section of this catalog and look for the scholarship information.

Student Alumni Membership

The Del Mar College Viking Alumni Association offers a special \$10 membership to all current students. Membership benefits include a Viking Alumni T-Shirt as well as discounts to various venues, like the Texas State Aquarium, Six Flags Texas, Sea World San Antonio, Hurricane Alley and Schlitterbahn Waterparks.

STUDENT ACTIVITIES AND RECOGNITION

For more information on the Viking Alumni Association, go to delmar.edu/alumni/Membership_Benefits_and_Options.aspx or call the Foundation Office at (361) 698-1317.

Summary

Find your niche and be recognized at Del Mar College.

College Costs

We care about the cost of your education. Del Mar College is one of the most affordable colleges in the state.

Tuition

Residency/Tuition Estimates

There are three ways to define your residency.

1. College District

If you live in the Del Mar College tax district, you are considered in-district without exception.

2. Texas Resident

In determining residency, the College will use the same guidelines as the Texas Higher Education Coordinating Board. In order for the State of Texas resident's tuition rate to apply, you must supply the documentation required. See "Proof of Texas Residency" under "ADMISSIONS" for a list.

3. Out-of-State

If you have not proven your Texas residency at the time of preregistration and/or registration, you will be considered an out-of-state student and billed accordingly.

Tuition by Type of Course

There are basically two different types of courses—credit and noncredit—at the College. Tuition differs for each type. There's actually a third—General Education Development (GED) preparation—which is absolutely free!

1. College Credit Courses

There are two ways of looking at tuition for credit classes—the total cost or the per hour cost.

A. Total Cost

This first chart gives you an idea of the total cost of a semester at the College for Fiscal Year 2016-2017:

Semester Hours	District Residents	Out of District	Out of State/ Foreign
3	\$353.00	\$503.00	\$614.00
6	\$629.00	\$929.00	\$1,151.00
9	\$905.00	\$1,355.00	\$1,688.00
12	\$1,181.00	\$1,781.00	\$2,225.00
15	\$1,457.00	\$2,207.00	\$2,762.00

COSTS

B. Semester Hour

This second chart breaks down the tuition charge per semester hour:

Resident of	Tuition Charges Per Semester Hour		Minimum Tuition Per Semester
	2015-2016	2016-2017*	
Texas, In-District	\$56.00	\$57.00	\$55.00
Texas, Out-of-District	\$56.00	\$57.00	\$55.00
Out-of-State	\$93.00	\$94.00	\$250.00
Foreign	\$93.00	\$94.00	\$250.00

**Fiscal years 2015-2016 and 2016-2017 tuition correct as of date of printing but is subject to change by the Board of Regents.*

The tuition estimates provide for 12 semester hours or four regular 3 credit-hour courses. Estimated tuition for additional courses or specialized classes that require special instruction, labs or uniforms may increase tuition costs.

2. Noncredit Courses

Tuition for typical noncredit courses ranges from \$2 to \$6 per hour of instruction.

General Education Development (GED)

If you don't have a high school diploma and wish to earn a GED, test preparation classes are offered free of charge.

Tuition Policy

The Texas resident in-district and out-of-district per-semester credit hour tuition rate shall be the same as determined by the Board of Regents. The tuition for out-of-state residents and foreign students shall be at rates mandated by state statutes. Texas State legislative action may affect the tuition and fee structure of the College.

Tuition and fee charges must be paid at the time of registration, which is not complete until all payments have been made.

Fees

There are a number of fees associated with classes, but keep in mind what you're getting in return—safe campuses, top-notch facilities, state-of-the-art labs and tools, student clubs, cultural events, intramural sports and more.

There are two types of fees—basic and special.

1. Basic Fees

Basic fees are charged to everyone.

- **General Use**
\$12 per semester hour is charged each registration for college-credit courses. This fee is charged to cover the cost of transcripts, graduation, grounds improvements, technology centers, campus security and parking control.
- **Building Use**
\$12 per semester hour will be charged each semester to assist in maintaining, improving and equipping campus facilities. A \$25 general use fee will be charged with all noncredit courses.
- **Instructional Support**
\$70 per semester will be charged for the support and maintenance of writing, math, reading and other learning labs.

- **Student Services**
\$7 will be charged each semester you enroll in the College. This fee defrays the cost of cultural programs, intramural sports, student club activities, the student newspaper and other related student programs.
- **Matriculation**
\$12 per semester hour is charged each registration for college-credit courses. This fee is charged to defray the cost of creating and maintaining student records.
- **Vehicle Identification Permits (VIPs)**
VIPs, which are provided by the College, are required of all students to park on campus and may require a fee for replacements.

2. Special Fees

Special fees are only charged if required.

- **Out-of-District**
\$50 per semester credit hour will be charged if your legal residence is outside the Del Mar College District. However, out-of-district tuition/fee is not applicable to noncredit courses.
- **Laboratory**
\$8 to \$72 will be charged for selected courses in subjects such as art, engineering, foreign languages, kinesiology, sciences, business administration, business technology, health sciences, technology programs and occupational (industrial) programs.
 - \$55 to \$165 will be charged for selected courses offered in the music program.
 - \$8 to \$60 will be charged for selected courses offered by Workforce and Personal Enrichment.
- **Dual Credit**
\$33.33 per semester credit hour will be charged for Dual Credit students.
- **Late Registration**
\$10 will be charged if you register after the official registration date.
- **Credit Card Processing**
A fee for credit card use may be authorized by the Board of Regents.
- **Returned Check**
\$25 will be charged on any personal check returned unpaid by the bank. If you place a Stop Payment notice on a check issued to Del Mar College for payment of tuition and/or fees, you will be dropped from the College without further notice. The returned check fee of \$25 will be assessed. If your check is returned unpaid by the bank, you may not pay future financial obligations to the College using a personal check.
- **Testing and Evaluation**
Various fees will be charged to help defray costs of administering, scoring, recording, reporting and processing of tests and evaluation-rated services. Those services include but are not limited to:
 - College Placement Testing
 - Departmental Examinations
 - Evaluation of Credentials
 - General Education Development Test

COSTS

- Specialized tests for credit, certification or licensure
- Correspondence and end-of-course examinations
- **Special Record**
\$50 will be charged to establish a transcript at Del Mar College if you wish either to:
 - convert to semester hours previous noncredit bearing studies in which the applicants have appropriate professional certification, or
 - take examinations to receive credit for courses offered in the current Catalog.
- **3-Peat Fee**
\$50 per semester hour will be charged if a student is attempting a class for the third time.

Tuition and fees shown are correct as of the date of printing but are subject to change by the Board of Regents. A schedule of currently approved fees is available in the Student Enrollment Center on both East and West campuses.

Other Costs

Besides tuition and fees, there might be a few other costs associated with your education.

Occupational and Health Sciences Education

If you are in an occupational or health science field, you must furnish your own books and hand tools. Such items may be obtained from sources of your choice. A list of required books and tools will be furnished at the time of registration.

Insurance

You should be aware that you are responsible for your own private health and accident insurance. Liability or malpractice insurance is required in certain programs. See "Student Liability."

Student Liability

Activities during occupational programs and courses may expose you to more than the usual degree of responsibility and liability. Health sciences, cosmetology, criminal justice, law enforcement, fire science, emergency medical services and occupational safety and health students may be required to carry professional liability insurance.

For example, \$5 per semester will be charged in all health sciences courses, and \$21 per semester will be charged in all Emergency Medical Services and Fire Science programs to provide general liability coverage for students.

Payment

Tuition and fees must be paid or payment arrangements made by the appropriate due date for the registration process to be considered complete. Course credit and

grades may be withheld until all obligations to the College are met. Auditors in all courses must pay the same tuition and fees as those who are enrolled for credit. You will not be sent a bill by mail. You may view total tuition and fees on WebDMC. Payment may be made by mail, on the Web, or in person at the Business Office in the Harvin Student Center (HC) on the East Campus or in the Coleman Center (CC) on the West Campus. Payment may also be made with a credit card by phone (see "Telephone Directory" in this Catalog).

If you do not pay, or make satisfactory arrangements to pay, all financial obligations to the College, you may have your registration voided and/or you may be removed from all classes; also course credit, grades, degree or certificate may be withheld. Also, you may be charged for loss of, or damage to, College property for which you are responsible, including library books.

Refunds

If for some reason you have to interrupt your education, you might get some of your costs refunded.

In order to be eligible for a refund, you must complete the withdrawal requirements of the College. First, you must complete, sign and file a College Withdrawal form in the Registrar's Office, and a refund application with the Business Office. Applications for refunds will not be accepted after the end of the semester in which withdrawals are made, and refunds will be processed as soon as possible after the census date for the semester.

Withdrawing

If you withdraw or are withdrawn from Del Mar College, you may be eligible for a refund of a portion of the tuition and fees paid to Del Mar College for that semester. If you received financial assistance to cover tuition and fee costs from outside the family, then a portion of the refund will be returned to the grant, scholarship or loan source from which the assistance was received.

Please note that you must visit the Registrar's Office and complete the Notice of Withdrawal. This step will allow Del Mar College to refund the maximum possible amount of tuition and fees.

Refund Formulas

The College refund and repayment policy is applicable if you attend traditional 16-week semesters. There are two refund formulas used at Del Mar College.

1. First Formula

The first formula applies if you haven't received financial aid.

Fall and Spring

Prior to first class day	100%
During the first 15 class days	70%
During the 16th - 20th class days	25%
After 20th class day	0%

Summer

Prior to first class day	100%
During the first five class days	70%
During the sixth and seventh class days	25%
After the seventh class day	0%

COSTS

2. Second Formula

The second formula applies if you have received financial aid and the refund is as mandated by the Higher Education Act Reauthorization of 1998.

The formula provides a Return of Title IV aid if you received Federal Financial Aid in the form of a Pell Grant, Supplemental Educational Opportunity Grant (FSEOG) or Direct Student Loan.

The amendment states that if you withdraw before completing at least 60% of the semester or earn all non-passing grades, you may have to pay back a portion of your federal funds. The percentage of the refund is equal to the number of days attended divided by the number of days in the semester.

The first class day is defined as the “day classes start at Del Mar College and not as the first day a student attends classes.” The first class day is based on the Texas College and University System Common Calendar as determined by the state. Refer to the current semester credit class schedule for applicable first class date. A 100 percent refund is made for courses dropped prior to the first class day.

If any portion of the refund amount is left after satisfying the federal Return of Title IV Aid, the remaining balance will be applied to Del Mar College funds, state programs and any other sources of financial assistance.

Worksheets used to calculate the Return of Title IV funds are available at Financial Aid Services. For a detailed discussion, see “Financial Aid Services” section of the Catalog.

Distribution of Funds

No cash refunds will be made; all refunds will be issued via the DMC Debit Card. With the DMC Debit Card, refunds will be delivered in the manner the student selects at www.DMCDebitCard.com. Payments made by credit cards will be credited to the respective card account.

Rebate Opportunity

If you began a baccalaureate degree from a Texas general academic teaching institution in the Fall 1997 semester or later, you are eligible for a tuition rebate of \$1,000. In general, this rebate opportunity is based on your attempting no more than three semester hours in excess of the minimum required to complete the baccalaureate degree. Complete information concerning this rebate is available from the College Business Office.

Summary

It costs to go to College, but it costs more not to. Think about it.

Academic Policies

Registrar's Office

The Registrar's Office assists you with all matters pertaining to your student records at Del Mar College, most importantly the careful tracking of your grades. The Registrar's Office maintains your official Del Mar College transcript and is charged with complete confidentiality abiding by all Family Educational Rights and Privacy Act (FERPA) regulations. Additionally, they can provide you with free copies of your DMC transcript, assistance in dropping courses, changes in residency and applying for graduation. The Registrar's Office can also assist you in evaluating your transfer coursework from another institution for the purpose of advising and registering at Del Mar College. (See Credits Earned in the "Getting Started Section -- Transfer Student" for more information on completing a Transfer Evaluation Request Form (TERF)).

DEL MAR COLLEGE STUDENT RECORDS POLICY RELEASE OF STUDENT RECORDS

All records submitted for a student's file become the property of the College and a part of the student's permanent record. High school transcripts, transcripts from other colleges, test scores, immunization records and other similar documents are not duplicated for any reason to any person and/or institution, including the student.

STUDENT PRIVACY

The Family Educational Rights and Privacy Act (FERPA) of 1974 (Buckley Amendment), sets forth the guidelines for the release of student records to other parties. Under this federal law, students have the right to inspect their records and correct any inaccuracies that might be found in them.

Access to the record by anyone other than the student is limited and generally requires prior written consent by the student. The College will mail confidential records, including transcripts, at the student's direction. Any person who picks up sealed copies of these records for the student must have written, signed permission to do so from the student.

Directory information, which includes a student's name, address, date and place of birth, field of study, dates of attendance, and degrees and awards received, may be released by the College without consent of the student. Any student who wishes to withhold any or all of this directory information from release must notify the Registrar in writing within three weeks of the date of the student's initial enrollment.

Academic Honesty

You are expected to maintain the integrity of the College by maintaining academic honesty for yourself and by expecting academic honesty from your fellow students. One of the requirements for passing the courses you take at Del Mar College is that you do your own work. Meeting this requirement means avoiding plagiarism, collusion and cheating.

Plagiarism occurs when a student takes another's words or ideas and uses them

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as if they were the student's own. This can happen in three ways: 1) A student copies another's words without using quotation marks and without giving the source, 2) A student puts another's ideas into the student's words but does not give the source and 3) A student duplicates another's structure of thought or organization of ideas but does not give the source.

Collusion occurs when someone else writes all or any part of a student's paper. Cheating includes, but is not limited to, a student looking at another's work or using unauthorized materials during a test or written assignment; or fabricating data, methodology, results, findings from those in an official document, publication or research and claiming them to be authentic.

Census Date

The census date, also called the official reporting date, is the date on which Del Mar College certifies student enrollment for financial aid and state funding purposes. Classes dropped before the census date do not appear on your transcripts. Classes dropped after the census date appear on your transcripts and count toward the 6-drop limit.

Course Load

To be classified as full-time, you must register for a minimum of 12 semester hours. To complete a program in two years, the degree/certificate plans in this Catalog suggest how many semester hours you must take each semester.

According to the Texas Administrative Code, you should not carry more courses in any term than would equal more than one semester credit hour per week over the course of the term. For example, in the fall or spring semester, you should not enroll in more than 16 semester hours. In a six-week summer session, you should not enroll in more than six semester hours.

Course Prerequisites And Co-Requisites

Pre-requisites and co-requisites (also known as concurrent pre-requisites) are two kinds of entry requirements for particular courses. You must satisfy pre-requisites, or their equivalent, before registering for a course. You must enroll in a co-requisite course at the same time you register in the other course. In most cases, you can register for the other course if you have already successfully completed the co-requisite. Pre-requisites and co-requisites are identified in the course descriptions at the back section of this catalog.

Auditing A Course

Permission to audit a course or courses may be granted by the Registrar's Office if you are eligible for admission to the College and either already have credit in the course(s) or do not wish credit for the work.

You may audit a course on a space-available basis and are required to pay the full tuition and fees at the time of registration. Tuition and fees for auditing are the same as those rates charged to students enrolled for credit.

Since auditors are only observers, you may not under any circumstances claim credit for the course. Change from credit to audit status must be done before the 12th class day in the standard 16-week session and before the beginning of the summer and non-standard semester terms (other than 16 weeks). Please visit the Registrar's Office to change your grading method or for more information.

Kinesiology Activity Courses (KINE 1100-1299, KINE 2100-2299 and DANC 1101-2154) may not be audited.

Grading System

At the end of each semester, the grades and credits awarded are posted to your official academic record. Your grades may be accessed using WebDMC at www.delmar.edu/webdmc. Grades are not mailed to you.

At Del Mar College, grades are expressed in letters that are equated in points used in calculating the cumulative grade-point average. Del Mar College uses a four (4.0) point system of grading. Five grades (A, B, C, D, P) indicate that the course was completed for credit and a grade was awarded. Two grades (F, R) indicate that the course was not completed for credit and a grade was not awarded. Two grades (I, W) indicate that the course was attempted and not completed. One grade (AU) indicates that the course did not earn credit. One grade (CR) indicates credit earned for courses accepted toward program completion and graduation as a result of evaluation, credit by examination, or other validations of course-required knowledge and skills. One grade (X) indicates that a grade has not been assigned. The following system of final grades is used to report student performance.

Grade or Mark	Grade Points Per Semester Hour
A (Excellent)	4.00
B (Good)	3.00
C (Fair)	2.00
D (Poor)	1.00
F (Failure)	0.00
P (Pass)	0.00
R (Repeated)	0.00
For use in developmental course	
AU (Audit)	0.00
I (Incomplete)	0.00
W (Withdrawal)	0.00
CR (represents credit for courses that are accepted toward program completion and graduation as a result of evaluation, credit by examination or other validations of course-required knowledge and skills)	0.00
X (no grade assigned)	0.00

Grade Point Average

Your Grade Point Average (GPA) is calculated multiplying the semester-hour value of the course by the point value in which a completion grade of A, B, C, D, F, R, or P was earned. For example: 3 semester hours with a "B" grade = 9 grade points. To determine the grade point average, add up the grade points from

ACADEMIC POLICIES

all courses and divide by the total semester hours attempted. For example: 15 semester hours with 30 total grade points = 2.0 average. The semester hour of credit represents at least three hours of work each week, on average, for a period of fifteen to sixteen weeks (one semester credit hour is equivalent to one hour of classroom work and two hours of preparation / study time to be performed outside of class time). Laboratory work may add a semester hour's credit to a course.

Incomplete Grade (I)

When you do not complete a course because of illness or extenuating circumstances in any semester, the instructor may assign the "I" grade, signifying that your work is incomplete.

The instructor will provide you and the department chair with: 1) a written reason for the assignment of an "I" grade, 2) a description of the work to satisfy course requirements, 3) a timeline for you to complete the work and 4) a timeline for the instructor to submit a grade change form to the Registrar. The "I" grade will not be computed into the grade point average.

If the "I" grade change is not completed at the end of the subsequent full-term semester (Fall or Spring), the "I" grade will automatically change to an "F" (for failing) in college-level classes, or "R" (for repeat) in developmental classes. Any exceptions to this timeline can be made only with the approval of the Provost and Vice President of Instruction and Student Services.

If you have an "I" grade, you may not enroll in the same class in the next semester as a substitution for completing unfinished work on the "I" grade. However, if you receive a grade of "F" or "R" because you failed to complete the requirements for the removal of the "I" grade, you may re-enroll for the same course again. If you repeat the course, the grade in the repeated grade will become the grade of record and will be calculated into the Grade Point Average. The "F" or "R" from the "I" grade that was not completed will remain on the transcript.

Withdraw Grade (W)

An official withdrawal from a course may be initiated by a student or faculty member, resulting in the assignment of a "W" grade which is not computed in a grade point average. Students must meet the "W" grade deadline in order to be eligible to receive this designation. Failure to meet the deadline will result in a failing grade.

Pass/Fail (P/F) Grade

Courses taken on a pass/fail basis do not earn grade points. All pass/fail grades will be entered on the transcript. If a student fails a pass/fail course, the attempted credits will be calculated in your attempted hours that determine grade point average.

The Pass/Fail grade is assigned to RNSG clinical courses in the Nurse Education Program and in the Court Reporting Program to CRTR 2435 Accelerated Machine Shorthand (Web-based course only).

Repeat Grade (R) For Developmental Courses

Del Mar College offers a number of courses to prepare students for college credit work. They are required, based on placement test scores, for you if you need additional preparation in specific subjects in degree programs. Developmental

courses do not count toward graduation or calculate into your semester or cumulative grade point average.

In developmental courses the "R" grade is used to indicate that you have made some progress but are not ready for a more advanced course within the discipline. The grades of "D" and "F" are not used in developmental courses. The grade of "R" does not automatically convert to any other grade and is not used in computing grade point averages or academic status.

If you receive the grade of "R" in a developmental course, you must reregister for that course or complete course requirements and make a grade of "A," "B," or "C" in order to: 1) receive credit for that developmental course and 2) be eligible to register for a more advanced course in the discipline.

Developmental courses in which the "R" grade may be used include:

DE02 • ENGL 0305, 0306 • ESOL 0305, 0306, 0311, 0312, 0313, 0314, 0321, 0322, 0323, 0324, 0341, 0342, 0343, 0344, 0354 • INRW 0408 • MATH 0370, 0371, 0373 • READ 0305 • STSC 0101

Repeating A Course And Grade Calculation

If you repeat a course, only the highest grade earned will become your official grade for the course and will be calculated into your grade point average and will count towards total credits earned. Your first grade will remain on your transcript of record; however, it will be removed from the calculation of your cumulative grade point average and the total credits earned. If you repeat a course for three or more times, you may be subject to paying higher tuition and fees. For a repeated course, a grade of "W" may not replace a completion grade. This policy may vary with special admissions programs.

Grade Appeal

The evaluation of academic work is the prerogative of the instructor and the rules for determining final course grade should be established by the instructor and provided to the students in an electronic or printed course syllabus at the beginning of the semester. A student who believes grounds exist for the appeal of a final grade must first consult with the instructor. If the appeal cannot be resolved, a student may proceed to the grade appeal process.

The procedures described in this policy are available only for appeal of a semester or term grade based on one or more of the following reasons:

1. A mathematical error in calculation of the grade or clerical error in recording of the grade that remains uncorrected;
2. The assignment of a grade to a particular student by application of more exacting requirements than were applied to other students in the course;
3. The assignment of a grade to a particular student on some basis other than performance in the course;
4. The assignment of a grade by a substantial departure from the faculty member's previously announced standards;
5. Extenuating circumstances such as illness, incapacity, or absences of the instructor generate uncertainty regarding appropriateness of the grade assigned.

Grades given as a result of academic dishonesty cannot be appealed under the grade appeal procedure, but should be made under the provisions of the Policy on Scholastic Dishonesty B7.13.7.

ACADEMIC POLICIES

The procedures for submitting a grade appeal are available in the office of the Dean of Student Engagement and Retention.

Course Numbering

Courses are numbered to indicate level of instruction. Freshman level courses are designated in the 1000 sequence, and sophomore level courses are designated in the 2000 sequence. All Del Mar College courses are identified with letter abbreviations followed by a set of numbers. Courses are alphabetized in this Catalog according to their abbreviations; see the Index of Courses in the back of this Catalog to locate a specific subject. The numbers in parentheses after the course title indicates the number of lecture hours, lab hours and credits respectively. For example, CHEM 1411, General Inorganic Chemistry I (3-3-4) meets for **three** lecture hours and **three** lab hours a week in a regular semester and awards **four** semester hours of credit.

Four-Digit Numbers

Del Mar College has adopted the Texas Common Course Numbering System for most academic courses and the Workforce Education Course Numbering System for occupational and technical courses. These four-digit numbers were developed to simplify the process of transferring credits from Del Mar College to other Texas colleges and universities and to ensure the maximum credit possible for each transfer student. These numbers are approved by the Texas Higher Education Coordinating Board.

In the four-digit common course numbers the first digit usually indicates the level of the course: 0 - developmental, 1 - freshman and 2 - sophomore level. Some exceptions to this rule exist. (These courses will not count toward fulfilling the 18-hour sophomore requirement for graduation with an associate degree: MSCI 2371 and 2372.) The second digit indicates the credit value in semester hours. The third and fourth digits are used to differentiate courses or as an indicator of course sequence.

Schedule Changes

Schedule Changes (Adding or Dropping a Course)

You may make schedule changes (add or drop a course) during the time specified in the Del Mar College class schedule and by completing the necessary forms required by the Registrar's Office.

Dropping an Individual Course with a Grade of "W"

The grade of "W" will be assigned to a course that you have dropped by the date stated in the class schedule. You are not eligible to receive a grade of "W" without completing the official paperwork by the deadline stated in the schedule of classes. Each term or session has its own "W" drop deadline, which must be met in order to be eligible for a "W" grade.

Six Drop Limit

If you are a first-time student who entered college in Fall 2007 or after, you cannot drop more than six courses, including any course you have dropped at another college in Texas, according to Senate Bill 1231. There are exceptions to this policy if you can show good cause for dropping a course(s). For further information, contact the Registrar's Office.

Implications for Financial Aid

You should be aware that dropping courses may affect your eligibility for financial aid. You should contact Financial Aid Services prior to dropping a course or completely withdrawing from school. **If you stop attending class without officially withdrawing from the College, then the grade is an automatic "F."**

Students receiving Veterans Benefits for education should contact Veterans Services for specific policies concerning drops and withdrawals. These changes may have a direct effect on your VA benefits.

Class Attendance

Students are responsible for attendance and are advised that excessive absences may adversely affect their grades or their continued enrollment in the course. Regular and punctual class and laboratory attendance is expected of you. A record of attendance may be kept by instructors, beginning the first day of class.

If attendance is unsatisfactory, the instructor retains the right to initiate an instructor withdrawal from class. If you desire readmission, you should contact your instructor to discuss the option of reinstatement. If you do not carry out that procedure, your withdrawal from the class is final. If you have been reinstated into a class and are absent again without excuse, the instructor may request your final dismissal from class.

Certain absences are ruled valid and acceptable, such as participation in recognized student activities of the College or illness. Specific programs, such as health sciences, may have additional attendance requirements that are applicable to the students enrolled in the program.

Student Absences on Religious Holy Days

In accordance with Texas Education Code 51.911, the College will excuse you from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. If your absence is excused under this subsection, you may not be penalized for that absence and will be allowed to take an examination or complete an assignment within a reasonable time after the absence. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under the Tax Code.

Notifications of planned absences must be in writing and must be delivered by you, not later than the 15th day after the first day of the semester, either (a) personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor or (b) by certified mail, return receipt requested, addressed to the instructor of each class.

Withdrawal From The College

Failure to file a withdrawal form may result in grades of "F" for courses in progress.

Administrative Withdrawal

The Administration may drop you for administrative reasons for reasonable cause. You may also be withdrawn for those incidents that may be related to violating the student code of conduct and in particular, disrupting the classroom and the educational process. Should you be subject to administrative withdrawal, the College will provide proper notification. You may seek the advice of the Provost

ACADEMIC POLICIES

and Vice President of Instruction and Student Services about this procedure and any due process procedures that will be afforded.

You may be withdrawn for issues related to academic integrity. Instructors with evidence of your plagiarism or other forms of cheating will follow the procedures outlined in A7.13.6.4 of the Board of Regents "Policies and Procedures Manual, Penalties for Dishonest Behavior." A recommendation by the faculty member to suspend and/or dismiss you from the College for academic dishonesty must be submitted through the department chair to the academic dean. The appropriate academic dean will convene an Academic Ethics Committee prior to suspending/dismissing you to afford you due process.

Instructor Withdrawal

Instructors may withdraw you from class for lack of attendance or other academic reason, such as not meeting course pre-requisite.

Appeal of Administrative Withdrawal or Instructor Withdrawal

If you are withdrawn from a class, you may

- Appeal to the instructor by first obtaining an Extenuating Circumstances Schedule Change Form from the Registrar's Office and presenting it to the instructor.
- If satisfactory arrangements can be made between you and the instructor, readmission to the class may be permitted upon the completion of the Schedule Change Form..
- The completed form must be returned by you to the Registrar's Office within 10 working days from the date of the drop by the instructor.

Academic Standing

Academic standing will be established once you have completed 12 college credit hours. Academic standing is determined at the end of each semester when an evaluation is made of your cumulative grade point average (GPA).

To be in good scholastic standing, you must maintain a 2.0 GPA. The grades posted on your transcript are a permanent record and will always be a part of your academic history. Grades can affect your eligibility for admissions to a specialized program, transferability to another college or university, or qualifications as an applicant for employment.

If you have completed 12 college credit hours and your cumulative GPA falls below a 2.0, then the following applies

Probation: Probation I

Students with a cumulative GPA less than 2.0 and who have 12 or more credit hours completed will be placed on academic probation. Probation means you can still enroll at the College but are not in good standing and a hold will be placed on your registration. To remove the hold students must meet with a program/academic advisor to get signed degree plan and a retention case manager to develop a learning contract. Students will also receive correspondence from the Dean of Student Engagement and Retention outlining student support options and contact information for Retention Case Managers.

Second Warning: Probation II (continued probation)

Students who continue on academic probation for more than one semester and complete 13 credit hours or more and have less than a 2.0 cumulative GPA will

continue to be on probation. Continued probation means you can still enroll at the College but are still not in good standing and a hold will be placed on your registration for a mandatory meeting with your program/academic advisor to review/update your degree plan and a retention alert case manager to review/update your learning contract. Students will receive correspondence from the Dean of Student Engagement and Retention outlining next steps.

Suspension

Students who fail to raise their GPA above 2.0 cumulative after two semesters will then be subject to academic suspension. If you are placed on academic suspension you must appeal utilizing the academic suspension appeal form. Completing the form will require you to meet with and secure signatures from your program/academic advisor and a retention case manager to ensure you are following the degree plan and learning contract that was developed. After meeting with your program/academic advisor and retention case manager, you must contact the dean of your academic unit and make an appointment to discuss your appeal and grounds for continued enrollment and obtain the dean's signature. The final step of the academic suspension appeal process is turning the form into the Registrar's Office.

Transfer Student Appeal for Admission

If you are transferring from another college or university on scholastic suspension, you may appeal for admission by utilizing the academic suspension appeal form available at the Registrar's Office.

Suspension Appeals

If you are on scholastic suspension from Del Mar College or from any other college, you must appeal utilizing the academic suspension appeal form. It is your responsibility to initiate the request. The form is available at the Registrar's Office.

Academic Recognition

Honors Program

The Office of the Provost and Vice President of Instruction and Student Services coordinates the Honors Program which offers several discipline-related honors plans to provide intellectual stimulus, and professional development, while awarding special recognition. Some plans provide a broad experience of inter-related study. Others emphasize intensive study of a single subject.

A current list of courses available for honors credit is accessible via this link: www.delmar.edu/Honors_Program.aspx.

Reasonable progression towards the completion of a plan, with a minimum 3.0 cumulative GPA, is required in the Program. Re-admittance in the Program is possible for extenuating circumstances.

Honors Courses

Honors courses are available to every student continuing in the Honors Program and who has met the prerequisites for the standard course and the honors component. Most employers and university faculty equate honors credits with challenged, enriched study. Therefore, the honors component of any course must have amplified substance and elevated prerequisites beyond those of the standard course. Assessment levels of R3, E3, M3 are recommended for all honors courses.

ACADEMIC POLICIES

Honors Program Learning Contract

The Office of the Provost and Vice President of Instruction and Student Services provides the learning contract to current and prospective honors students. To receive honors credit, you must enroll in a standard class and, after the semester starts, sign a learning contract with the instructor for the honors component of the course. Credit for honors will be awarded at the end of the semester, after the course project grade of "A" or "B" has been registered and completion of the honors contract has been verified by the Office of the Provost and Vice President of Instruction and Student Services. An "H" indicates honors credit on transcripts.

Honors Designation on Transcript

If you have completed the requirements of your selected honors plan at the time of graduation and if you have a cumulative GPA of 3.0 or better, you will receive special designation on your official transcript.

Honors List

If you are enrolled for and complete 6 or more semester hours of college-level course work and earn a grade point average of 3.5 or more on your semester grades, your name will be included on the Honors List. Developmental courses beginning with the number zero are not considered in Honors List calculations.

President's Honors List

If you are enrolled for and complete 6 or more semester hours of college-level course work and earn a grade point average of 4.0 on your semester grades, your name will be included on the President's List. Developmental courses beginning with the number zero are not considered in President's List calculations.

Graduation with Honors List

If your cumulative GPA falls within one of the following ranges at the end of the semester prior to the commencement ceremony, you will be recognized at the commencement ceremony and the honors designation will be noted on your transcript. To graduate with honors, you must meet the following overall grade point average

Cum Laude (with honor)	3.7 to 3.799
Magna Cum Laude (with great honor)	3.8 to 3.899
Summa Cum Laude (with highest honor)	3.9 to 4.000

Graduation

General Graduation Requirements

Students planning on graduating should meet with an advisor the semester before they plan to graduate to make sure they have met all graduation requirements.

- Complete all requirements for your degree or certificate.
- A minimum of 25 percent of degree required courses must be earned at Del Mar College.
- Students may transfer hours from another accredited institution to Del Mar College in order to graduate from Del Mar College as long as all graduation requirements have been met as evaluated by the program department.

- A student with an Associate or higher degree seeking an Associate Degree at Del Mar College must: (a) complete 25 percent of semester hours at Del Mar College beyond the original degree and (b) meet all of the specified requirements for the second degree as outlined in the catalog in effect upon the student's entry into Del Mar College, provided the length of attendance at this institution does not exceed five years.
- Complete an Application for Graduation in the Registrar's Office on or before the graduation application deadline.
- Meet all of the degree and/or certificate requirements as specified under your designated catalog.
- Your student records must be clear of "holds."
- Return all properties of the College, including library books.
- Pay, or make satisfactory arrangements, to pay all financial obligations to the College.
- If you do not initially meet the graduation requirements, you must reapply for any subsequent graduations.

Graduation through Reverse Transfer

Reverse transfer provides an avenue for obtaining an associate degree after transferring to a university. Reverse transfer establishes policies and procedures for credits earned at universities to be transferred to Del Mar College and applied toward an associate degree.

Reverse transfer students must apply for graduation using the graduation application found on the Registrar's Office Web site, www.delmar.edu/registrar. Students must provide official copies of transcripts prior to the end of their graduation term. Standard catalog designation policy applies for reverse transfer students.

Catalog Designation for Graduation

The Catalog that is in effect upon your entry or reentry into Del Mar College determines the degree and/or certificate requirements that you must meet for graduation. It is your responsibility to know and satisfy all of the requirements in your designated catalog. Catalog designations are made according to the following guidelines:

- If you are entering Del Mar College for the first time, you are assigned to the Catalog that is in effect at the semester of entry. You must follow the degree requirements as specified in that Catalog, as long as the length of time of your attendance does not exceed five years.
- If your attendance at Del Mar College exceeds five years, you forfeit the initial Catalog designation. You must then meet the degree and/or certificate requirements specified in the Catalog in effect in the sixth or subsequent year of enrollment.
- If you are absent for two or more regular (fall or spring) semesters, you must meet the degree and/or certificate requirements of the Catalog in effect at the time of re-entry.

Application for Graduation

You are required to apply for graduation at the Registrar's Office on the East or

ACADEMIC POLICIES

West Campus by the deadline for the semester in which you intend to graduate. The deadlines are as follows:

May graduation deadline for application is February 28 or the following Monday if the deadline falls on a weekend.

August graduation deadline for application is June 30 or the following Monday if the deadline falls on a weekend.

December graduation deadline for application is October 15 or the following Monday if the deadline falls on a weekend.

Regalia

Graduates must wear the designated Del Mar College academic regalia. You need to purchase regalia for graduation. Information on how to purchase regalia will be provided to you at the time of application for graduation.

Diplomas

Diplomas are mailed to you approximately eight weeks after the semester ends. The only honors posted on diplomas may be: Cum Laude, Magna Cum Laude, Summa Cum Laude, Phi Theta Kappa, Sigma Alpha Pi and Alpha Beta Gamma.

Commencement

Graduation is held three times per year: May, August and December. If you are currently enrolled in your last semester of classes, you may apply for graduation and participate in the commencement ceremonies. Participation in the ceremonies and/or inclusion in the commencement program does not constitute evidence of completion of program or honors requirements. Only after verification of completion of all graduation requirements will a student be awarded a certificate or degree.

Transcripts

As a current or former Del Mar College student, you can request your official DMC transcript free of charge. In order to receive your transcript you must:

- Submit your request online, in person or by mail
- Include your Social Security number or college ID
- Have no obligations to the college that bar transcript requests

To obtain a transcript request form, visit www.delmar.edu/registrar

Authorizing Others to Receive Transcripts

Requests by persons other than the student will not be honored without proof of authorization due to FERPA restrictions. If you would like someone to pick up transcripts on your behalf, you must indicate their first and last name on the signed transcript request form. The individual must present their official photo ID or driver's license upon receipt.

Summary

Your college experience can influence all other aspects of your life. Manage it carefully for best results.

Assessment and Placement

The College is committed to make certain that you are placed in the correct course sequence to ensure success.

Assessment Of Skills

Assessment of basic skills, through testing, is essential because it helps you and your academic advisor with proper course selection.

Specifically, you need to be tested for reading, writing and English, and mathematics skills to determine your readiness for college-credit courses prior to registration. This testing requirement is part of the Texas Success Initiative (TSI).

Performance on tests will not be used as a condition of admission to the College. However, placement levels are used to determine which classes you can sign up for.

Levels

All college-level courses at Del Mar College require specific assessment levels. Any assessment below Level III means that you will be placed in developmental course to further strengthen your skills and ensure academic success.

An assessment level chart is found on the next page and in the “Course Descriptions” section of this Catalog to assist you and advisors in determining your placement in coursework.

Testing

Texas Success Initiative (TSI) Compliance

All new students are required to take a placement test to determine if developmental courses are needed in reading, writing and mathematics as required by the Texas Success Initiative. The TSI Placement Assessment is valid up to five years from the test date.

The purpose of the Texas Success Initiative (TSI), mandated by the Texas Higher Education Coordinating Board is to grant institutions of higher education the flexibility and responsibility to improve individualized programs and ensure the success of students in higher education. All students must meet placement requirements before enrolling in restricted courses.

** The following examinations all qualify to satisfy the TSI requirement:

ACT - American College Test

TAKS - Texas Assessment of Knowledge and Skills

SAT - Scholastic Aptitude Test (taken before March 2015)

STARR (EOC) - State of Texas Assessment of Academic Readiness

NOTE: The above exemptions may be used within a five year period of enrollment.

ASSESSMENT AND PLACEMENT

ASSESSMENT LEVELS CHART

READING

	(R1)	(R2)	(R3)
TSI Assessment	341 and Below	342-350	351+
ACT (Reading)	0-14	15-18	19+
SAT1 (Reading)	200-419	420-499	500+
TAKS (English Language Arts)			2200+ with writing sample 3+

WRITING

	(E1)	(E2)	(E3)
TSI Assessment	358 and Below Essay 0-3	359-362 Essay 0-3	363+ and Essay 4 or Essay 5 and Above
ACT (English)	0-14	15-18	19+
SAT1 (Reading)	200-419	420-499	500+
TAKS (English Language Arts)			2200+ with writing sample 3+

MATHEMATICS

	(M0)	(M1)	(M2)	(M3)
TSI Assessment	335 and Below	336-345	346-349	350+
ACT (Mathematics)	0-12	13-15	16-19	20+
SAT1 (Mathematics)	200-310	311-459	460-499	500+
TAKS (Mathematics)				2200+

EXEMPTIONS FROM ALL OR SOME ASSESSMENT REQUIREMENTS

	Exempt from Reading and Writing	Exempt from Mathematics
ACT taken within 5 years from the testing date with composite of 23+	English 19+	Mathematics 19+
SAT taken within 5 years from the testing date with total reading and math of 1070+	Reading 500+	Mathematics 500+
11th Grade TAKS within 5 years	ELA 2200+ with writing sample 3+	Mathematics 2200+
STAAR (EOC) for graduates	Level 2 ENGL 3 ELA 4000+	Level 2 Algebra 2 4000+
Earned Degrees	A student who has graduated with an associate or baccalaureate degree from a Texas public institution of higher education.	

TSI Exemptions*

All students taking college-level courses must satisfy Texas Success Initiative (TSI) requirements, unless they qualify for a TSI exemption, waiver or exception. Official documents must be submitted to the Student Enrollment Center for determining exemption. Exemptions are permanent and do not need to be renewed each semester.

Score Exempt

Students who meet qualifying standards on the SAT, ACT, STAAR or TAKS test may be eligible for an exemption. Please reference the **preceding assessment chart** to verify your eligibility for a score exemption or contact the Student Enrollment Center at (361) 698-1290.

Degree Exempt

Students who have earned an associate or baccalaureate degree from a regionally accredited post-secondary institution or from a recognized international institution are exempt from all Texas Success Initiative requirements.

Transfer Exempt/Passed

Students whose previous Texas public college or university has determined that they have met minimum passing standards in reading, writing and English, and / or math are exempt in the curricular area/s indicated, but must develop and pursue an Academic Success Plan in any remaining area/s. An official transcript or other appropriate documentation of status must be submitted.

Private/Out-of-state Transfer Exempt

Students who transfer from a regionally accredited college or university and have earned at least three semester hours of college level credit (ANY course) are exempt at entry. (The private /out-of-state institution must be the last institution attended). An official transcript must be submitted.

Course Exempt

Students who have completed a restricted course from a regionally accredited college or university earning a grade of C or higher are exempt in the curricular area of that course, but must develop and pursue an academic success plan with an advisor in any remaining area/s.

Veteran Exempt

A student who on or after August 1, 1990, was honorably discharged, retired or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of the reserve component of the armed forces of the United States may be exempted. The veteran must provide a valid DD214.

Military Exempt

A student who is serving on active duty as a member of the armed forces of the United States, The Texas National Guard or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment may be exempted. The service member must provide a valid statement of service from his or her unit of assignment.

Certificate Level 1

A student who is enrolled in a certificate program of one year or less (Level-1 certificates, 42 or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college is waived from

ASSESSMENT AND PLACEMENT

the TSI requirement. TSI requirements apply if you change your major or take courses outside of your Level 1 Certificate Plan.

International Students

If you are an international student whose primary language is other than English, and you are taking only English for Speakers of Other Languages (ESOL) classes, you will take the Comprehensive English Language Test (CELT) to determine your placement into ESOL classes.

Certification/Licensing Exams

There are special licensing/certification/registry exams that students may be required to take upon completion of specific occupational degree programs. Check with your departmental advisor for additional information upon completion of your degree requirements.

Other Examinations/Exam Proctoring Services

Del Mar College employs exam proctoring services, as appropriate, to verify student identity in hybrid and online courses.

Additional Methods of Earning Credit

You may also earn credit through two other methods:

1. Credit by examination

- A. Advanced Placement (AP)
- B. ACT
- C. SATI and SATII
- D. College Level Examination Program (CLEP)
- E. Defense Activity for Nontraditional Education Support (DANTES)
- F. International Baccalaureate (IB)

2. Credit by evaluation of credentials gained through work experience or independent study.

Testing For Credit

Credit by Exam

You can earn credit by exam by taking national tests and departmental exams.

1. Nationally-Recognized Tests

A. College Board Advance Placement (AP) Exams

AP Test	Score	Credit	Course
American/US History	3	3	HIST 1301
Art History	3	3	ARTS 1303
Biology	3	4	BIOL 1406
Calculus AB	3	4	MATH 2413
Calculus BC	3	4	MATH 2414
Chemistry	3	4	CHEM 1411
English Language & Composition	3	3	ENGL 1301 or 1302
English Language & Composition	4	6	ENGL 1301 and 1302
English Literature & Composition	3	3	ENGL 1301 or 1302
English Literature & Composition	4	6	ENGL 1301 and 1302
European History	3	3	HIST 2311

ASSESSMENT AND PLACEMENT

French Language & Culture	3	4	FREN 1411 or 1412
French Language & Culture	4	8	FREN 1411 and 1412
German Language & Culture	3	4	GERM 1411 or 1412
German Language & Culture	4	8	GERM 1411 and 1412
Government & Politics: US	3	3	GOVT 2305
Macroeconomics	3	3	ECON 2301
Physics B	3	4	PHYS 1401
Psychology	3	3	PSYC 2301
Spanish Language & Culture	3	4	SPAN 1411 or 1412
Spanish Language & Culture	4	8	SPAN 1411 and 1412
Spanish Literature & Culture	3	3	SPAN 1300 or 1310
Spanish Literature & Culture	4	6	SPAN 1300 and 1310
Studio Art: Drawing	3	3	ARTS 1316

PHYSICS AND CHEMISTRY NOTE: Course and number of hours credited depend on exams successfully completed. May require chairperson's evaluation of scores and your credentials, including high school transcript and record of laboratory work.

B. ACT/SAT

The Department of English and Philosophy will award credit for ENGL 1301 when any of the following conditions are met:

1. Have an ACT English score of 31/SAT verbal score of 680 or
2. Have an ACT English score of 28-30/SAT verbal score of 670 and predominantly "A" grades in four years of high school English or
3. Have an ACT English score of 26-27/SAT verbal score of 660 and all "A" grades in four years of high school English.

Scores cannot be more than five years old.

C. College Board Achievement Exams (SAT II)

Del Mar Course	Examination	Passing Score
CHEM	Chemistry (See next page)	
ENGL 1301	English Composition Achievement Exam.....	620
	(DMC Essay required)	
ENGL 1302	English Literature and Composition	620
	(DMC Essay required)	

D. DANTES (DSST, DANTES Subject Standardized Test)

Del Mar Course	Examination	Passing Score
ACCT 2301	Principles of Financial Accounting.....	60
ARTS 1301	Art Appreciation	44
BMGT 1327.....	Principles of Management.....	48
BUSI 1301.....	Business Principles	54
CETT 1303	DC Circuits	46

ASSESSMENT AND PLACEMENT

COSC 1301 or CRIJ 1301	Introduction to Criminal Justice	50
GEOG 1303.....	Geography	60
GERM 1411.....	Beginning German I	45
GERM 1412.....	Beginning German II.....	48
HART 1407.....	Refrigeration Principles	45
ITSC 1301.....	Introduction to Computers.....	56
MRKG 1311	Principles of Marketing	51
PSYC 2314.....	Life Span Developmental Psychology (Student must pass an essay exam administered by the psychology faculty.).....	55
RELE 1406.....	Principles of Real Estate.....	48

E. CLEP (College Level Examination Program) Subject Examinations

Del Mar Course	Examination	Passing Score
ACCT 2301	Accounting.....	50
BIOL 1406	Biology.....	50
BIOL 1407	Biology.....	50
BMGT 1327.....	Principles of Management.....	47
BUSI 2301.....	Business Law	51
CHEM	Chemistry (See below)	
ENGL 1301	College Composition (Essay section required).....	55
ENGL 2326	Readings in American Literature (Essay section required).....	50
FREN 1411, 1412	Level I.....	44
FREN 2311, 2312	Level II.....	55
GERM 1411, 1412	Level I.....	44
GERM 2311, 2312	Level II.....	58
GOVT 2305.....	American Government	52
MRKG 1311	Principles of Marketing	48
PSYC 2301.....	General Psychology.....	55

CHEMISTRY NOTE: Course and number of hours credited depend on exams successfully completed. May require chairperson's evaluation of scores and student's credentials, including high school transcript and record of laboratory work.

F. International Baccalaureate (IB)

SL = Standard Level exam

HL = Higher Level exam

IB Examination	Score	Del Mar College Course(s)
Biology (HL).....	4,5,6,7	BIOL 1406
Business and Management	4,5,6,7	3 hrs. credit in Business
Chemistry (SL).....	4,5,6,7	CHEM 1411 and 1412
Computer Science	4,5,6,7	3 hrs. credit in Computer Science
Economics (SL)	4,5,6,7	ECON 2301 and 2302
Economics (HL).....	4,5,6,7	ECON 2301 and 2302
English (SL)		
Language A1 or A2	4,5,6,7	ENGL 1301 and 2332

English (HL)

Language A1 or A2

Extended Essay.....	4,5,6,7	ENGL 1301, 1302 and 2332
Environmental Systems.....	4,5,6,7	4 hrs. credit in science
Geography.....	4,5,6,7	3 hrs. credit in geography
Greek , Classical	4,5,6,7	14 hrs. credit in foreign language
History		
Africa.....	4,5,6,7	3 hrs. credit in history
Americas.....	4,5,6,7	3 hrs. credit in history
E, SE Asia and Oceania.....	4,5,6,7	3 hrs. credit in history
Europe.....	4,5,6,7	3 hrs. credit in history
S. Asia and Middle East	4,5,6,7	3 hrs. credit in history
Islamic History	4,5,6,7	3 hrs. credit in history
Information Technology		
in a Global Society.....	4,5,6,7	3 hrs. credit in social science
Latin	4,5,6,7	14 hrs. of foreign language credit
Math (HL) with		
further mathematics.....	4,5,6,7	6 hrs. credit in math
Math (HL).....	4,5,6,7	3 hrs. credit in math
Math methods (SL).....	4,5,6,7	3 hrs. credit in math
Math Studies	4,5,6,7	3 hrs. credit in math
Modern Languages		
Language A1 or A2 (SL) or (HL)		
French	4,5,6,7	FREN 1411, 1412, 2311, 2312
German	4,5,6,7	GERM 1411,1412, 2311, 2312
Portuguese	4,5,6,7	14 hrs. of foreign language credit
Russian.....	4,5,6,7	14 hrs. of foreign language credit
Spanish.....	4,5,6,7	14 hrs. of foreign language credit
Other Languages.....	4,5,6,7	14 hrs. of foreign language credit
Music.....	4,5,6,7	MUSI 1306
Philosophy	4,5,6,7	3 hrs. credit in philosophy
Physics (SL) and (HL).....	4,5,6,7	PHYS 1401 and 1402
Psychology	4,5,6,7	PSYC 2301
Theatre Arts.....	4,5,6,7	DRAM 1310
Visual Arts.....	4,5,6,7	ARTS 1301

2. Departmental Exams

Each department chairperson sets the requirements to meet in order to take a departmental examination for credit. Generally, you are eligible to apply for this exam if you earned predominantly “A” grades in the subject in high school and scored exceptionally high on a nationally-recognized test and /or if you can demonstrate to the department chairperson significant and relevant experience in the subject area.

Departmental exams will not be given for developmental courses, nor for any course in which you are presently enrolled. Arrangements for testing are made through the department chairpersons.

Evaluation Of Credentials For Credit

You may earn credit by departmental evaluation of your credentials when such learning can be documented as substantially equivalent to a Del Mar course.

ASSESSMENT AND PLACEMENT

Credit will be accepted and applied from the following:

- Nontraditional transcripts (armed forces schools, real estate boards, American Institute of Banking, hospital schools, cosmetology schools)
- State or national board exams (Vocational Nurse Education, Registered Nurse Education, Radiologic Technology, Respiratory Therapy, Surgical Technology)
- Experience in business, military administration and industry
- High school programs or military training included in written articulation agreements with the College.

Policies And Procedures For Earning Credit

It's important to understand the policies and procedures for credit by exam and evaluation of credentials.

Policies

1. Only if you are currently enrolled or are a former Del Mar College student are you eligible to apply for credit. Informal evaluation will be done free of charge.
2. Credit by exam - College Board Advance Placement (AP), College Board Achievement Exam (SAT II), College Level Examination Program (CLEP) and Defense Activity for Nontraditional Education Support (DANTES) will be accepted as "credit only" (CR) and will not affect your Grade Point Average (GPA).
3. Only an "A" or "B" grade receives credit for departmental exams. Grade points are given for a departmental exam and a footnote indicating that credit was obtained by examination will be indicated on your transcript.
4. Credit earned by evaluation of credentials will be determined by the pass/fail method. No grade other than "CR," the number of credit hours, course number and title are recorded on your transcript.
5. Examinations offered at Del Mar College can be retaken only after six months have elapsed. Some departmental examinations cannot be retaken.
6. Credit by examination satisfies degree requirements in the same way as credit earned by passing courses, except that it cannot be used to satisfy the 25 percent of semester credit hours earned at Del Mar College, which is the residency requirement for graduation.
7. Credit may not be earned by examination for most performance-oriented courses, such as music ensembles, drama productions, dance performances, radio-television shows, speech competitions, physical activities, etc.

Procedures

1. Obtain a petition to record credit in the Registrar's Office or the appropriate academic department.
2. Have the petition signed by the department chairperson.
3. Pay the required fee at the Business Office.
4. Take the test or present documentation for evaluation. If credit is granted, the results will be forwarded by the department chairperson, to the dean and to the Registrar's Office.

You can get more detailed information about testing procedures from the

Registrar's Office both on East and West Campus or the appropriate academic department.

Fees

A statement of testing fees and evaluation charges is available at the Business Office and additional information for the petitioning and recording of credit is available in the Registrar's Office.

Advising

Academic advising is important. It is available to all who wish to talk about course prerequisites, graduation requirements, career opportunities and suggestions for doing well in class.

If you are a declared major, you work closely with faculty members in your major department.

If you are an undeclared or liberal arts (multidisciplinary studies) major, you are advised by the staff located in the Student Enrollment Center.

Advising is required prior to online registration if you have earned 24 credits or fewer. If you have more than 24 credits, you are still encouraged to meet with an advisor.

Appointments

You need to call the department of your major to schedule an advising appointment.

If you are using the Student Enrollment Center, walk-ins are welcome; no appointment is needed.

Your Responsibilities

- Prior to the appointment, think about your goals and reflect on previous academic progress. If you are currently enrolled, you should consider how you are doing in your classes. Think about your other commitments (work, family, etc.) and how those impact your time. Then, you and your advisor can discuss how to turn goals into reality by following your degree plan. A copy of the degree plan, given to you, will show the specific courses needed.
- You are responsible for making sure that the courses selected meet degree requirements. Use the College Catalog to confirm which courses meet the requirements. Failure to obtain correct information will not exempt you from having to meet those requirements. You should bring a tentative list of classes you want to take to the advising appointment.
- Courses should be selected with attention to prerequisites and sequences. If you preregister for classes for which you lack the prerequisites, you can be dropped from those classes by the chairperson of the appropriate department in order to release those spaces to students who have satisfied the prerequisites. You will be protected from such removal only if you secure permission of the chairperson prior to registering.
- It is your responsibility to know specific transfer requirements of the college or university to which you plan to transfer. This responsibility includes knowing course requirements, number of credit hours accepted and grade-point average required for admission. Bring a copy of the catalog of your transfer institution to your advising appointment.

ASSESSMENT AND PLACEMENT

- You are expected to keep a copy of your degree plan, signed by both yourself and your advisor. Each time you meet with an advisor, you should bring your most recent degree plan for updating.

List of Advisors

Call for an advising appointment or more information. All numbers are area code 361.

Advising assistance for the Virtual College of Texas is available at (361) 698-1110.

Degree/Certificate	Phone
Accounting	698-1372
Addiction Studies.....	698-2809
Administrative Assistant	698-1411
Advertising/ Public Relations	698-1939
Air Conditioning Applied Technology	698-1701
American Sign Language and Interpreting.....	698-2809
Architectural/Drafting Technology	698-1701
Art.....	698-1216
Auto Body Applied Technology	698-1701
Automotive Applied Technology	698-1701
Aviation Maintenance	698-1701
Baking/ Pastry Specialization.....	698-2809
Banking and Finance	698-1372
Basic Peace Officer	698-1706
Biology	698-1229
Biotechnology	698-1229
Building Maintenance Applied Technology	698-1701
Business Administration	698-1372
Chemistry	698-1229
Child Development/Early Childhood.....	698-2809
Child Dev./ Early Childhood Education Assistant.....	698-2809
Coding Specialist.....	698-2844
Computer Information Systems.....	698-1299
Computer Programming.....	698-1299
Information Systems Security Associate.....	698-1299
Geographic Information Systems	698-1299
Multimedia-Internet Developer.....	698-1299
Network Support Specialist.....	698-1299
Computer-Network Electronic Technology	698-1799
Cosmetology	698-2809
Court Reporting	698-1372
Judicial Realtime/ CART/ Captioning.....	698-1372
Criminal Justice	698-1706
Criminal Justice Technology	698-1706
Culinary Arts	698-2809
Deaf Studies	698-2809
Dental Assisting	698-2858
Dental Hygiene.....	698-2858
Diagnostic Medical Sonography.....	698-2858
Diesel Applied Technology.....	698-1701
Digital Media	698-1508
Drama	698-1216

ASSESSMENT AND PLACEMENT

Early Childhood, 6th-Grade Generalist.....	698-1534
Echocardiography.....	698-2858
Education Majors (Associate of Arts in Teaching Degrees)	
Art.....	698-1216
EC-6.....	698-1534
English/Philosophy.....	698-1234
History/Social Studies.....	698-1228
Journalism.....	698-1939
Mathematics.....	698-1238
Science.....	698-1229
Special Education.....	698-1534
Speech.....	698-1534
Electrical Engineering 2+2.....	698-1299
EMS Professions.....	698-1724
Engineering.....	698-1299
Engineering Technology.....	698-1299
English.....	698-1234
Environmental/Petrochemical Lab Technology.....	698-1701
Fire Science.....	698-1724
Foreign Languages.....	698-1534
General Office Clerk.....	698-1372
Geography.....	698-1228
Geology.....	698-1229
Health Information Technology.....	698-2844
History.....	698-1228
Hospitality Management.....	698-2809
Human Services.....	698-2809
Industrial Instrumentation.....	698-1701
Industrial Machining Applied Technology.....	698-1701
Industrial Rotating Equipment Mechanic (Millwright).....	698-1701
Journalism.....	698-1939
Kinesiology.....	698-1334
Legal Secretarial Specialty.....	698-1372
Liberal Arts (Multidisciplinary Studies).....	698-1290
<i>Advising for Liberal Arts (Multidisciplinary Studies) majors is on a walk-in basis in the Student Enrollment Center. No appointment is needed.</i>	
Management Development.....	698-1372
General Management Specialization.....	698-1372
Leadership Development.....	698-1372
Logistics and Supply Chain Management.....	698-1372
Marketing Specialization.....	698-1372
Production and Logistics Management Specialization.....	698-1372
Professional Sales.....	698-1372
Small Business Management.....	698-1372
Mathematics.....	698-1238
Medical Laboratory Technology.....	698-2820
Medical Secretary.....	698-1410
Mexican-American Studies.....	698-1218
Music.....	698-1211
Nondestructive Testing.....	698-1701
Nuclear Medicine Technology.....	698-2858

ASSESSMENT AND PLACEMENT

Nurse Education.....	698-2860
Occupational Safety and Health Technology.....	698-1724
Occupational Therapy Assistant.....	698-2820
Paralegal Specialty.....	698-1372
Pharmacy Technology.....	698-2820
Physical Therapist Assistant.....	698-2820
Physics.....	698-1229
Police Science.....	698-1706
Political Science.....	698-1228
Pre-Chiropractic.....	698-1229
Pre-Dental.....	698-1229
Pre-Engineering.....	698-1299
Pre-Medical.....	698-1229
Pre-Medical Technology.....	698-1107
Pre-Pharmacy.....	698-1229
Pre-Physical Therapy.....	698-1229
Pre-Veterinary Medicine.....	698-1229
Process Technology.....	698-1701
Professional Electronics Avionics.....	698-1701
Psychology.....	698-1228
Radio and Television.....	698-1508
Radiologic Technology.....	698-2858
Real Estate.....	698-1372
Registered Nurse Education.....	698-2860
Respiratory Therapy.....	698-2820
Social Work.....	698-1228
Sociology.....	698-1228
Speech.....	698-1566
Surgical Technology.....	698-2820
Undeclared.....	698-1290
<i>Advising for Undeclared majors is on a walk-in basis in the Student Enrollment Center. No appointment is needed.</i>	
Vocational Nurse Education.....	698-2860
Welding Applied Technology.....	698-1701

Summary

The College will help guide you in the right placement of courses.

Your Rights, Responsibilities, Safety

Here's what you need to know about how to conduct yourself on campus.

Data

Student Records

Your records pertaining to directory information and education are kept by the Registrar's Office.

According to the Family Educational Rights and Privacy Act (FERPA), education records are those records that relate directly to your academic progress maintained by the institution.

If you want to review your records, you may do so by requesting and presenting your photo ID in the Registrar's Office. If, upon review, you desire to challenge any portion of your records, you should contact the Registrar for additional information.

School officials, who act in your educational interest within the limitations of their need to know, have access to your records without your prior written consent.

DEL MAR COLLEGE STUDENT RECORDS POLICY RELEASE OF STUDENT RECORDS

All records submitted for a student's file become the property of the College and a part of the student's permanent record. High school transcripts, transcripts from other colleges, test scores, immunization records and other similar documents are not duplicated for any reason to any person and/or institution, including the student.

Rights

You have certain rights under FERPA with respect to your education records. They are:

1. The right to inspect and review your education records within 45 days of the day the College receives a request for access. You should submit to the registrar, dean, department chairperson, or other appropriate official, written requests that identify the record(s) you wish to inspect. The College official will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official will advise you of the correct official to whom the request should be addressed.
2. The right to request the amendment of your education records that you believe is inaccurate or misleading. If upon review you desire to challenge any portion of your records, you should contact the Registrar.
3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits

STUDENT RIGHTS, RESPONSIBILITIES, SAFETY

disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Del Mar College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605.

Directory Information

Directory information is considered public information unless you specifically request that any or all of the directory information not be released.

Your consent is presumed, unless a written request to restrict the information is made by you in the Registrar's Office- on the prescribed form no earlier than the first day of registration and no later than the 12th class day in a semester or fourth class day in a summer term.

This restriction of consent remains in effect until revoked by you, or until you fail to register for a subsequent semester. In those cases where you file a request for restriction of information, such information is treated as confidential and in response to public inquiries, the College will verify only whether you are currently enrolled.

Public Information

- Your name
- Permanent address
- Telephone listing
- Email address
- Date and place of birth
- Major field of study (including concentration)
- Enrollment status
- Classification
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution attended

Rights And Responsibilities

Standards of Student Conduct

To maintain a positive learning environment, it is essential that you conduct yourself according to certain standards of behavior set by the College.

It is your right in attending Del Mar College to retain your individualism, personal freedom, autonomy and dignity, while respecting, at the same time, the rights of others. All students are individuals and display different abilities, skills, interests, appreciations, attitudes, beliefs and values.

You also have a responsibility to yourself, to your fellow students, to your instruc-

tors, to College personnel, to the policies of the College and to the law of the land. These rights and responsibilities include:

A. Your Rights

- The right to expect an education of the highest quality.
- The right to develop potential to the best of your abilities.
- The right to inquire about and to recommend improvements in policies, regulations and procedures affecting the welfare of students. The right is best exercised through the Office of Student Leadership and Campus Life or other campus organizations.
- The right to counsel, to a fair hearing and an appeal when a disciplinary action is applied to you as an individual or as a group member.

B. Your Obligations and Responsibilities

- The obligation to be fully acquainted with published rules, regulations and policies of the College and to comply with them in the interest of an orderly and productive college community.
- The obligation to follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education.
- The obligation to respect the rights and property of others.

A full description of the Student Standards of Conduct is available from the Dean of Student Engagement and Retention, Room 204, Harvin Student Center, Del Mar College East, or on the College Web site: www.delmar.edu/policymanual, Chapter 7, Policy B7.13.

Discipline

A. Breaches of Conduct

The College regards the following as types of misconduct which, if established, will result in appropriate disciplinary action:

- Academic cheating and plagiarism of any kind (See “Scholastic Dishonesty,” B7.13.7 of the Standards of Student Conduct Policy).
- Furnishing false information to the College or filing or making known false charges against the College.
- Destruction, damage, unauthorized possession or misuse of College property, including library and laboratory materials and equipment, or of private property on the campus.
- Forgery, alteration, unauthorized possession, or misuse of College documents, records, or identification cards.
- Physical or verbal abuse of another person in the College community. Any verbal threat or abuse or physical action against any College employee and/or student is considered sufficient grounds for immediate suspension from the College, subject to a disciplinary hearing.
- Participation in hazing, in contravention of the Texas Education Code, Section 4.51 to 1.58, inclusive.
- Use, distribution or possession of alcoholic beverages, dangerous drugs, or controlled substances while on College property or at any authorized activity sponsored by or for any College-related organization, whether on or off the campus.
- Disorderly conduct which inhibits or interferes with the educational responsibility of the College community or which disrupts the adminis-

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trative or service functions of the College to include social-educational activities.

- Actions which violate state or federal law or city or county ordinances.
- Misconduct or misuse of elected or appointed office in a student organization, or endangering its members, or the welfare of the College community.
- Incorrigible or persistently irresponsible behavior.
- Gambling on campus or on College property.
- Possession of any weapon or facsimile of weapons on campus or on College property, or at any activity sponsored by the College or in any vehicle owned by the College.
- Personality problems which disrupt teaching with detrimental effect upon other students.
- Any disruption of ongoing educational activities of the College which warrants disciplinary action.

B. Disciplinary Action

Any one or more of the following disciplinary actions may be imposed by the College:

- Admonition and warning.
- Loss of privileges.
- Removal from elective or appointive office.
- Loss of such other privileges which may be consistent with the offense committed, and the rehabilitation of the student.
- Disciplinary probation with or without loss of designated privileges, for a specified period of time. The violation of the terms of disciplinary probation or the infraction of any College rule during the disciplinary action will result in automatic suspension.
- Suspension from the College for a definite period of time.
- Expulsion from the College.

Suspension or expulsion from the College will require that the student be afforded a hearing to present their side of the incident or action prior to the administrative suspension or expulsion decision. A student may be suspended or expelled prior to a hearing when there is imminent danger to the student or another individual on campus.

Student Complaints

Procedures for student complaints against the College have been set forth in writing and are included in the Board of Regents Policy Manual. The Dean of Student Engagement and Retention is responsible for coordinating the processing of student complaints.

The Student Complaint Policy is based on the belief that such complaints are best resolved at the level closest to the issue that led to the complaint. Resolutions to such complaints must be reached through the participation of all parties involved in the issue that led to the complaint. All procedures developed in relation to this policy will be applied in an equitable and nondiscriminatory manner and will protect the rights of all parties.

- **Non-Academic Complaint** - The Non-Academic Complaint is a complaint by a student which does not involve grades or any academic issues.

- **General Academic (Non-Grade) Complaint** - The General Academic Non-Grade Complaint is a complaint by a student who has any academic disagreement not directly related to the assignment of a grade(s).
- **Grade Appeals** - The evaluation of academic work is the prerogative of the instructor and the rules for determining final course grade should be established by the instructor and provided to the students in an electronic or printed course syllabus at the beginning of the semester. A student who believes grounds exist for the appeal of a final grade must first consult with the instructor. If the appeal cannot be resolved, a student may proceed to the grade appeal process.

A student with a complaint against another student should consult with the Dean of Student Engagement and Retention on the proper procedure to follow.

Responsibility and Liability Insurance

It is your responsibility to carry personal health and/or minor medical insurance. The Office of the Dean of Student Engagement and Retention has several companies' brochures available; however, the College does not promote one company's product over another.

Activities in occupational classes and programs may expose you to more than the usual degree of responsibility and liability. Del Mar College is not liable for injuries sustained on campus, according to state statute. Health sciences, cosmetology, criminal justice, law enforcement, fire science, emergency medical services and occupational safety and health students may be required to carry professional liability insurance in addition to personal medical insurance.

Policies

Major College policies can directly affect you. So, it's important to become familiar with the following:

Discrimination and Harassment Policy for Students

Del Mar College, in its continuing effort to seek equity in education and in support of federal and state anti-discrimination legislation, provides a complaint procedure for the prompt and equitable investigation and resolution of complaints of unlawful discrimination or harassment of students based on their race, color, national origin, religion, sex (including pregnancy, gender, identity/transgender status, sexual orientation), age, disability, veteran or military status. This complaint procedure also constitutes the grievance procedure for complaints alleging unlawful sex discrimination required under Title IX of the Education Amendments of 1972.

The Discrimination and Harassment Complaint procedure provides a process through which the College may receive, respond to, and prevent incidents of alleged discrimination and/or harassment (includes sexual harassment).

Students who wish to submit complaints of discrimination or harassment should contact the District Student Complaint Coordinator.

Point of Contact: District Student Complaint Coordinator for student complaints of discrimination or sexual harassment.

Office of the Dean of Student Engagement and Retention

Harvin Student Center, Room 204

(361) 698-1277 • Fax (361) 698-1599

101 Baldwin Blvd., Corpus Christi, TX 78404-3897

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Policy Prohibiting Sexual Violence

Del Mar College establishes this policy and related procedures in its continuing effort to seek equity in education and employment, and consistent with its legal responsibility and authority to take measures to address and prevent sexual violence, as required by Title IX of the Higher Education Act of 1964, as amended, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”), as amended.

This policy is intended to inform students and employees of their rights if they are subjected to sexual violence, including the complaint procedures and support services that a survivor of sexual violence can access. This policy is also intended to inform students and employees of their responsibilities if they are aware that sexual violence has occurred to a Del Mar College student or employee.

Del Mar College (the “College”) will not tolerate and strictly prohibits sexual violence, including domestic violence, dating violence, sexual assault and stalking. The College will act to protect its students and employees from incidents of domestic violence, dating violence, sexual assault and stalking committed by employees, students or outside third parties.

This policy applies to and may be used by all students and employees, regardless of gender, sexual orientation or gender identity, to report incidents of sexual violence, including domestic violence, dating violence, sexual assault and stalking occurring on or off campus.

For assistance with filing a complaint of sexual violence through College complaint procedures, obtaining assistance with accessing law enforcement and confidential counseling, emotional support and immediate emergency services, if not already accessed, students should contact the Dean of Student Engagement and Retention. Employees should contact the Director of Human Resources for the same assistance. In addition to contact information for the Dean of Student Engagement and Retention and the Director of Human Resources, the following contacts are for campus and local advocacy, counseling, health, mental health and legal assistance services.

Cheryl Sanders
Dean of Student Engagement and Retention
Harvin Student Center, Room 204
(361) 698-1277

Jerry Henry
Director of Human Resources
Heldenfels Administration Building
(361) 698-1088

Del Mar College Campus Security
(361) 698-1199

Del Mar College Counseling Center
Rita Hernandez, MA, LPC-S
(361) 698-1586

Smoking Policy

Del Mar College will comply with Board Policy B5.39 Smoking Control and subsequent local, state and federal requirements, which prohibits the use of tobacco, E-cigarettes, vaping pens and any other related products and devices by any employee, student, or visitor on all premises owned, rented, leased, or supervised by the College District, including all College District facilities, buildings, and grounds. In order to protect and promote the health, safety, and welfare of employees, students, and the public, Del Mar College will provide a smoke and tobacco free environment. This prohibition applies to property owned by others that the College District uses by agreement, and further applies to all District vehicles. All members of the Del Mar College community to observe the provisions and comply with the spirit and intent of this policy.

Drug and Alcohol Policy

Del Mar College is committed to working to maintain a safe, healthy, lawful and productive working and educational environment for all employees and students. Studies have shown that use of illegal drugs and abuse of alcohol increases the potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor employee morale and damage to the College's reputation.

The intent of this policy is to make Del Mar College a better place to study and work through upgrading the mental and physical health of the total College community. It acknowledges the freedom of choice for those individuals who require or seek information relative to Drug/Alcohol Abuse.

A. Definition of Legal Drugs

- A "legal drug" is a prescribed drug or over-the-counter drug which has been legally obtained and is being legally used for the purpose for which it was prescribed or manufactured.

B. Definition of Illegal Drugs

- An "illegal drug" is any drug or controlled substance which is (1) not legally obtainable or (2) is legally obtainable but was not legally obtained. The term "illegal drug" includes all illegal drugs, dangerous drugs and controlled substances defined and listed in Articles 4476-14 and 4476-15 (Texas Controlled Substances Act) Vernon's Texas Civil Statutes. Marijuana, hashish, cocaine, PCP, LSD, heroin, Dilaudid, Quaaludes, steroids and methamphetamine are only a few of the dangerous drugs or controlled substances which are included within such terms.
- This policy applies to all students and employees of Del Mar College, as well as College visitors, contractors and all other persons occupying space in / on conveyances, offices, buildings, facilities, or grounds over which Del Mar College has custody and control, including, but not limited to, rentals and leasing of auditorium and classroom spaces.
- This policy does not cancel or supersede other laws, orders, instructions, or regulations which make the use, possession and /or distribution of dangerous drugs and controlled substances illegal.
- When personal or behavioral problems begin to affect a student's academic performance, and this appears to be the result of drug or alcohol abuse, the individual may be referred to the College Counseling Center for information on drugs / alcohol and / or to local community

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professionals. The student shall be responsible for any cost and / or fees incurred for professional services. Information concerning diagnosis, treatment and medical records will be kept strictly confidential.

- It is recognized that a person's job performance or academic studies may be affected by persons in the employee's or student's family who have alcohol, drug, or other emotional or behavioral problems. Therefore, the College will offer information services to these family members, but accepts no further responsibility.
- Use, distribution, or possession of alcoholic beverages, dangerous drugs, or controlled substances while on College property or at any authorized activity sponsored by or for any College-related organization, whether on or off campus, is subject to disciplinary action.

AIDS Policy

Del Mar College recognizes that Acquired Immune Deficiency Syndrome (AIDS) and HIV-related conditions such as AIDS-Related Complex (ARC) pose significant issues in an academic setting.

Because of the College's commitment to maintaining a healthy and safe campus environment, the AIDS policy and other procedures emphasize the education of employees and students concerning AIDS and the management of each case of AIDS individually with sensitivity, flexibility and concern for the affected individual as well as other employees and students.

You may obtain educational pamphlets on AIDS at the Office of the Dean of Student Engagement and Retention, or the Office of Student Leadership and Campus Life and the Student Enrollment Center in the Harvin Student Center (East Campus) or the Coleman Center (West Campus). These pamphlets were developed by the Texas Department of Health.

Del Mar College, in accordance with the Family Education Rights and Privacy Act of 1974, shall not give specific or detailed information concerning complaints or diagnosis without the expressed written consent of the affected student or employee.

You will not be denied enrollment or the right to attend classes or participate in College functions solely on the basis of diagnosis or suspicion of having HIV, AIDS, or ARC. If a physician's evaluation demonstrates that you are unable to perform academically or that continued attendance presents a health or safety risk to yourself or others, the administration will make a decision solely on such medical evaluation about continuation of enrollment.

Immunization Policy

Meningitis Vaccination Requirement (SB 1107)

Del Mar College is fully committed to providing our students with a safe and healthy learning environment in which to pursue their studies and attain their academic goals. Del Mar College also strives to ensure access and equity for each and every student wishing to attend Del Mar for their academic endeavors.

The 83rd Texas Legislature approved Texas Senate Bill 62 which requires all new Del Mar College students 21 years of age or younger to provide proof of immunization against meningitis starting January 1, 2014.

The proof of meningitis vaccination requirement applies to:

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- All first time freshmen
- All first time transfer students
- All students enrolling in courses located on any DMC campus who may have been previously exempt due to having been solely enrolled in 1) online or other distance education courses; 2) a continuing education course or program that was less than 360 contact hours, or a continuing education corporate training; or 3) a dual credit course, which was taught at a public or private K-12 facility not located on any DMC campus.

The proof of meningitis vaccination requirement does not apply to:

- Students who are 22 years of age or older by the first day of the start of the semester; or
- Students enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training who are not otherwise enrolled in any other course located on any DMC campus; or
- Students enrolled in a dual credit course, which is taught at a public or private K-12 facility not located on any DMC campus, who are not otherwise enrolled in any other course located on any DMC campus.

Deadlines

Students must submit proof of meningitis vaccination prior to registering for classes. Students who fail to submit this documentation will have a registration hold, preventing them from registering. Documentation must be submitted to the Del Mar College Student Enrollment Center located in the Harvin Student Center Room 127 (DMC East) or in the Coleman Center, Room 106 (DMC West).

Proof of Meningitis Vaccination

A student shall submit any of the following forms of documentation listed below as proof of having received a meningitis vaccination during the prescribed time period preceding enrollment.

1. Signed certification from a physician, a physician's designee or public health personnel that shows the month, day and year the meningitis vaccination was administered.
2. An immunization record from a state or local health authority or an official record received from school officials.
3. A completed, signed and dated copy of Del Mar Colleges Meningitis Vaccination form available online at www.delmar.edu/meningitis.

All documentation must be submitted to the DMC Student Enrollment Center. Students may submit their documentation by fax, mail or in person.

Del Mar College

Student Enrollment Center, Rm 127

101 Baldwin Blvd.

Corpus Christi, Texas 78404-3897

Fax: (361) 698-1684

Failure to Provide Proof of Meningitis Vaccination

Students who fail to provide proof of meningitis vaccination will not be allowed to register until documentation has been submitted to the Student Enrollment Center.

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Meningitis Vaccination Exemptions

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to the institution one of the following:

1. An affidavit of certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination would be injurious to the health and well-being of the student.
2. An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used.
3. Confirmation that the student has completed the Internet-based Department of State Health Services form to claim an exemption for reasons of conscience. The form can be found on <https://corequestjc.dshs.texas.gov>.

Consultation with a Physician

Students are advised of the importance of consulting with a physician about the need for the immunization against bacterial meningitis to prevent the disease.

Additional Information

For additional information please contact the Del Mar College Student Enrollment Center at (361) 698-1290, by email at enroll@delmar.edu or in person at the Student Enrollment Center located in Harvin Center Room 127. Students may also visit www.delmar.edu/meningitis to learn more about SB 62 and the meningitis requirement or to access exemption forms.

Additional Immunizations

Senate Bill 1517 (effective Fall 1991) gives Texas institutions of higher education the option of requiring you to prove that you have been adequately immunized for diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis prior to admission.

The consequences of not being fully immunized are severe. An outbreak of any of these diseases can have a devastating impact on the campus community. Immunization is an integral part of preventive health care. Therefore, Del Mar College recommends that you be fully vaccinated prior to enrollment and that preventive vaccinations be taken when required.

If you are majoring in the health care fields, you must provide documented proof that you have been fully immunized.

For additional immunization information, you are encouraged to contact your family physician, the county health department, or the Immunization Division of the Texas Department of Health.

Health Care Students

These requirements apply to students enrolled in the health care majors who have direct or will have direct patient contact.

Immunizations and other requirements:

- Tetanus/Diphtheria: must have one dose within past 10 years.
- Measles: those born since January 1, 1957, must have two doses since 12 months of age. The two doses must be at least 30 days apart.
- Mumps: those born since January 1, 1957, must have at least one dose since 12 months of age.
- Rubella: at least one dose since 12 months of age is required.

- Hepatitis B: a complete series is required prior to beginning direct patient care.
- Tuberculosis test: must be performed annually.
- Criminal background check

Bacterial Meningitis Information

This information is being provided to all college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year.

There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the symptoms?

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear, seek immediate medical attention.

How is bacterial meningitis diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the disease transmitted?

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do you increase your risk of getting bacterial meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the possible consequences of the disease?

- Death (in 8 to 24 hours)
- Permanent brain damage

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- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

Can the disease be treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
 - Those living in close quarters
 - College students 29 years old or younger
- Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take seven to 10 days to become effective, with protection lasting three to five years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at your health care provider.

How can I find out more information?

- Contact your own health care provider.
- Contact your local or regional health department.

Safety

Campus Security

Campus Security is a public service-oriented security operation that is responsible for protecting College students, faculty, staff and property. Campus Security is managed through the Environmental, Health, Safety and Risk Management Office and is comprised of 24-hour contracted security personnel. Uniformed Off-Duty CCPD Officers patrol the College's properties during academic hours.

Reports

All incidents, thefts, or other criminal offenses on College property should be reported to Campus Security. You can assist Campus Security by reporting:

- Crime, no matter how insignificant it may seem;
- Suspicious activity;
- Suspicious persons on campus.
- Ill or injured persons (you may call 911 for an ambulance and then notify Campus Security)

Your report may prevent a crime.

Services

- Monitor and patrol the College's properties 24-hours per day
- Provide first aid to injured persons,
- Safety escorts to vehicles, when requested;

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- Escorts to and from classes, depending on circumstances, when requested by College administrators;
- Addressing classes or groups regarding crime prevention and safety awareness.

Campus Security is located in the Physical Facilities Offices on the East Campus and in the Coleman Center on the West Campus. Individuals are encouraged to contact security 24 hours a day, seven days a week, as necessary.

Telephone Numbers

(361) 698-1199 - emergency (East and West Campuses, Del Mar College Center for Economic Development, Northwest Center)

(361) 698-1946 - non-emergency (East and West Campuses, Del Mar College Center for Economic Development, Northwest Center)

DMC e-Tips

This web page is designed to assist you in submitting anonymous crime tips that are not life threatening and do not need immediate emergency assistance. The web page is located at: www.delmar.edu/etips.

Emergency and Assistance Call Boxes

Emergency and Assistance Call Boxes, mounted on light poles or in free-standing blue pedestals, may be used to request help during an emergency, to request personal escorts, or for any assistance or information needed. The call boxes are located on both the East and West Campuses, as well as the Del Mar College Center for Economic Development. When using a call box, be prepared to state your name, location and the nature of your emergency.

Crime Statistics

The Crime Awareness and Campus Security Act of 1990 requires educational institutions to keep and to report statistics of certain crimes occurring on campus which are reported to campus authorities during the most current year. These statistics are available in the Office of the Dean of Student Engagement and Retention in the Harvin Student Center on the East Campus, or in the Safety Office in the Maintenance Building on the East Campus. Information is also available at www.delmar.edu/Disclosure.aspx.

Parking

Parking can be a challenge. This is true at other colleges as well. Del Mar College has developed regulations for the purposes of:

- proper identification of vehicles of persons who have legitimate business with the College,
- to ensure safety / notification of students / faculty and other persons in an emergency,
- to provide orderly parking, traffic and use of parking facilities,
- to provide for the purchase and issuance of vehicle identification permits,
- to ensure pedestrian safety, and
- to provide for enforcement in the event of violation.

The operation of a motor vehicle on Del Mar College property is governed by College policies and regulations.

The fact that a violation notice is not issued when a violation occurs does not

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imply that the regulation or rule is not in effect. Each operator is responsible for knowing and following the parking rules and regulations.

Campus Security has been charged with the authority to enforce these regulations, including the right to tow vehicles for specific violations and repeat violators. The owner or operator of a towed vehicle is responsible for the cost of towing and storage fees in addition to any other fines.

Proof that a parking or traffic control device, sign, signal, or marking was in place at any location on the campus shall constitute *prima facie* evidence that it was official and was installed under proper authority by College, city, state and federal guidelines.

The College assumes no responsibility for any vehicle or its content while the vehicle is parked or operated on College property. All vehicle operators should lock or otherwise secure their vehicles when parked on any campus of Del Mar College.

Definitions

For the purpose of these parking and traffic regulations, the following terms are defined:

Abandoned Vehicle - a motor vehicle, bicycle, or other conveyance parked on Del Mar College property for more than three days without being moved

DMC - Del Mar College

Campus - all property owned or controlled by Del Mar College

College - Del Mar College

Citation - Notification issued by a Corpus Christi police officer, which may be written to any vehicle found in violation of state law or city ordinances on DMC property

Parking for Disabled Individuals - spaces or areas reserved for any disabled individual who has an appropriate (placard) hang tag or license plate from the County Tax Assessor's Office

Habitual Violator - any person who has received three or more violation notices within a twelve-month period

Impound - towing and storage of vehicle at a towing facility

Marked space - space defined by two parallel lines

Motor Vehicle - all automobiles, buses, trucks, motorcycles, motor scooters, motorbikes, mopeds, etc.

Moving Violations - moving traffic law violations as enacted by the State of Texas

No Parking Zones - all areas not specifically designated for parking, to include painted curbs, fire lanes, construction areas, loading zones, service delivery and bus zones. See "Vehicle Identification Permits" section.

Parking Permit (Vehicle Identification Permit) - a temporary card or self-adhering decal issued by DMC, authorizing the motor vehicle properly displaying the permit to be lawfully parked within designated areas. The issuance and display of the permit serves as proper registration. Includes student permit, non-reserved permit and reserved permit.

Reserved Parking - identified by signs and/or pavement markings; enforced at peak business hours of the day. New employees shall have the option of con-

tinuing the reserved space held by the former employee in that position so that performance of work in those offices requiring frequent trips between campuses and in the community may be facilitated.

Restricted Parking - areas reserved for use by holders of designated permits

Visitors - persons other than students, faculty members, staff members or employees of DMC

Violation Notice - a notification issued by DMC Security for violations of parking and traffic regulations. These notifications are subject to College fines and a right of students to appeal within the College as defined in Appeals of Violation Notices or Impounds section.

VIP - Vehicle Identification Permit, including: student permit, non-reserved permit and reserved permit

Parking Regulations

Registration of Vehicles

All vehicles parked on campus at any time must display (on rear windshield, passenger side) a Vehicle Identification Permit except for vehicles belonging to visitors during registration periods or one-day visits.

Students are not currently assessed a parking registration fee. The College retains the option to assess a parking registration fee for students in the future.

Procurement of a Vehicle Identification Permit by students or employees with non-reserved parking does not guarantee a specified parking space. Each driver is responsible for finding a legal parking space. Inability to locate a parking space is not an excuse for violating parking regulations.

A Vehicle Identification Permit will not be issued to any person having unpaid violation charges until full payment is made at the Business Office.

A Vehicle Identification Permit may not be purchased for or displayed by an individual ineligible to receive the permit. The College may suspend for a period of one year the parking privileges of individuals who violate this regulation.

Vehicle Identification Permits

Any person attending Del Mar College who is not employed by the College is eligible for a student Vehicle Identification Permit. Student workers may receive only student Vehicle Identification Permit.

The process by which a student receives a Vehicle Identification Permit is as follows:

1. The student completes the appropriate College parking registration card.
2. The student submits the card to Campus Security.
3. Campus Security issues a Vehicle Identification Permit to the student.

Parking for Disabled Persons

Del Mar College will follow state law regarding parking for disabled persons. Students, faculty and staff who have qualified and obtained a license plate or placard reflecting disability from the County Tax Assessor's Office will be issued a non-reserved Vehicle Identification Permit. Those individuals may park in any parking space for disabled persons as long as their license plate reflects disabled status or their placard reflecting disability is hanging in their vehicle and clearly visible.

STUDENT RIGHTS, RESPONSIBILITIES, SAFETY

Enforcement

Policy and Procedures

All laws of the State of Texas, ordinances of the applicable municipality and rules and regulations of Del Mar College are in effect on the campuses 24 hours a day. The campus speed limit, on both the East and West Campus, is 10 miles per hour. Special temporary parking arrangements must be made through the Director of Environmental Health, Safety and Risk Management.

Reserved spaces, whether by designated "Reserved" signs or reserved by Campus Security for special events, will be enforced.

Traffic and Parking Notices

Campus Security may issue two types of notification for violations of parking and traffic regulations.

1. Del Mar College Violation Notices - subject to College fines and a right of students to appeal within the College as defined in the Appeals of Violations or Impound Notices section.
2. Corpus Christi Police Department (CCPD) Citations - CCPD officers may write citations to any vehicle found in violation of state law or city ordinances on DMC property.

Penalties

In addition to fees for parking or traffic violations, parking privileges may be suspended for a period of up to one year for habitual violators. The vehicles of habitual violators may also be towed without notice at the expense of the vehicle owner. Suspension of parking privileges will be decided by the Director of Environmental Health, Safety and Risk Management and/or the Dean of Student Engagement and Retention, after reviewing recommendations from Campus Security.

A person in whose name an unpaid violation exists and no appeal is pending, shall be barred from enrollment in a subsequent semester until fines are paid.

Transcripts and refunds shall also be withheld by the Business Office from any person in whose name an unpaid violation charge exists and no appeal is pending.

In addition to the above-mentioned penalties, the Business Office will send a letter to students who receive a violation notice and no appeal is pending, to remind them to pay their fines.

Parking Violations

1. Parking in a "no parking" zone
 - a. parking where prohibited by signs, painted curbs or lines.
 - b. parking where no marked space exists, except for temporary areas created by Campus Security for emergencies or special events.
 - c. parking on grass, grounds, lawn, turf or any unapproved ground which has not been specifically designated for parking.
 - d. parking in a fire zone.
 - e. parking in loading zones.
2. Parking in reserved space or area
 - a. parking illegally within a designated reserved space and/or area.
 - b. parking illegally within any barricaded or controlled space and/or area.

STUDENT RIGHTS, RESPONSIBILITIES, SAFETY

- c. parking in a reserved space and/or area not authorized by the type permit displayed.
- d. parking in a designated time space or loading zone beyond allotted time or without proper permit.
- 3. Blocking drives, sidewalk, or exit
 - a. parking in a manner that obstructs or impairs proper usage of sidewalks, driveways, streets, curbs, ramps, loading docks, marked crosswalks or disabled access.
 - b. parking in a manner to prevent, impair or obstruct other vehicles from entering or exiting parking lots, parking spaces or access streets that enter and exit the campus.
- 4. Parallel parking on two-way streets and roadways
 - a. parking in a manner that obstructs two-way flow of traffic on any street or roadway on any campus
 - b. failure to park with right-hand wheels within eighteen (18) inches of the curb.
- 5. Failure to park within a marked space (failure of one vehicle to park within the marked boundaries is not implied consent for others to park with any part of the vehicle over the line).
- 6. Parking in a "double parked" fashion (stopping or parking a vehicle on the roadway side of any vehicle parked at the edge or curb of a street or parking lot).
- 7. Failure to display parking permit (parking on any campus, at any time, without displaying a parking permit).
- 8. Improper display of parking permit (parking permit not displayed in a manner where it can be seen from the outside of the vehicle).
- 9. Parking illegally in a space for disabled individuals (parking in a space for disabled individuals without properly displaying a license plate or placard (hang tag) for disabled individuals issued by the County Tax Assessor).
- 10. Displaying a parking permit that has been altered or forged.

Violation Notices

College violation notices described in these regulations will result in charges being assessed in accordance with the following schedule:

Warning	\$ 0
No Parking Permit Displayed	\$ 10
Not a Designated Parking Area	\$ 10
Visitor Parking Only	\$ 10
Parking a Vehicle in Motorcycle Parking Only	\$ 10
Parking in a Loading Zone	\$ 10
Unauthorized Parking in a Reserved Parking Space	\$ 10
Exceeding Posted Speed Limit	\$ 10
Reckless Operation of a Vehicle	\$ 50
Driving over Grounds or Sidewalks	\$ 100
Parking in a Fire Zone*	\$ 20
Blocking/Impeding Exits, Entrances or Driveways*	\$ 20
Parking Illegally in Handicapped Parking Spaces*	\$ 100
Parking on Grounds, Drives or Walkways*	\$ 50

**For any violation marked with an asterisk (*), the vehicle may be immediately towed at owner's expense.*

STUDENT RIGHTS, RESPONSIBILITIES, SAFETY

All charges are subject to change without notice. Receiving four tickets for any violation will result in vehicle being immediately towed at owner's expense. Except as noted above, violation notices will be issued in cases where traffic can be rerouted or vehicle operators can be immediately located to move their vehicle. In all other cases, vehicles will be towed and ticketed.

The fine rate is set by the College for administrative violations. However, citations issued by the Corpus Christi Police Department and/or Corpus Christi Fire Department will result in fines decreed by the courts. Multiple violations can be alleged on the same Violation Notice. Charges will be assessed for each violation.

Violation Notice Payments

Payments must be made within 30 days of the date the Violation Notice was issued. Payments may be made at the Business Office, Harvin Student Center at Del Mar College East or the Coleman Center at Del Mar College West during business hours. Payments not made within 30 days will result in a hold being placed against enrollment in a subsequent semester, transcripts or refunds. It may also result in suspension of parking privileges.

Appeals by students must be filed with the Student Government Association within 10 working days of the date Violation Notice was issued. Students must file a written petition for a hearing in the Harvin Student Center - East Campus, Office of Student Leadership and Campus Life, Room 105; or Room 106 at the Coleman Center - West Campus.

If the student has the same family name or home address as the registered owner of a vehicle for which a Violation Notice has been issued, the Violation Notice and accompanying violation charges will be recorded in the student's name.

Unpaid charges for parking violations are recorded in either:

- the name of the person who previously purchased a parking permit; or
- the name of the purchaser of the permit displayed; or
- the name of the person who has previously paid violation charges on the vehicle; or
- the name of the owner or driver.

Appeals of Violation Notices or Impounds

A Student Judiciary Committee (SJC) appointed by the Dean of Student Engagement and Retention helps assure fairness in the issuance of parking Violation Notices and vehicle impounds. **The findings of the SJC are final.**

A person who receives a Violation Notice, or whose vehicle has been impounded, may request an appeal. The appeal is handled through the Student Government Association (SGA). If the Student Judiciary Committee (SJC) finds a vehicle was improperly impounded, the Violation Notice/Citation and towing/impounding expenses incurred by the individual whose vehicle was impounded will be reimbursed by the College.

All requests for appeal must be filed within 10 working days from the issuance of the Violation Notice. The Violation Notice or a copy of the notice must be attached to the appeal form. A person who fails to file the request within this time period waives the right to appeal. Appeals for which 10-day deadline falls within the winter break shall carry over into the beginning of the spring semester.

The appeals committee may summon the individual who issued the Violation Notice or performed the vehicle impound if he/she is available to assist the committee.

All appeals will be heard within 15 working days of the date an appeal is requested.

Appeals for which the 15-working-day deadline falls within the winter break shall carry over into the beginning of the spring semester.

Motorcycle, Motor Scooter and Moped Parking Regulations

In accordance with Texas law, operators of motorcycles, motor scooters and mopeds shall be granted all the rights and shall be subject to all the laws and duties applicable to the driver of a motor vehicle while on any DMC campus. Motorcycles, motor scooters, or mopeds must park in legal, non-reserved parking spaces (unless authorized to do so) or within an area designated for these types of vehicles. Any of these vehicles found parked illegally and creating a potential safety hazard may be impounded or cited.

Bicycles/Skateboards and Other Non-Motorized Devices

The following requirements apply to bicycles, skateboards, roller skates, roller-blades, longboards and all other non-motorized transportation devices excluding disability-related (i.e., wheel chairs) or emergency response devices. The sidewalk is a pedestrian right of way and operators of all devices must yield to pedestrians when on or crossing a sidewalk. Non-motorized transportation devices may not be used inside any building, and parking of bicycles must be restricted to designated area or bicycles racks.

Operators of all non-motorized transportation devices do so at their own risk and liability. Helmets and other personal safety equipment are strongly recommended for those using non-motorized transportation devices on campus. The use of non-motorized transportation device in an unsafe manner and/or trick riding is prohibited. This includes, but not limited to, riding on stairs, walls, rails, benches and other structures, as well as operating the device at an unsafe speed.

Failure to follow these requirements may result in disciplinary actions in accordance with B7.13.3 Non-Scholastic Student Conduct Policy, which can be found in the Del Mar College website (www.delmar.edu/policymanual).

Summary

Your conduct and safety are a priority at Del Mar.

Planning Your Academic Future

Degrees and Certificates Awarded

Del Mar College offers transfer associate degrees designed for students planning to transfer to a four-year institution of higher education and complete a baccalaureate degree and career and technical associate degrees and certificates that prepare students for immediate entry into the workforce.

Associate in Arts (AA) Degree – The AA Degree is designed to prepare the student to transfer to a four-year institution of higher education to complete a Bachelor of Arts (BA) degree. Del Mar College offers AA Degrees in areas related to the business, arts, humanities, science and social sciences.

Associate in Science (AS) Degree – The AS Degree is designed to prepare the student to transfer to a four-year institution of higher education to complete a Bachelor of Science (BS) degree. Del Mar College offers AS Degrees in areas related to science, mathematics, engineering, technology and computer science.

Associate of Arts in Teaching (AAT) Degree – The AAT Degree is designed to help prepare community college students for entrance into the teaching profession. The College offers the AAT degree in three areas of concentration: Option 1: EC-Grade 6 Certification; Option 2: Grades 4-8, EC-12 Special Education Certification; Option 3: Grades 8-12, EC-12 Other than Special Education Certification.

Responsibilities for Transfer Degrees

- It is your responsibility to know the specific requirements of the college or university to which you plan to transfer. This responsibility includes knowing course requirements, number of credit hours accepted and grade-point average for admission.
- You should consult with your academic advisor at the earliest opportunity after being admitted to Del Mar College and begin developing an education plan. Thereafter, you should confer with the advisor regularly each semester while completing the education plan toward the associate degree.
- Where transferability permits, course substitution is permitted on recommendation of advisor and approval of both the dean of your major area and the dean over the course in question.

Requirements for the AA, AS, and AAT Degrees:

- Successfully complete the required credit hours for the AA, AS and AAT Degrees in the prescribed courses.
- Complete the 42 credit hour core curriculum.
- Maintain a 2.0 cumulative grade point average for all courses (unless the major/program requires a higher cumulative grade point average or requires minimum grades in individual courses).
- Complete a minimum of 18 credit hours in sophomore-level courses. (MSCI 2371 and MSCI 2372 will not count toward fulfilling the 18 credit hour sophomore-level courses).
- Demonstrate basic computer skills. Some disciplines offer courses that may be used to fulfill the computer literacy requirement. ITSC 1301, 1309 and COSC 1301 may also be used to demonstrate computer skills; however, these three courses are not intended as transfer courses that would apply toward a baccalaureate degree. Students should see an advisor for appropriate course identification.

- Courses shown in the Suggested Transfer Plan areas of this Catalog fulfill all requirements for the indicated majors. However, because of various transfer requirements from senior institutions, other combinations of core and major-field courses may satisfy the requirements for Associate in Arts and Associate in Science degrees.
- A minimum of 25 percent of degree-required classes must be earned at Del Mar College.

Associate in Applied Science (AAS) Degree – The AAS Degree is designed to prepare students to enter the workforce in one of the identified Del Mar College career and technical programs.

Associate in Applied Science (AAS) Degree with Enhanced Skills Option – This degree is awarded to students who successfully complete the prescribed courses listed in the Enhanced Skills Option education plan for their chosen Business, Professional and Technology Education program.

Requirements for AAS Degree

- Successfully complete the prescribed courses in the curriculum including the identified 15 general education credits.
- Maintain a 2.0 cumulative grade point average for all courses (unless the major/program requires a higher cumulative grade point average or requires minimum grades in individual courses).
- Certificate of Achievement – The Certificate of Achievement is awarded to students who successfully complete the prescribed courses in any one of the College's approved certificate programs.
- Marketable Skills Achievement Award – The Marketable Skills Achievement Award is awarded to students who successfully complete the prescribed 9 to 14 credit hours of courses in any one of the College's approved business or industrial programs.
- Institutional certificates – These certificates are issued in certain workforce areas for successful completion of a course or courses that make a student eligible for immediate employment or add to the student's marketability to employers.
- A minimum of 25 percent of degree-required classes must be earned at Del Mar College.

Requirements for Certificates, Certificates of Achievement, and Marketable Skills Achievement Award

- Successfully complete all courses required for the certificate or award.
- Maintain a 2.0 cumulative grade point average for all courses (unless the certificate/award requires a higher cumulative grade point average or requires minimum grades in individual courses).

Student Right to Know Graduation and Transfer Rates

In accordance with the Student Right to Know Act, the College annually publishes the graduation and transfer-out rates for first-time, full-time, degree- or certificate-seeking students, which are available to all current and prospective students. Out of the first-time, full-time, degree- or certificate-seeking students who entered Del Mar College in Fall 2011, 8.2 percent successfully completed a degree or certificate program at the College, and 10.1 percent transferred to other institutions within 150 percent of the normal completion time for their programs. For additional information about student completion and transfer rates, please contact the Office of Strategic Planning and Institutional Research at (361) 698-1207.

General Education and Core Curriculum Philosophy and Rationale

General Education Competencies

The General Education Competencies at Del Mar College inform the educational experiences of all Associate Degree Graduates. All graduates will be able to demonstrate the following competencies: Critical Thinking, Communication, Empirical and Quantitative Skills, Teamwork, Personal Responsibility and Social Responsibility.

General Education Requirements

Support for the development of these competencies is located in the curriculum requirements for successful completion of the Associate in Arts (AA), Associate in Science (AS), Associate of Arts in Teaching (AAT) and the Associate of Applied Science (AAS) degrees.

AA, AS, AAT

The General Degree requirements for all transfer degrees at Del Mar College are prescribed by the core curriculum guidelines set forth by the Texas Higher Education Coordinating Board. Texas law requires that each public college and university identify and requires a core curriculum of 42 credits for its degrees designed to transfer. In addition, the Texas Higher Education Coordinating Board has prescribed eight (8) Foundational Component Areas and a Component Area Option, with a specified number of credits for each.

A student who completes 42-hour core curriculum at Del Mar College may transfer the block of courses to any other Texas public college. That college must count it for their core curriculum. Students who do not complete the entire 42-hour core, but complete the requirements for one or more Foundational Component Areas, may transfer those courses and will receive credit for each of the courses transferred. Students should consult with their advisors to ensure that the core curriculum courses they take are correct for their degree plan and for the major at the college or university to which they intend to transfer.

The core curriculum supports the General Education Competencies of Del Mar College as it is structured to develop competencies in critical thinking, communication, empirical and quantitative skills, teamwork, personal responsibility and social responsibility. The core curriculum is further designed to give students breadth of knowledge in the liberal arts (multidisciplinary studies) and to promote critical thinking skills that are fundamental to higher education.

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

NOTE: Core courses that have a four digit course number beginning with a number "2" are sophomore-level courses.

Core Curriculum Course Requirements (42 Credit Hours)**COMMUNICATIONS FOUNDATIONAL COMPONENT AREA (6 Credit Hours)**

Courses in this category focus on developing ideas and expressing them clearly, considering the effect of the message, fostering understanding, and building the skills needed to communicate persuasively. Courses involve the command of oral, aural, written, and visual literacy skills that enable people to exchange messages appropriate to the subject, occasion and audience.

ENGL 1301	Composition I
ENGL 1302	Composition II
ENGL 2311	Technical and Business Writing (single-semester course)
SPCH 1311	Introduction to Speech Communication
SPCH 1315	Public Speaking
SPCH 1321	Business and Professional Communication

MATHEMATICS FOUNDATIONAL COMPONENT AREA (3 Credit Hours)

Courses in this category focus on quantitative literacy in logic, patterns and relationships. Courses involve the understanding of key mathematical concepts and the application of appropriate quantitative tools to everyday experience.

MATH 1314	College Algebra (3 SCH Version)
MATH 1316	Plane Trigonometry
MATH 1324	Mathematics for Business and Social Sciences
MATH 1325	Calculus for Business and Social Sciences (3 SCH Version)
MATH 1332	Contemporary Mathematics I (Math for Liberal Arts Majors I)
MATH 1342	Elementary Statistical Methods (3 SCH Version, freshman level)
MATH 2342	Elementary Statistical Methods (3 SCH Version, sophomore level)
MATH 2413	Calculus I (4 SCH Version)

LIFE AND PHYSICAL SCIENCES FOUNDATIONAL COMPONENT AREA (6 Credit Hours)

Courses in this category focus on describing, explaining and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

BIOL 1308	Biology for Non-Science Majors I (lecture + lab)
BIOL 1309	Biology for Non-Science Majors II (lecture)
BIOL 1406	Biology for Science Majors I (lecture + lab)
BIOL 1407	Biology for Science Majors II (lecture + lab)
BIOL 1408	Biology for Non-Science Majors I (lecture + lab)
BIOL 1409	Biology for Non-Science Majors II (lecture + lab)
BIOL 1414	Introduction to Biotechnology I
BIOL 2401	Anatomy and Physiology I (lecture + lab)
BIOL 2402	Anatomy and Physiology II (lecture + lab)
BIOL 2404	Anatomy and Physiology II (specialized, single-semester course, lecture + lab))
CHEM 1405	Introductory Chemistry I (lecture + lab)

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CHEM 1406	Introductory Chemistry I (lecture + lab, allied health emphasis)
CHEM 1407	Introductory Chemistry II (lecture + lab)
CHEM 1411	General Chemistry I (lecture + lab)
CHEM 1412	General Chemistry II (lecture + lab)
GEOL 1301	Earth Sciences for Non-Science Majors I (lecture)
GEOL 1303	Physical Geology (lecture)
GEOL 1304	Historical Geology (lecture)
GEOL 1345	Oceanography (lecture)
GEOL 1404	Historical Geology (lecture + lab)
PHYS 1303	Stars and Galaxies (lecture)
PHYS 1305	Elementary Physics I (lecture)
PHYS 1401	College Physics I (lecture + lab)
PHYS 1402	College Physics II (lecture + lab)
PHYS 2425	University Physics I (lecture + lab)
PHYS 2426	University Physics II (lecture + lab)

LANGUAGE, PHILOSOPHY AND CULTURE FOUNDATIONAL COMPONENT AREA (3 Credit Hours)

Courses in this category focus on how ideas, values, beliefs and other aspects of culture express and affect human experience. Courses involve the exploration of ideas that foster aesthetic and intellectual creation in order to understand the human condition across cultures.

ENGL 2321	British Literature (single-semester course)
ENGL 2322	British Literature I
ENGL 2323	British Literature II
ENGL 2326	American Literature (single-semester course)
ENGL 2327	American Literature I
ENGL 2328	American Literature II
ENGL 2332	World Literature I
ENGL 2333	World Literature II
ENGL 2341	Forms of Literature (single-semester course)
ENGL 2351	Mexican-American Literature
PHIL 1301	Introduction to Philosophy
PHIL 2306	Introduction to Ethics
PHIL 2307	Introduction to Social and Political Philosophy
PHIL 2318	Nineteenth- and Twentieth-Century Philosophy (scheduled for deletion Spring 2016)
PHIL 2321	Philosophy of Religion

CREATIVE ARTS FOUNDATIONAL COMPONENT AREA (3 Credit Hours)

Courses in this category focus on the appreciation and analysis of creative artifacts and works of the human imagination. Courses involve the synthesis and interpretation of artistic expression and enable critical, creative and innovative communication about works of art.

ARCH 1301	Architectural History I
ARCH 1302	Architectural History II
ARTS 1301	Art Appreciation
ARTS 1303	Art History I (Prehistoric to the 14th Century)

ARTS 1304	Art History II (14th Century to the present)
DANC 2303	Dance Appreciation I (may also be single-semester course)
DRAM 1310	Introduction to Theatre
DRAM 2361	History of Theatre I
DRAM 2366	Introduction to Cinema
ENGL 2307	Creative Writing I
HUMA 1301	Introduction to Humanities I
HUMA 1305	Introduction to Mexican-American Studies
HUMA 1311	Mexican-American Fine Arts Appreciation
MUSI 1306	Music Appreciation
MUSI 1307	Music Literature (single-semester course)
MUSI 1310	American Music

AMERICAN HISTORY FOUNDATIONAL COMPONENT AREA (6 Credit Hours)

Courses in this category focus on the consideration of past events and ideas relative to the United States, with the option of including Texas History for a portion of this component area. Courses involve the interaction among individuals, communities, states, the nation, and the world, considering how these interactions have contributed to the development of the United States and its global role.

HIST 1301	United States History I
HIST 1302	United States History II
HIST 2327	Mexican-American History I
HIST 2328	Mexican-American History II

GOVERNMENT/POLITICAL SCIENCE FOUNDATIONAL COMPONENT AREA (6 Credit Hours)

Courses in this category focus on consideration of the Constitution of the United States and the constitutions of the states, with special emphasis on that of Texas. Courses involve the analysis of governmental institutions, political behavior, civic engagement, and their political and philosophical foundations.

GOVT 2305	Federal Government (Federal Constitution and Topics)
GOVT 2306	Texas Government (Texas Constitution and Topics)

SOCIAL AND BEHAVIORAL SCIENCES FOUNDATIONAL COMPONENT AREA (3 Credit Hours)

Courses in this category focus on the application of empirical and scientific methods that contribute to the understanding of what makes us human. Courses involve the exploration of behavior and interactions among individuals, groups, institutions and events, examining their impact on the individual, society and culture.

ANTH 2302	Introduction to Archaeology
ANTH 2346	General Anthropology
ARCH 1311	Introduction to Architecture (3 SCH Version)
COMM 1307	Introduction to Mass Communication
ECON 2301	Principles of Macroeconomics
ECON 2302	Principles of Microeconomics
GEOG 1303	World Regional Geography

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GOVT 2311	Mexican-American Politics
HIST 2311	Western Civilization I
HIST 2312	Western Civilization II
PSYC 2301	General Psychology
SOCI 1301	Introductory Sociology
SOCI 1306	Social Problems
SOCI 2301	Marriage and the Family
SOCI 2319	Minority Studies
TECA 1354	Child Growth and Development

COMPONENT AREA OPTION (6 Credit Hours)

NOTE: At least 3 credits of Component Area Option must be chosen from the 8 Foundational Component Areas. Up to 3 credits may be chosen from Component Area Option list. Courses may count for Foundational Component Area hours or Component Area Option hours, but not both.

KINE 1238	Introduction to Physical Fitness and Sport
GEOL 1103	Physical Geology (lab)
GEOL 1104	Historical Geology (lab)

Core Objectives. Through the Texas Core Curriculum, students will prepare for contemporary challenges by developing and demonstrating the following core objectives:

Critical Thinking Skills:

To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

- Aspect 1: Creative Thinking - Be able to generate/ demonstrate original ideas
- Aspect 2: Innovation - Be able to apply information in a novel way
- Aspect 3: Inquiry - Be able to ask relevant questions
- Aspect 4: Analysis - Be able to list/ describe the components of information
- Aspect 5: Evaluation - Be able to judge the relevance of the components of information
- Aspect 6: Synthesis - Be able to integrate/ organize information in its functional context

Communication Skills:

To include effective development, interpretation and expression of ideas through written, oral and visual communication

- Aspect 1: Written - Be able to develop, interpret and express ideas effectively through written communication
- Aspect 2: Oral - Be able to develop, interpret and express ideas effectively through oral communication
- Aspect 3: Visual - Be able to develop, interpret and express ideas effectively through visual communication

Empirical and Quantitative Skills:

To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

Aspect 1: Data Collection -Be able to collect data

Aspect 2: Data Manipulation -Be able to manipulate data

Aspect 3: Analysis -Be able to analyze data to draw informed conclusions

Teamwork:

To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

Aspect 1: Points of View - Be able to consider different points of view to support a shared purpose or goal

Aspect 2: Work with others - Be able to work effectively with others to support a shared purpose or goal

Personal Responsibility:

To include the ability to connect choices, actions and consequences to ethical decision-making

Aspect 1: Be able to connect choices, actions and consequences to ethical decision-making

Social Responsibility:

To include intercultural competence, knowledge of civic responsibility and the ability to engage effectively in regional, national and global communities

Aspect 1: Intercultural Competence -Be able to demonstrate intercultural competence

Aspect 2: Civic Responsibility -Be able to demonstrate knowledge of civic responsibility

Aspect 3: Engagement - Be able to engage effectively in regional, national, and/or global communities

AAS

General Education competencies in the AAS are supported by the general education requirements for all AAS degrees. Students pursuing the Associate of Applied Science must select 15 credit hours of courses designed to offer students breadth of knowledge beyond the specific technical degree requirements. Some AAS degree plans specify particular courses.

When a particular course is not specified for the general education requirements, students are advised to select a core approved course from the corresponding Foundational Component Areas as those found in the AA, AS, AAT degree in the previous section. The list of approved core curriculum courses by the Foundational Component Area is also accessible on the College's Core Curriculum website at www.delmar.edu/dmccore.

CORE CURRICULUM

The following table identifies the Foundational Component Areas equivalent to each General Education Component.

Humanities/Fine Arts	Social/Behavioral Sciences	Natural Sciences and Mathematics
<ul style="list-style-type: none"> • Communications • Language, Philosophy and Culture • Creative Arts 	<ul style="list-style-type: none"> • American History • Government/Political Science • Social and Behavioral Sciences 	<ul style="list-style-type: none"> • Mathematics • Life and Physical Sciences

However, the general education courses can be selected from the listing in the General Education Component areas below. Students must earn 3 credits in each of these areas. **Some of the courses in the options below are NOT guaranteed transferability.** Students should check the specific core curriculum course requirements of the college or university to which they plan to transfer. Students may choose from the following:

WRITTEN COMMUNICATIONS (Complete 3 Credits)

ENGL 1301 Composition I

ENGL 1302 Composition II

ORAL COMMUNICATIONS (Complete 3 Credits)

All SPCH courses

MATHEMATICS OR NATURAL SCIENCES (Complete 3 Credits)

MATH 1314 College Algebra (and all higher MATH courses)

All BIOL courses (except BIOL 1371)

All CHEM courses

All GEOL courses

All PHYS courses

HUMANITIES / VISUAL OR PERFORMING ARTS (Complete 3 Credits)

All ENGL 2300+ Literature courses

All ARTS courses

All DRAM courses

All PHIL courses

All HUMA courses

All MUSI courses

DANC 2303. Dance Appreciation

SOCIAL/BEHAVIORAL SCIENCE (Complete 3 Credits)

All ECON courses

All GEOG courses

All GOVT courses

All HIST courses

All PSYC courses

All SOCI courses

Selecting a Program

Whether you are interested in transferring to another college or have specific career goals, Del Mar College has the programs and degrees that are right for you. Just be sure to check with the institution to which you plan to transfer for their degree and transfer requirements.

College Programs/Degrees

There are two major type of degrees offered at the College—transfer degrees and occupational degrees. Both typically take two (2) years to complete. There’s actually a third type, certificates, which aren’t degrees but can help you get a job.

Transfer Degrees

If you are planning to transfer to another college or university, check out these three degrees.

1. Associate of Arts Degree

The Associate of Arts degree is available in the following majors:

- Advertising/Public Relations
- American Sign Language/Deaf Studies
- Applied Music/Music Education – Instrumental
- Applied Music/Music Education – Vocal
- Architecture
- Business Administration
- Criminal Justice
- Cultural Geography
- Digital Media
- Drama
- English
 - Literature
 - Philosophy
- Foreign Language
- History
- Journalism
- Kinesiology
- Liberal Arts (Multidisciplinary Studies)
- Mexican-American Studies
- Music Theory and Composition
- Physical Geography
- Political Science
- Pre-Medical Technology
- Psychology
- Radio and Television
- Registered Nurse Education
- Social Work
- Sociology
- Speech
- Studio Art

SELECTING A PROGRAM

Rapid Track Option

Rapid Track offers you the option to complete the courses required for the Associate of Arts (AA) degree within one year instead of two years. This option is right for you if you are highly-motivated and can devote time to an accelerated program of study. You are advised not to hold a job while enrolled in the Rapid Track option.

To complete the Rapid Track Associate of Arts Degree in one year, you enroll in seven consecutive terms - Fall I and II, Spring I and II, Maymester and Summer I and II.

The traditional 16-week semester term is divided into two six-week terms. Fall I and II are offered between August and December, and Spring I and II are offered between January and May. Most classes meet four times a week, Monday through Thursday.

Specifically, you will enroll in

- at least four classes that meet for six weeks each Fall I and II and Spring I and II.
- one class that meets for three weeks during Maymester and
- at least two classes that meet for six weeks each Summer I and II.

2. Associate in Arts in Teaching Degree

The Associate in Arts in Teaching (AAT) degree is intended for transfer to baccalaureate programs that lead to initial Texas teacher certification. Each of the three AAT specializations is designed to prepare teachers for the various certifications offered in Texas. The degree plan best suited to the desired certification should be followed and transferred to a university to complete Texas teacher certification requirements.

- EC-6
- Grades 4-8, EC-12 Special Education
- Grades 8-12, EC-12 Other Than Special Education

3. Associate in Science Degree

The Associate of Science Degree is available in the following majors:

- Biology (includes pre-Chiropractic, pre-Dental, pre-Medical, pre-Veterinary Medicine)
- Chemistry (includes Chemical Engineering, Natural Gas Engineering, pre-Pharmacy)
- Computer Information Systems
- Computer Programming
- Electrical Engineering (with Texas A&M University-Kingsville)
- Industrial Engineering
- Mechanical Engineering
- Geographical Information Systems
- Geology
- Mathematics
- Physics

Transfer Agreements

2+2 Plans

Del Mar College has agreements in a number of majors with four-year institutions in the state. These agreements are commonly referred to as 2+2 plans. If you

have an associate degree in certain fields, you are assured of a minimum loss of credit when transferring into a baccalaureate program. Contact your instructional deans for more information.

Occupational Degrees

If you are interested in getting a job, check out these two occupational degrees with options.

Associate in Applied Science Degree

If you are primarily interested in career training programs, check these out:

- Accounting Specialist
- Addiction Studies in Human Services
- Air Conditioning Applied Technology
- Architectural/Drafting Technology
 - Architectural Technology Specialization
 - Construction Technology Specialization
 - Technical Drafting Specialization
- Auto Body Applied Technology
- Automotive Applied Technology
- Aviation Maintenance
 - Airframe Applied Technology
 - Power Plant Applied Technology
- Baking/Pastry Specialization
- Biotechnology
- Building Maintenance Applied Technology
- Child Development/Early Childhood
- Child Development/Early Childhood Education Assistant
- Computer Information Systems:
 - Computer Programming Specialization
 - Digital Media for Web Design and eLearning
 - Geographic Information Systems
 - Network Administration and Information Security
- Court Reporting
- Criminal Justice Technology
 - Police Science Option
- Culinary Arts (Chef Training)
- Dental Assisting
- Dental Hygiene
- Diagnostic Medical Sonography
- Diesel Applied Technology
- Echocardiography
- Emergency Medical Technician Paramedic
- Engineering Technology
- Environmental/Petrochemical Lab Technology
- Fire Science
 - Basic Firefighting Option
- Generalist Studies in Human Services
- Health Information Technology
- Hospitality Management
- Industrial Machining Applied Technology

SELECTING A PROGRAM

- Industrial Machining Applied Technology Specialization: Millwright – Industrial Maintenance Mechanic
- Interpreter Preparation
- Management Development
 - Administrative Specialization
 - Administrative – Legal Option
 - General Management Specialization
 - Production and Logistics Management Specialization
- Medical Laboratory Technology
- Nondestructive Testing Technology
- Nuclear Medicine Technology
- Occupational Safety and Health
- Occupational Therapy Assistant
- Paralegal Studies
- Pharmacy Technician
- Physical Therapist Assistant
- Process Technology
- Process Technology Specialization: Industrial Instrumentation
- Professional Electronics
 - Avionics Electronics Technology Specialty
- Radiologic Technology
- Registered Nurse Education
- Registered Nurse Education LVN-RN Transition
- Respiratory Therapy
- Sound Recording Technology
- Surgical Technology
- Welding Applied Technology

Enhanced Skills Options

Enhanced Skills Options have been developed for certain occupational program. The Enhanced Skills courses provide further specialization to enhance employment and promotion opportunities. These options are offered either concurrently or following the associate degree program. Successful completion of an option results in the awarding of an Enhanced Skills Certificate.

Enhanced Skills programs have also been linked with baccalaureate degree programs. If you are planning to continue your educational program at a senior college, you should consult an advisor concerning specific degree requirements of the college to which a transfer is intended.

Enhanced Skills Certificates

Enhanced Skills Certificates are available if you complete all courses in the curriculum of a designated Associate Degree and the course requirements of the Enhanced Skills Certificate.

- Environmental/Petrochemical Lab Technology
- Judicial Realtime/CART/Captioning
- Occupational Therapy Assistant
- Radiologic Technology
- Radiologic Technology (Mammography Registry Preparation)
- Radiologic Technology (Computed Tomography)

Certificates Of Achievement

If you are not planning to complete a college degree but want to learn a marketable skill and secure immediate employment, check out our Certificates of Achievement. Typically, these take one year to complete. Many of these can be used as the first step to an Associate of Applied Science degree.

- Accounting Technician
- Air Conditioning Applied Technology
 - Air Conditioning Applied Technology, Level I
 - Air Conditioning Applied Technology, Level II
- Architectural/Drafting Technology
 - Digital Design and Fabrication
 - Drafting and Design Technology
 - Pipe Drafting and Design Technology
- Auto Body Applied Technology
 - Auto Body Structural Collision/Refinishing Repair Specialist, Level II
 - Introduction to Non-Structural Collision Repair
- Automotive Applied Technology
 - Automotive Applied Technology, Level II
 - Suspension, Driveline, Brake Specialist
- Aviation Maintenance
 - Airframe Applied Technology
 - Power Plant Applied Technology
- Basic Firefighter, Level II
- Basic Peace Officer
- Biotechnology, Level II
- Building Maintenance Applied Technology
 - Building Maintenance Applied Technology, Level II
- Child Development/Early Childhood, Level II
- Child Development/Early Childhood Administrator, Level II
- Computer Programming, Level II
- Cook/Baker, Level II
- Cosmetology
- Court Reporting, Level II
- Criminal Justice Technology
 - Field of Study: Criminal Justice
- Deaf Studies, Level II
- Dental Assisting, Level II
- Diesel Applied Technology
 - Diesel Engine Specialist
 - Diesel Systems Specialist
- Digital Media Essentials
- Digital Media Advanced
- Electroplating Applied Technology, Level II
- Engineering Technology
 - Basic Engineering Technology
 - Instrumentation
 - Advanced Engineering Technology
 - Essentials Engineering Technology
- Geographical Information Systems (GIS) Analyst, Level II
- Health Information Technology: Coding Specialist, Level II

SELECTING A PROGRAM

- Hospitality Management, Level II
- Human Services, Level II
- Industrial Instrumentation
 - Industrial Instrumentation Installer, Level I
 - Industrial Instrumentation Installer, Level II
- Industrial Machining
 - Industrial Machining Applied Technology, Level II
- Industrial Rotating Equipment Mechanic (Millwright)
- Information Reporting/Scoping
- Information Technology
 - Information Technology Career Foundation Core, Level II
 - Information Technology Essentials: Computer Programming
 - Information Technology Essentials: Digital Media/Web Developer
 - Information Technology Essentials: Geographic Information Systems
 - Information Technology Essentials: Network Support
- Interactive Game Technology and Simulation, Level II
- Intermediate Peace Officer
- Long Term Care Nursing Home Administration
- Management Development
 - Leadership Development
 - Logistics and Supply Chain Management
 - Office Professional - Legal
 - Small Business Management
- Networking Technology-Cisco
- Nondestructive Testing Technology
 - Nondestructive Testing, Level I
- Office Professional - Legal
- Paramedic, Level II
- Pharmacy Technician, Level II
- Process Technology
- Professional Electronics - Avionics Electronics Technology Specialty
 - Professional Electronics Avionics Tech I, Level I
 - Professional Electronics Avionics Tech II, Level II
 - Professional Electronics Ramp Tech
- Sound Recording Business, Level II
- Surgical Technology, Level II
- Vocational Nurse Education, Level II
- Welding Applied Technology
 - Industry Welding, Level I
 - Advanced Welding, Level II
 - Intermediate Welding
 - Wire Welding, Level I

Occupational Awards

Marketable Skills Achievement Awards

This award consists of 9-14 semester credit hours and makes you eligible for immediate employment or adds to your marketability to employers.

- Accounting Clerk (Bookkeeper)
- Aviation Maintenance - Airframe Applied Technology
- Computer Information Systems - Foundation

- Emergency Medical Technician
- Geographical Information Systems (GIS) Information Technology Technician
- Geographical Information Systems (GIS), Level I
- Geographical Information Systems (GIS), Level II
- Management Development: Supervision
- Network Technician – Basic
- Security Officer
- Security Technician - Basic
- Supply Chain Management

Special Credit Programs

In addition to degrees and certificates, the College offers special credit programs geared toward high school students.

1. High School Programs

A. Articulation Agreements

If you are an academically able high school student, Del Mar College has agreements in select subject fields with independent school districts. These partnerships allow you to study at the college level and to receive College credits while simultaneously completing requirements for high school graduation. If you meet the eligibility requirements, you can take courses on the College campus or at your high school. Please contact your Career and Technology Education (CTE) counselor on your campus for those programs offered under this partnership.

B. Dual Credit

If you have met certain criteria, you may take Dual Credit courses on site at your high school, at Del Mar College, or through distance education. You receive college course credit while simultaneously earning credit toward high school graduation. For more information, call the Dual Credit Office at Del Mar College or visit: www.delmar.edu/dualcredit.

Dual Credit Courses

- Accounting
- Air Conditioning/Heating
- American Sign Language
- Architectural/Drafting Technology
- Arts
- Automotive
- Aviation
- Avionics
- Biology
- Biotechnology
- Business
- Chemistry
- CISCO Network
- Cosmetology
- Court Reporting
- Criminal Justice

SELECTING A PROGRAM

- Culinary Arts
- Dance
- Drama
- Economics
- Education
- Emergency Medical Technician
- Engineering
- English
- Fire Science
- Geographic Information Science and Cartography
- Geology
- Government
- History
- Kinesiology
- Management and Marketing
- Mathematics
- Media Technology
- Medical Lab Technology
- Music
- Nondestructive Testing
- Occupational Safety and Health
- Occupational Therapy Assistant
- Pastry
- Physical Therapy Assistant
- Process Technology
- Psychology
- Spanish
- Speech
- Welding

Participating School Districts

- Alice ISD
- Agua Dulce ISD
- Aransas County ISD
- Aransas Pass ISD
- Banquete ISD
- Bishop ISD
- Calallen ISD
- Corpus Christi Academy
- Corpus Christi ISD
- Flour Bluff ISD
- Gregory-Portland ISD
- Incarnate Word Academy
- Ingleside ISD
- John Paul II High School
- London ISD
- Mathis ISD
- Odem-Edroy ISD
- Port Aransas ISD
- Richard Milburn Academy
- Rivera ISD
- Robstown ISD

- Rockport-Fulton ISD
- School of Science & Technology
- Sinton ISD
- Taft ISD
- Tulosso-Midway ISD
- West Oso ISD
- Woodsboro ISD

2. International Baccalaureate Program (IB)

If you are an incoming freshmen and have earned the International Baccalaureate diploma, you will be awarded at least 24 semester hours of college credit for all IB exam scores of 4 or above. Fewer credits may be granted if you have scored less than 4 on any IB exam administered as part of the diploma program. The maximum credit that you can receive for the IB exams is 42 semester credit hours.

You must apply for this credit as an entering freshman to the Registrar's Office. The following documents are required in order for the evaluation to be completed:

1. Application for admission
2. Official International Baccalaureate Transcript
3. Compliance with the Texas Success Initiative

Once all documents are received, the IB transcript will be evaluated for the award of credit, and you will be notified regarding the amount of credit awarded by the college.

If you have not received the IB Diploma but have scored a 4 or above on an IB exam, you may also apply for credit.

Distance Education

Distance Education, referred to as E-Learning at Del Mar College, is the delivery of instruction via the Internet. Del Mar Colleges offers a wide range of courses through Distance Education that are open to all students. Courses are offered in online, hybrid and web-enhanced formats.

Online – A course is classified as online when 85-100% of the course content is delivered online. Some courses may require an on-campus orientation or testing.

Hybrid – A course is classified as hybrid when 50-85% of the course content is delivered online. A hybrid course blends online and face-to-face delivery.

Web-Enhanced – A course is classified as web-enhanced when the course meets in the traditional face-to-face format but uses Web-based technology to support instruction.

Students should be advised that any course may require use of a computer, computer labs, email, the World Wide Web or other digital resources and support software, and these requirements are not necessarily in the course schedule

Technology Requirements:

Del Mar College uses Canvas by Instructure as our Learning Management System (LMS). Online, Hybrid and Web-Enhanced classes are offered through the Canvas system. Students are responsible for providing their own computers, software and Internet Service Providers or for accessing the Internet using technology available through the various learning centers on a Del Mar College campus.

Students are asked to complete the Canvas Student Orientation at <https://delmar.instructure.com/courses/1376908> prior to enrolling in a distance education course.

SELECTING A PROGRAM

For more information, contact the Department of E-Learning Services at elarning@delmar.edu or visit www.delmar.edu/elarning.

Continuing Education Programs

In addition to degrees, certificates and special credit programs, there are more options.

1. Workforce Courses

The Office of Career and Community Education offers training in a wide range of fields. From brushing up on current skills to a whole new occupation, Continuing Education offers short term training in areas such as Office Assistant, Food Manager, Certified Nurse Aide and Phlebotomy. All workforce courses are based on the Texas Higher Education Coordinating Board's Workforce Education Course Manual and award CEU's (Continuing Education Units). Successful students are awarded 1 CEU for every ten hours in class. All successful students receive a Certificate of Completion. Del Mar College keeps a record of students' accomplishments and that record is available upon request.

2. GED and Adult Basic Education Classes

Our comprehensive Adult Basic Education and GED classes can be the springboard to further education. All participants must complete an orientation which will determine the students' educational path to success. Orientations are offered bi-monthly at various locations.

3. Personal Enrichment and Special Populations

The Office of Career and Community Education also offers personal enrichment programs to widen horizons. Courses include the areas of cooking, art and physical activity. The Office also has special programs for children and youth as well as Seniors (age 55+).

4. English as a Second Language

These classes are a part of the GED and Adult Basic Education classes. Students whose first language is not English will learn English to help with work, life and school. To enroll, call the ESL Hotline at (361) 698-1824. The message is recorded in Spanish.

Reaching Your Goals

You probably have two overall goals for attending Del Mar College, either getting a job or transferring to earn a bachelor's degree.

1. Graduate Guarantee for Job Competency

Del Mar College guarantees that if you receive an Associate of Applied Science degree or Certificate of Achievement you will have job skills identified as "exit competencies" in the occupational field for which you have been trained.

If you are judged by your employer to be lacking in specific technical job skills, you will be provided up to nine credit hours of additional skills training by the College tuition-free. Specific conditions apply to this guarantee. You and your employer should contact the appropriate instructional dean for details.

2. Transferring for a Bachelor's Degree

The Texas Higher Education Coordinating Board has developed a 42-semester credit hour Core Curriculum (discussed in detail in the following section) that is transfer-

able among all accredited public institutions of higher learning in Texas. This ensures a smoother transfer process for you.

If you plan to transfer, you should declare an Associate of Art or Associate of Science degree plan upon registering for the first semester at Del Mar.

With proper planning, you can transfer 66 semester hours, or one-half of the degree requirements, whichever is less, to universities in the state.

Summary

Now you know – no matter what you want to study, we have you covered.