



Texas Southmost College
TRADITION • INNOVATION • OPPORTUNITY

Computer Web Development Program

**Student Handbook
2015-2016**

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A Message to the students

Welcome to the Texas Southmost College (TSC) Computer Web Development Program. This handbook has been compiled to help familiarize you with the policies utilized by this program as well as available student services.

The Computer Web Development Program Student Handbook pertains to students that have been admitted to that program and is a supplement to the Texas Southmost College Student Handbook and Catalog. The Vice-President of Instruction is the Chief Administrator for academic policies and procedures, and the Vice President of Student Services is the chief administrator for non-academic policies and procedures,

The degree plan for Computer Web Development has been designed to provide the student with a well-rounded curriculum that incorporates both hands-on opportunity and theory.

Please remember that you, the student, are the most important asset to this program. Your suggestions are welcomed, appreciated, and may be submitted at any time to the advisory committee of this program or directly to the program faculty.

Disclaimer

This handbook contains policies, regulations, procedures, and general course content effective at the time of publication. Texas Southmost College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable state and federal regulations. Changes will become effective whenever enacted by the Texas Southmost College administration and will apply to both prospective students and those already enrolled.

This handbook complements the TSC Catalog and TSC Student handbook, which are the primary sources available to students outlining the responsibilities of the college and student, and each student is responsible for knowing the rules, regulations, requirements, and academic policies of Texas Southmost College. Both publications are available on the Texas Southmost College web site or in hard copy from the Office of Admissions and Records.

Statement of Equal Opportunity

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Texas Southmost College on the basis of race, color, national origin, religion, sex, sexual orientation, age, veteran status, or disability.

Vision Statement

Texas Southmost College will be a premier community college dedicated to student success.

Mission of the Institution

Transforming our communities through innovative learning opportunities.

Role and Scope of TSC

Texas Southmost College's mission is guided by our commitment to provide:

- University transfer, career, and technical programs leading to an associate degree or certificate along with courses specializing in college preparatory and developmental education, workforce training, adult literacy, and continuing education to support the evolving needs of citizens, industry, and economic development initiatives within Cameron and Willacy Counties.
- High-quality instruction and learning opportunities in the classroom, online, and through other delivery methods; a supportive and innovative faculty and staff; appropriate technology, equipment, and learning resources; and advising and assessment services to promote transfer to a four-year baccalaureate institution, entry, or advancement in the workforce, or lifelong learning.
- A learning-centered, service-oriented environment that celebrates diversity and inclusion; facilitates growth and development; fosters social responsibility; critical thinking, communication, and innovation; and empowers and engages students, faculty, and staff to achieve personal and professional goals.
- Institutional effectiveness that embraces individual accountability, data-driven decision making, change, and an unending pursuit of excellence.

Institutional Values

To successfully fulfill the vision and mission, Texas Southmost College is consciously committed to:

- Integrity by respecting the ideals of social responsibility, academic honesty, trustworthiness, personal ethics, and the courage to act.
- Access by reaching out to our diverse communities, expanding linkages with industry, and strengthening our partnerships with area ISDs and universities to create accessible and affordable educational pathways for our students, faculty and staff.
- Service by encouraging and recognizing collaboration, teamwork, compassion, and service to others.
- Excellence by providing relevant, high-quality educational experiences and a supportive learning environment to advance knowledge, to promote understanding and to achieve the academic and workforce potential of students, faculty, and staff.

- Innovation by embracing emerging technologies to enhance and expand teaching, learning and service opportunities for students, faculty, and staff.
- Success by empowering, engaging and educating students, faculty and staff to achieve their personal and professional aspirations for graduation, academic transfer, employment, and other educational goals.

Institutional Goals

In response to the region's challenges and to achieve this vision and mission, TSC's Institutional goals will revolve around four priorities between 2012 and 2017:

I. Pathways

Provide accessible, affordable, and flexible instructional delivery systems and dynamic curricula to all students, regardless of time or place, by enhancing career and technical programs that are responsive to the training needs of industry and a highly skilled workforce and by collaborating with internal and external stakeholders to improve college readiness, define outcomes, and promote multiple paths to student access, completion and success.

II. Success

Promote academic excellence and student learning through high-quality, learning-centered instruction and support services with a continuous focus on improving student learning outcomes that reflect the highest academic standards and that meet the needs of our communities and industry partners.

III. Community Engagement

Establish mutually beneficial public, private and community-based partnerships to expand awareness, leverage resources, and promote services and programs of the College that meet the needs of the communities in which it serves.

IV. Institutional Effectiveness

Enhance student success by focusing on continuous improvement that is grounded on:

- Evidence-based initiatives, strategies, and processes;
- Student, faculty and staff engagement in teaching and learning outcomes;
- Professional development;
- An integrated systems approach to facilitate efficient use of college resources through fiscally sound practices; and
- Collaboration with and service to the communities in which the College serves.

Purpose of the Program

Provide current analytical and technical knowledge to support computer information systems operations in web development.

Program Degrees

1. [Associate of Applied Science, Computer Web Development](#)
2. [Certificate of Proficiency-Level One, Computer Web Development](#)

Associate of Applied Science, Computer Web Development

Program Outcomes

- Graduates of the Associate of Applied Science Degree in Computer Web Development will be able to identify user needs and develop web based computer project.
- Graduates of the Associate of Applied Science Degree in Computer Web Development will be able to design, implement and support web sites and servers.
- Graduates of the Associate of Applied Science Degree in Computer Web Development will be able to design, and implement e-commerce project.

Program Description

The Associate of Applied Sciences in Computer Web Development prepares professionals in the area of Internet page design and systems development for the World Wide Web (WWW). Areas of application include Internet commerce, web server support and maintenance, web design and web programming. Employment opportunities include computer web developer, web designer and Internet commerce specialist.

Certificate of Proficiency-Level One, Computer Information Technology

Program Description

The Certificate of Proficiency – Level One in Computer Web Development prepares professionals to assist Internet page design services and systems development for the World Wide Web (WWW). Areas of application include web server support and maintenance, web design and web development. Employment opportunities include computer web technician, web support services analyst and web server support technician. Graduates of this program complete coursework that may be transferred to the Associate of Applied Sciences in Computer Web Development.

Program of Study

Program students must follow the course sequence and enroll in courses as prescribed in program of study. Failing to do so may delay graduation. CWD courses will only be offered in the prescribed semester.

Accreditation

The University of Texas at Brownsville - Texas Southmost College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award certificate, associate, baccalaureate, masters, and doctorate degrees.

Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The University of Texas at Brownsville - Texas Southmost College.

Satisfactory Academic Progress Requirements

Federal regulations require all students applying for financial assistance to maintain Satisfactory Academic Progress in order to receive aid. The progress standards that students are required to meet in order to maintain financial aid eligibility are:

- **Grade Point Average**
The qualitative measure requires undergraduate students working towards a certificate or an associate's degree to maintain a minimum cumulative Grade Point Average (GPA) of 2.000. This includes grades earned for developmental, dual enrollment and/or transfer coursework;
- **Completion Rate**
The quantitative measure requires undergraduate students maintain a cumulative completion rate of 70% of the attempted coursework (including developmental, dual enrollment and/or transfer hours accepted by TSC). This percentage is determined by dividing the number of hours completed by the total number of hours attempted. Attempted hours are the total number of hours completed plus hours of "W", "I", "F" (as well as repeated coursework); and
- **Timeframe to Complete Academic Program**
This measure limits the number of credit hours attempted in the pursuit of an undergraduate certificate or a degree. The maximum attempted hours are 150% of the credits required to complete the students' program of study. For the purposes of obtaining an associate's degree at TSC requiring 60 credit hours, the maximum is typically 90 credit hours, including developmental, dual enrollment and/or transfer coursework. Students contemplating degree plan changes should consider the ability to complete a new plan with the maximum allowable limits.

Compliance with SAP must be met in order for a student to retain their financial aid eligibility. Students are advised to check their status through their TSC Online account.

Computer Web Development Program Course Requirements

All Computer Web Development courses must be completed successfully before entering the more advanced course(s) the following semester. Due to the structure and chronological order of these classes, if a student should be unsuccessful, he/she would be unable to continue in consecutive courses until the failed course is completed the following year.

It is expected that each student will successfully demonstrate competency in the classroom, laboratory and internship areas. Since this is a competency-based program, each instructor will give the student a course syllabus with student learning outcomes to be mastered.

Computer Web Development Program Courses

COSC 1301 Introduction to Computing

This course is an overview of computer systems—hardware, operating systems, and microcomputer application software, including the Internet, word processing, spreadsheets, presentation graphics, and databases. Current issues such as the effect of computers on society, and the history and use of computers in business, educational, and other modern settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science. Corequisite: IMED 1416. Prerequisite: TSI met in math, reading, and writing or equivalent and departmental approval. Minimum passing grade of "C." Lec 3, Cr 3

COSC 1336 Programming Fundamentals I

This course introduces the fundamental concepts of structured programming, and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. Prerequisite: TSI met in math, reading, and writing or equivalent. Minimum passing grade of "C." Lec 3, Lab 1, Cr 3

COSC 1337 Programming Fundamentals II

This course is a review of control structures and data types with emphasis on structured data types. Course applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. The course will use a high level programming language to review structured and abstract data types, object oriented paradigm, software engineering techniques, searching and sorting techniques, and analysis of algorithm. Prerequisite: COSC 1336. Minimum passing grade of "C." Lec 3, Lab 1, Cr 3

IMED 1416 Web Design I

This course includes instruction in web page design and related graphic design issues including mark-up languages, web sites, and browsers. Corequisite: COSC 1301. Prerequisite: TSI met in

math, reading, and writing or equivalent and departmental approval. Minimum passing grade of "C." Lec 3, Lab 2, Cr 4

IMED 2409 Internet Commerce

This course provides an overview of the Internet, as a marketing and sales tool with emphasis in, developing a prototype for electronic commerce., Topics include dynamic data, integration, and, creating web sites in order to collect, information, performing, and in-line, transactions.

Corequisite: POFI 2431 and COSC, 1337. Prerequisite: COSC 1336. Minimum passing grade of "C." Lec 3, Lab 2, Cr 4

IMED 2415 Web Design II

Web Design II covers the study of mark-up language advanced layout techniques for creating web pages with emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues. Corequisite: ITSE 2409 and ITNW 2405. Prerequisite: COSC 1301 and IMED 1416. Minimum passing grade of "C." Lec 3, Lab 2, Cr 4

INEW 2434 Advanced Web Programming

This course will cover web programming using industry-standard languages and data stores and advanced applications for Web authoring. Topics may include Perl Scripts, Common Gateway Interface (CGI), Database interaction, Active Server Pages, Java Applets, Java Script, HTML, and/or interactive elements. Corequisite: ITNW 2405, ITSE 2409, and IMED 2415. Prerequisite: COSC 1301 and IMED 1416. Minimum passing grade of "C." Lec 3, Lab 2, Cr 4

ITNW 2405 Network Administration

This course will introduce topics in network administration, including network components, user accounts and groups, network file systems, file system security, and network printing.

Corequisite: ITSE 2409 and IMED 2415. Prerequisite: COSC 1301 and IMED 1416. Minimum passing grade of "C." Lec 3, Lab 2, Cr 4

ITNW 2459 Web Server Support and Maintenance

This course will cover the designing, installation, configuration, implementation, and maintenance of Web servers. Corequisite: COSC 1301 and IMED 1416. Prerequisite: TSI met in math, reading, and writing or equivalent and departmental approval. Minimum passing grade of "C." Lec 3, Lab 2, Cr 4

ITSE 2409 Database Programming

This course covers database development using database programming techniques emphasizing database structures, modeling, and database access. Corequisite: ITNW 2405 and IMED 2415. Prerequisite: COSC 1301 and IMED 1416. Minimum passing grade of "C." Lec 3, Lab 2, Cr 4

ITSE 1411 Beginning Web Programming

This course develops skills in web programming, including mark-up and scripting language., Corequisite: COSC 1301, IMED 1416, and ITNW 2459., Prerequisite: TSI met in math, reading, and, writing or equivalent and departmental approval. Minimum passing grade of "C." Lec 3, Lab 2, Cr 4

POFI 2431 Desktop Publishing

This course includes an in-depth coverage of desktop publishing terminology, text editing, and use of design principles. Emphasis is on layout techniques, graphics, multiple page displays, and business applications. This course is designed to be repeated multiple times to improve student proficiency. Corequisite: COSC 1337 and IMED 2409. Prerequisite: COSC 1336. Minimum passing grade of "C". Lec 3, Lab 2, Cr 4

General Education Courses

ENGL 1301 Composition I

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Note: ENGL 1301 is a pre-requisite for all 2000-level literature courses. Prerequisite: TSI met in reading and writing or equivalent. Minimum passing grade of "C". Lec 3, Cr 3

MATH 1314 College Algebra

This course is in-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included. Prerequisite: TSI met in math or "C" or better in MATH 0322 or "Passing" in MATH 0022. Minimum passing grade of "C." Lec 3, Cr 3

SPCH 1315 Public Speaking

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations. Prerequisite: TSI met in reading and writing or equivalent. Lec 3, Cr 3

XXXX X3XX¹ Language, Philosophy and Culture/Creative Arts Elective

XXXX X3XX¹ Social Behavioral Sciences Elective

¹Any General Education Core course that meets this category.

Course Schedules

At the beginning of each semester, students are provided with a course syllabus. The syllabus includes a schedule of classes, exams, special projects, and assigned reading. Students must come to class prepared to discuss and expand upon assigned reading material. The information included in the syllabus will allow the student to come to class prepared thereby enhancing learning. Should changes to the syllabus be necessary, instructors will inform students of the changes as soon as is possible. Special classes meeting days, when applicable, are identified in the syllabus.

Course Fees

Please refer to the current schedule of fees as presented on the TSC website and Catalog.

Notice to Students

All questions concerning the following College policies should be referred to the Vice President of Student Services. Please note that only a selected few of notices are stated in this Student Handbook. For a complete list of Notices to Students, please refer to the TSC Catalog, which can be found on the TSC website.

Rights of Individuals with Disabilities

Texas Southmost College complies with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990 and does not discriminate on the basis of a disability in the operation of its educational programs or in its admission and employment practices. Special emphasis will continue to be placed on correcting conditions, which may inadvertently discriminate against any individual with a disability.

Sexual Harassment Policy

Sexual harassment in the workplace and schools is an illegal Practice under Section 703 of Title VII of the 1964 Civil Rights Act as amended, and Title IX of the Education Amendments of 1972. Sexual harassment of employees or students at Texas Southmost College will not be tolerated and individuals engaging in such conduct shall be subject to appropriate disciplinary action, up to and including dismissal from the College. This policy shall be applied without regard to the gender of the employee involved.

Statement on Alcoholic Beverages, Tobacco and other Substances

Texas Southmost College forbids the manufacture, possession, sale, use, or distribution of illegal drugs and alcoholic beverages on campus and at College sponsored events, whether they occur on or off campus. Students who are found in violation will face disciplinary action, up to and

including dismissal from the College. Alcohol may be permitted at certain College-sponsored events with appropriate approval from College administration.

Statement on Firearms

In accordance with the Texas Penal Code, Section 46.03, no person may carry a firearm (1) on the physical premises of Texas Southmost College, (2) on any grounds or building on which an activity sponsored by Texas Southmost College is being conducted, (3) in a passenger transportation vehicle of Texas Southmost College; unless pursuant to written regulations or written authorization of the institution. Individuals found in violation will face appropriate law enforcement action/penalty as well as disciplinary action by Texas Southmost College.

Smoke and Tobacco-Free Environment

Texas Southmost College, including all its facilities and grounds, is a smoke and tobacco free environment. Smoking and/or using tobacco products is prohibited in all classrooms, laboratories, offices, conference rooms, hallways, parking lots, and all other rooms in all buildings of Texas Southmost College and on all property that is owned, leased, rented, or otherwise under the control of Texas Southmost College. Law enforcement officers will issue a citation to those in violation of the policy and repeated violations may result in appropriate disciplinary action by Texas Southmost College.

Religious Holy Days

In compliance with Texas Education Code, Section 51.911, Texas Southmost College allows a student who is absent from class for the observance of a religious holy day to make up the class work for that day within a reasonable time after the absence. Students who intend to be absent for religious holy days must notify each instructor in writing by the 15th calendar day of the semester.

Gainful Employment

Federal Title IV regulations require all institutions of higher education to disclose completion and cost information about non-degree programs leading to gainful employment in a recognized occupation. Information about gainful employment programs is available at <http://tsc.edu/index.php/academics/degrees-and-certificates.html>.

Records and the Annual FERPA Notification to Students

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in officially recognized activities, photography, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, individuals may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service at <http://www2.ed.gov/about/contacts/gen/index.html>.

Or contact at the following address:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-8520

Administrative Withdrawal

The College reserves the right to withdraw a student from class if, in the judgment of the College officials, such withdrawal is in the best interest of the student or the student body at large.

Change of Address

Students who change their home address or mailing address are expected to notify the College of this change immediately using TSC Online, or by contacting the Office of Admissions and Records. Documentation may be required.

Official Communications

A request that a student report to an administrative or faculty office may be made by letter, email or telephone. Failure to comply with such a request may result in disciplinary action. Each student is responsible for monitoring his/her TSC email account for official communications.

Communications to the entire student body are considered properly delivered when they are placed on official campus bulletin boards on TSC Online and/or on the TSC website. Each student is responsible for regularly checking the bulletin boards and websites.

All program students must use a TSC email address for all College, program, and course communication.

Student Rights and Responsibilities

Texas Southmost College encourages the intellectual, personal, social, and ethical development of members of the College community in an open and supportive environment that promotes honesty, integrity and respect for the rights of all individuals. Students at Texas Southmost College are encouraged to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Texas Southmost College assumes that each student has an earnest educational purpose and possesses a level of maturity necessary to assume obligations of performance and behavior reasonably imposed by the College relevant to its lawful missions, processes, and functions.

Texas Southmost College recognizes that student success is a shared responsibility between the student and the College. Students attending Texas Southmost College are expected to accept and adhere to the following responsibilities:

1. Student attendance and participation is the key to academic success. Regular and punctual attendance in class and laboratories is expected of all students.
2. Students are expected to exercise personal responsibility and self-discipline as they engage in the rigors of discovery and scholarship. Inappropriate behavior may result in disciplinary action against the student.

3. Students attending Texas Southmost College are responsible for adhering to standards of academic integrity. Academic dishonesty may result in disciplinary action against the student.

In support of the rights of its students, Texas Southmost College is committed to:

1. A consistent and fair evaluation of student performance and an impartial process for grade appeals that allows students to appeal academic decisions or actions which they consider unjust or incorrect.
2. Ensuring that students are treated with fundamental fairness and personal dignity that includes an impartial process for students to appeal disciplinary sanctions imposed by the College or to file a complaint or grievance when they believe that they were unjustly or improperly treated by the College, College employees, or other students.

Detailed information regarding Texas Southmost College's expectations for students is presented in the Student Code of Conduct. The Student Code of Conduct is an articulation of Texas Southmost College's commitment to maintaining an environment that recognizes and supports the rights of its students and provides a guide for defining behaviors the College considers inappropriate.

Student Code of Conduct

Student rights and responsibilities are defined in the Student Code of Conduct in order to give general notice of conduct expectations, to identify sanctions which shall be imposed when misconduct occurs, and to ensure that students are treated with fundamental fairness and personal dignity.

The Student Code of Conduct is available in the Student Handbook and on the College web site.

Student Complaints

The intention of the student grievance procedure at TSC is to assure the aggrieved student of due process in the disposition of the grievance or complaint. While the procedure will not guarantee the student that the result will be totally satisfactory, the college intends for the procedure to provide sufficient options for resolution of the matter. The procedure for filing a grievance can be found in the official TSC website.

Behavioral Conduct

TSC Computer Web Development Program students representing Texas Southmost College will be expected to conduct themselves in such a manner as to reflect favorably upon themselves and the program. Every effort is taken to provide for all students an academic environment that is conducive to academic endeavors, social growth, and individual self-discipline. The College assumes that student eligible to perform at the College level are familiar with the ordinary rules governing proper conduct and that they will observe these rules as a matter of training and habit (See TSC Student Handbook Discipline Code/Sanctions).

Classroom Expectations

Student attendance and participation is vital to academic success. Regular and punctual attendance and participation in class and laboratories is expected of all students.

It is the student's responsibility to communicate with the faculty member concerning any absence as specified by the respective course syllabus. Whenever possible, students' should notify their instructor in advance.

The student may be required to present evidence to support an absence and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus.

A syllabus is a document that an instructor distributes to provide students with an overview of a college course. The syllabus is usually distributed on the first day of class and contains the following information:

- Course name and meeting times
- Name of instructor and their contact information
- Expectations for behavior
- Attendance policies
- Required texts and topics and chapters covered
- Test dates and other relevant dates
- Grading policy

The syllabus is your key to success. Make sure you read the syllabus completely and refer to it regularly.

Classroom Conduct

Classroom activities (didactic and laboratory) are an essential part of the Computer Web Development Program courses. Although CWD instructors strive to establish an informal classroom environment, students must conduct themselves in a manner that continues to facilitate learning. Students may have fun in the classroom while also learning.

However, students are expected to:

- Come to class prepared for the scheduled subject or activities,
- Behave in a manner that does not interrupt classroom or laboratory activities.

Examples of disruptive behavior include frequent tardiness, leaving early, private conversations during class, and inappropriate or offensive behavior.

- Ensure that cellular telephones, radios and pagers do not disrupt the classroom or laboratory activities. Although TSC prohibits the use of cellular telephones and pagers, the CWD Program recognizes that many of CWD students are required to maintain these devices for an on call basis. Students are expected to ensure that the activation of these devices does not disrupt classroom, laboratory, or internship activities.

Student Discipline in the Classroom

Texas Southmost College supports the right of faculty to maintain discipline in the classroom. When a student is being disruptive in a classroom, clinical or other academic setting, the course instructor or clinical supervisor may temporarily or permanently remove that student from class according to the following procedures.

When a student exhibits inappropriate behavior in the classroom, clinical or other academic setting, the course instructor may temporarily or permanently remove that student from class according to the following procedures:

Step 1

Upon the first occurrence, the course instructor will:

- a. Speak with the student and inform them that they have violated appropriate standards of classroom behavior.
- b. Verbally warn the student that a repeat occurrence may result in permanent removal from the class.
- c. Obtain a commitment from the student that the inappropriate behavior will cease.
- d. If the infraction is serious enough to warrant immediate removal from class, the course instructor may go directly to Step 2.
- e. Document the situation and the conversation with the student.

Step 2

Upon the second occurrence, the course instructor may:

- a. Withdraw the student from class and assign a grade of "W" or "F."
- b. Document the situation and the conversation with the student.
- c. Notify the office of Student Conduct Administration. Student Conduct Administration may impose additional sanctions, up to and including suspension or expulsion from the College.

Appeal Process

The student may appeal the decision of the course instructor to the appropriate Program Director/Chair or, in the absence of a Program Director/Chair, to the Division Dean. This appeal

must be made in writing and received in the Program Director/Chair/Dean's office within 5 working days of the student's receiving notice of the course instructor's decision.

1. Upon receipt of the appeal, the Program Director/Chair/Dean shall review the appeal, hear witnesses if he/she so chooses, and render a decision. The decision of the Program Director/Chair/Dean is final.
2. An appeal may result in one of the following:
 - a. Affirm the action of the course instructor.
 - b. Dismiss, reduce, modify, or increase the penalty imposed by the course instructor.
3. The student will be notified of the decision through their TSC email address.

Attendance

Academic success is directly tied to the effort students put into their studies, the degree to which they interact with faculty and peers, and the extent to which they integrate into the campus life. Attendance has a significant impact on performance, and attendance during the first week is integral to success. Regular and punctual attendance in all classes and laboratories is expected of all students.

Students who are absent for any reason should always consult with their instructors. Course syllabi provide specific information regarding attendance, including, for courses involving the internet, online activity that constitutes "attendance." Also, both tardiness and early departure from class may be considered forms of absenteeism. In all cases, students will be held responsible for completion of course requirements covered in their absence. Additionally, it is the student's responsibility to drop a course for non-attendance.

Course instructors establish policy with regard to attendance in their respective syllabi and may drop a student for excessive absences. Absences are counted regardless of whether they occur consecutively. In special programs with additional accreditation or certification standards, additional attendance requirements may be enforced and faculty will clearly explain these policies in their syllabi.

Students who stop attending class for any reason should contact the instructor and the Admissions and Records office to officially withdraw from the class. Students may be required to consult with a faculty member or designee before dropping. Failure to officially withdraw may result in a failing grade for the course. It is the student's responsibility to withdraw officially from a class by submitting a completed Withdrawal Form to the Admissions and Records office.

Academic Standing and Probation

Acceptable scholastic performance, also known as “Good Standing,” is based upon student progress toward successful course and program completion. The components used to compute Academic Standing are GPA and course completion.

Good Standing

Students are considered in Good Standing if they maintain a minimum overall GPA of 2.0, including developmental courses. Good Standing is affected if overall GPA falls below 2.0 at any time (end of a fall, spring, or summer semester term).

Academic Probation

- Students who begin any semester term in Good Standing, but fail to maintain a cumulative GPA of 2.0 or higher, are placed on Academic Probation. Notification of probationary status is communicated electronically through students’ TSC email address.
- Students may re-enroll for one (1) semester term when placed on Academic probation, only after meeting with an Advisor.
- Student status is evaluated after each semester term. Students must earn a semester term GPA of 2.0 or higher to remain enrolled while on Academic Probation.
- Academic Probation status is removed when students earn a semester and cumulative GPA of 2.0 or better.

Academic Dismissal (First or Second Academic Dismissal)

- If students on Academic Probation or Continued Academic Probation fail to earn a semester term GPA of 2.0 or fail to earn a cumulative GPA of 2.0 in the next semester term following the probation status, they will be placed on Academic Dismissal. Students placed on Academic Dismissal will receive an email notification to their TSC email account.
- After remaining out for one (1) semester term (fall or spring) for each of the First or Second Academic Dismissals, students may re-enter on Academic Probation only after receiving advisement.
- Students re-admitted must continually earn a semester term GPA of 2.0 or above until Good Standing is reached to remain enrolled.
- Students may re-enroll in Good Standing if minimum academic standards have been met at another accredited college or university during the period of dismissal.
- Students placed on Academic Dismissal for the third (3) time will not be allowed to

enroll for one (1) calendar year.

In addition to the policies above, students may be required to reduce their course loads and/or participate in workshops or other academic success seminars designed to teach proven strategies for academic success.

Students receiving benefits from the Department of Veterans Affairs who fail to maintain Good Standing will be reported to the DVA Regional Office as making Unsatisfactory Progress.

Student Appeal of Course Grades

Students at Texas Southmost College may appeal final course grades which they consider unfair or inaccurate.

- The burden of proof lies with the Student and it is the Student's responsibility to provide evidence the grade should be changed. Unless the Student demonstrates compelling evidence supporting a change of grade, the final grade issued by the faculty member responsible for the course will remain on the Student's transcript.
- No appeals will be accepted with the desired resolution being anything other than a change of grade. Complaints must follow Texas Southmost College complaint procedures.
- Students who file frivolous appeals or who deviate from the approved process may have their appeal summarily dismissed.
- Students must submit appeals individually, group appeals will not be considered.
- If the Student fails to comply with the designated time frames, the appeal may be summarily dismissed.
 - Only under conditions warranting exception will the time constraint for initiating the grade appeal process be extended. Exceptions might include unexpected call to military service, extreme health issues and severe life disruption.
 - Requests for an exception to the time constraint require verifiable documentation and must be submitted in writing to the Office of the Vice President of Student Services who will grant or deny the exception.

The procedures for filing a grade appeal are available in the official TSC student handbook.

Academic Advising

Schedule an advising session if attending college for the first time or transferring with fewer than twelve (12) college-level semester hours. Advisors will assist you in selecting a program of study and developing your degree plan.

Transfer, Career and Employment Center

One of the best ways to ensure career success is to establish a clear focus on the career path you wish to pursue. Transfer, Career and Employment Center staff can guide you through college transfer planning, the career planning process, and securing employment upon graduation.

Transfer Planning

During their enrollment at Texas Southmost College, students are advised to fulfill the lower division requirements for the college or university program. Students wishing to transfer into a baccalaureate or professional degree program should obtain an undergraduate catalog of the university to which they plan to transfer and consult with a representative from the Transfer, Career and Employment Center. Texas Southmost College makes every effort to aid students wishing to transfer; however, the student must consult with the senior college or university to ensure appropriate courses are taken at Texas Southmost College.

Transfer, Career and Employment Center staff also provide students with information concerning university admission requirements, degree program requirements, scholarships, housing, and university contact information. A transfer fair is held annually that provides students an opportunity to visit with university recruiters; and university transfer advisors from select institutions are scheduled each semester to advise prospective transfer students.

Career Planning

Career planning is an on-going process that takes time, energy, and commitment. It involves developing an awareness of your skills, abilities, values, strengths, interests; and learning about the various types of occupations that exists and what is required to accomplish your goals. The Transfer, Career and

Employment Center offers career assessment tools to help match your skills, interests, personality, and values with various careers. Students who are undecided in their major are strongly recommended to start the career planning process early in their educational career.

Job Readiness

The Transfer, Career, and Employment Center provides job readiness services to students and alumni. Students receive individualized services to develop job readiness skills, including effective resume writing, developing interviewing skills, employment referrals, and job market information.

Enrollment Checklist

1. APPLY FOR ADMISSION

Complete and submit an application for admission through ApplyTexas at www.applytexas.org.
An active application is required to move forward with the enrollment process.

2. APPLY FOR FINANCIAL AID

Free money for school, scholarships, work opportunities and emergency loans are available to eligible students.

Complete the financial aid application (FAFSA) online at www.fafsa.ed.gov or in person at the TSC Student Services Center. TSC's school code is 030646.

3. SUBMIT TRANSCRIPTS

Submit one of the following academic credentials to the Office of Admissions:

Incoming Freshmen:

Submit official High School Transcript (sealed envelope); or

Submit proof of GED (test scores or certificate); or

Submit two letters of reference (if applying under Individual Approval)

Transfer Student:

Submit an official transcript from each college or university that you attended.

Contact your previous education institution(s) to request official transcripts.

Transcripts may be delivered in person (in a sealed envelope) or mailed to:

Texas Southmost College

Office of Admissions

80 Fort Brown

Brownsville, Texas 78520

4. COMPLETE A STEM PROGRAM ENTRANCE APPLICATION

The application can be found at

http://www.tsc.edu/images/Academics/STEM/STEM_Entrance_Application.pdf .

Complete application, along with letter of recommendation, must be submitted to the program advisor by August 1st of every year.

Disability Services

Disability support services are provided to qualified students with learning, physical, developmental, mental and emotional disabilities who are attending Texas Southmost College. Under the Americans with Disabilities Act (ADA) of 1990, a person has a disability if he or she has a physical or mental impairment that substantially limits one or more of the major life activities. Reasonable accommodations are provided by the College to ensure access to all courses, programs, services, jobs, activities and facilities.

Support Services Include:

- Testing accommodations for placement testing and academic tests.
- Adaptive Technology: screen magnification, speech synthesized software, voice activated software, hearing amplification systems (FM systems), and more.
- Adaptive furniture.
- Readers, Scribes (writers), and Sign Language Interpreters.
- Campus and community referrals.
- Other appropriate academic modifications and disability-related information.

Individuals need to be eligible for accommodation services before the services will be approved and provided. To become eligible, an individual will need to:

- Complete a Request for Services form.
- Provide current documentation for the disability for which services are requested. Documentation must be from a competent and qualified source capable of making that diagnosis within their profession.
- Arrange an intake appointment with DisAbility Support Services. Be prepared to spend at least one hour to meet with a counselor and complete the initial intake appointment.
- The counselor will determine if the student meets the criteria to receive accommodations, and if so, what accommodations are appropriate.

Approved accommodation services may be provided each semester if the eligible student informs Disability Support Services that services are needed for the current term. Requests to continue approved services must be in writing. Hand-written notes or e-mail requests to Disability Support Services are not acceptable.

Counseling Center

Many students face life challenges that can make accomplishing their academic goals difficult. The Counseling Center is available to assist with those challenges by encouraging personal and academic growth to help each student successfully meet life's challenges.

Enrolled students are eligible for personal counseling services, and there is no fee. The counselor respects the confidential nature of discussions to the limits provided by law. No record of a student's visit is made on any academic file.

Conflict Resolution Center

The Conflict Resolution Center provides guidance to the Texas Southmost College community regarding Texas Southmost College protocol and procedures and assists and counsels students in resolving disputes and conflicts in a way that facilitates individual responsibility, contributes to their maturation, and promotes the development of self-advocacy skills.

The Conflict Resolution Center serves as an informal, independent, neutral, confidential, problem-solving resource for student-related issues. The Conflict Resolution Center is able to

provide services as an intermediary/facilitator or to mediate when disputing parties are deadlocked. Conflict Resolution Center staff is available to listen, provide information, reframe issues, develop options, and make referrals when appropriate. Conflict Resolution Center staff will explain and clarify College policies and procedures while encouraging complainants to follow the approved policies and procedures. Conflict Resolution Center staff may conduct informal fact finding interviews when appropriate.

The Conflict Resolution Center is located within the Office of the Vice President of Student Services.

Student Financial Aid Services

TSC provides financial aid to assist students. The financial assistance for eligible students is available in the form of grants, loans, college work-study, veterans' benefits, and scholarships. The college catalog contains the financial resources available.

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Library Facility

The Library is a shared service between Texas Southmost College and The University of Texas at Brownsville. The Library provides services and collections in support of research, teaching, and learning. The Library [web site](#) provides access to thousands of scholarly journals and e-books, all available to students, faculty, and staff 24/7 from any location worldwide. The physical library holds a wide array of print books, DVDs, archives, and more, as well as 20 study rooms that are available to be checked out for both group and individual study. Librarians are available to assist students with research in-person, via phone, chat, text, or email.

All currently enrolled students at Texas Southmost College may access Library content via the Library [web site](#) or in person, with their TSC student identification card.

Learning Labs

The Learning Lab facilitates academic success by offering student-centered peer tutoring from caring and supportive peer tutors. Students may work with tutors in a one-on-one setting or in groups. Study rooms are also available at no charge. The Learning Lab is located upstairs in the Oliveira Student Services center.

Laptops

Program students are required to purchase a laptop for classroom use. Laptops must be compatible for Visual Studio 2012 and Adobe CC6 Suite.

Windows
•Intel® Pentium® 4 or AMD Athlon® 64 processor (2 GHz or faster)
•Microsoft® Windows® 7 with Service Pack 1, Windows 8, or Windows 8.1
•8 GB of RAM (16 GB recommended)
•1 TB of available hard-disk space for installation; additional free space required during installation (cannot install on removable flash storage devices)
•1024x768 display (1280x800 recommended) with 16-bit color and 512 MB of VRAM (1 GB recommended)**
•OpenGL 2.0–capable system
•Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.*

Mac OS
•Multicore Intel processor with 64-bit support
•Mac OS X v10.7, v10.8, or v10.9
•8 GB of RAM (16GB recommended)
•1 TB of available hard-disk space for installation; additional free space required during installation (cannot install on a volume that uses a case-sensitive file system or on removable flash storage devices)
•1024x768 display (1280x800 recommended) with 16-bit color and 512 MB of VRAM (1 GB recommended)**
•OpenGL 2.0–capable system
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