Highland Community College
2013/2014

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WELCOME TO HIGHLAND COMMUNITY COLLEGE.

CALENDAR

Please consult the online calendar at www.highlandcc.edu for all pertinent dates for the 2013-14 Academic Year.

RESOURCE GUIDE

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

HIGHLAND CAMPUS RESOURCE GUIDE

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

Academic Advisor Information - Andrea Keller - Extension 6147
Irvin Hall, Second Floor

Academic Difficulties - Student Resource Center - Extension 6058
Irvin Hall

Activities & Clubs - Tyler Nordman - Extension 6188
Wellness Center

Alumni Activities - Kelly Twombly - Extension 6018
Administration Building, Second Floor

Athletics (Intercollegiate) - Greg Delzeit, Athletic Director - Extension 6039
Allen Field House, Room 207

Athletics (Intramural) - see Intramural Sports

Athletic Trainer - Suzanne Crawford - Extension 6049
Allen Field House, Training Room

Billing - Rhonda Modlin - Extension 6001
Administration Building, Business Office

Bookstore - Wanda Davis - Extension 6009
Bookstore-Mailroom

Cafeteria - Great Western - Extension 6095

Counseling Services - Kristen Woodruff 785-442-6016

Disabilities Services - Jeannane Gross
Yost Hall, 6130

Doctor - see Medical Services

EMERGENCY - AMBULANCE - 911
FIRE - 911
Highland POLICE – 785-442-3212

Employment (student) - Amy Lackey - Extension 6023
Administration Building, Student Services Office

Financial Aid - Amy Lackey - Extension 6023
Administration Building, Student Services Office

Foundation - Dr. Craig Mosher - Extension 6019
Administration Building, Second Floor

Grades - see Student Records

Housing - Brad Dixon or Tyler Nordman - Extension 6028 or 6188
Wellness Center

ID Cards - Michel Scott - Extension 6020
Administration Building, Student Services Office
Extension 6060

Information Technology Help Desk - Penny Donaldson - Extension 6054
Library

Lost and Found - Wanda Davis - Extension 6009
Bookstore-Mailroom

Mail Services - Wanda Davis - Extension 6009
Bookstore-Mailroom

Medical Services - Highland Community Clinic
415 West Main, Highland, KS – 785-442-3213
Troy Family Medical Center
311 West Locust, Troy, KS - 985-3504
Brad Dixon - Extension 6028
Wellness Center

Paychecks (student) - Bookstore-Mailroom

Student Government - Tyler Nordman - Extension 6188
Wellness Center

Student Records - Alice Hamilton, Registrar - Extension 6024
Administration Building, Student Services Office
see Bookstore

Textbooks - see Student Records

Transcripts - see Academic Difficulties

Tutoring - Dr. Cheryl Rasmussen, VP Student Services
- Extension 6020
Administration Building, Student Services Office

Withdrawal from College - Terri Ball, Extension 152

Work Study - Amy Dulac-Extension 123

Tech Center Resource Guide

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

Academic Services - Terri Ball, Extension 152

Student Services - Amy Dulac-Extension 123
Regional Site Resource Guide

Atchison Center  Terri Ball, 913-367-6204
Holton Center  Peggy Forsberg, 785-362-6000
Perry Center  Sue Grossdidier, 785-597-0127
Concurrent Classes  Sara Smith, 785-284-3777
Wamego Center  Diane Hinrichs , 785-456-6006
Disabilities Coordinator  Jeannanne Gross, 785-442-6130

Online Resource Guide

Director  Denise Peters, 785-362-6000
Enrollment  Robbyn Ireland, 785-442-6129
Sara Smith, 785-292-6002

GENERAL STUDENT INFORMATION

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

Name
Address (local & permanent)
Telephone number (local & permanent)
Date and place of birth
Major field of study
Full or part-time enrollment status
E-mail address
Photographs
Classification (freshman, sophomore)
Dates of attendance
Degrees
Awards received
Previous institutions attended
Sports - height, weight, and picture
Participation in recognized activities

Currently enrolled students may withhold disclosure of this information to institutional persons or organizations. To withhold disclosure, written notification must be received in the Office of the Registrar by the end of the first week of each semester. This also will keep you out of the Campus Directory which is published each semester and which is available to anyone on request.

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

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

THE HCC BOOKSTORE
The HCC Bookstore is located in the lower level of the Library Student Union Building (LSU) on the Highland campus and is open weekdays from 8:00 a.m. - 4:00 p.m. Rental books and school supplies can be obtained through the Bookstore. College apparel, college souvenirs, and miscellaneous merchandise are also available.

BOOK RENTAL for non-technical school students -- The mandatory book rental program saves money for HCC students. For a fee of $11.00 per credit hour, textbooks are provided. The fee does not include workbooks or supplements required by instructors. Books are dispensed by the HCC Bookstore and must be returned at the end of the semester or upon dropping a course. Students who fail to return books within 4 weeks of dropping or course completion and posted deadlines, will be assessed the current replacement cost of the book. Academic transcripts will be held until payment is received.

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

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

ATTENDANCE REQUIREMENTS
(NON-TECHNICAL PROGRAM STUDENTS)
Students who do not attend at least one session of each course for which they are enrolled, by the end of the second week, will automatically be dropped from that course. Students may be dropped from a course when they are failing the class AND have absences totaling 20% of the class. The following guidelines will be observed.

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

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

Absences due to College sponsored activities will not be considered, unless otherwise notified by the instructor. In the event a student is dropped, the student will not be charged the drop fee. Students who drop before the last day to withdraw from classes will receive a “WF” on their transcript.
ATTENDANCE REQUIREMENTS FOR
STUDENTS ENROLLED IN TECHNICAL PROGRAMS

Students who do not attend by the end of the second week will automatically be dropped from the program in which they are enrolled.

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

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

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

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

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

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

ACADEMIC INTEGRITY

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

Every instructor will:

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

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

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

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

CLASSROOM DISRUPTIONS

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

Every instructor will:

• State clearly in the first-day handout their personal policy about disruptive acts in accordance with their expectations of their students.
• List examples of disruptive acts and how those specific acts will be handled (not all acts of disruption can be anticipated and this list is not all inclusive).
• Send his/her policy (first-day handout) to the chief academic officer or appropriate regional coordinator for review and acceptance.

Situations which demean, embarrass, sexually harass, or threaten the life or physical safety of others will not be tolerated and the instructor will drop the student from the class. A grade of “W” will appear on the academic transcript if the student is dropped from the class before or on the last withdrawal date for the semester. A grade of “WF” will appear on the academic transcript if the student is dropped from the class after the last withdrawal date for the semester.

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

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

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

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

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

ACADEMIC PROBLEMS

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

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

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

COPIER

Students will be charged .10 for copies and .05 for computer printouts.
STUDENT CODE OF CONDUCT
The College reserves the right to suspend a student for conduct that is detrimental to the best interests of HCC. The following types of acts will be considered violations of the College’s standards for student conduct and could result in serious disciplinary action to include suspension.
1. Threatening the life or physical safety of others.
2. Conduct that violates the right of others to an educational atmosphere or interferes with the operations of the College.
3. Vandalism, theft, or willful destruction of property.
4. Violation of College policies or regulations.
5. Violation of federal, state, or local laws.
6. Insubordination to College authorities.

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

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

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

The process for the appeal will involve the Vice President reviewing the decision of the hearing committee and interviewing the student. The Vice President’s decision will be final.

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

HIGHLAND CAMPUS FALL FINAL EXAMINATION SCHEDULE
All final exams will be given in the regularly scheduled classrooms. The time each exam begins is available from each instructor or from the academic office on the Highland Campus.

All exams are scheduled for two hours except activity-based courses. Final exams for all other scheduled instruction will be given during the last regular class period. Independent study, arranged courses, and evening class finals will be arranged by the course instructor.

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

HCC STUDENT STATUS DEFINITIONS FOR CONTINUED ATTENDANCE & FINANCIAL AID ELIGIBILITY
At the conclusion of each semester, all students will be evaluated to determine whether or not they are attaining satisfactory academic progress according to the Satisfactory Academic Progress (SAP) Policy. Following are student status definitions.

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

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

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

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

Self-Reinstatement: Students who have been suspended for not meeting SAP, but a) requested an appeal for reinstatement that was denied by the SAP committee and now agree to take, pay for, and complete a minimum of six hours with the goal of getting back to the good standing student status. (May take additional hours, but must complete all hours in which they are enrolled.)
b) have applied to be self-reinstated and agree to take, pay for, and complete a minimum of six hours with the goal of getting back to the good standing student status. (May take additional hours, but must complete all hours in which they are enrolled.)

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

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

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

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

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

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

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

Transfer students or students with prior college credit hours at Highland Community College who fail to meet the required HCC SAP policy will be placed on warning for the first semester of attendance at HCC.
Suspension Status
Suspension means that a student’s eligibility for Federal grants, direct loans, and federal work-study has been suspended due to not making Satisfactory Academic Progress. Suspension from Federal Student Aid will occur if a student on Warning or Probation (see below) does not meet the requirements for Good Standing. Suspension will also occur if a student has exceeded the Maximum Time Frame stated above. Students will be able to attend HCC if reinstated (see below).

Reinstatement
Students who are suspended from financial aid will receive a suspension notification letter at the end of the semester. There are two ways that a student may be reinstated.
1. Appeal-Students with documented mitigating or unusual circumstances may complete an online appeal form and submit appropriate documentation requesting reinstatement from the Satisfactory Academic Progress Committee. The decision of the committee is final. Students should submit their appeal form and documentation any time after receiving notice of suspension (or withdrawing) and no later than midterm of the semester before they want to reenroll. Allow approximately three weeks for processing. SAP appeals will be approved only once per academic career.
2. Self-Reinstatement-If there is not an extenuating documented circumstance to appeal or if the appeal is denied, a student may be reinstated after successfully completing and paying for one semester of credit at Highland Community College. In that semester, the student must attempt and complete a minimum of six hours with Highland Community College, have a semester and cumulative GPA of 2.0, and have a 67% cumulative completion rate. Students may enroll in more than 6 hours and must complete all hours attempted during this period. If a student owes a repayment of overpayment of Federal Student Aid, it must be taken care of before they can regain eligibility for additional Federal Student Aid. Student account balances must be paid in full before financial aid can be reinstated.

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

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

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

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

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

INSTITUTIONAL AWARDS
Students receiving institutional awards from Highland Community College are expected to maintain a minimum grade point average and pass at least 12 hours per semester; or in the case of athletics, the students must meet NJCAA eligibility guidelines. Each award has different guidelines which students will receive when her or she signs the award agreement. At the conclusion of each semester, students not meeting the guidelines will not have their awards renewed for the succeeding semester. There isn’t an appeal procedure or probationary period for HCC institutional awards. Please consult the website for specific institutional award guidelines.

INCLEMENT WEATHER CLOSING ALERTS
It is sometimes necessary for various campuses to close due to inclement weather. All students are automatically signed up to receive Scottie Alerts, a free messaging service that alerts students in various campus locations to announcements about campus closings, emergencies, or other announcements.

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

- KAIR, 1470 AM/93.7 FM (Atchison)
- KNZA, 104 FM (Hiawatha)
- KQ-2, Channel 2 (St. Joseph)
- Highlandcc Twitter Account
- Highland Scotties Facebook Account

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

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

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

HOUSING/MEAL COSTS PER SEMESTER

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

Students living in campus housing must purchase a meal plan. HCC offers ten or 17 meal per week plans and includes a a flex dollar plan. Students may increase their meal plan at any time, but may not decrease the meal plan one week after classes start at 5:00 p.m.

Meals will not carry over to a following week. Flex dollars will carry over from fall semester to spring semester. All unused flex dollars will expire on the last day of the meal plan in the spring semester.

The cafeteria serves from Monday breakfast through Friday dinner, plus Saturday and Sunday brunch. Hours are posted in the cafeteria.

PAYMENT INFORMATION

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

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

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

Highland Community College accepts MasterCard and Visa.

LENGTH OF THE CONTRACT

The contract expires at 6:00 p.m. on the day you withdraw from the College or the date of your last examination.

Housing units are closed during Winter break. Only those students required to remain on campus during the break (i.e. for an athletic event or a performance) will be allowed to occupy student housing during break periods. Students with special circumstances may contact the Housing Director to make any necessary arrangements. A daily rate will be charged to those receiving permission to stay.

STUDENT CONDUCT

By entering into a contract with the College for student housing, you agree to follow the standards set by the College and to follow basic principles for living in a group setting. The following are breaches of the agreement:

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

HOUSING AND ROOM ASSIGNMENTS

You must occupy your room or notify the Housing Office of the date you wish to move in on or before the enrollment date of each semester. If you fail to do so, your room may be reassigned. All room changes must be authorized in advance by the Housing Director. There is a two week room freeze after students check into their room. Room changes will not be accepted until September 1. Any differences in room rates will be compensated for by the student or the College. Students making unauthorized room changes will be fined.

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

FACILITIES AND FURNISHINGS

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

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

Report lost room keys to the Housing Director immediately. A replacement fee of $80.00 will be charged for lost campus apartment keys and $15.00 for mail keys. Replacement fees must be paid BEFORE receiving the new key.

SMOKING:

Smoking and use of all tobacco and tobacco products is prohibited across campus. Use of tobacco inside of vehicles legally parked in campus parking lots is allowed. See the HCC Tobacco Use Policy in the back of this handbook for more details.
**PARKING**

**Parking Policy:**

Students, staff, and faculty are required to register their vehicles and display parking permits when parked in campus parking lots. Students living in campus housing will be assigned parking according to their housing assignment as per the following chart and **may not park in any other area on campus.**

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

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

**Additional HCC Lots and Open Parking**
- Wellness Center –Open to staff, commuters, and community members. Not open parking for students until after 5:00 pm on Monday through Friday.
- CT Building (West)-“C” and Staff Only
- LSU/Cafeteria- Staff Only
- Main Street (South of Allen Field House, Irvin Hall, Administration, Library, and Math/Science) -Open Parking
- Admin Building/Irvin Hall (North)-Reserved for Staff and College Vehicles
- East of Ellis/Church Parking Lot- “C,” “E,” and Staff Only

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

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

**Parking Exceptions:**

After 5:00 PM and before 6:00 AM (Monday through Friday) and throughout the weekends, parking is open to everyone in the following parking areas:

1. Behind the library (north side), normally Staff parking
2. Wellness Center, normally reserved for Staff, commuters, and community gatherings
3. CT Building West
4. Students are not allowed to park on the street around Allen Field House or Kessinger Field for athletic practices or games/events held in these areas in order to create more parking for visitors and fans.

**Disabled Parking:**

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

**Injured Parking:**

Any individual who is injured and requires crutches may get permission from the Vice President for Student Services to park close to the cafeteria or classrooms. A special permit is issued to that individual and must be displayed in the front window when parked on campus.

**Vehicle Fines:**

Responsibility for locating a legal parking space rests with the vehicle operator. Individuals who do not comply with campus parking rules and regulations will be issued a parking violation and charged a fine in accordance with the fee structure listed below. All fines levied against violators have been approved by the Highland Community College Board of Trustees. All fines must be paid in the Business Office, Administration Building, during normal work hours, or by mail.

**Payment of Fines**

All violation fees doubles if not paid in ten working days. Fines are cumulative for the academic year, fall through summer.

**Fine Charges are as follows:**

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

**STUDENT HOUSING DISCIPLINARY PROCESS**

Students in violation of their agreement with the College will be placed in the student housing disciplinary process and/or fined. Listed below are the steps in the process. These steps are not sequential; the nature and severity of the student’s violation determine where he or she is placed. This process is separate from that of the College. Depending on the infraction, the student may or may not be placed in the College’s discipline process. College officials determine if an act is flagrant or malicious and a fine may be involved with violation.

The Residence Life Hearing Committee, comprised of an SGA representative, two RA’s, a faculty member, an administrative staff member will review written appeals for violations resulting in fines, housing warning and housing probation status if submitted to the housing director within 10 days of receiving the violation. All decisions of the Residence Life Hearing Committee will be final. The Residence Life Hearing committee will not hear cases that would involve dismissal from HCC.

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

**HOUSING DISCIPLINARY STATUS**

**Warning Status** - Student has committed a non-flagrant violation. Student is returned to good standing after a six-week period.

**Probation Status** - Student has committed a violation of his or her housing agreement. Terms and length of probation will be established by College administration. Additional offenses may initiate the dismissal process.

**Dismissal** - Student has committed a malicious violation of the housing agreement, or is a perpetual offender. Student is evicted from student housing.

**QUIET HOURS**

Quiet hours are from 9:00 p.m. - 8:00 a.m. daily. During quiet hours, no noise (voices, television, radio/stereo) may leave your room. At all other times, keep in mind that you are living with and near others. City of Highland quiet hours begin at 9:00 p.m. daily, and will be enforced by local officials.
**VISITATION**
Room visitation hours for all campus housing are from:
9:00 a.m. - 1:00 p.m. Sunday through Thursday, and
9:00 a.m. - 2:00 a.m. Friday and Saturday.
All overnight guests of students living in campus housing must be approved by the director of campus housing.

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

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

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

**EMERGENCY PROCEDURES**

*Fire - Dial 911*
If an alarm or smoke detector sounds, you must evacuate the building. Check any door before opening it—if it is hot, remain inside the room and summon help from a window. Evacuate quickly and with your safety in mind, but prepare yourself in the event that you must remain outside for some time—dress appropriately. If you detect a fire, get yourself to safety and dial 911.

Tampering with fire equipment (smoke detectors, extinguisher, or alarms) is, in addition to being a danger to others, a violation of College policy and state law. The College will pursue prosecution of any individual guilty of tampering.

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

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

*Maintenance Emergencies*
In the event of a maintenance emergency, attempt to contact your Resident Assistant. If he or she is unavailable, contact the Housing Director.

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

**MAIL**
Each apartment has its own mailbox located in the basement of the Student Union. You will be assigned a key for the box corresponding to your apartment. Carry your key with you—DO NOT ASK MAILROOM PERSONNEL TO OPEN YOUR BOX. Replacement cost for lost mailbox key is $15.00. Individual boxes are available at the U.S. Post Office for a fee.

**CHECK OUT PROCEDURE**
In order to be eligible for a refund of the $150.00 deposit, you are required to complete these steps by 6:00 p.m. on the last day of the contract:
1. Clean your room completely: remove all trash, sweep and mop the floors, dust, vacuum carpeted areas, clean bathroom and kitchen areas thoroughly, including the oven and refrigerator. Be sure beds are bunked in all rooms.
2. Remove all personal belongings.
3. Contact your Resident Assistant or other housing personnel for a room inspection during designated check out times.
4. Turn in keys. Your Resident Assistant or other housing personnel will direct you to the designated key-drop site.
5. Complete and sign a forwarding address and checkout form.
At 6:00 p.m. on the final day of the contract, the College reserves the right to dispose of personal property remaining in housing units without liability to itself or its personnel.

**THE FOLLOWING ARE PROHIBITED ON THE COLLEGE CAMPUS BY RESIDENTS AND NON-RESIDENTS OF CAMPUS HOUSING:**

**$50 Fine Category (More specific information below)**
- Empty Alcohol containers -- this includes wrappers and boxes
- Pets
- Large amperage appliances
- Solicitation (except in the case of written permission from the Vice President for Student Services)
- Personal barbeque grills (exception for North Apartments and Brown/Blue House) and lighted candles (any item with open flame)
- Water guns, water balloons, and water balloon launchers.
- Dangerous items as determined by housing staff. Examples include but are not limited to sling shots, fireworks, archery equipment, paint ball guns, water guns, potato gun, air soft guns, knives less than 4 inches long (Kitchen knives not used as dangerous weapon, excluded.)

**$200 Fine Category (More specific information below)**
- The possession, use, or sale of alcoholic beverages or illegal drugs
- Illegal drugs and /or drug paraphernalia of any type. Please note: Minimum disciplinary action for illegal drugs (not including alcohol) found on your person while on campus, in your vehicle, in your campus apartment is dismissal from housing. Those not living in campus housing, but who are on campus in possession will be fined $200.
- Firearms
- Weapons and/or significantly dangerous items as determined by housing staff. Examples include but are not limited to pellet guns, explosives, martial arts weapons, knives longer than 4 inches.
HCC CAMPUS FINE SYSTEM

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

Note: If there is a violation in a campus housing unit, all students will be held individually accountable and in most cases, fines will be assessed to all the occupants. As listed in the student conduct standards for living in campus housing, “Failure to report violation(s) which occur within one’s own assigned housing unit, by other campus housing residents or non-campus housing residents, to proper College authorities” is in and of itself a violation of the student conduct code.

**OFFENSE/VIOLATION** | **FINE**
--- | ---
Violating an educational environment | $25.00
Includes Visitation Violation and Noise Violation

Trash Removal (per bag) | $25.00

Destruction of College property | $50.00

This fine does not include replacement and labor costs that will also be assessed.

Insubordination to College authorities | $50.00

Pets in campus apartments | $50.00

Possession of prohibited item on campus, $50 category, resident or non-resident (see list above) | $50

Door unlocks - $10.00 per unlock (after the first two unlocks) will be added to your student account.

Possession of prohibited item on campus, $200 category, resident or non-resident | $200.00

(If dismissed from housing during the semester and more than $200 remains on housing bill, hearing committee may determine that fine will not apply. If prohibited items found in double, triple, quadruple, etc. occupancy room and no one claims ownership, all residents in room or apartment, whichever deemed most appropriate by hearing committee, will be fined. If student is not living on campus, but has possessed on campus, the student will be fined $200.)

Possession of Alcohol-please see fine structure listed below

Discharging a fire extinguisher/damaging or dismantling smoke alarm | $100.00

Smoking or using any tobacco product on campus (including inside campus apartment, buildings, etc. and excluding inside personal cars legally parked on campus):

First offense: mandatory enrollment in and completion of College approved smoking cessation course at the student’s expense or $200 fine.

Second or subsequent offense: $250 fine

Failure to pass health & welfare check (after given opportunity to clean.) | $25.00

Damaging, tampering with or removing wireless router | $600.00

HCC Furniture found outside of apartments (does not include replacement costs if damaged) | $50.00

Unauthorized room change | $25.00

Disorderly Conduct (including, but not limited to public drunkenness, fighting, physical altercation, use of extremely obscene or offensive language, inciting a riot, etc.) | $100.00

End of Semester Checkout Violations

Improper checkout | $50.00

Failure to return furniture to original arrangement | $25.00

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**Trash Cleanup from end of semester check-out**

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**Alcohol violations**

**See Below**

**Possession of Illegal Substances and Paraphernalia**

**See Below**

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

**Campus Crime Disclosure Act Annual Report**

Updated October 1, 2012, Highland Community College

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

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

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

Students should report any complaints or problems they may have to their RA’s, Housing Director, Residence Life Staff, Campus Security or the Vice President for Student Services. The campus security number is posted across campus, in the resident handbook, student handbook, on the website, and in college directory information. Campus Security phone is (785) 741-2206. There is an RA on duty each evening. The phone number for the RA on duty is 785-850-1377.

The college has a silent witness program for anonymously or confidentially reporting crimes via the internet. The program may be accessed at: https://secure.highlandcc.edu/Site/Student Life/Safety and Security Silent Witness.php

Every reasonable effort is made to identify all reported crimes and to present the statistics in the annual report. You can obtain a printed copy of the report by contacting the HCC Security Department.

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

Information for reporting crimes - Students & Staff or others may anonymously report crimes by accessing the following site online: https://secure.highlandcc.edu/Site/Student Life/Safety and Security Silent Witness.php

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


Information concerning Campus Security and College policies concerning alcohol, drugs, weapons, crime prevention, reporting of crimes, building access, sexual assault, safety awareness programs, and other security matters. Information may be obtained at http://highlandcc.edu/Site/Student Life/Handbook.php or by accessing a copy of the HCC Student Handbook from the bookstore, library, or Vice President for Student Services office. Information on the Kansas Bill of Rights for Victims of Crime, pursuant to KSA74-7333, available at http://www.kslegislature.org/legsrv-statutes/getStatuteInfo.do

Crime Prevention

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

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

Drug or Alcohol-abuse Education Programs:

Campus Counselor - These services are confidential and free of charge to all Highland Community College students and staff. The counselor works directly with students to help them meet their mental health needs including abusing alcohol or drugs.

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

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

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

The Security Department

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

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

• Campus Security Department Phone 785.741.2206.
• Highland City Police Department Phone 785.442.3212 or 911.

The Security Department is located on the lower level, north office of Heritage hall on the Highland Community College campus. This department plays a significant role in developing and maintaining a safe campus. HCC Security has developed and implemented crime prevention services and programs to better serve and protect the campus community.

Security officers enforce HCC rules and regulations, monitor parking lots, respond to fire alarms, patrol buildings and grounds and provide student assists including safety escorts.

To request security services call (785) 741-2206. The policies and services of the Security Department are designed to provide a basis for a safer environment and set a standard that is most conducive to a safe campus. The department maintains close liaison with Highland Police Department, Doniphan County Sheriff’s Department, state, and federal law enforcement agencies in implementing and coordinating campus security and law enforcement operations.

Campus Security Reporting Authority

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

• A member of a campus police department or a campus security department of an institution;
• Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property; or any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; and
• An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings, athletic directors, team coaches, faculty sponsor to a student group, student advisor, and in some cases, students serving as resident advisors/assistants, or students who monitor access to dormitories.
Recent amendments to the Campus Security Act, a federal law that requires colleges and universities to annually compile and publish crime statistics for their campuses and certain other areas, require that “campus security authorities” report crime statistics for inclusion in the college’s Annual Security Report. Because of the law’s complex reporting requirements, the most reasonable and effective way to manage the reporting is as follows. If you observe any crime listed below, or if any person reveals to you that he/she learned of or were the victim of, perpetrator of, or witness to any crime listed below, immediately complete an Incident Report form available at the HCC Security Office or complete an online silent witness form at https://secure.highlandcc.edu/Site/Student_Life/Safety_and_Security_Silent_Witness.php

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

Crimes that should be reported are:

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

Crime Statistics Information and Reporting

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

Emergency Response and Evacuation Procedures

Highland Community College maintains the HCC Emergency Plans for instances of injury or illness, fire, weather disturbances, bomb threats, and violence. The plan is evaluated and updated annually. A copy of the HCC Emergency Plan is located on the website under Student Services-Resources: in each Student Handbook which is distributed to all new students and full time employees annually; and in the Student Housing Handbook which is distributed to each campus resident annually.

Highland Community College also maintains a crisis plan and procedures to notify the campus community, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

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

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

The Scottie Alert Emergency Notification System is utilized regularly to post limited announcements. Students and staff are encouraged during enrollments and other times throughout the year to register. HCC conducts tests of the system and process annually. The last announced test of the crisis notification process and subsequent crisis drill was on March 27, 2013.

Missing Student Notification

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

A student will be presumed to be missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

Reporting a Possible Missing Student:

Any member of the college community, including both employees and students, who is concerned that a currently-enrolled student may be missing should immediately contact the Vice President for Student Services at 785-442-6020. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President for Student Services. The Vice President for Student Services shall investigate all reports and determine whether a student is missing. If the Vice President for Student Services determines that a student is missing, he/she shall notify the President and the Doniphan County Sheriff’s Department, and/or other appropriate law enforcement agencies, as necessary.

Missing Person Emergency Contact:

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

Parent/Guardian Notification for Students under 18 years of age:

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

Law Enforcement Notification:

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

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

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

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

- DO NOT change clothing.
- DO NOT clean clothing or take a bath.
- DO NOT apply medication

If these precautions are not followed, evidence may be destroyed. Write down a good description of the assailant, specifying any identifying marks, scars, or tattoos. Include the assailant’s clothing, eye color and hair color. In conducting a through investigation of a rape or assault, officers will ask many questions and will go over details of the crime.

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

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

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

Emergency or Police Assistance- Dial 911
Campus Security, 785.741.2206
Rape, Abuse & Incest National Network (RAINN) 1-800-656-HOPE (4673)
HCC, Counseling Services, 785.442.6016
Kansas Bill of Rights for Victims of Crime
Pursuant to K.S.A. 74-7333, as amended, a crime victim has the following rights in Kansas:
1. Victims should be treated with courtesy, compassion, and with respect for the dignity and privacy and should suffer the minimum of necessary inconvenience from their involvement with the criminal justice system.
2. Victims should receive, through formal and informal procedures, prompt and fair redress for the harm, which they suffered.
3. Information regarding the availability of criminal restitution, recovery of damages in a civil cause of action, the crime victims’ compensation fund and other remedies and the mechanisms to obtain such remedies should be made to victims.
4. Information should be made available to victims about their participation in criminal proceedings and the scheduling, progress and ultimate disposition of the proceedings.
5. The views and concerns of victims should be ascertained and the appropriate assistance provided throughout the criminal process.
6. When the personal interests of the victim are affected, the views or concerns of the victim should, when appropriate and consistent with criminal law and the procedure, be brought to the attention of the court.
7. Measures may be taken when necessary to provide for the safety of victims and their families and to protect them from intimidation and retaliation.
8. Enhanced training should be made available to sensitize criminal justice personnel to the needs and concerns of victims and guidelines should be developed for this purpose.
9. Victims should be informed of the availability of health and social services and other relevant assistance that they might continue to receive the necessary medical, psychological, and social assistance through existing programs and services.

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

Definition of Crimes

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

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

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

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

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

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

Prevention and Awareness programs
One of the objectives of the HCC Leadership/SGA objective is to educate students on the most current health issues facing college students today in order for them to make educated lifestyle decisions. This group, in association with the student activities coordinator, provides various trainings throughout the year on safety, drug/alcohol awareness, and wellness information.

All new employees are required to attend an orientation informing them of appropriate safety and security measures that the College offers. This also informs the employees of what to do in case of an emergency and provides them a copy of the crisis plan. All students are required to attend orientation seminars to inform them of appropriate safety and security measures that the College offers. A required housing orientation for all students living in campus housing is also conducted. Both activities inform students of what to do in case of an emergency.

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

This Crime Statistics Report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year. Information can also be found on the college’s website, www.highlandcc.edu, or the Campus Crime and safety website, http://ope.ed.gov/security/.

General Campus Rules
A safe and secure campus environment is a high priority of the Highland Community College staff and administration. Student policies have been written to ensure that safety is reinforced by responsible student behavior.

A campus security staff is maintained part-time and may be reached at (785) 741.2206. A surveillance camera system is also utilized in various areas of campus. Please note that Security Officers and Surveillance Cameras do not replace responsible behavior by students, nor do they totally prevent crime from occurring. Reasonable precautions that students should practice include, but are not limited to:

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

Smoking is permitted only in designated smoking areas in campus housing and 30 feet from main entrances on all HCC campuses. City Traffic laws should be followed and are enforced on campus grounds. Reckless driving will be reported to the local authorities. Safety and security at Highland Community College is a shared responsibility between the administration, campus security, the students, the campus community, and local law enforcement agencies. While the College takes actions to help increase security, students and visitors also can contribute to their own safety by following rules, using common sense, avoiding dangerous situations, and reporting suspicious or threatening activities. Campus Security can be contacted at (785) 741.2206.

ANNUAL FIRE SAFETY REPORT
HIGHLAND COMMUNITY COLLEGE, OCTOBER 1, 2012

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

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

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

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

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

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

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

Smoking Policy
Smoking is prohibited in campus locations. Smoking is allowed inside legally parked personal vehicles.

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

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

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

Fire Statistics

<table>
<thead>
<tr>
<th>Year</th>
<th>Fire</th>
<th>Injury</th>
<th>Death</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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</table>

HIGHLAND COMMUNITY COLLEGE
PROHIBITION OF SEXUAL HARASSMENT POLICY

Title IX compliance including the prohibition of sexual harassment and the provisions for grievance procedures.

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

As a part of its policy not to discriminate on the basis of sex, Highland Community College hereby specifically prohibits any act of sexual harassment and has adopted for its students and employees the following definition of sexual harassment:

Requests for sexual favors or unwelcome advances in the form of verbal or physical conduct of a sexual nature for which compliance is made an expressed or implied condition of an individual’s initial or continued employment, requests which affect decisions regarding an individual’s education, or facilitates an atmosphere that interferes with an individual’s work or academic performance.

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

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

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

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

PROCEDURE: INFORMAL STUDENT GRIEVANCES

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

PROCEDURE: FORMAL STUDENT GRIEVANCES

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

INVESTIGATION PROCESS

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

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

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

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

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

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

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

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

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

i. The Human Resources Manager should interview the accused.

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

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

l. In addition to the interview of the grievant and the accused, it should be determined if others have relevant information regarding the events in question, and whether there is any documentary evidence relevant to the grievance. Whenever possible, written, signed, and dated statements should be obtained from these individuals.

m. All persons interviewed should be advised that information related to the complaint should be kept confidential and should not be disclosed further; however, confidentiality will not always be possible and cannot be guaranteed.

Procedure: Formal Student Grievance

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

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

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

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

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

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

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

g. The grievance committee shall keep a complete record of any hearing before it, including any exhibits or papers submitted to it in connection with the hearing and a complete transcript of any testimony taken. Upon rendering its decision, the complete record shall be filed in the office of the president and shall be available to the employee. The grievant shall be notified of the committee’s decision within five days of the decision being reached.

3. Should the grievant decide that the reply of the grievance committee is unsatisfactory, the employee may, within ten (10) working days, submit an appeal to the President of the College. The President shall conduct an investigation in accordance with the investigation process and/or review the facts presented by the Human Resources Manager, grievant and grievance committee. The President shall respond, in writing, to the grievant within ten (10) days. In the absence of a written reply herein being given within the time specified, the grievance is considered to be denied and the grievant may submit the grievance to the next level.

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

5. Upon receipt of the notice of appeal, the Chairman of the Board shall cause the transcript of the hearing before the grievance committee and the written decision made by the President to be filed with the Board of Trustees, who shall review such record. The decision of the Board, upon such review, shall be final.
6. If the decision is deemed unsatisfactory by the grievant(s), a complaint of alleged discrimina-
tion may be filed with:
   Equal Employment Opportunity
   12 Grand Building
   1150 Grand
   Kansas City, MO  64106
   Kansas Commission on Civil Rights
   535 Kansas Avenue
   Topeka, KS 66603
   Office for Civil Rights
   Dept. of Health, Education, Welfare
   12 Grand Building
   12th & Grand streets
   Kansas City, MO  64106

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

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

The procedure for the processing of grievances is as follows:
The grievance procedure must be followed step-by-step. All grievances filed shall:
   1. Be signed by the grievant;
   2. Be specific;
   3. Contain a synopsis of the facts giving rise to the grievance;
   4. If applicable, cite the policy or procedure allegedly violated;
   5. Contain the date of alleged violations;
   6. Specify the relief requested; and
   7. Be filed on College supplied forms.

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

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

This grade appeal procedure is available only for the review of allegedly capricious grading, and
not for review of the instructor’s evaluation of the student’s academic performance. Capricious
grading, as the term is used here, consists only of any of the following:
   1. the assignment of a grade to a particular student on some basis other than the performance
      in the course;
   2. the assignment of a grade to a particular student by resort to more exacting or demanding
      standards than were applied to other students in the course;
   3. the assignment of a grade by a substantial departure from the instructor’s previously
      announced standards.

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

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

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

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

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

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

A. Standards of Conduct Concerning Illicit Drugs And Alcohol

Highland Community College prohibits:

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

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

City Of Highland Sanctions:

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>FINE</th>
<th>COURT COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open container accessible to driver</td>
<td>$100</td>
<td>$40</td>
</tr>
<tr>
<td>Driving under the influence (1st offense)</td>
<td>$500</td>
<td>$40</td>
</tr>
<tr>
<td>Suspension of license</td>
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<td>Suspension of license and service hrs.)</td>
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<td>Noise Violations</td>
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<tr>
<td>Diversion</td>
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State Of Kansas Sanctions:

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

Article 7 of the Kansas Liquor Control Act provides for punishments ranging up to six months’ imprisonment and fines of up to $1,000 for violation of the statues relating to the possession and distribution of alcohol.

Federal Sanctions:

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

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

STUDENTS

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

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

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

EMPLOYEES

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

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

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

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

—Substance abuse endangers your mind and body
—and health effects may be long-lasting.

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

**COCAINE** is an addictive stimulant with unpredictable effects. It may produce changes in blood pressure, heart and breathing rates. It may cause coma—or even death. Severe weight loss and liver damage may result from continued use.
MARIJUANA affects coordination, short-term memory, visual tracking, and heart rate. Regular use produces changes in the reproductive system, damage to lungs, and it may affect the immune system.

PRESCRIPTION DRUGS include stimulants (“uppers”), depressants (“downers”), and some narcotics. Used illegally or improperly, they can cause physical and mental dependence, heart problems, malnutrition, even coma and death.

OTHER DRUGS such as PCP, LSD, heroin, mescaline and morphine have a wide variety of negative health effects—from hallucinations and mental confusion to convulsions and death.

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

SUBSTANCE ABUSE CAUSES WORK AND SCHOOL INJURIES
People need good judgment and physical skills to stay safe—but alcohol and other drugs can make any job dangerous.

**Substance abuse can cause:**

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

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

**LESENNED CONCENTRATION**
- inability to focus on a task long enough or carefully enough to complete it.

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

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

Impaired skills can cause:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**SUBSTANCE ABUSERS**

* Wages or salary from sick days or suspension
* Raises and promotions due to poor work

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

**OTHER EMPLOYEES LOSE**

* Pay raises
* Increased benefits
* Job security

**HIGHLAND COMMUNITY COLLEGE**

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

Help fight the costly effects of substance abuse!
Here’s how . . .
E. Drug Alcohol Counseling, Treatment, Or Rehabilitation Or Re-Entry Programs That Are Available To Employees Or Student

* National Institute On Substance Abuse Hotline: 1-800-662-HELP
* 24 hr. Addiction Help Lines 866-645-8216
* Al-Anon Hotline 800-344-2666
* Northeast Kansas Mental Health And Guidance Center: (913)367-1593
  201 Main Street, Atchison, KS  66002
  PROGRAM DIRECTOR: Keith Rickard, R.M.L.P.
  SERVICES: Diagnosis and Referral; Alcohol and Drug Safety Action Project; Employee Assistance Program, Outpatient Counseling, Case Management, Psycsocial Med. Management

* Northeast Kansas Mental Health And Guidance Center: (913) 682-5118
  500 Limit, Leavenworth, KS  66048
  EXECUTIVE DIRECTOR: Keith Rickard; R.M.L.P.
  CLINICAL DIRECTOR: Steve Durkin
  SERVICES: Diagnosis and Referral; Alcohol and Drug Safety Action Project; Prevention; Employee Assistant Program, Outpatient Counseling Special Services-Outpatient Counseling for Department of Corrections Clients.

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

* Jefferson County Guidance Center, 785-863-2929
  1102 Walnut St.
  Oskaloosa, KS  66066

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

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

* KANZA Mental Health And Guidance Center, Inc.: 120 E. Walnut St. Troy, KS 785-982-5050
  PROGRAM DIRECTOR: David Elsbury
  HOURS: By Appointment
  SERVICES: Diagnosis and Referral; Outpatient Counseling.

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

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

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

Look in your phone book for other listings under “Alcoholism” and “Drug Abuse.”
Other helpful numbers:

* Compassionate Ear Warm Line—peer support for mental health issues 5-10 pm 913-281-2251
* National Suicide Prevention Lifeline 800-273-8255
* Alliance for Mentally Ill 117 S. 6th St. St. Joseph, MO  816-223-4469
* National Center for Disease Control Hotline, HIV/AIDS/STD  800-232-4636
  Local State Office for testing sites 785-296-6174
* Alliance Against Family Violence 800-644-1441/913-682-9131
  Doves Shelter 913-367-0365
* Kansas Legal Services 203 N. 8th St, Suite 1, Seneca, KS  785-336-6016
* SRS Access Point locations 888-369-4777
* Kansas Commission on Disability Concerns 800-295-5232

* Health
  Doniphan County Health Dept. 201 S. Main, Troy, KS 785-985-3591
  Clinic in Highland  415 Main St. 785-442-3213
  Hiawatha Hospital, 300 Utah, Hiawatha, KS 66434, 785-742-2131
  Atchison Hospital, 800 Raven Hill, Atchison, KS  66002, 913-367-2131
HIGHLAND COMMUNITY COLLEGE SMOKING & TOBACCO POLICY

SUBJECT: Smoking & Tobacco Use on Campus

1. In accordance with KSA 21-3105 and in the interest of the public health, the use of all tobacco products, including smokeless tobacco, is prohibited on the Highland Community College campus and all HCC Regional Centers—both inside/outside of buildings and all campus properties. Persons using tobacco inside of personal vehicles legally parked in campus parking lots will not be in violation of this policy.

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

Policy effective July 1, 2012.

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

HIGHLAND COMMUNITY COLLEGE NETWORK POLICY

SUBJECT: Network Acceptable Use Policy

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

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

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

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

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

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

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

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

HIGHLAND COMMUNITY COLLEGE NETWORK ACCEPTABLE USE PROCEDURES (NAUP)

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

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

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

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

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

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

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

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

• Solicitations not related to HCC will not be allowed.

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

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

• Gambling via the Internet is prohibited.

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

• Downloading software programs that violates copyright laws is prohibited.

ENFORCEMENT:
The HCC Information Technology Director or appropriate administrator will review alleged violations of HCC Network Acceptable Use Procedures on a case-by-case basis. Clear violations of procedures, which are not promptly remedied by the user may result in referral for disciplinary action, termination of Internet/network services, and/or expulsion of the user from Highland Community College.

USAGE GUIDELINES:
We are very pleased to provide this access and believe the network/internet offers vast, diverse, and unique resources. Our goal in providing this service to you is to promote education excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Internet is becoming a daily tool used to enhance productivity. Through the Internet, we have access to:

HCC Master Calendar, meeting agendas, meeting minutes, IQ Student, and other necessary daily correspondence.

1. HCC Home Web Page and all corresponding linked information
2. Electronic mail communication for daily correspondence between employees and users all over the world.
3. Public domain software and shareware of all types.
3. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities, including harassment, may be reported to the authorities.

4. Many university library catalogs, the Library of Congress, and ERIC.

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

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

**NETWORK ETIQUETTE:**

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

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Illegal activities are strictly forbidden.

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

**WARRANTY:**

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

**SECURITY:**

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

**VANDALISM:**

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

**QUESTIONS:**

Questions or concerns regarding the Network Acceptable Use Procedures should be directed to the HCC Information Technology Director.
JULY 2013

8:30 AM - 4:00 PM - New Student Enrollment (Walters Wellness Center)

Independence Day

Ramadan begins at sundown

www.eventlink.com www.thezonelive.com
“Failures are divided into two classes – those who thought and never did, and those who did and never thought.” – John Charles Salak

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**Monday**

- *infer* – deduce; conclude. We must be careful not to infer that a person is guilty unless we know all the facts.

- *-cit-, -citat-* (to call out, to rouse) – incite, excite, cite, recitation

Laylat al-Qadr begins at sundown

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**Eid al-Fitr begins at sundown**

**HCC Leadership Camp**

10:00 AM - 4:00 PM - Highland Campus Registration & Housing Move In for New Students (Walters Wellness Center)
9:00 PM - Housing Orientation for New Students (Culbertson Auditorium)

10:00 AM - 4:00 PM - Highland Campus Registration & Housing Move In for Returning Students (Walters Wellness Center)
5:30 PM - 7:30 PM - 10th Annual HCC Block Party (Front Lawn)
9:00 PM - Housing Orientation for Returning Students (Culbertson Auditorium)

**Faculty In-Service**

New Student Orientation (Allen Field House)
10:00 AM - 7:00 PM - Perry Registration Day (Perry Center)

**Alumni Weekend**

9:00 PM - Outdoor Movie Night (Location TBA)
10:00 AM - 7:00 PM - Wamego Registration Day (Wamego Center)
8:00 PM - Grocery Bingo Night (Cafeteria)

5:30 PM - VB HOME vs Fort Scott (Ben Allen Field House)

TBA - VB @ Colby Classic

7:00 PM - Football HOME vs Northeastern Oklahoma A&M (Kessinger Field)
TBA - Men's Cross Country @ University of Kansas
TBA - VB @ Colby Classic
“If you think you can, you can. And if you think you can't, you're right.” – Mary Kay Ash

fallible – liable to err or make mistakes. She knows she is fallible, but she thinks this time she is right.

-stru-, -struct- (to build) – construe, structure, construct, instruct, obstruct, destruction
“There is no way to peace; peace is the way.” – A.J. Muste

pessimism – gloominess. There is no reason for her pessimism; her life is good.

-corp- (body) – corporate, incorporate, corporeal, corpse, corporation, corpulent, corpuscle, corporal

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"Only those who dare to fail greatly can ever achieve greatly." – Robert F. Kennedy

| August 19 | Highland Campus Classes Begin  
| Tech Center Classes Begin  
| 6:00 PM - 100ft. Slip 'n' Slide (Mud Volleyball Pit) |

| August 20 | 9:00 PM - Outdoor Movie Night  
| (Location TBA) |

| August 21 | 10:00 AM - 7:00 PM - Wamego  
| Registration Day (Wamego Center) |

| August 22 | 10:00 AM - 7:00 PM - Holton  
| Registration Day (Holton Center)  
| 8:00 PM - Grocery Bingo Night  
| (Cafeteria) |

| August 23 | Men’s Cross Country @ Allen County  
| TBA - VB @ SCC Tournament |

| August 24 | 7:00 PM - Football @ Fort Scott  
| TBA - VB @ SCC Tournament |

| August 25 | 10:00 AM - 7:00 PM - Holton  
| Registration Day (Holton Center)  
| 2:00 PM - 4:00 PM - HCC  
| Associate Degree Nursing Graduation (Culbertson Auditorium)  
| 6:00 PM - 100ft. Slip 'n' Slide (Mud Volleyball Pit) |
“One of the secrets to life is to make stepping stones out of stumbling blocks.” — Jack Penn

acclimate – to become accustomed to one’s environment. It took time to acclimate herself to her new home.

-quir-, -quer- (to ask, seek) – inquiry, inquisition, exquisite, query, conquer, question, quest
Rosh Hashanah begins at sundown
6:30 PM - VB @ KCKCC

TBA - Cross Country @ Northwest Missouri State
TBA - VB HOME - HCC Invitational (Ben Allen Field House)

8:30 AM - 5th Annual Wild Dog Ride
1:00 PM - Football HOME vs Dodge City (Kessinger Field)
TBA - VB HOME - HCC Invitational (Ben Allen Field House)

Yom Kippur begins at sundown

2:00 PM - Football HOME vs Midland Lutheran College (Kessinger Field)

First Day of Autumn

7:00 PM - Football @ Butler
TBA - Cross Country @ University of Nebraska

First Day of Autumn

5:30 PM - VB HOME vs Johnson County (Ben Allen Field House)

TBA - Cross Country @ Emporia State University
7:00 PM - Football @ Hutchinson

First Day of Autumn

6:00 PM - VB @ Cowley
“It’s easy to make a buck. It’s a lot tougher to make a difference.” – Tom Brokaw

fau pas – social blunder. His tactless remark during the meeting was a faux pas.
“Great spirits have often encountered violent opposition from mediocre minds.” – Albert Einstein

feign – pretend. She feigned illness in order to get out of her history test.

inter- (between, among) – intervene, international, interjection, interact, interrupt, Internet

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www.eventlink.com
“You may have to fight a battle more than once to win it.” – Margaret Thatcher

lissome – agile; lithe. She was lissome and graceful just like a beautiful ballerina.

-ven-, -vent- (to come) – intervene, venue, prevent, convention, circumvent, invent, venture, event, advent
medley – mixture. The band played a medley of Gershwin tunes.

-labor- (to work) – laboratory, collaborate, elaborate, laborious
OCTOBER 2013

1. TBA - VB @ Coffeyville

2. 5:30 PM - VB HOME vs Hesston College (Ben Allen Field House)

3. 1:00 PM - Football HOME vs Coffeyville (Kessinger Field)
   1:00 PM - Homecoming: Alumni 50yr. Graduation Reception/Tailgate (Barber Conference Room)
   TBA - Cross Country @ Haskell University
   WBB @ Heartland Jamboree

4. TBA - VB @ DMACC Tournament

5. 7:00 PM - Football @ Garden City
   TBA - Men’s Cross Country @ Fort Hays State University
   TBA - VB @ DMACC Tournament

6. 5:30 PM - VB HOME vs Southeast (Ben Allen Field House)

7. Last Day to Drop with “W”

8. 6:30 PM - VB @ Southwestern
   7:30 PM - Fall Vocal Concert (Culbertson Auditorium)

9. 5:30 PM - VB HOME vs Southeast (Ben Allen Field House)

10. 7:30 PM - Fall Vocal Concert (Culbertson Auditorium)

11. 1:30 PM - Football HOME vs Independence (Kessinger Field)
    TBA - Cross Country Regional Championship @ Hutchinson CC

12. 5:30 PM - VB HOME vs Butler (Ben Allen Field House)

13. 5:30 PM - VB HOME vs Butler (Ben Allen Field House)

14. Columbus Day (Observed)

15. HCC Fall Break, No Class, Offices Closed

16. 1:00 PM - Football HOME vs Coffeyville (Kessinger Field)

17. Last Day to Drop with “W”

18. 6:30 PM - VB @ Southwestern
    7:30 PM - Fall Vocal Concert (Culbertson Auditorium)

19. Highland Campus HCC Spring Enrollment Opens

20. 5:30 PM - VB HOME vs Southeast (Ben Allen Field House)

21. 5:30 PM - VB HOME vs Butler (Ben Allen Field House)

22. 5:30 PM - VB HOME vs Butler (Ben Allen Field House)

23. 1:30 PM - Football HOME vs Independence (Kessinger Field)
    TBA - Cross Country Regional Championship @ Hutchinson CC

24. 5:30 PM - VB HOME vs Butler (Ben Allen Field House)

25. 5:30 PM - VB @ Independence

26. 5:30 PM - VB HOME vs Butler (Ben Allen Field House)

27. Halloween
“If you look at what you have in life, you’ll always have more. If you look at what you don’t have in life, you’ll never have enough.” – Oprah Winfrey

destitute – extremely poor. The Great Depression left many families destitute.

-degis-, -leg- (law) – legislature, legit, legitimize, legitimate, legal, privilege
“In three words I can sum up everything I’ve learned about life: It goes on.” – Robert Frost

**compunction** – guilt. The vandals had no compunction for their crimes.

-some-, -sump- (take, use, waste) – consume, assume, presume, sump pump

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*Monday*

- October 7

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*Tuesday*

- October 8

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*Wednesday*

- October 9

5:30 PM - VB HOME vs Hesston College (Ben Allen Field House)

---

*Thursday*

- October 10

---

*Friday*

- October 11

TBA - VB DMACC Tournament

---

*Saturday*

- October 12

7:00 PM - Football @ Garden City
TBA - Men’s Cross Country @ Fort Hays State University
TBA - VB @ DMACC Tournament

---

*Sunday*

- October 13

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*October*

S M T W T F S
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13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31

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*November*

S M T W T F S
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8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30

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*Highland SCOTTIES*

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www.eventlink.com
“Kind words can be short and easy to speak, but their echoes are truly endless.” – Mother Teresa

pervade – spread throughout. The excitement of the upcoming election pervaded the entire community.

www.thezonelive.com

-luna- (moon) – lunar, lunatic, lunette, sublunar, lunular

www.eventlink.com
"Happiness is a direction, not a place." – Sydney J. Harris

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>OCTOBER 21</th>
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<tbody>
<tr>
<td></td>
<td>Highland Campus HCC Spring Enrollment Opens</td>
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<tr>
<th>TUESDAY</th>
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<th>WEDNESDAY</th>
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<tr>
<td></td>
<td>5:30 PM - VB HOME vs Labette (Ben Allen Field House)</td>
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**OCTOBER**

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- **undulate** – move in a wavelike manner. The pond water undulated in the breeze.

- **viv**- (life; to live) – vivid, vivisection, vivacious, convivial, viva, revive, survive

<table>
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<tr>
<th>FRIDAY</th>
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<tr>
<th>SATURDAY</th>
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<tbody>
<tr>
<td>1:30 PM - Football HOME vs Independence (Kessinger Field)</td>
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<tr>
<td>TBA - Cross Country Regional Championship @ Hutchinson CC</td>
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<thead>
<tr>
<th>SUNDAY</th>
<th>OCTOBER 27</th>
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www.thezonelive.com

www.eventlink.com
"No great thing is created suddenly." – Epictetus

ornate – elaborately decorated. I had never seen such an ornate chandelier.

-man- (hand) – manual, manage, manicure, manifest, maneuver, manufacture, manuscript, emancipate
<table>
<thead>
<tr>
<th>(MONDAY)</th>
<th>(TUESDAY)</th>
<th>(WEDNESDAY)</th>
<th>(THURSDAY)</th>
<th>(FRIDAY)</th>
<th>(SATURDAY &amp; SUNDAY)</th>
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<tbody>
<tr>
<td>Muharram begins at sundown</td>
<td>Election Day</td>
<td>7:00 PM - WBB HOME vs. St. Mary's JV (Ben Allen Field House)</td>
<td>7:00 PM - WBB Blue &amp; Gold Classic- Highland vs. Bethany JV (Ben Allen Field House)</td>
<td>7:00 PM - WBB Blue &amp; Gold Classic- Highland vs. Iowa Lakes (Ben Allen Field House) TBA - MBB @ Central Methodist JV</td>
<td>Standard Time returns</td>
</tr>
<tr>
<td>Veterans Day</td>
<td>6:00 PM - WBB @ Ottawa University</td>
<td>11:00 AM - 6:30 PM - Perry Student Service Day (Perry Center) 4:00 PM - 7:00 PM - Tech Center Visit Day (Tech Center)</td>
<td>11:00 AM - 6:30 PM - Wamego Center Student Services Day (Wamego Center)</td>
<td>8:30 AM - 12:00 PM - Visit Day, Highland Campus (Culbertson Auditorium) TBA - MBB @ KCKCC Classic- Highland vs. Ottawa JV</td>
<td>TBA - Cross Country National Championship @ Iowa Central TBA - MBB @ KCKCC Classic- Highland vs. North Arkansas</td>
</tr>
<tr>
<td>Hanukkah begins at sundown</td>
<td>7:00 PM - WBB HOME vs. Benedictine JV (Ben Allen Field House)</td>
<td>11:00 AM - 6:30 PM - Holton Center Student Services Day (Holton Center) 6:00 PM - WBB HOME vs. York College NE (Ben Allen Field House) 7:30 PM - Fall Theater Production (Culbertson Auditorium)</td>
<td>11:00 AM - 6:30 PM - Wamego Center Student Services Day (Wamego Center)</td>
<td>7:30 PM - Fall Theater Production (Culbertson Auditorium)</td>
<td>6:00 PM - WBB @ Southwestern Iowa 7:30 PM - Fall Theater Production (Culbertson Auditorium) TBA - MBB @ State Fair Classic- Highland vs. State Fair</td>
</tr>
<tr>
<td>Thanksgiving begins</td>
<td>5:00 PM - WBB HOME vs. Ottawa University (Ben Allen Field House) 7:00 PM - MBB @ Missouri Valley JV (Ben Allen Field House)</td>
<td>7:00 PM - WBB HOME vs. Benedictine JV (Ben Allen Field House) 4:00 PM - 7:00 PM - Tech Center Visit Day (Tech Center)</td>
<td>2:00 PM - WBB HOME vs. Southwestern Iowa (Ben Allen Field House)</td>
<td>TBA - MBB @ Cloud County</td>
<td>TBA - MBB @ Missouri Valley JV (Ben Allen Field House)</td>
</tr>
<tr>
<td>Thanksgiving Break, Offices Closed</td>
<td>7:00 PM - WBB HOME vs. Benedictine JV (Ben Allen Field House)</td>
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<td>7:00 PM - WBB HOME vs. Benedictine JV (Ben Allen Field House)</td>
<td>TBA - HCC Classic-MBB vs. TBD (Ben Allen Field House)</td>
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<td>6:00 PM - HCC Classic-MBB vs. Southern Institute (Ben Allen Field House) TBA - HCC Classic-WBB vs. TBD (Ben Allen Field House)</td>
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<td>TBA - HCC Classic-WBB vs. TBD (Ben Allen Field House)</td>
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**NOVEMBER 2013**

- **Election Day**
  - 7:00 PM - WBB HOME vs. St. Mary's JV (Ben Allen Field House)

- **Veterans Day**
  - 6:00 PM - WBB @ Ottawa University
  - TBA - MBB @ Missouri Valley JV

- **Hanukkah begins at sundown**
  - 7:00 PM - WBB HOME vs. Benedictine JV (Ben Allen Field House)

- **Thanksgiving Break, Offices Closed**
  - 5:00 PM - WBB HOME vs. Ottawa University (Ben Allen Field House)
  - 7:00 PM - MBB @ Missouri Valley JV (Ben Allen Field House)

- **Standard Time returns**

- **Thanksgiving Break, Offices Closed**
  - 6:00 PM - WBB HOME vs. Benedictine JV (Ben Allen Field House)

- **Thanksgiving Break, Offices Closed**
  - 7:00 PM - WBB HOME vs. Benedictine JV (Ben Allen Field House)

- **Thanksgiving Break, Offices Closed**
  - 7:00 PM - WBB HOME vs. Benedictine JV (Ben Allen Field House)

- **Thanksgiving Break, Offices Closed**
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- **Thanksgiving Break, Offices Closed**
  - 7:00 PM - WBB HOME vs. Benedictine JV (Ben Allen Field House)
“The only way to enjoy anything in this life is to earn it first.” – Ginger Rogers

- *gaudy* – flashy, garish. Her prom dress was unbelievably gaudy.

- *-flex-, -flect* – (bend) – flex, reflex, flexible, flexor, inflexibility, deflect, reflect, inflection

<table>
<thead>
<tr>
<th>November</th>
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<tr>
<td>8:30 AM - 12:00 PM - Visit Day, Highland Campus (Culbertson Auditorium)</td>
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<tr>
<td>TBA - MBB @ KCKCC Classic- Highland vs. Ottawa JV</td>
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<tr>
<th>November</th>
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<tbody>
<tr>
<td>TBA - Cross Country National Championship @ Iowa Central</td>
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<td>TBA - MBB @ KCKCC Classic- Highland vs. North Arkansas</td>
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<th>November</th>
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<tbody>
<tr>
<td>Election Day</td>
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<tr>
<td>7:00 PM - WBB HOME vs. St. Mary’s JV (Ben Allen Field House)</td>
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<tr>
<th>November</th>
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<tr>
<td>Muharram begins at sundown</td>
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www.thezonelive.com
“There are no secrets to success. It is the result of preparation, hard work and learning from failure.” – Colin Powell

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<tr>
<th>MONDAY</th>
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<th>SATURDAY</th>
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<tr>
<td>November 11</td>
<td>November 12</td>
<td>November 13</td>
<td>November 14</td>
<td>November 15</td>
<td>November 16</td>
<td>November 17</td>
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</table>
| Veterans Day | 11:00 AM - 6:30 PM - Perry
Student Service Day (Perry Center)
4:00 PM - 7:00 PM - Tech Center
Visit Day (Tech Center) | 11:00 AM - 6:30 PM - Wamego
Center Student Services Day (Wamego Center) | November 14 -
11:00 AM - 6:30 PM - Holton
Center Student Services Day
(Holton Center) | 6:00 PM - WBB HOME vs. York
College NE (Ben Allen Field House) | 7:30 PM - Fall Theater Production
(Culbertson Auditorium) |
| 6:00 PM - WBB @ Ottawa
University | TBA - MBB @ Missouri Valley JV | November 15 -
7:30 PM - Fall Theater Production
(Culbertson Auditorium) | TBA - MBB @ State Fair Classic-
Highland vs. State Fair | November 16 -
6:00 PM - WBB @ Southwestern
Iowa | 7:30 PM - Fall Theater Production
(Culbertson Auditorium) | TBA - MBB @ State Fair Classic-
Highland vs. Moberly |
| 6:00 PM - WBB HOME vs. York
College NE (Ben Allen Field House) | November 17 - | 6:00 PM - WBB HOME vs. York
College NE (Ben Allen Field House) | November 16 - | 7:30 PM - Fall Theater Production
(Culbertson Auditorium) | November 17 - | 7:30 PM - Fall Theater Production
(Culbertson Auditorium) | November 17 - |

**disseminate** – spread. Television helps disseminate information through news programs.

-mar-, -mer- (sea) – maritime, mariner, submarine, aquamarine, marsh, mermaid
indefatigable – tireless. He was indefatigable on the basketball court.

- mitt-, -miss- (to send, let go) – transmit, remit, omit, admittance, mission, dismiss, missile, missive
Highland SCOTTIES

“Don’t wait for extraordinary opportunities. Seize common occasions and make them great.” – Orison Swett Marden

precedence – priority. The critical patient took precedence over others with minor injuries.

-cle, -cule (small) – follicle, particle, corpuscle, molecule, capsule
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<tr>
<td>5:00 PM - WBB HOME vs. Doane College JV (Ben Allen Field House)</td>
<td>7:00 PM - MBB vs. Drane College JV (Ben Allen Field House)</td>
<td><strong>7:30 PM - Holiday Vocal Concert</strong> (Culbertson Auditorium)</td>
<td><strong>TBA - MBB &amp; WBB @ Southeast NE Classic</strong></td>
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“The more I traveled the more I realized that fear makes strangers of people who should be friends.” – Shirley MacLaine

The more I traveled the more I realized that fear makes strangers of people who should be friends.” – Shirley MacLaine

**Monday, December 5**
- 7:30 PM - Holiday Vocal Concert (Culbertson Auditorium)

**Tuesday, December 6**
- 5:00 PM - WBB HOME vs. Doane College JV (Ben Allen Field House)
- 7:00 PM - MBB HOME vs. Doane College JV (Ben Allen Field House)
- CAAP Test
- TBA - MBB & WBB @ Southeast NE Classic

**Wednesday, December 7**
- 7:30 PM - Holiday Vocal Concert (Culbertson Auditorium)
- TBA - MBB & WBB @ Southeast NE Classic

**Thursday, December 8**
- 5:00 PM - WBB HOME vs. Doane College JV (Ben Allen Field House)
- 7:00 PM - MBB HOME vs. Doane College JV (Ben Allen Field House)
- CAAP Test
- TBA - MBB & WBB @ Southeast NE Classic

---

**Verbatim** – word for word. She knew the Declaration of Independence verbatim.

- **Nov** – novel, nova, novice, novitiate, Nova Scotia, innovation, renovate
“The mind is not a vessel to be filled, but a fire to be kindled.” – Plutarch

exasperate – irritate. Fred exasperates his mother with his pranks.

-nav-, -naus- (ship) – navigate, circumnavigate, naval, navy, nautical

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FINALS for On Campus Classes
TBA - Indoor Track @ Iowa State

96

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97

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“Go confidently in the direction of your dreams. Live the life you have imagined.” – Henry David Thoreau

**Highland SCOTTIES**

lucrative – profitable. Starting your own business can be very lucrative.

**octa- (eight)** – octameter, octagon, octet, octave, octopus, octahedron, octogenarian
“Nothing in life is to be feared. It is only to be understood.” – Marie Curie

distaff – female. His relatives on the distaff side of his family were from the South.

omni- (all, every) – omniscient, omnipotent, omnivorous, omnipresent, omnificent

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<th>MONDAY</th>
<th>TUESDAY</th>
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<th>SATURDAY &amp; SUNDAY</th>
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<tr>
<td>New Year’s Day</td>
<td>Winter Holiday Break-Offices Closed</td>
<td>1</td>
<td>Winter Holiday Break-Offices Closed</td>
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<td>TBA - MBB HCC Classic- Highland vs. Northeastern NE (Ben Allen Field House)</td>
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<td>Offices Re-open</td>
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<td>8</td>
<td>TBA - MBB @ Coffeyville Classic- Highland vs. Coffeyville</td>
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<tr>
<td>Move-In Day for Highland Campus 10:00 AM - 7:00 PM - Perry Registration Day (Perry Center)</td>
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<td>TBA - MBB @ Coffeyville Classic- Highland vs. Neosho</td>
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<tr>
<td>Registration Day for Highland Campus/Technical Center 5:00 PM - WBB HOME vs. Southeast NE (Ben Allen Field House) 7:00 PM - MBB HOME vs. Southeast CC (Ben Allen Field House)</td>
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<td>Mawlid al-Nabi begins at sundown</td>
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<tr>
<td>Regional/On-line Classes Begin 5:30 PM - WBB @ Fort Scott CC 7:30 PM - MBB @ Fort Scott CC</td>
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<td>24</td>
<td>TBA - Indoor Track @ Iowa State</td>
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<td>Winter Holiday Break-Offices Closed</td>
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<td>1:00 PM - WBB HOME vs. KCKCC (Ben Allen Field House) 3:00 PM - MBB HOME vs. KCKCC (Ben Allen Field House) TBA - Indoor Track @ Iowa State</td>
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<tr>
<td>Martin Luther King, Jr. Day (Observed) Offices Closed/ No Classes</td>
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<td>16</td>
<td>TBA - WBB @ Doane JV</td>
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<td>Regional/On-line Classes Begin 5:30 PM - WBB @ Fort Scott CC 7:30 PM - MBB @ Fort Scott CC</td>
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<td>TBA - WBB @ Doane JV</td>
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<tr>
<td>8:30 AM - 12:00 PM - Visit Day (Highland Campus) (Culbertson Auditorium) 7:30 PM - MBB @ Johnson County TBA - WBB @ Johnson County</td>
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<td>TBA - Indoor Track @ Iowa State</td>
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<td>9:00 AM - 1:00 PM - Fort Scott @ Doane JV 3:00 PM - MBB @ Johnson County</td>
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<td>TBA - Indoor Track @ Iowa State</td>
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<td>10:00 AM - 12:00 PM - Visit Day (Highland Campus) (Culbertson Auditorium)</td>
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<td>Chinese New Year</td>
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“Small opportunities are often the beginning of great enterprises.” – Demosthenes

intrinsic – belonging naturally; inherent. The intrinsic value of the trophy is small, but it will always be cherished.

-rog-, -rogat- (to ask) – arrogance, interrogate, prerogative, derogatory
“Luck is what happens when preparation meets opportunity.” – Elmer Letterman

 prototype – a preliminary model. The company sent a prototype of its product for us to study.

oper- (to work) – operate, operative, operant, operose, cooperation, opera, opus, operable
“Your future depends on many things, but mostly on you.” — Frank Tyger

vertigo – dizziness. The pilot was experiencing spells of vertigo, so he took a leave of absence.

-pac- (peace) – pacify, pacific, pacifist, pacifier, appease, peace

- 10:00 AM - 7:00 PM - Holton Registration Day (Holton Center)
- 10:00 AM - 7:00 PM - Wamego Registration Day (Wamego Center)
- 6:00 PM - WBB @ Doane JV
- TBA - MBB @ Doane JV
- 5:00 PM - WBB HOME vs. Southeast NE (Ben Allen Field House)
- 7:00 PM - MBB HOME vs. Southeast CC (Ben Allen Field House)
- Move-In Day for Highland Campus
- Registration Day for Highland Campus/Technical Center
- Highland Campus and Technical Center Classes Begin

January 16 - THURSDAY

January 17 - FRIDAY

January 18 - SATURDAY

January 19 - SUNDAY
“I am the master of my fate; I am the captain of my soul.” – William Ernest Henley

**Ludicrous** – laughable; foolish. Calling her a chef is ludicrous, as she can’t even boil water!

- **-cap-, -cip-, -cep-** (to take) – capture, captive, capacious, capable, participate, incipient, precept, intercept
“Life isn’t a matter of milestones, but of moments.” – Rose Kennedy

malcontent – dissatisfied person. His grouchy behavior gave him the reputation of being a malcontent.

-pet-, -petit- (to seek) – compete, impetuous, impetus, petulant, appetite, petition

Groundhog Day
8:30 AM - 12:00 PM - Visit Day (Highland Campus) (Culbertson Auditorium)
7:30 PM - MBB @ Johnson County
TBA - WBB @ Johnson County

Chinese New Year
8:30 AM - 12:00 PM - Visit Day
Mackie (Ben Allen Field House)

Groundhog Day
1:00 PM - WBB HOME vs. Brown Mackie (Ben Allen Field House)
3:00 PM - MBB HOME vs. Brown Mackie (Ben Allen Field House)
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<td>6:00 PM - WBB @ Hesston College</td>
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<td>Lincoln’s Birthday 11</td>
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<td>5:00 PM - WBB HOME vs. Fort Scott (Ben Allen Field House)</td>
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<td>2:00 PM - WBB @ KCKCC</td>
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<td>Presidents’ Day 17</td>
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<td>5:00 PM - WBB HOME vs. Johnson County (Ben Allen Field House)</td>
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<td>7:00 PM - MBB HOME vs. Johnson County (Ben Allen Field House)</td>
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<td>TBA - Indoor Track- Regional Championship @ University of Kansas 20</td>
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“I don’t know the key to success, but the key to failure is trying to please everybody.” – Bill Cosby

impecunious – having no money. The bank surprised the community when it granted a loan to the impecunious charity.

-able, -ible (able to be) – capable, agreeable, portable, likable, edible, visible, legible, flexible, interminable

February

Monday

3

Tuesday

4

Wednesday

5

6:00 PM - WBB @ Hesston College
8:00 PM - MBB @ Hesston College

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“From what we get, we can make a living; what we give, however, makes a life.” – Arthur Ashe

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<td>Lincoln’s Birthday</td>
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<td>5:00 PM - WBB HOME vs. Fort Scott (Ben Allen Field House)</td>
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<td>7:00 PM - MBB HOME vs. Fort Scott (Ben Allen Field House)</td>
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**oblitereate** – destroy completely. The earthquake obliterated several communities.

**-port-** (to carry) – porter, portable, portage, transport, export, import, report, support

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“A bird does not sing because it has an answer; it sings because it has a song.” – Maya Angelou

**tenacious** – holding fast; persistent. I struggled to break his tenacious grip.

- **pon-, -pos-** (to place, put) – component, opponent, postpone, preposition, positive, deposit, posture, impose

---

**February**

- **17**
  - Presidents’ Day

- **18**
  - **February**

- **19**
  - 5:00 PM - WBB HOME vs. Johnson County (Ben Allen Field House)
  - 7:00 PM - MBB HOME vs. Johnson County (Ben Allen Field House)

- **20**
  - THURSDAY

- **21**
  - FRIDAY

- **22**
  - SATURDAY

- **23**
  - SUNDAY

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“Challenges are what make life interesting; overcoming them is what makes life meaningful.” – Joshua J. Marine

eode – wear away. The dripping water eroded the limestone.

-ject- (to throw) – projectile, trajectory, reject, deject, inject, eject
MARCH 2014

1. Ash Wednesday
2. Technical Center Visit Day (Atchison Campus)
3. St. Patrick’s Day
4. Spring Break- On Campus/Regional
5. Spring Break- On Campus/Regional
6. First Day of Spring
7. Spring Break- On Campus/Regional
8. Daylight-Saving Time begins
9. TBA - Indoor Track- National Championship @ Monroe College
10. Spring Break- On Campus/Regional
11. Spring Break- On Campus/Regional
12. Spring Break- On Campus/Regional
13. Spring Break- On Campus/Regional
14. Spring Break- On Campus/Regional
15. Spring Break- On Campus/Regional
16. Spring Break- On Campus/Regional
17. Spring Break- On Campus/Regional
18. Spring Break- On Campus/Regional
19. Spring Break- On Campus/Regional
20. Spring Break- On Campus/Regional
21. Spring Break- On Campus/Regional
22. 7:30 PM - Spring Vocal Concert (Culbertson Auditorium)
23. 7:30 PM - Spring Vocal Concert (Culbertson Auditorium)
24. 7:30 PM - Spring Vocal Concert (Culbertson Auditorium)
25. 7:30 PM - Spring Vocal Concert (Culbertson Auditorium)
26. 7:30 PM - Spring Vocal Concert (Culbertson Auditorium)
27. 7:30 PM - Spring Vocal Concert (Culbertson Auditorium)
28. 7:30 PM - Spring Vocal Concert (Culbertson Auditorium)
29. 7:30 PM - Spring Vocal Concert (Culbertson Auditorium)
30. 7:30 PM - Spring Vocal Concert (Culbertson Auditorium)
31. 7:30 PM - Spring Vocal Concert (Culbertson Auditorium)
“Nurture your mind with great thoughts, for you will never go any higher than you think.” – Benjamin Disraeli

retentive – easy to hold much. He did not have to study much as he had a retentive mind.

daylight-saving time begins
TBA - Indoor Track National Championship @ Monroe College

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TBA - Indoor Track National Championship @ Monroe College

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"In the confrontation between the stream and the rock, the stream always wins – not through strength but by perseverance." – H. Jackson Brown

**quandary** – difficult situation. The decision to complete the course or quit put me in a quandary.

**-cogn-** (know) – recognize, cognizant, incognito, cognoscenti, precognition

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<td>Monday</td>
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<td>Tuesday</td>
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<tr>
<td>Wednesday</td>
<td>Technical Center Visit Day (Atchison Campus)</td>
<td>March</td>
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"There is no witness so terrible, no accuser so powerful as conscience which dwells within us." – Sophocles

**gratuity** – monetary tip. Many waitresses rely more on gratuities than salary for their livelihood.

-alta- (high) – altitude, altimeter, exaltation, alto, altocumulus, altostratus
“The only limit to our realization of tomorrow will be our doubts of today.” – Franklin D. Roosevelt

broach - bring up. He did not want to broach the subject with her because he knew she would object.

derm- (skin) – hypodermic, epidermis, pachyderm, dermatology
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<th>MONDAY</th>
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<tr>
<td>April Fools' Day</td>
<td>11:00 AM - 6:30 PM - Perry Student Service Day</td>
<td>8:30 AM - 3:00 PM - NE Kansas FFA CDE Contest (Walters Wellness Center) 11:00 AM - 6:30 PM - Holton Student Service Day</td>
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<td>TUESDAY</td>
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<tr>
<td>11:00 AM - 6:30 PM - Wamego Student Service Day</td>
<td>12:30 PM - New Student Enrollment Day (Walters Wellness Center)</td>
<td>No Classes, Offices Closed</td>
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<td>WEDNESDAY</td>
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<td>No Classes, Offices Closed</td>
<td>Good Friday</td>
<td>12:30 PM - New Student Enrollment Day (Walters Wellness Center)</td>
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<tr>
<td>Palm Sunday</td>
<td>12:30 PM - New Student Enrollment Day (Walters Wellness Center)</td>
<td>7:30 PM - Spring Theater Production (Culbertson Auditorium)</td>
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<td>Good Friday</td>
<td>Easter</td>
<td>7:30 PM - Spring Theater Production (Culbertson Auditorium)</td>
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<td>Passover begins at sundown</td>
<td>No Classes, Offices Closed</td>
<td>April Fools' Day</td>
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APRIL 2014

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Highland SCOTTIES

"Don’t be afraid to give up the good to go for the great." – John D. Rockefeller

gauche – crude; unsophisticated. His talking while he chews his food is quite gauche.

-err- (to wander; go astray) – err; error; erratic; aberration; knight errant
“The poor man is not he who is without a cent, but he who is without a dream.” – Harry Kemp

morose – ill-humored; sullen. Hamlet is one of Shakespeare’s morose and depressed characters.

eu- (good, well, beautiful) – eulogize, euphemism, euthanize, euphoric, eucalyptus, eupeptic, eudemon
“Optimism is essential to achievement, and it is also the foundation of courage and of true progress.” – Nicholas Murray Butler

-surly- rude; cross. Because of his surly attitude, many people avoided him.

-cur-, -curs- (to run) – occur, incur, recur, concurrent, excursion, cursor, cursive, cursory, precursor
“Above all, challenge yourself. You may well surprise yourself at what strengths you have, what you can accomplish.” – Cecile M. Springer

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<tr>
<th>Day</th>
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<tr>
<td>Monday</td>
<td>7:30 PM - Spring Theater Production (Culbertson Auditorium)</td>
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wily – cunning; artful. He is as wily as a fox in avoiding work.

-it-, -itiner- (to go, journey) – exit, transit, transition, itinerary, itinerate
“If there is to be any peace it will come through being, not having.” – Henry Miller

utopia – ideally perfect place. Shangri-La was the name of the author’s utopia.

ex-, exo- (out of) – expel, exit, exhale, express, expulsion, exodus, exorbitant, exoskeleton
## May 2014

### Monday

- **12**
  - Tuesday/Thursday Class Day, Highland Campus

- **13**
  - Finals on Highland Campus

### Tuesday

- **14**
  - Finals on Highland Campus

### Wednesday

- **15**
  - Finals on Highland Campus
  - TBA - Outdoor Track - National Championship @ Cowley

- **16**
  - Finals on Highland Campus
  - TBA - Outdoor Track - Regional Championship @ Cowley

### Thursday

- **17**
  - TBA - Outdoor Track - Regional Championship @ Cowley

### Friday

- **18**
  - TBA - Outdoor Track - National Championship @ Mesa College

### Saturday & Sunday

- **19**
  - Memorial Day (Observed)
  - Offices Closed

- **20**
  - 8:30 AM - 12:30 PM - New Student Enrollment Day (Walters Wellness Center)

### Monday

- **21**
  - **22**
  - **23**
  - **24**
  - **25**

### Tuesday

- **26**
  - **27**
  - **28**

### Wednesday

- **29**
  - **30**
  - **31**

### Holiday

- **Memorial Day (Observed)**
  - **Offices Closed**

- **Mother’s Day**

- **Cinco de Mayo**

- **TBA - Outdoor Track - Regional Championship @ Cowley**

- **TBA - Outdoor Track - National Championship @ Mesa College**

- **TBA - Outdoor Track - Regional Championship @ Cowley**

- **TBA - Outdoor Track - National Championship @ Cowley**

- **TBA - Outdoor Track - Regional Championship @ Cowley**

- **TBA - Outdoor Track - National Championship @ Cowley**
“Ability is what you are capable of doing. Motivation determines what you do. Attitude determines how well you do it.” – Lou Holtz

flaccid – flabby. His lack of exercise left him with flaccid muscles.

-exter-, -extra- (beyond, outside) – external, exterior, extraordinary, extracurricular, extrapolate
“The man with confidence in himself gains the confidence of others.” – Jewish proverb

mandate – command. The people issued a mandate for healthcare reform.

tend-, -tent-, -tens- (to stretch, strain) – tendency, extend, intend, contend, pretend, tender, tenuous, extent, pretentious

-
“No one can make you feel inferior without your consent.” – Eleanor Roosevelt

resilient – able to recover from shock or change. Steel is very resilient and therefore is used in the making of springs.

-fac-, -fec- (to make, to do) – factory, manufacture, facsimile, affect, confection
“I have found that if you love life, life will love you back.” – Arthur Rubenstein

curmudgeon – ill-tempered individual. Scrooge changed from a curmudgeon to a generous person.

- fall-, -fals- (to deceive) – fallacy, fallacious, infallible, falsify

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“Failure is only a temporary change in direction to set you straight for your next success.” – Denis Waitley

cortege – procession. The cortege followed the hearse slowly down the road.

-gen-, -gener- (origin, race, species) – genus, gender, genesis, genetics, genealogy, genre, generic, generate
“The real winners in life are the people who look at every situation with an expectation that they can make it work or make it better.” – Barbara Pletcher

hapless – unfortunate. This hapless creature had never known any pleasure.

-geo- (earth) – geography, geothermal, geology, geophysics, geometry, geosynchronous

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"The pessimist sees difficulty in every opportunity. The optimist sees opportunity in every difficulty." – Winston Churchill

- olfactory – concerning the sense of smell. The nose is the olfactory organ.

- serv- (save, serve) – servant, service, subservient, servitude, preserve, conserve, reservation, conservation

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“The difficulties and struggles of today are the price we must pay for the accomplishments and victories of tomorrow.” – William J. H. Boetcker
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**JULY 2014**

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

8:30 AM - 12:30 PM - New Student Enrollment Day (Walters Wellness Center)

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“The only way to discover the limits of the possible is to go beyond them into the impossible.” – Arthur C. Clarke

satiate – satisfy fully. It’s hard for him to satiate his appetite.

-gyro- (turn) – gyration, gyroscope, gyre, gyrate, gyromagnetic, gyrocompass
The ladder of success is best climbed by stepping on the rungs of opportunity.” – Ayn Rand

blatant – noisily offensive. His blatant remarks to his co-workers created a scene in the lobby.

-helio- (sun) – heliotrope, heliocentric, heliograph, perihelion, aphelion
“Things may come to those who wait, but only the things left by those who hustle.” – Abraham Lincoln

“gamut – entire range. Her emotions after watching the movie covered the gamut.”

-ist (one who, that which) – humorist, specialist, optimist, artist, dentist, flautist
“Things turn out the best for the people who make the best of the way things turn out.” – John Wooden

subservient – serve in an inferior position. He was too proud to be subservient to anyone.

hyper- (over) – hyperactive, hypercritical, hyperventilate, hyperbole, hyperacidity, hypertension