



EL PASO COMMUNITY COLLEGE

STUDENT HANDBOOK

ACADEMIC YEAR 2024-2025



El Paso Community College

Mission

The mission of El Paso Community College is to ensure affordable, high quality education and career pathways from start to finish.

Vision

EPCC will be the progressive educational leader transforming our future.

Transforming the Future Together

This Strategic Plan is shaped by four goals that illustrate our common values and purpose. It will guide us in cultivating our strengths and responding to challenges as we expand our region's path to higher education.

Goals:

1. Provide Quality Education to Meet Students' Diverse Needs

- Facilitate College Transitions
- Prepare Students with Marketable Skills for Gainful Employment
- Promote Co-Curricular Learning
- Provide State-of-the-Art Infrastructure, Technology, and Services
- Provide Relevant Professional Development Opportunities

2. Drive Student Success

- Engage Students Inside and Outside the Classroom
- Promote a College-Going Culture
- Increase Student Retention and Graduation Rates
- Optimize Support Services
- Close Equity Gaps in Student Outcomes

3. Foster Engagement and Increase Partnerships

- Retain Qualified Employees
- Promote Innovation and Accountability
- Empower Employees to Take Responsibility for Student Recruitment, Engagement, and Success
- Align Partnerships with Regional Educational, Economic and Workforce Needs
- Increase EPCC Visibility

4. Sustainability

- Maintain Fiscal Strength and Accountability
- Prioritize individual, Campus and Workplace Safety
- Integrate Data in Decision-Making and Planning
- Ensure Quality and Effectiveness in All College Operations
- Prioritize Emergency and Crisis Preparedness



Welcome

FALL 2024



WILLIAM SERRATA, PH.D.
PRESIDENT

Dear Student,

Welcome to El Paso Community College!

Whether you're returning to continue your studies or joining us for the first time, it is my great pleasure to extend a warm welcome to each of you. At EPCC you will receive quality, affordable education that will prepare you to achieve your academic and professional goals!

This Student Handbook will acquaint you with the many opportunities you have to engage in the college community. Inside, you will see our Student Code of Conduct, I ask that you review and abide by it. The handbook also gives important information about how you can make the most out of your college experience.

EPCC has five campuses located throughout our community. Our flexible evening and weekend scheduling, accelerated courses, and online options are convenient to fit your busy lifestyle. Our faculty and staff are committed to serving you and strive to provide the support you need to fulfill your educational dreams.

If you need extra help or are unsure of the best pathway, visit your counselor or Career Services. You can also visit our tutoring centers at each campus for free help with those challenging courses. Are you interested in taking your studies to the next level? Become a part of the Honors Program or participate in Service Learning. Whatever your needs or interests are, we can help you along the way.

I encourage you to take full advantage of all that EPCC offers. Attend events, join clubs, and engage with peers and professors. Your time here is not just about earning a degree; it's about discovering your passions and developing the skills and connections to shape your future.

I look forward to seeing you on our campuses and some day shaking your hand as you walk across the stage at graduation to receive your EPCC degree or certificate.

A handwritten signature in black ink that reads "William Serrata".

The Best Place to Start *and Finish!*



Welcome, students!



Luis Caro

A handwritten signature in black ink, appearing to be "Luis Caro".

President, Student Government Association

Congratulations on taking this significant step for your education and life by joining or returning to El Paso Community College. Be proud of yourselves for continuing your education and pursuing your life and career goals. As an EPCC student, I invite you to use the tools and resources the college provides. From clubs and organizations to various departments, all work together to ensure the best academic experience and promote the success you deserve as a student.

The Student Government Association is here to represent the student body of the college and to advocate and ensure student achievements. Feel free to reach out to us regarding any problem, idea, or recommendation you encounter. Our doors are always open for anyone who would like to join us. Once again, welcome to the new academic year! Make the most of it, and always make sure to fight for your goals. Remember to ask for help when you need it, each journey is unique and we are here to help you every step of the way. Don't be afraid to dream big and aim high! Wishing you all the best of success,

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El Paso Community College

Quick Reference Phone & Location

Mission del Paso (10700 Gateway East)

Admissions	(915) 831-7015
Assessment Testing	831-7014
Campus Life	831-7045
Career and Transfer Services	831-7008
Center for Students with Disabilities	831-7024
Counseling	831-7094
Financial Aid	831-2561
Police	831-7155
Registrars	831-7017
Tuition	831-7022
Vehicle Registration	831-7006

Northwest (6701 S. Desert Blvd)

Admissions	(915) 831-8828
Assessment Testing	831-8870
Campus Life	831-8848
Career and Transfer Services	831-8871
Center for Students with Disabilities	831-8802
Counseling	831-8807
Financial Aid	831-2561
Police	831-8911
Registrars	831-2150
Tuition	831-8865
Vehicle Registration	831-8935

Rio Grande (100 W. Rio Grande)

Admissions	(915) 831-4173
Assessment Testing	831-4050
Campus Life	831-4041
Career and Transfer Services	831-4034
Center for Students with Disabilities	831-4198
Counseling	831-4636
Financial Aid	831-2561
Health Programs	831-4017
Police	831-4746
Registrars	831-4035
Tuition	831-4107
Vehicle Registration	831-4744

Transmountain (9570 Gateway Blvd North)

Admissions	(915) 831-5070
Assessment Testing	831-5181
Campus Life	831-5034
Career and Transfer Services	831-5111
Center for Students with Disabilities	831-5808
Counseling	831-5186
Financial Aid	831-2561
Police	831-5804
Registrars	831-5030
The Union	831-5010
Tuition	831-5147
Vehicle Registration	831-5041

Administrative Services Center (9050 Viscount)

Police	(915) 831-6657
Vehicle Registration	831-2867
Tuition	831-7850

Valle Verde (919 Hunter)

Admissions	(915) 831-2150
Assessment Testing	831-3221
Campus Life	831-2292
Career and Transfer Services	831-2636
Center for Students with Disabilities	831-2426
Counseling	831-2642
Financial Aid	831-2561
Police	831-2200
Recruitment	831-2575
Registrars	831-2517
Student Union	831-3341
Tuition	831-2107
Vehicle Registration	831-2867 / 831-2212
Veterans Resource Center	831-2398

Student Leadership & Campus Life



Campus Life provides activities throughout the academic year. These activities are intended to motivate and increase your understanding of arts, athletics, culture, current events, and your community.

Some activities are simply for your enjoyment. These experiences are brought to you through special programs, art exhibits, lecture series, films and much more!

How do you participate? Just show up! All of our activities are free to students with a valid student ID card

Student ID Card

To obtain your EPCC Student ID card:

New Students: An initial EPCC Student ID card will be provided free of charge to students taking credit courses. Continuing Education students 13 years and older, are required to pay \$5.00 for their ID card. It is the responsibility of the students to pick up their ID card during their first semester at EPCC. Proof of registration and picture ID will be required to receive your EPCC Student ID at any Campus Life office.



Visit the Campus Life office at your campus to see their specific scheduled office hours. To learn about the different activities planned for each semester, contact any Campus Life Representative or look for the Campus Life bulletin boards to get involve.

Mission del Paso	Rm. A110	(915) 831-7045
Northwest	Rm. M11	831-8848
Rio Grande	Rm. B101	831-4041
Transmountain	Rm. 1701	831-5034
Valle Verde	Rm. C105	831-2292
Email: Campuslife@epcc.edu		

Tejano Ambassador Program

Student Ambassadors are students who assist EPCC with recruitment, retention and public relations. Student Ambassadors reach out to both prospective and current students and make them aware of the programs and services we have available. Student Ambassadors promote campus life activities and involvement. By being a Student Ambassador, you will have a unique opportunity to work with students, staff, and the community and be a positive role model to other students.

- Reflect and represent a positive image of EPCC to the community
- Promote the Student Ambassador Program
- Appear in College promotional materials
- Disseminate information regarding EPCC programs and services to student body and the community
- Assist with Student Government, Campus Life and New Student Orientation events as well as other College events or special assignments. Some off-campus activities required.
- Campus tours (individual and group tour requests)
- Attend required monthly staff meetings.

Tejano Food Pantry

The Tejano Food Pantry is a program that aims to minimize hunger among our students by providing free, accessible, and nutritious food. Also, we can provide personal hygiene products as they are made available to us. We strive to contribute to an environment of growth and encouragement supporting students in pursuit of higher education and a healthier lifestyle through community strengthening, partnering, and student leadership.

Current EPCC students are eligible to utilize the food pantry. To receive food, students must fill out a food request form and food preference form available on our website. Furthermore, EPCC enrollment will be verified, and students are required to present their EPCCID each time they utilize the food pantry.

Food is distributed weekly at the Valle Verde Campus Room C102 or C107. When you pick up your package you will be asked to sign the form verifying pick up. Food not picked up on the assigned distribution date will be returned to the Food Pantry Inventory.

- For more information, call [915-831-2096](tel:915-831-2096) or [915-831-2077](tel:915-831-2077) or visit room C-102 at the Valle Verde Campus

Student Government Association

The EPCC Student Government Association is the voice of the students, and as such, they represent the student body to the college administration in all functions directly affecting the students.



SGA Mission Statement:

SGA is the official student body representative that influences college decisions by providing leadership opportunities, voicing the concerns of the students, and advocating for the students' rights. SGA seeks cooperation and communication between students, college administration, faculty, professional and classified staff and community organizations to attain the mission of EPCCCD.

How Do I Join SGA?

SGA elections will be held during the Spring semester at all campuses. If you would like to run for office, you must pick up an application at any Campus Life office. These applications must be completed in their entirety and returned to any Campus Life office before the given deadline. After elections, vacancies may exist in the Senate so please check with any of our Student Government and Campus Life offices to pick up a Senator application.

Student Government Association Offices:		
Mission del Paso	Rm. C142	(915) 831-7084
Northwest	Rm. M12	831-8823
Rio Grande	Rm. B100	831-4009
Transmountain	Rm. 1351	831-5011
Valle Verde	Rm. C102	831-2180

For more information visit us at:

www.epcc.edu/services/campuslife/student-government-association

Veterans Resource Center

The Veterans Resource Center (VRC) operates as a “one stop” service for students who are military veterans, active duty, retired, National Guard, and reservists. In addition to serving veterans, the VRC extends services to their spouses and dependents. The Veterans Resource Center in an actively involved liaison between EPCC’s military affiliated students and the educational institution. The friendly and knowledgeable staff are equipped with the skills to assist Veterans and their family members with inquiries, concerns or services offered including educational benefits.

Examples of Services Provided:

- Apply Texas college application assistance
- GI Bill, Hazelwood and all other VA Benefit application assistance
- Class registration assistance
- Veteran-related EPCC and community resource information
- Computers with internet access
- Telephones for local calls, fax machines, printers
- Microwave and refrigerator
- Laptop and book lending program
- Comfortable seating
- Free coffee, water, and snacks
- Lunch socials
- Veterans New Student Orientations
- Military Affiliated Job Fairs
- Military Affiliated Events
- Periodic academic advising/counselor services
- Periodic mental health counseling services
- Other special activities

The Veterans Lounge is located at the Transmountain campus, this lounge is available exclusively for student Veterans and their dependents. Military affiliated students may visit to engage in leisure or study in a quiet, safe and accepting environment.

Veterans Resource Center: Valle Verde Campus, Rm. S139
Phone Number: 915-831-2398

Veterans Lounge: Transmountain Campus, Rm. 1215
Phone Number: 915-831-5053

Instructional Services Center

The Instructional Service Centers (ISC's) are located at each campus to provide effective, efficient, reliable, high-quality services to meet the needs of administrators, faculty, staff, students and the community.

Services Provided:

- | | |
|---|---|
| ■ Book Binding | ■ Paper Distribution (Paper Sale) |
| ■ Personal Business Cards (VV-ISC only) | ■ Personal Work Requests |
| ■ E-mail Requests | ■ Photocopying (b/w & color) |
| ■ Faxing | ■ Wide Printer & Plotter (VV, RG & MDP) |
| ■ Foam Sheets | ■ Shredding |
| ■ Laminating | ■ Shrink Wrapping |
| ■ Mail Distribution | ■ Word Processing |
| ■ Message Center | |

Contacting instructors:

The Instructional Services Center (ISC) serves as a message center for part-time faculty. Messages are placed in the Instructor's mailbox. The ISC is equipped with voice mail; therefore, you may leave a message 24 hours a day.

When calling, please have the following information ready:

- Instructor's name, course name, and number
- Your complete name, clear, and concise message
- Phone number where you may be reached

Full-time faculty may be contacted in their offices. If you need to verify an Instructor's phone number, call EPCC operator at [915-831-3722](tel:915-831-3722)

Instructional Services Center Phone Numbers

Mission del Paso	Rm. C117 & R105	M-F 8-5	(915) 831-7051 831-7208	mdpisc@epcc.edu
Northwest	Rm. 30	M-F 8-5	831-8933	nwisc@epcc.edu
Rio Grande	Rm. B111	M-F 8-5	831-4166	rgisc@epcc.edu
Transmountain	Rm. 1550	M-F 8-5	831-5088	tmisc@epcc.edu
Valle Verde	Rm. A2428	M-TR 7-6 F 7-5	831-2617	vvisc@epcc.edu

Police Services

Campus Police offices are located at each campus. Officers enforce criminal laws, administrative policies, and traffic regulations. EPCCPD officers are trained in crime prevention and are available to make presentations on various awareness topics.

Offices:

Mission del Paso	Rm. A111	(915) 831-7189
Northwest	Rm. M14	831-8911
Rio Grande	Queen Anne House	831-4746
Transmountain	Rm. 1702	831-5804
Valle Verde	Rm. C101	831-2200
Non-Emergencies	Rm. C101	831-2898
Administrative Services Center	Bldg. A, Rm. 108	831-6657

Campus Security Act:

The EPCC Police publishes an Annual Security Report that compiles crime statistics, campuses safety, and prevention information, and resources for crime victims. The report is available upon request or online at www.epcc.edu/services/police/documents/annalsecurityreport.pdf.

Firearm Regulations:

EFFECTIVE August 1, 2017, any person who possesses a Concealed Handgun License (CHL) is allowed to carry his or her "CONCEALED" weapon in any area of the College not designated as a Gun Free Zone (excluding licensed law enforcement officers and certain retired peace officers as defined by Federal and State Law). "Open Carry Law," prohibits openly carrying a weapon on any EPCC Property. Permitless carry on any EPCC property is prohibited.

Vehicle Registration:

Enrolled students, faculty, and staff, who operate and park a vehicle on any college-owned or leased property must register and properly display a valid parking decal on their vehicle.

Student Parking Decal Fees:

Academic year (Sept. 1 through Aug. 31) is \$60.00 per vehicle.

Semester (fall, spring, or summer) is \$40.00 per vehicle

Vehicle Registration Parking Decal Offices:

Mission del Paso	Rm. A114	(915) 831-7006
Northwest	Rm. M07	831-8935
Rio Grande	823 N. Oregon St., Queen Anne House	831-4744
Transmountain	Rm. 1070	831-5041
Valle Verde	Rm. SSC 071	831-2867 831-2212
Administrative Services Building	Bldg. A, Rm. 108	831-2867

Academic Computing Services (ACS)

ACS Labs provide students support and facilities for students to register, and work on their classes. All ACS lab computers have access to course-required software, printing/scanning resources, internet and Wi-Fi services.

ACS labs offer mobile device checkouts such as laptops, hotspots and web cams to currently enrolled EPCC students. Enrollment must be validated to check out mobile devices.

For additional information, contact or visit an ACS lab nearest you.

Campus	Location	Email	Phone
Mission del Paso	Room C119	mdpacs@epcc.edu	(915) 831-7049
Northwest	Room M91	nwacs@epcc.edu	831-8825
Rio Grande	Room B502	rgacs@epcc.edu	831-4150
Transmountain	Room 1204	tmacs@epcc.edu	831-5042
Valle Verde A	Room A1721	vvacs-a@epcc.edu	831-2459
Valle Verde B	Room B120	vvacs-b@epcc.edu	831-2718

Visit us at: <https://my.epcc.edu/sites/Resources/ACS>

International Student Services

The Designated School Officers (DSOs) in the Office of Admissions & Registration serve the diverse needs of more than 300 international students beginning with the application process through transfer or graduation. We understand that the Student and Exchange Visitor Program (SEVP) regulations can be difficult to comprehend, but we are here to help international students stay in compliance with SEVP requirements while attending EPCC. You can contact a DSO via the Office of Admissions at 915-831-2150 or via email at admissions@epcc.edu.

International Student Counseling

The Counseling Center provides specialized counseling, orientation, academic advising, housing searches, liaison with sponsoring agencies, and transfer services to four-year institutions. Students served by the Counseling Center include those on student visas, exchange visitor visas, refugee visas, alien visas, new permanent resident, and local passport holders.



Department of Athletics

EPCC is member of the National Junior College Athletic Association (NJCAA), Region V and the Western Junior College Athletic Conference (WJCAC). The Athletics extends student-athletes the opportunity to participate in intercollegiate sports at the local, regional, and national level. The following sports are available: Baseball(men), Softball (women), Cross Country, and Half Marathon (men and women). The Department of Athletics office is located in the Student Services Center (SSC) at the Valle Verde campus along with the athletic training room, baseball and softball fields. Selected student athletes may be awarded athletic scholarship based on availability and performance in their respective sports.

For additional information, call the Athletics Department at **915-831-2269**.

Valle Verde:

Athletics Department SSC Building Rm. S52



Intramural Sports

Getting fit and having fun is our goal for you!

The Intramural Sports program provides a quality program of recreation sports and activities designed to meet the diverse needs and interests of EPCC students, faculty, and staff member

The following is a partial list of activities for the academic year:

- Basketball
- Indoor soccer
- Volleyball
- Weight training
- Seasonal events
 - Free throw contest
 - Fitness challenges
 - Runs

Please, feel free to contact the Intramural Sports Contacts for any questions:

Intramural Sports Contacts, Valle Verde: Rm. G101D 915-831-2567

Honors Program

Students looking for an “academic challenge” should consider the Honors Program. The Honors Program provides an avenue for challenging academic opportunities and is open to all students enrolled in college level academic or technical/vocational credit courses. To qualify for the Honors Program, the student must meet one of the following criteria:

- Current EPCC students must have a minimum cumulative grade point average (GPA) of 3.25.
- Transfer students applying to the Honors Program should have a cumulative GPA of 3.25 from another accredited institution.
- New students may be admitted based on SAT or ACT scores.
- New students who have graduated in the top 15% of their high school class.
- New students who have submitted a high school transcript verifying the completion of a recommended advanced high school curriculum.

Interested students must apply to the Honors Program for acceptance purposes. To apply, students will click on the “Honors Program Application” link found under Forms in the Honors webpage: www.epcc.edu/services/honors. Once accepted into the Honors Program, the students who want to receive Honors credit for each course(s) must contract with an instructor(s) to establish the objectives the student must meet to be awarded the Honors credit.

Students receive a designation of “H” next to the course(s) in which the Honors credit was awarded on their transcript. Students in the program completing a minimum of 15 Honors credits can graduate with the academic distinction of “**with College Honors**” on their diploma.

Benefits of the Honors Program include designing individualized projects with your instructor(s), honors credit designation on your transcript, recognition at the annual Honors Program Convocation, transfer of honors credit to the University of Texas at El Paso (UTEP), and enhanced opportunities toward advanced study and Scholarships.

For more information, please check the EPCC website or call the Honors Program office at [915-831-2331](tel:915-831-2331) or at the Valle Verde Campus in room M10

Day Care Services

Child Care Assistance Available:

In partnership with the YWCA, the EPCC Financial Aid Office facilitates student educational achievement by assisting qualified students with child care costs. Students are responsible for a percentage of Child Care costs if approved through the EPCC Child Care Assistance Program.

- CCAMPIS Grant (Child Care Access Means Parent in School): Students may qualify for EPCC to pay up to 75% of day/evening care costs and up to 90% for prequalified daily drop-in care costs.
- Holiday and Break Program: Child Care is provided during school breaks if the YWCA facility is open and has available slots. For more information on the YWCA Early Learning Academy, please visit <https://www.ywcaelpaso.org/>.
- Other Child Care assistance programs are available through Child Care Services (CCS) 915-533-7528

Eligibility:

Students in need of these services may apply for Child Care financial assistance to offset Child Care costs while pursuing a degree.

- Complete the Free Application for Federal Student Aid (FAFSA) to determine Pell eligibility and demonstrate calculated financial need.
- Be an enrolled EPCC student pursuing a certificate or degree.



Apply:

Applications are accepted year-round and conveniently available to complete online. Take advantage and complete an application today by completing and submitting your application.

Link Application: <https://bit.ly/SPCCchildcare>

Scan QR code Application:



EPCC Contact:

Child Care Services

childcare@epcc.edu

Ph: 915-831-2566 Fax: 915-831-2294

Maintaining Eligibility:

- Must maintain EPCC enrollment
- Must maintain Financial Aid Eligibility

Notifications of any changes must be made within five (5) calendar days of when the change occurred. During this period, any cost incurred may result in liable child care costs and termination of child care assistance.

Child Care Locations:

The YWCA manages Early Learning Academies, which are open to the community, faculty, and staff. Two of the facilities are located on EPCC campuses.

YW CA Early Learning Academy				
ELA CENTER	Location		Center Phone	Hours of Operation
* Child Care assistance available Monday – Friday *				
EPOC-Valle Verde	919 Hunter, 79915	Building D	831-2123	6:30 AM – 6:30 PM
ESCOBAR	115 N. Davis, 79907		519-0105	7:00 AM – 6:30 PM
EPOC-Transmountain	9570 Gateway North, 79924	Room 1804	831-5832	7:00 AM – 6:30 PM
Mabee/Shirley Leavell	10712 Sem Sneed, 79935		519-0106	6:30 AM – 6:30 PM
ROGERS/MT CASA	1600 Brown St., 79902		519-0002	6:30 AM – 6:30 PM
MAOGUIRE	313 Bartlett, 79902		519-0005	6:30 AM – 6:30 PM
Mary Ann Dodson Camp	1600 Brown St., 79902		519-0002	7:00 AM – 6:00 PM

Child Care Hours:

- The centers offer services Monday through Friday
- In the event of the college closing due to weather-related reasons, the on-campus child care centers will also be closed.
- Evening child care and daily drop-in care may be available; please contact EPCC for further details.

Students should notify the Financial Aid Office and YWCA of any of the following:

- Enrollment changes such as withdrawal of courses or withdrawal from the semester
- Changes to address, phone number, and any other relevant information.

Child Care Fees:

- Rates are based on the age of the child
- Payments are to be made following the Child Care provider's policy
- Students are responsible for a percentage of the Child Care costs, as approved through the EPCC Child Care Assistance Program. Dependent on FAFSA calculated financial need, some students qualify for up to 75% assistance with student out-of-pocket costs at 25% of amounts noted on the accompanying chart.

Student Parent Resource Centers

EPCC Student Parent Resource Centers provide a welcoming study space for EPCC Student Parents and their families. EPCC Parenting Students or Students helping with parenting responsibilities are welcome to bring their children with them while they study or do homework at the Centers. Multiple amenities are provided such as:

- Children's smart table
- Big screen TV
- Baby changing stations
- Children's and young adult book collections
- Kid friendly movies

EPCC Student Parent Resource Centers welcome children of all ages, however, for their safety and comfort as well as in recognition of the rights and privileges of other users of EPCC facilities, parents are asked to observe our guidelines.

<p>Mission del Paso 915 831-7168 (C Building Room C123)</p> <p>Lactation Pod – Location: Immediately to the left of the entrance to Building D</p>	<p>Northwest 915 931-8883 (Library Building Room L100)</p> <p>Lactation Room – (Main Building Room M8A)</p> <p>Lactation Pod – Location: In the NW Campus Library, right outside of the NW Student Parent Resource Center Room NW L117</p>
<p>Rio Grande 915 831-4424</p> <p>Lactation Room – (E Building, Room E117)</p> <p>Student Parent Resource Center (E Building, Room E116)</p> <p>Lactation Pod – Location: The southeast corner of the cafeteria. There is an accessibility ramp to the right of the staircase. The Pod will be right next to the Tejano Market.</p>	<p>Transmountain 915 831-5044</p> <p>Lactation Room – (Room 1700 / Adjoining Space)</p> <p>Student Parent Resource Center – (Room 1700)</p>
<p>Valle Verde Campus 915 831-3246</p> <p>Lactation Room – (A Building Room A2415)</p> <p>Student Parent Resource Center – (A Building Room A2415)</p> <p>Lactation Pod – Location: Arts, Science, Technology (AST) Building near the Flexitorium- AST 150, far right against the window (outlet on wall).</p>	<p>Administrative Services Center (ASC)</p> <p>Lactation Pod – Location: In Building B, Bottom floor, next to sitting area, in front of elevators, next to the stairs.</p>

Note: Not all locations contain the same amenities, please call ahead to see what is available at your preferred location.

Counseling Services

El Paso Community College counselors assist students with academic advising, goal setting, career exploration, program selection, vocational/academic choices, specialized health/specialized program admissions requirements and transfer advising. Additional services also provided by counselors include degree planning, testing interpretation/requirements, academic progress, student petitions, graduation audits, registration guidance, retention, and other student-related matters.

Counselors also participate in the development of New Student Orientations to inform all students about college degree maps/discipline programs, college policies, and services provided. Additionally, counselors teach classes and conduct workshops and seminars to assist students with academic student success, self-development, testing proficiency, life skills, adjustment to college life, and other related topics.



The Counseling department works in conjunction with area agencies and schools. Counselors refer students to appropriate community agencies and extend information about EPCC services, programs, and assistance by conducting presentations to local agencies and schools. Furthermore, counselors are assigned Early College High Schools throughout El Paso to provide academic guidance and other relevant services to high school students.

Every student is encouraged to meet with a counselor/advisor each semester to review their academic progress and graduation requirements. A student's enrollment is based on their academic standing, which is calculated by semester and cumulative grade point average. Students who have not met state requirements for the Texas Success Initiative Assessment (TSIA) or TSIA2 are required to be advised by a counselor/advisor each semester until exiting the required remediation process.

For more information visit [epcc.edu/Services/Counseling](https://us.bbcollab.com/guest/0a305bd1e56c49c5805479a1ab4abb49), and connect virtually with the link below:

<https://us.bbcollab.com/guest/0a305bd1e56c49c5805479a1ab4abb49>

Or call any of the following locations to visit us on campus:

Valle Verde Counseling	(915) 831-2642
Transmountain Counseling	831-5186
Rio Grande Counseling	831-4636
Mission Del Paso Counseling	831-7094
Northwest Counseling	831-8807
Ft. Bliss Center	831-5511/12

Center for Students with Disabilities

EPCC recognizes that it is important that students with disabilities have equal access to the full range of educational opportunities. Optimum accessibility to all programs is given through the efforts of the college, community service agencies and the center. If you are a person with a disability, you may request accommodations through the Center for Students with Disabilities on each campus.



Note: Services may include academic counseling, registration assistance, tutoring, note taking, scribe, testing, assistive technology, and sign language interpreting. Adaptive technology is also available.

For more information, you can contact us on our Blackboard Link: <https://us.bbcollab.com/guest/6253140e1fcf4c629c736aac84e8ae34>, by phone or in person at any of our office locations.

Center for Students with Disabilities Locations:

Mission del Paso	Rm. C144	(915) 831-7024
Northwest	Rm. M54	831-8802
Rio Grande	Rm. B201	831-4198
Transmountain	Rm. 1135	831-5808
Valle Verde	Rm. C112	831-2426

Career and Transfer Services

At the Career and Transfer Services Department (CaTS), our priority is you, and not matter what assistance you need, our first-class staff, services, and resources are ready to support you at every step along the way. Start planning now and make us a regular resource on your journey through EPCC. We look forward to assisting you! Our services include the following:

CAREER ADVISING

- Self-Assessment
- Career Exploration
 - Job Descriptions
 - Salary Information
 - Growth & Availability
- Create a Career Plan

JOB SEARCH ASSISTANCE

- Besides taking a career assessment, exploring careers, and exploring programs, you can also access:
 - Resume Builder Tool
 - Jobs from Indeed
 - Jobs from local employers
 - Able to access 24/7

TRANSFER SERVICES

- Research University Options
- Review Transfer Admissions Processes
 - University General Admissions
 - Program Admissions
 - Tuition/Fees
 - Financial Aid Information
 - Scholarships
- Transfer Course Research
- Create a Transfer Plan

PROFESSIONAL DEVELOPMENT

- Professional Document Review
 - Resumes
 - Cover Letters
 - Thank You Letters
- Workshops/Webinars
 - Job Search Documents
 - Interview Skills
 - Ethics in the Workplace
 - Job Fairs/Employer Events
- Interview Tips/Mock Interviews
 - Practice before the real interview; Video playback
 - Get feedback

EVENTS

- Workshops/Presentations/Webinars
 - Assessment Clinic
 - Resume Boot Camps
 - Interview Skills
 - Soft Skills
 - Transfer 101
 - & more...
- University Events
 - University Recruiter Office Visits
 - Transfer Nights
 - El Paso TACRAO/McDonald's City-Wide Transfer Fair
 - Presentations



Career and Transfer Services Location:

Please visit our website below for office hours and locations.

Email: careerservices@epcc.edu www.epcc.edu/service/careerservices

Libraries

The EPCC libraries provide research materials and instruction for the College's academic programs. Librarians are available to assist faculty and students with their research assignments and other reference questions. Libraries are located at the five campuses.

Services Include:

- Library Instruction Classes
 - Virtual
 - f2f
- Reference Services
 - Virtual
 - f2f
- Online Library Catalog
 - Books
 - DVD's
 - Electronic Books
- Print Periodicals
 - Magazines
 - Journals
 - Newspapers
- Online Databases
 - Magazines
 - Journals
- Newspapers
- Videos
- Internet
 - Access
 - Internet-searching instruction
- Equipment
 - Copiers
 - Printers
 - Scanners
 - Microfilm readers-printers
 - Audio and video players
 - Adaptive equipment
- Resource Sharing (Interlibrary Loan)
- Other campus-based services

Visit www.epcc.edu/Services/Libraries for more information.

Contact us at askalib@epcc.edu

Library Locations:

Mission del Paso	Rm. C102	(915) 831-7057
Northwest	Rm. L100	831-8840
Rio Grande	Rm. E100	831-4018
Transmountain	Rm. 1600	831-5092
Valle Verde	Rm. C200	831-2645

Distance Learning Support Services

Online education is an alternative for the busy adult who finds it difficult or impossible to attend college during regular hours. Online education is also a good option for those who have a disability, are homebound, or who might find classroom attendance unappealing, however online courses also require time management, motivation, and self-directed learning skills.

Some of our online students have taken courses while in various places around the country while they are traveling. You can take a course from any computer as long as it has an updated browser and a steady and strong connection to the internet.

For more information:

Please review the Learning with Blackboard at EPCC Fall 2023 Student Handbook at: [EPCC - Fall 2023 Student Handbook1.pdf](#) or for assistance with Blackboard visit the [DLSS Virtual Office](#) via Class Collaborate or call us at 915-831-3111.

We are open Monday – Friday, 8 am to 5 pm

If you need technical assistance with Blackboard after 5 pm or on the weekends, call the Blackboard Help Desk at 1-888-296-0863.

They are Available 24 hours a day, 7 days a week.

No matter the distance, EPCC is here to help. From Admissions, to Tutoring, Financial Aid, and virtual advising — EPCC's support services are available to you remotely at <https://www.epcc.edu/contact/live>.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for two-year colleges. EPCC's Omega Gamma Chapter is recognized as a "Five-Star Chapter," the highest level of accomplishment that a chapter can reach.

Membership requirements include a minimum of 12-credit completed hours, which count toward an associate's degree, a 3.5 cumulative grade point average, a completed membership application and payment of membership fees. Eligible students are invited through email and are assigned a personal acceptance code used at registration. Benefits of recognition include graduation diploma gold stamp, transcript Phi Theta Kappa (PTK) mention, special mention at graduation as well as approval to wear PTK graduation regalia. Leadership positions are available for dedicated, driven individuals that wish to enhance their experience. Active membership offers many volunteer student development opportunities, resume building experiences, networking, and attendance to regional and national conferences.

For additional information:

Please contact the PTK Advisor

Dr. Adriana E. Perez by phone 915-831-4429, or email aperez28@epcc.edu (preferred)

Student Support Services Program (SSSP)

The Student Support Services Program (SSSP) is a TRiO program funded by the U. S. Department of Education.

SSSP provides support services for first-generation, low-income and/or individuals with disabilities to help them remain in college, make progress toward academic objectives, graduate with an Associate's degree and transfer to a four-year institution and acquire a Baccalaureate degree.

SSSP provides tutoring in all College Support Courses (Non-Course Based Options and INRW) as well as college level and ESOL courses. Texas Success Initiative preparation assistance is also provided. Study skills, development workshops in time management, textbook skills, note-taking, test-taking, and tips to reduce math anxiety are offered, as well as academic and personal advisement, peer advising, career planning, financial aid assistance, financial literacy, scholarship assistance, and transfer advisement. Our services are also available online. The virtual link to our SSSP Office is

<https://us.bbcollab.com/guest/b4c97722380847b388ccc76790296e54>

For more information contact the SSSP office at any campus.

Contact Information:

Mission del Paso	Rm. A135	(915) 831-7129
Rio Grande	Rm. A122	831-4624
Transmountain	Rm. LRC1606	831-5083
Valle Verde	Rm. A1401	831-2667

Student Financial Aid

Financial Aid programs are designed to assist those students who have difficulty meeting the cost of attending EPCC. To accomplish this, the college has developed a strong financial aid program that offers many grants, scholarships, and campus employment opportunities to those students eligible for assistance to finance their educational goals.

Awards from financial aid programs funded by federal, state and local sources are administered according to the laws and guidelines governing these programs. Priority is given to students with the greatest documented need whose complete applications are received by March 15th priority date.

To apply for grants and work programs, students need to submit the FAFSA to the Department of Education.

This application is available at <https://studentaid.gov/h/apply-for-aid/afsa>.

EPCC School Code 010387

Financial Aid Programs Available at EPCC Include:

- Federal Pell Grant
- Texas Grants
- Federal Direct Loans
- Emergency Loans
- Work-Study
- Scholarships

For additional information on the types of aid available at EPCC, please visit:

<https://www.epcc.edu/Admissions/FinancialAid/types-of-aid>

For additional information on available Applications for Scholarships please visit:

<https://www.epcc.edu/Admissions/FinancialAid/Scholarships>

Retention Action Program (RAP)

The Retention Action Program (RAP) provides tutoring in the core curriculum in courses in the Career Technical Education (CTE) majors and fields of study. In addition, other areas are also covered: basic skills reading, writing, and math. RAP also introduces students to several learning strategies that can be applied to all courses across the curriculum.

RAP uses small groups for cooperative learning to facilitate the learning process, teamwork, communication, and negotiation skills necessary for students to succeed.

RAP provides FREE tutoring services both face-to-face and online.

Talk to a RAP employee about these services.

Mission del Paso	Rm. E108	(915) 831-7140
Northwest	Rm. M68D	831-8904
Rio Grande	Rm. A250	831-4121
Transmountain	Rm. LRC 1606	831-5046
Valle Verde	Rm. A1401	831-2601

Texas Success Initiative

Unless placed by transfer coursework of National Examination, all first-time students at EPCC are required to take course placement tests to assess current skill levels in English language arts (reading and writing), and math (or English language proficiency if you are an ESL student). Placement test scores will be used to determine which courses you may enroll in at EPCC. Visit the Testing Services website at [epcc.edu/Services/Testing Services](https://www.epcc.edu/Services/Testing%20Services) or call 915-831-3221/2347 for more information.

Testing Services

Testing Services provides services to support students, faculty, and community members. They include new student assessment in English Language Arts Reading (ELAR-multiple choice and essay) and Mathematics, placement testing

for ESL (English as a Second Language) credit courses; High School Equivalency testing, make-up and re-tests for credit courses.

Testing Services administers institutional proficiency examinations for those interested in earning college credit by examination. The proficiency exams offer an opportunity to earn college credit by demonstrating mastery of prior knowledge through successful completion of approved tests. A current proficiency exam list is available on the Testing Services website.

Testing Services is also a test site for CLEP and DSST (DANTES) standardized exams, and other state/national certification exams such as professional licensures and IT certifications.

Visit the Testing Services website at epcc.edu/Services/TestingServices or call a testing center for more information.

Testing Services Contacts:

Campus	Location	Phone
Administrative Services Center	B156	(915) 831-7818 831-7815
Mission del Paso	A102	831-7014 831-7038
Northwest	M68C	831-8937 831-8870
Rio Grande	D204	831-4128 831-4050
Transmountain	LRC 1607	831-5035 831-5093
Valle Verde: Assessment	S75	831-3221 831-2347
Valle Verde: Instructional Testing	C212	831-2657 831-2256

Veteran Affairs

The responsibility of the EPCC VA office is to certify VA students' enrollment to the Department of Veteran Affairs (DVA) Regional Office for processing. Our role is that of a liaison between the veteran, their eligible spouse/dependent(s), and the DVA. We provide general information and guidance to assist you in applying for and receiving your VA educational benefits' payments while attending EPCC. We currently have two office locations and a virtual office to serve you. Please visit or connect with either of our offices to discuss your DVA educational benefits.

Veterans Affairs Contact Information:

Transmountain	Rm. 1061	(915) 831-5142
Valle Verde	Enrollment Services Center	831-2242
	Fax: (915) 831-2294	

Virtual Office: <https://www.epcc.edu/Services/Military/veterans-affairs>

Email: va@epcc.edu

Student Success Tutoring Services

Tutoring is a valuable free instructional service that helps students achieve: better grades, pass courses, and prepare for testing requirements. For maximum benefit, students are encouraged to seek tutoring services early in the semester and attend sessions on a regular basis.

Online Tutoring is available 7-days a week through Blackboard Collaborate. Face-to-Face tutoring is available at each campus M-F from 8 AM – 5 PM.

Student Success Tutoring:

Mission del Paso	Rm. E-108	(915) 831-7048
Northwest	Rm. M-68D	831-8854
Rio Grande	Rm. A-250	831-4136
Transmountain	Rm. LRC 1606	831-5094
Valle Verde	Rm. A-1419	831-2144

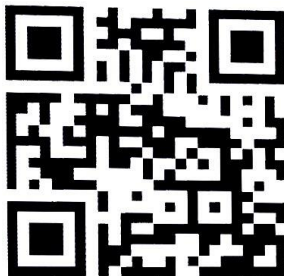
<https://www.epcc.edu/Services/Tutoring>

Online Tutoring:

All of our tutoring services are available online as well as Face-to-Face in one-to-one or small group tutoring.

Join us in the Online Tutoring Room in Class Collaborate, available from 12PM – 9PM, 7-Days a Week!

Scan to Connect to Online Tutoring



Direct Link

<https://us.bbcollab.com/guest/971ca0febb774259a9dd853441712373>

...or go to www.epcc.edu/Services/Tutoring and click Get Connected!

There is no need for students to make an appointment.

For more information, call Tutorial Support Services at 915-831-2144
or visit our website MyEPCC:

<https://my.epcc.edu/sites/Resources/StudentSuccess>

Prep:

Pretesting Retesting Educational Program (PREP) – Assists student to PREP are for college by helping them improve their college placement scores. PREP offers computerized assisted tutorials that aid the student in refreshing their Math, Reading, and Writing skills. This can help the student reduce the amount of time in Developmental Education Courses.

For more information please contact us at **915-831-2325** or visit us at:

Mission del Paso	Rm. E-108	(915) 831-7132
Northwest	Rm. M-68D	831-8893
Rio Grande	Rm. A-250	831-4147
Transmountain	Rm. 1050	831-5096
Valle Verde	Rm. SSC-147	831-2325
VV PREP Lab	Rm. A-1415	

<https://www.epcc.edu/Services/PREP>

Connect Center:

Connect Center – Services for students who do not have their high school diploma, GED, or Preparatoria. Assist students who want to enroll in the College's ESL classes and want to get a certificate or degree. One-on-One advising to prepare students for the ESL placement test and assist students prepare for the Accuplacer ESL test and retest.

Connect Center Contact:

Valle Verde Rm. A-1409 **(915) 831-2546**

<https://www.epcc.edu/Services/connect-center>

Writing Center

The tutors at the Writing Center are committed to assisting you with any stage of the writing process. It is a collaborative learning environment that can help you learn how to:

- understand your writing assignment
- formulate questions
- brainstorm and develop ideas
- organize your thoughts
- use Grammarly.edu
- use digital and handbook resources
- access online resources
- avoid plagiarism
- revise your drafts
- format an essay
- cite sources

The Writing Center has a center on each campus. Please, call your nearest center for scheduled hours.

In Person: Fall/Spring/ Summer Semester Office Hours:

Monday-Thursday	8:00am – 5:00pm
Friday	8:00am – 5:00pm
Saturday	Closed
Sunday	Closed

Visit our Online Writing Center on BB Collaborate website at:

<https://www.epcc.edu/Services/WritingCenter>

Online: Fall/Spring/Summer Semester Office hours:

Monday – Friday	10:00am – 7:00pm
Saturday	10:00am – 6:00pm
Sunday	Closed

There is no need for students to make an appointment. For more information, call the EPCC Operator to connect with your preferred center at (915) 831-2000 or visit our website MyEPCC: <https://www.epcc.edu/Services/WritingCenter>

Math Center

The Math Center provides tutoring for students in all levels of math, ranging from basic skills math to calculus. Whenever possible, the Math Center will also tutor students in math-related courses such as physics or chemistry. The tutors will help students work through a problem and show them how to solve it, so they can be independent math students. The Math Center is located at Valle Verde in room A-1419.

In addition to regular tutoring the Math Center tutors provide post-test GED classes.

Fall/Spring Semester Office Hours:

Monday-Thursday	8:00am – 7:00pm
Friday	8:00am – 3:00pm
Saturday	9:00am – 2:00pm
Sunday	Closed

Summer Office hours:

Monday – Thursday	8:00am – 5:00pm
Friday	8:00am – 3:00pm
Saturday	Closed
Sunday	Closed

Student Technology Services (STS)

Earn while you Learn! Student Technology Services is the student employment arm of the Instructional area of El Paso Community College. STS is managed entirely by students in a program that empowers decision-making, budget management, and customer service. The program hires and trains students in the real work environment for future reference related to their major. Students are placed throughout the College District to support various departments and events.

Benefits

- Works around your college schedule (12-19 hours weekly)
- Networking (students and faculty)
- Community Involvement
- Open to International Students
- Open to all majors

Applicant Requirements

- Resume
- Letter of Interest
- Current unofficial transcripts (Minimum 3.0 GPA and in Good Academic Standing.)
- Detailed student schedule (Enrolled in at least 6 credit hours per semester and maintain good standing in courses.)

International Student Requirements

- Must complete an I-20 Form (Certificate of Eligibility for Nonimmigrant Student Status) at the International Students Office and receive an On-Campus Employment Verification Form.
- Must be enrolled full-time throughout the program of study to stay in compliance with student visa status
- You must report to the International Students Office and Student Technology Services any changes in your schedule that cause you to be out of status, i.e., withdrawing from a class, causing less than full-time attendance.

Questions

- Rosemary Marquez – STS Clerk, email: rmarqu23@epcc.edu, Phone: (915) 831-6406
- Richard Webb – Dean of Math, Science, and Career & Technical Education email: ewebb1@epcc.edu, Phone: (915) 831-5051
- Brenda Saucedo – Administrative Associate, email: bsauce22@epcc.edu, Phone: (915) 831-5157
- Rhianna Marquez – STS Staff, email: rmarg180@epcc.edu, Phone: (915) 831-6407
- Cristal Quiroz Herrera – STS Staff, email: cquirozh@epcc.edu, Phone: (915) 831-6449
- Leonardo Vargas Rodriguez – STS Staff, email: lvarg106@epcc.edu

Location: Administrative Service Center (ASC), A Building, Room 601

Current students can apply at

<https://www.schooljobs.com/careers/epcc/jobs/3618607/student-technology-services>

Sexual Harassment:

Definition and Prevention

What is Sexual Harassment?

Sexual harassment is an illegal form of discrimination under Title VII of the Civil Rights Acts of 1964 and Title IX of the Educational Amendments of 1972.

Pursuant to Board Policy, and in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, it is the policy of the El Paso Community College that sexual harassment of employees and students at the College is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the following definition.

Sexual harassment of employees and students of El Paso Community College is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or grade;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or grade decisions affecting that individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creating an intimidating, hostile, or offensive work or educational environment.

Effects of Sexual Harassment

Sexual harassment may make a person feel angry, afraid, embarrassed, degraded, and/or intimidated. In some cases, it may result in serious or long-lasting problems (physical illness, withdrawal from social or public activities, drug or alcohol abuse, or difficulty with relationships). Students may also be discouraged from entering fields that have traditionally been gender based.

How to Recognize Sexual Harassment

It is easy to make a determination about sexual harassment when threats or rewards are involved. But there are other forms that include:

1. Touching, holding, grabbing, hugging, kissing, "accidental" collisions, other unwanted physical contact, physical assault and rape;
2. Offensive jokes and language, threats, comments or suggestions of a sexual nature; and/or
3. Nonverbal actions such as staring at a person's body, leaning over someone, offensive gestures or motions, circulating letters or

pictures/cartoons, and other sexually oriented behavior.

If you are ever unsure, ask yourself: Would I want my spouse, child, sister, or parent to have to see or listen to something like this?

Consenting Relationships

While not prohibited, consensual sexual relationships between supervisors and subordinate employees cause special concerns with respect to the existence or appearance of exploitation, abuse of position, or favoritism. In such cases, apparent mutual consent does not preclude initiation of a sexual harassment complaint or a finding of sexual harassment.

Rights & Responsibilities

1. Employees and students have the right to an environment free from sexual harassment;
2. Each employee and student has a responsibility not to engage in behaviors that constitute sexual harassment;
3. If an employee or students feels that he/she is being harassed, that employee or student has the right and the responsibility to either communicate this directly to the harasser or to a supervisor; and
4. Supervisors have a responsibility for preventing sexual harassment and for taking prompt effective action if the supervisor knows or should have reason to know of the harassment.

Prevention

1. Recognize your role as a member of the College in taking action to prevent sexual harassment.
2. Make a personal commitment to foster a harassment free environment.
3. Examine your own behavior.
4. Develop greater awareness of cues in the environment which may suggest a need for preventative measure.
5. Identify behaviors which require preventative action.
6. Remind others of the College's policy and commitment to preventing and stopping sexual harassment.

What you can do

1. Respond to the problem. Tell the person you find his/her actions offensive.
2. Keep a written record of the times, places, and specifics of each incident, including the names of others who may have witnessed the incident.
3. Report the harassment to an individual in a position of authority.
4. Assist victims in making their feelings known.
5. Follow College policies and procedures.
6. Encourage the reporting of sexual harassment.

Complaint Procedures

Students who feel that they have been sexually harassed and wish further information or assistance in filing a complaint should call the Vice President of

Student and Enrollment Services at 915-831-2229 or any Administrator, such as a department director, Instructional dean, or an El Paso Community College instructor or counselor.

College Procedures outline the specific process to address complaints of discrimination against college employees, students, or applicants.

The College, however, reserves the right to administratively review such complaints, and to waive the standard complaint procedure and take immediate and appropriate corrective action as deemed necessary.

For more information on Sexual Assault, Dating Violence, Domestic Violence and Stalking policies and procedures please review [FFDA-1](#).

STOP SEXUAL HARASSMENT

- 1 Title IX prohibits sex based discrimination in education for institutions that receive federal funding.
- 2 Violence Against Women Act, VAWA prohibits: stalking, date violence, sexual assault, sex trafficking and domestic violence of students, employees or visitors.
- 3 Title IX & VAWA applies to all students and employees regardless of gender identity.
- 4 EPCC can issue no-contact directives to prevent accused individuals from approaching or interacting with you.
- 5 EPCC has an established procedure for handling complaints of discrimination, harassment and violence.
- 6 Administrators, supervisors, and faculty who are witnesses or have information regarding any sexual harassment, misconduct, inappropriate behavior and/or criminal activity are required to report the incident immediately.
- 7 EPCC will not retaliate against someone who files a complaint.

EPCC is proactive in ensuring that all campuses are free from sexual discrimination and violence.

Complaints of violations under Title IX or VAWA may be directed to the following Title IX Coordinators:

Contact for Title IX Employee Matters:
Associate Vice President,
Human Resources Management and Compliance
Administrative Services Center
Building A, Room A-262
9050 Viscount Blvd., El Paso, TX 79925
(915) 831-6468



Contact for Title IX Student Matters:
Vice President,
Student and Enrollment Services
Valle Verde Campus
Enrollment Services Center, Room E-100
919 Hunter Blvd., El Paso, TX 79915
(915) 831-2402

Reports of sexual assault/violence may also be reported to:
Any campus EPCC Police Department: (915) 831-2200

The El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual or gender identity.

Student Rights, Responsibilities and Code of Conduct

The policies and procedures on the college website are the most current and override all other proceeding documents.

Preface

The Board of Trustees of the El Paso County Community College District is authorized to establish a system of disciplinary procedures, rights and responsibilities for students of the El Paso Community College. This includes procedures, for students concerning their actions on College property or College-sponsored activities. The Board of Trustees recognizes that students have the right to know the circumstances and manner in which this disciplinary action will be exercised and advises students through this publication of rules governing student conduct.

Student Rights

- I. **Generally** – All students of the El Paso Community College are entitled to enjoy the basic rights of citizenship which are recognized and protected by the laws of this country and state. Each student is obligated to respect the rights of others. Such environment will enhance the educational purpose for which the College exists and the educational programs designed to achieve that purpose.
- II. **Equal Education Opportunity** – No student or prospective student of the College shall be discriminated against because of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity. Students who feel aggrieved on the basis of race, gender, color, national origin, disability, creed, age, veteran status, sexual orientation, or gender identity, may file a written grievance with the Vice President of Student and Enrollment Services.
- III. **Academic Related Grievances** – Academic-related grievances should be submitted in writing beginning with the faculty member and then to the Instructional Dean/Director. Appeals may then be directed to the Vice-President of Instruction and Workforce Education.
- IV. **Student Grade Appeals** – The responsibility for determining all grades and for judging the quality of academic performance in a course rests with the instructor assigned to the course. A grade can be formally appealed only when there is demonstrable evidence that discriminatory, arbitrary, or capricious action on the part of the instructor has influenced the grade.

Failing grade received due to unsafe practice in a nursing or health career program may not be appealed. Students who wish to appeal an unsafe practice decision must appeal to the Dean of Nursing or the Dean of Health Careers, Math & Science, who have authority to determine the final decision.

The burden of proof that such an unfair influence has affected a grade rests with the student who appeals the grade. Only final course grades may be formally appealed to the appropriate Instructional Dean/Director.

The processing of formal grade appeals is the responsibility of the Instructional Dean/Director which administers the course. The decision on a grade appeal is the responsibility of the Vice-President of Instruction & Workforce Education (hereafter referred to as "Vice President").

For more information on the Student Grade Appeal Process please review College Procedure [EGA-6](#).

- V. Student Program and Student Activity Related Grievances** – Student-related grievances should be submitted in writing to the Vice President of Student and Enrollment Services. Appeals may be directed to the Vice President of Student and Enrollment Services for final disposition.

- VI. Non-Academic Student Grievances**
For more information on Non-Academic Student Grievances please review College Procedure [FLD-2](#).

- VII. Intellectual Property Rights**
For more information on Intellectual Property Rights please review College Procedure [CT-1](#).

Student Responsibilities

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct.

- I. **General Statement** - In all aspects of student life, the student body collectively and individually has the responsibility of participation as citizens of the academic community in a mature fashion. Students must not confuse liberty with license. In voluntarily enrolling at the College, students have the responsibility to comply with all state and college regulations governing student conduct and academic affairs. Students assume responsibility for their behavior and acknowledge and share the following responsibilities
- II. **Conditions of Enrollment**
 1. All students are responsible for showing respect and for accepting the authority of the faculty and District officials.
 2. All students are required to report any change in their legal address and /or legal name at the beginning of each enrollment period to the Admissions and Registration Office.
 3. All students are responsible for knowing and obeying all College policies and regulations, this applies to students attending classes or participating in educational activities on District Property and at all College-sponsored events on or off campus to include but not limited to clinical sites, distance learning activities, and College sponsored trips.
 4. All students are responsible for the consequences of their behavior.
 5. All students will be held responsible for all fees, textbooks, fines or other financial obligations which they have incurred. Failure to comply may result in termination of enrollment and/or a hold being placed against future registration and the release of grades, diploma, and transcripts.
 6. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions.
 7. Students are responsible for reviewing, understanding, and abiding by the Colleges regulations, procedures, requirements, and deadlines as described in official publications, including the College catalog/schedule, EPCC websites, and official College e-mail communications.
 8. Students must understand that while education is a shared activity, the ultimate responsibility for learning rests with the students' motivation and abilities.
 9. Students are responsible, collectively and individually, for allowing other students to continue their pursuit of education. Students must refrain from interfering with the rights of other students in their

educational pursuit or with employees in the exercise of their duties.

10. When approaching the administration about any matter, students must go through established channel of communication and authority.

- III. **Retained Rights and Responsibilities** – The enumeration of the above rights and responsibilities shall in no way be interpreted as being all-inclusive and denying the existence of other rights and responsibilities which a student holds as a student or citizen.

Student Code of Conduct

As stated in College Policy and Procedure [FLB-1](#)

OBJECTIVE:

To provide guidelines for appropriate student behavior and conduct while attending El Paso Community College.

PROCEDURE:

I. Appropriate student behavior

All students shall demonstrate academic integrity, observe standards of conduct appropriate for the College's function as an educational institution, obey the law, comply with EPCC policies and procedures, follow class rules, and comply with directives issued by an administrative official in the course of his or her authorized duties.

II. Acts that constitute misconduct

The following behaviors are examples of actions or activities that violate the El Paso Community College *Student Code of Conduct* with respect to Acts of Misconduct. This list is not meant to be all inclusive, but rather to serve as an aid in determining appropriate behavior. Examples of Acts of Misconduct include, but are not limited to, the following:

A. Academic dishonesty

Academic dishonesty shall constitute a violation of rules and regulations and is punishable as prescribed by Board Policies. Academic dishonesty shall include, but is not limited to: cheating on a test, plagiarism, making false statements and collusion.

1. Students may not cheat

Cheating is defined as: Students not adhering to the guidelines provided by their instructors for completing academic work. Students may not claim as their own work any portion of academic work that was completed by another student. Students may only use materials approved by their instructor when completing an assignment or exam. Students may not present the same work for more than one course

without obtaining approval from the instructor of each course. Students must adhere to all course regulations. Violations of this standard constitute cheating.

2. Students may not plagiarize

Plagiarism is defined as: All ideas, arguments, and phrases, submitted without attribution to other sources, must be the creative product of the student. Thus, all text passages taken from the works of other authors (published or unpublished) must be properly cited. The same applies to paraphrased text, opinions, data, examples, illustrations, and all other creative work. Violations of this standard constitute plagiarism.

3. Students may not fabricate

Fabrication is defined as: All experimental data, observations, interviews, statistical surveys, and other information collected and reported as part of academic work must be authentic. Any alteration, e.g., the removal of statistical outliers, must be clearly documented. Data must not be falsified in any way. Violations of this standard constitute fabrication.

4. Collusion is prohibited

Collusion is defined as: Students providing, seeking or accepting information about any academic work to or from another student without the authorization of the instructor. Students may only collaborate on academic work within the limits prescribed by their instructors. Violations of this standard constitute collusion.

B. Offenses Against Persons

1. Violations of the penal statutes of the State of Texas or of the United States occurring on District property or in connection with District-sponsored activities constitute violations of the District's rules and regulations when, such violations interfere with the educational process and goals of the District.
2. Possession or use of firearms on District-controlled property except as stated in College Procedure [CHF-1](#) *Concealed Handguns/Illegal Weapons on Campus*.
3. Threatening or causing physical harm or abuse to one's self or another person. Physical abuse includes, but is not limited to, personal injury, physical restraint against a person's will, and holding or transporting an individual against the individual's will.
4. Verbal Abuse in the form of "fighting words," abusive messages either written, verbal or by email, or words directed at an individual, which tend to incite an immediate breach of peace.

5. Harassing conduct of any kind including acts based on race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
6. Stalking, that is, the repeated following or harassing of another person accompanied by the making of a credible threat with the intent to place that person in reasonable fear of death or serious injury.
7. Possessing or using weapons, ammunition, explosives, flammable substances, or other dangerous devices. "Weapons" means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, pellet guns, air pistols, air rifles, any dirk, bowie knife, switchblade knife, ballistic knife, or any other knife having a blade of three or more inches, black-jacks, metal knuckles, nunchaku, fireworks, explosives and biological agents. Replicas and facsimiles of weapons are also considered weapons and are therefore prohibited. The use of implements or substances not commonly used as a weapon or not expressly prohibited by this section may be a violation of this code if used as a weapon. The use of mace or tear gas will not be a violation of this code if used solely for self-defense.
8. Bullying, that is, severe or repeated use by one or more individuals of written, verbal or electronic communication, or a physical act or gesture or exclusion directed at another individual. Bullying may cause physical or emotional harm, may create a hostile environment, and may infringe on a person's rights, and/or may disrupt the campus environment.
9. Gambling, this includes bookmaking, pool setting for profit, promoting or setting up a lottery for money or property, or winning or losing money or other valuables by play or hazard at any game.
10. Unauthorized or illegal possession, use, distribution, sale or transportation of narcotics, stimulants, depressants, hallucinogenic drugs, marijuana, intoxicating beverage or any other illegal drug(s) not prescribed by a physician on campus or while on a College-sponsored event or trip is a violation of this code.
11. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
12. Hazing with or without the consent of a student. A violation renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.
13. Endangering the health or safety of members of the District, community or visitors to the College's facilities.

14. Classroom Disruption Offenses. Students who engage in behavior that disrupts a classroom, laboratory, or other environment in which educational or research activity takes place may be subject to action under this Code. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. For purposes of this provision, the classroom extends to any setting where a student is involved in work toward satisfaction of academic credit or continuing education course/program-based requirements or related activities.

C. Property offenses

1. Violation of traffic regulations: All individuals will comply with the Texas Motor Vehicle Laws and any other regulations established by the El Paso County Community College District.
2. Vandalism, malicious destruction, damage, defacing, misuse, or abuse of College's public, or private, property, including library materials, computer equipment, software, vending machines and vehicles.
3. Destroying or vandalizing property, or intending to destroy or vandalize property, including but not limited to, EPCC owned or leased property, fire alarms, extinguishers, and other safety devices.
4. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of EPCC owned or leased buildings, facilities or their roofs.
5. Unauthorized or inappropriate use of EPCC property or the property of others.
6. Unauthorized or inappropriate use, duplication, or possession of keys, computer access codes, long distance caller identity codes, or other security mechanisms.
7. Theft or unauthorized possession of property or services.
8. Embezzling, defrauding, or using false pretenses to procure money, property, or services.
9. Knowingly purchasing or possessing stolen or embezzled property, money, or services.
10. Any willful or malicious burning of any property of another.

D. Public/college order offenses

1. Creating a fire, safety, or health hazard.
2. Falsely reporting a fire or other emergency situation by actions such

as activating a fire alarm or pre-alarm cover when there is no reasonably perceived emergency.

3. Impeding or obstructing an investigation, or failing to identify oneself or to comply with the directions of EPCC officials, their authorized agents, EPCC or local police agencies acting in the performance and scope of their duties.
4. Having an animal on campus, except as permitted by EPCC policies and procedures.
5. Littering.
6. Causing any object to be ejected from windows, roofs, or balconies of EPCC owned or leased buildings.
7. Conveying information that the student knows or should know to be false, by actions such as lying or being dishonest, forging, altering, or causing any false information to be entered into an EPCC record or to be presented at an EPCC proceeding or to an EPCC official.
8. Possessing, providing, distributing, selling, or manufacturing any form of false EPCC, federal, or state-issued identification.
9. Impersonating any EPCC official.
10. Elimination of bodily fluids or waste, such as urine or feces in places or receptacles not designed for receipt of such substances.
11. Indecent exposure, including but not limited to "flashing." Indecent exposure is defined as, revealing one's genitals under circumstances likely to offend or shock others or in a public place.
12. Tampering with or misuse of any fire safety equipment, such as fire extinguishers, smoke detectors, carbon monoxide detectors, and fire alarms.
13. Failure to evacuate any building during a fire alarm.

E. Misuse of computing resources and technology

Unauthorized access or entry into a computer, computer system, networks, software, or data.

1. Unauthorized alteration of computer equipment, software, network, or data.
2. Unauthorized copying or distribution of computer software or data.
3. Use of computing facilities and resources that interferes with the work of another student, faculty* member, or College official.
4. Viewing, downloading, or printing pornographic materials, photographs or video are strictly prohibited on College premises.

5. Use of computing facilities and resources to send obscene or defamatory messages.
6. Unauthorized accessing of College telephones to change a voice mail greeting.
7. Sending an email or text message using an email address or phone number belonging to another person with the intent to cause a recipient to reasonably believe that the other person sent or authorized the communication.
8. Cyber stalking, that is, use in electronic mail or electronic communication any words or language threatening to inflict bodily harm, physical injury to the property of, or extortion of money or other things of value to any person or the person's family or dependents; use of electronic mail or electronic communication for the purpose of threatening, terrifying, or harassing any person; or use of electronic mail or electronic communication to make false statements to any person or the person's family or dependents with the intent to threaten, terrify, or harass.

III. Emergency suspension

If a student's actions pose an immediate danger to any member of the EPCC community, the appropriate Vice President or a designee may immediately suspend the student pending a meeting. Except in extraordinary circumstances, that meeting will be scheduled within two academic calendar days. At this meeting, the student will be informed of the nature of the alleged violation, presented with available evidence, and given the opportunity to make a statement and present evidence. If the emergency suspension is continued, the student will be offered a hearing option. If the student elects this option, the appropriate Vice President shall notify the student concerned by certified letter or personal delivery of the date, time and place of the hearing, which shall take place no fewer than ten class days after the date of notification.

IV. Disciplinary sanctions

Sanctions serve to promote safety or to deter students from behavior which harms or threatens people or property. Some behavior is so harmful to the El Paso Community College community or so detrimental to the educational process that it may require more serious sanctions, such as removal from specific courses or activities, suspension from El Paso Community College, or expulsion.

Disciplinary sanctions will be based upon the seriousness of the offense, the student's attitude, the impact of the misconduct on the College environment, the student's overall record at the College (including prior discipline, if any) and the statutory or other legal requirements, if any.

1. Written warning: A formal notice that the *Code* has been violated and that future violations will be dealt with more severely.
2. Disciplinary probation: A sanction that indicates that the individual's standing with the College is in jeopardy and that further violations may result in suspension or expulsion.
3. Restitution: A sanction that requires the student to compensate an injured party for loss, damage or injury in the form of money, service, or material replacement.
4. Community service: Performance of a specified number of hours or tasks designed to benefit the College community and/or to help the student understand why his or her behavior was inappropriate.
5. Class or workshop attendance: Enrollment and completion of a class or workshop designed to help the student understand why his or her behavior was inappropriate.
6. Educational project: Completion of a project specifically designed to help the student understand why his or her behavior was inappropriate.
7. Suspension of privileges: Loss of privileges, such as loss of library privileges, or the privilege to attend athletic or other extracurricular events.
8. Removal from courses or activities: Removal from specific courses or activities, including revocation of eligibility to represent the College in athletic or other extracurricular activities.
9. Counseling referral to pursue assistance in helping the student understand why his/her behavior is inappropriate and to obtain the skills necessary to avoid repeated offenses.
10. Failing grade for a test, assignment, or course.
11. Restrictions on access: Restriction from entering specific College areas and/or all forms of contact with certain persons.
12. Suspension: Separation from the College for a specified period of time or until certain conditions are met.
13. Expulsion: Permanent separation from the College whereby the student is not eligible for re-admission.
14. Revocation of Degree and withdrawal of diploma.

These sanctions do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the *Code*, including harassment and other discriminatory behavior, also may violate local, state and federal laws and may subject the student to additional penalties.

V. Records

A. Records of disciplinary actions

Records of present or former students of El Paso Community College are confidential and are not public information. Therefore, the following regulations regarding student disciplinary records shall apply.

1. Disciplinary records are considered educational records under the Family Educational Rights and Privacy Act (FERPA). As a result, these records are kept confidential in accordance with this law.
2. Disciplinary records will be filed in the student's or student organization's disciplinary file in the office of the appropriate Vice President. The file will consist of the following: a statement of charges, summary of the information presented at the disciplinary hearing as outlined in College Procedure [FMA-1](#), findings and sanctions of the hearing body, records of appeals and rationale for the decisions.
3. Student disciplinary records are normally maintained in the office of the appropriate Vice President for a period of seven years, after which the file records may be purged. Records may be maintained for a longer time at the discretion of El Paso Community College except that the tape recording of any discipline hearings as per College Procedure [FMA-1](#), may be destroyed one semester following exhaustion of all appeals. Records of students who were suspended or expelled from El Paso Community College are retained permanently.
4. If a student is suspended or expelled, a notation will be made on the student's academic record. The notation of suspension will be removed at the time the student is readmitted to El Paso Community College.
5. Individual student disciplinary records are confidential; nothing from them appears on a student's academic transcript.

B. Request to review a disciplinary record

Because the Family Educational Rights and Privacy Act (FERPA) defines the records of a student engaged in a disciplinary process as confidential, information about the disciplinary process may only be shared with the student found responsible, his/her parents if a dependent, his/her academic College dean or adviser and school officials with a legitimate educational interest.

Other persons desiring access to disciplinary records may do so by securing a written waiver from the student whose record is requested unless otherwise permitted by federal or state law.

C. Other college records

A disciplinary file is only one form of information maintained by El Paso Community College related to student records. The College *Catalog* contains more information related to student records and other confidential information.

D. Obtaining a copy of your student records

The office of the Vice President of Student and Enrollment Services does not give copies of student files. Students can view their file by scheduling an appointment to do so, under the supervision of the Vice President of Student and Enrollment Services or his/her designee.

*Note: The word “faculty” denotes instructors, counselors, and librarians.

For more information on Student Disciplinary Procedure please review [FMA-1](#).

Student Disciplinary Procedure

OBJECTIVE: To provide a process for student disciplinary actions. Activities that may result in disciplinary action are listed in the *Student Code of Conduct*.

PROCEDURE:

I. Authority of the Vice President

- A.** All Non-Academic Student related issues should be forwarded to the Vice President of Student and Enrollment Services.
- B.** All Academic Student related issues should be forwarded to the Vice President of Instruction and Workforce Education.

II. Discipline Process

When the appropriate Vice President receives information that a student has allegedly violated a District policy, or the *Student Code of Conduct*, the appropriate Vice President shall investigate the alleged violation of student misconduct. Alleged violations of student misconduct may be submitted by any member of the campus community, including faculty*, staff or students, or from a third-party, such as the Police Department. The information should be submitted in writing with supporting documentation that supports the allegation.

Students shall be given a fair opportunity to demonstrate innocence before College officials, as outlined in Section III of this procedure. Students are entitled to a disciplinary hearing,

including being given adequate notice of the hearing and allegations in advance. Students with disabilities may request special accommodations, such as sign language interpreting services and visual aids, during the student discipline process.

For more information please see [FMA-1](#)

YOUR PRIVACY RIGHTS

Directory Information

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, El Paso County Community College District gives notice that an information directory may be released to the to the general public without the written consent of the student. Directory information includes:

- Student Name
- Student address
- EPCC student email address
- Telephone listing
- Dates of attendance
- Major field of study, awards, and degrees received
- Most recent/previous institution attended
- Date of Birth
- Participation in officially recognized activities/sports
- Weight and height (for members of athletic teams)
- Academic level
- Enrollment status

Students currently enrolled may request that their directory information be withheld from the public by filing a written request at the Admissions and Registration Office. Such a request will remain in effect until the student authorizes its removal in writing.

Release of any additional information pertaining to student records must be authorized, in writing, by the student, except as authorized under the law. Students have a right to inspect, review, request copies of, and challenge the contents of their educational records. A fee will be charged for copies provided.

The Registrar's Office is the repository of all students' educational records and will supply students with information related to their educational records and refer those students requiring additional assistance to the proper College official or office. For more information on FERPA visit,
<https://www.epcc.edu/administration/InstitutionalResearch/faqs>

